

# SOCIAL WORK

## Syllabus

Program Code: USW

2021-2022 onwards



MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)

Re-accredited with "A" Grade by NAAC

PASUMALAI, MADURAI – 625 004

### Eligibility for Admission

Candidates seeking admission to the B.S.W Degree course must have the Higher Secondary Education Certificate of the Government of Tamil Nadu or any other state or its equivalent qualification.

### Duration of the course

The duration of the course shall be three academic years comprising six semesters with two semesters in each academic year.

### Subjects of Study

Part I : Tamil

Part II : English

Part III :

1. Core Subjects
2. Allied Subjects
3. Electives

Part IV :

1. Non Major Electives
2. Skill Based Subjects
3. Environmental Studies
4. Value Education

Part V :

Extension activities

### The scheme of Examination

The components for continuous internal assessment are:

Two tests and their average --15 marks

Seminar /Group discussion --5 marks

Assignment --5 marks

Total -----  
25 Marks  
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**Pattern of the questions paper for the continuous Internal Assessment**

**(For Part I, Part II, Part III, NME & Skilled Paper in Part IV)**

The components for continuous internal assessment are:

**Part –A**

Four multiple choice questions (answer all) 4 x01= 04 Marks

**Part –B**

Three short answers questions (answer all) 3 x02= 06 Marks

**Part –C**

Two questions ('either .... or 'type) 2 x 05=10 Marks

**Part –D**

Two questions out of three 2 x 10 =20 Marks

Total 40 Marks

Pattern of the question paper for the Summative Examinations:

**Note: Duration- 3 hours**

**Part –A**

Ten multiple choice questions 10 x01 = 10 Marks

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

**Part –B**

Short answer questions (one question from each unit) 5 x02 = 10 Marks

**Part –C**

Five Paragraph questions ('either .... or 'type) 5 x 05 = 25 Marks

(One question from each Unit)

**Part –D**

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

(One question from each Unit)

Total 75 Marks

**The Scheme of Examination (Environmental Studies and Value Education)**

Two tests and their average --15 marks

Project Report --10 marks\*

Total --25 marks

\*\* The students as Individual or Group must visit a local area to document environmental assets – river / forest / grassland / hill / mountain – visit a local polluted site – urban / rural / industrial / agricultural – study of common plants, insects, birds – study of simple ecosystem – pond, river, hill slopes, etc.

### Question Paper Pattern

#### (Internal Assessment)

#### Pattern of the Question Paper for Environmental Studies & Value Education only) (Internal)

45 MCQs will be asked for two internal assessment tests (45 x 1=45 Marks) and converted for 15 marks

Two tests and their average	--	15 marks*
Project	--	10 marks

Total -----  
25 Marks  
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#### Summative Examination Pattern

#### Pattern of the Question Paper for Environmental Studies & Value Education only) (External)

75 Multiple choice questions will be asked from five units (75 x 1=75 Marks)

(15MCQ's from each unit)

#### Minimum Marks for a Pass

40% of the aggregate (Internal +Summative Examinations).

No separate pass minimum for the Internal Examinations.

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

### **VISION**

Envisage a society which ensures peace, harmony, dignity, justice and equal opportunities for development of individuals and communities through planned social work interventions by a committed cadre of professionals

### **MISSION**

Prepare future social work professionals for leadership in areas of culturally-informed, community-engaged practice, policy, and research, with a particular emphasis on persistent and emerging social problems in rapidly diversifying urban areas locally, nationally and globally.

### **Rationale Behind Social Work**

Social workers are professionals, who aim to enhance overall well-being and help meet basic and complex needs of communities and people. Social workers work with many different populations and types of people, particularly focusing on those who are vulnerable, oppressed, and living in poverty.

Depending on their specialty, job title and place of employment, a social worker may be required to participate in legislative processes that often result in the formation of social policies. They lean on social work values and principles, as well as academic research to carry out their work.

Social workers are educated and trained to address social injustices and barriers to their client's overall wellbeing. Some of these include poverty, unemployment, discrimination and lack of housing. They also support clients and communities who are living with disabilities, substance abuse problems, or experience domestic conflicts.

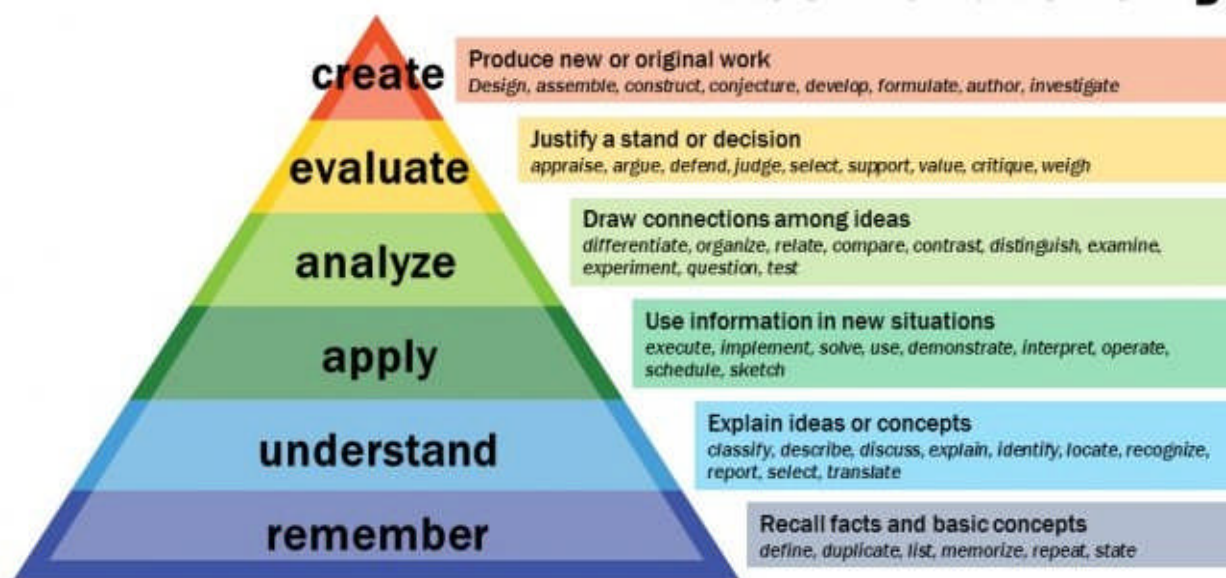
Social workers often fine-tune their practice with a focus on a level of interventions and types of communities they wish to serve.

**The 12 Graduate Attributes\*:**

1. (KB) A knowledge base for engineering: Demonstrated competence in university level mathematics, natural sciences, engineering fundamentals, and specialized engineering knowledge appropriate to the program.
2. (PA) Problem analysis: An ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions
3. (Inv.) Investigation: An ability to conduct investigations of complex problems by methods that include appropriate experiments, analysis and interpretation of data and synthesis of information in order to reach valid conclusions.
4. (Des.) Design: An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural and societal considerations.
5. (Tools) Use of engineering tools: An ability to create, select, apply, adapt, and extend appropriate techniques, resources, and modern engineering tools to a range of engineering activities, from simple to complex, with an understanding of the associated limitations.
6. (Team) Individual and teamwork: An ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.
7. (Comm.) Communication skills: An ability to communicate complex engineering concepts within the profession and with society at large. Such ability includes reading, writing, speaking and listening, and the ability to comprehend and write effective reports and design documentation, and to give and effectively respond to clear instructions.
8. (Prof.) Professionalism: An understanding of the roles and responsibilities of the professional engineer in society, especially the primary role of protection of the public and the public interest.
9. (Impacts) Impact of engineering on society and the environment: An ability to analyze social and environmental aspects of engineering activities. Such ability includes an understanding of the interactions that engineering has with the economic, social, health, safety, legal, and cultural aspects of society, the uncertainties in the prediction of such interactions; and the concepts of sustainable design and development and environmental stewardship.
10. (Ethics) Ethics and equity: An ability to apply professional ethics, accountability, and equity.
11. (Econ.) Economics and project management: An ability to appropriately incorporate economics and business practices including project, risk, and change management into the practice of engineering and to understand their limitations.
12. (LL) Life-long learning: An ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge

WA	Graduate Attributes	Caption as
WA1	A knowledge base for engineering: Demonstrated competence in university level mathematics, natural sciences, engineering fundamentals, and specialized engineering knowledge appropriate to the program.	Knowledge Base
WA2	Problem analysis: An ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions	Problem Analysis & Investigation
WA4	Investigation: An ability to conduct investigations of complex problems by methods that include appropriate experiments, analysis and interpretation of data and synthesis of information in order to reach valid conclusions.	
WA10	Communication skills: An ability to communicate complex engineering concepts within the profession and with society at large. Such ability includes reading, writing, speaking and listening, and the ability to comprehend and write effective reports and design documentation, and to give and effectively respond to clear instructions.	Communication Skills & Tools
WA5	Tools Use of engineering tools: An ability to create, select, apply, adapt, and extend appropriate techniques, resources, and modern engineering tools to a range of engineering activities, from simple to complex, with an understanding of the associated limitations.	
WA9	Individual and teamwork: An ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.	Individual and Team Work
WA6	Professionalism: An understanding of the roles and responsibilities of the professional engineer in society, especially the primary role of protection of the public and the public interest.	Professionalism, Ethics and equity
WA8	Ethics and equity: An ability to apply professional ethics, accountability, and equity.	
WA12	(LL) Life-long learning: An ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge	Lifelong learning & Impact of social engineering on society and the environment
WA9	(Impacts) Impact of engineering on society and the environment: An ability to analyze social and environmental aspects of engineering activities. Such ability includes an understanding of the interactions that engineering has with the economic, social, health, safety, legal, and cultural aspects of society, the uncertainties in the prediction of such interactions; and the concepts of sustainable design and development and environmental stewardship.	

# Bloom's Taxonomy



Vanderbilt University Center for Teaching

PROGRAM EDUCATIONAL OBJECTIVES (PEOs)	
PEO1:	Understand social work knowledge, ethics and values towards development.
PEO2:	Examine social problems through proper interventions.
PEO3:	Develop effective communication skill by adopting various social work tools.
PEO4:	Enrich effective participation as an individual and in team.
PEO5:	Equip social work professional values & ethics
PEO6:	Enhance the quality of life in promoting sustainable development.



**PROGRAMME OUTCOMES (POs)****On completion of the Programme, the student will**

<b>PO1:</b>	Acquire disciplinary knowledge on social work profession.
<b>PO2:</b>	Develop Critical thinking,, Analytical reasoning and problem solving.
<b>PO3:</b>	Equip Communication skills and able to practice social work tools.
<b>PO4:</b>	Enrich leadership quality through team work.
<b>PO5:</b>	Enhance Multicultural competence with moral and ethical awareness
<b>PO6:</b>	Prove proficiency with ability to engage in higher studies and sensitize oneself towards social functioning.

**PROGRAM SPECIFIC OUTCOME (PSOs)**

<b>PSO1:</b>	To provide students the opportunities, Knowledge, Skills, attitudes and values appropriate to work with individuals, groups, communities and organizations
<b>PSO2:</b>	To provide inter disciplinary collaboration for better understanding of human problems, services and issues related to human development
<b>PSO3:</b>	To enable the students to approach the social problems Empathetically in social work perspective.
<b>PSO4:</b>	The practical knowledge of this course helps to personal growth of the students and Society as a whole.
<b>PSO5:</b>	To achieve professionalism and become efficient social worker in the field.

**MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous), Pasumalai**  
**BSW Curriculum**

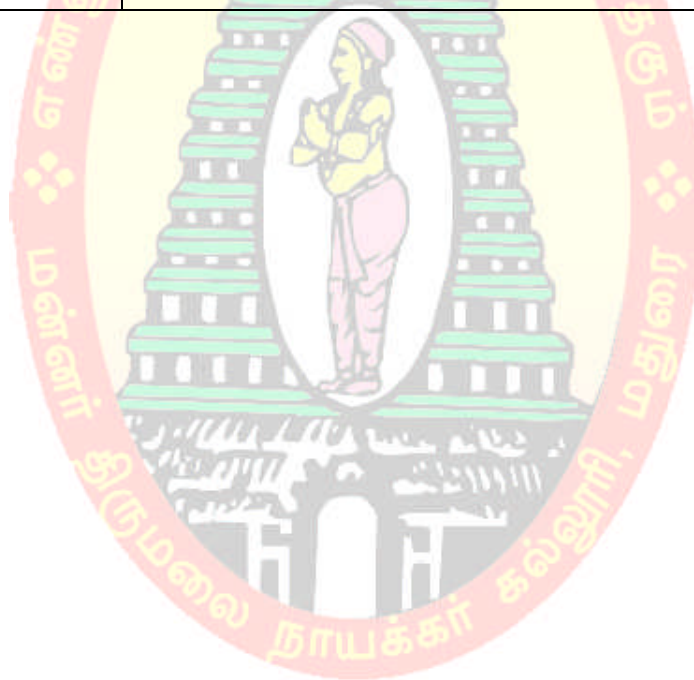
*(For the student admitted during the academic year 2021-2022 onwards)*

Course Code	Title of the Course	Hours	Credits	Maximum Marks		
				Int	Ext	Total
<b>FIRST SEMESTER</b>						
<b>Part – I</b>	<b>Tamil / Alternative Course</b>					
21UTAG11	இக்காலக் கவிதையும் நாடகமும்	6	3	25	75	100
<b>Part – II</b>	<b>English</b>					
21UENG11	Communicative English - I	6	3	25	75	100
<b>Part – III</b>	<b>Core Courses</b>					
21USWC11	Introduction to Social Work	5	5	25	75	100
21USWC12	Introduction to Methods of Social Work	4	4	25	75	100
<b>Part III</b>	<b>Allied Course</b>					
21USWA11	Understanding society with Social work Perspective	5	4	25	75	100
<b>Part IV</b>	<b>Skill Based Course</b>					
21USWS11	IT Skills for Social Workers	2	2	25	75	100
<b>Part IV</b>	<b>Mandatory Course</b>					
21UEVG11	Environmental Studies	2	2	25	75	100
	<b>Total</b>	<b>30</b>	<b>23</b>	<b>175</b>	<b>525</b>	<b>700</b>
<b>SECOND SEMESTER</b>						
<b>Part – I</b>	<b>Tamil / Alternative Course</b>					
21UTAG21	இடைக்கால இலக்கியமும் சிறுகதையும்	6	3	25	75	100
<b>Part – II</b>	<b>English</b>					
21UENG21	Communicative English - II	6	3	25	75	100
<b>Part – III</b>	<b>Core Courses</b>					
21USWC21	Social Welfare Administration	5	5	25	75	100
21USWC22	Introduction to Fields of Social Work	4	4	25	75	100
<b>Part III</b>	<b>Allied Course</b>					
21USWA21	General Psychology	5	4	25	75	100
<b>Part IV</b>	<b>Skill Based Course</b>					
21USWS21	Skills for Social Workers	2	2	25	75	100
<b>Part IV</b>	<b>Mandatory course</b>					
21UVLG21	Value Education	2	2	25	75	100
	<b>Total</b>	<b>30</b>	<b>23</b>	<b>175</b>	<b>525</b>	<b>700</b>

<b>THIRD SEMESTER</b>						
<b>Part – I</b>	<b>Tamil / Alternative Courses</b>					
21UTAG31	காப்பிய இலக்கியமும் உரைநடையும்	6	3	25	75	100
<b>Part – II</b>	<b>English</b>					
21UENG31	Communicative English - III	6	3	25	75	100
<b>Part – III</b>	<b>Core Courses</b>					
21USWC31	Social Work Research and Statistics	5	5	25	75	100
21USWF31	Field Work –I	4	4	40	60	100
<b>Part III</b>	<b>Allied Courses</b>					
21USWA31	Social Entrepreneurship	5	4	25	75	100
<b>Part IV</b>	<b>Skill Based Courses</b>					
21USWS31	Understanding Oneself and Family	2	2	25	75	100
<b>Part IV</b>	<b>Non Major Elective Course</b>					
21USWN31	Personality Development	2	2	25	75	100
	<b>Total</b>	<b>30</b>	<b>23</b>	<b>190</b>	<b>510</b>	<b>700</b>
<b>FOURTH SEMESTER</b>						
<b>Part – I</b>	<b>Tamil / Alternative Courses</b>					
21UTAG41	பண்டைய இலக்கியமும் புதினமும்	6	3	25	75	100
<b>Part – II</b>	<b>English</b>					
21UENG41	Communicative English - IV	6	3	25	75	100
<b>Part – III</b>	<b>Core Courses</b>					
21USWC41	Management of NGOs	5	4	25	75	100
21USWF41	Field work –II	4	4	40	60	100
<b>Part III</b>	<b>Allied Courses</b>					
21USWA41	Developmental Psychology	5	4	25	75	100
<b>Part IV</b>	<b>Skill Based Courses</b>					
21USWS41	Communication Skills for Social Work Practice	2	2	25	75	100
<b>Part IV</b>	<b>Non Major Elective Course</b>					
21USWN41	Contemporary Social Work	2	2	25	75	100
<b>Part V</b>	<b>Extension</b>					
21UEAG40- 21UEAG49	Extension Activity	0	1	100	-	100
	<b>Total</b>	<b>30</b>	<b>23</b>	<b>290</b>	<b>510</b>	<b>800</b>
<b>FIFTH SEMESTER</b>						
<b>Part – III</b>	<b>Core Courses</b>					
21USWC51	Community Development	6	4	25	75	100
21USWC52	Social Work in Hospitals	6	4	25	75	100
21USWF51	Field Work-III	6	4	40	60	100

<b>Part III</b>	<b>Core Elective</b>					
21USWE51	Family and Child Welfare	5	5	25	75	100
21USWE52	Project Proposal writing					
21USWE53	Technologies for Social workers					
21USWE54	Welfare of the Differently Abled	5	5	25	75	100
21USWE55	Social Work with Youth					
21USWE56	Local Self Government					
<b>Part IV</b>	<b>Skill Based Courses</b>					
21USWS51	Basics in counseling	2	2	25	75	100
	<b>Total</b>	<b>30</b>	<b>24</b>	<b>165</b>	<b>435</b>	<b>600</b>
<b>SIXTH SEMESTER</b>						
<b>Part – III</b>	<b>Core Courses</b>					
21USWC61	Social Work in Industries	6	4	25	75	100
21USWF61	Field Work –IV	6	4	40	60	100
21USWPR1	Project Work	6	4	40	60	100
<b>Part III</b>	<b>Core Elective</b>					
21USWE61	Welfare of the Weaker sections	5	5	25	75	100
21USWE62	Social work and social justice					
21USWE63	Corporate Social Responsibility					
21USWE64	Social Marketing	5	5	25	75	100
21USWE65	Empathy & Emotional Intelligence at Work place					
21USWE66	Social Welfare Policies and Services					
<b>Part IV</b>	<b>Skill Based Courses</b>					
21USWS61	Participatory Rural Appraisal and Community Asset Mapping	2	2	25	75	100
	<b>Total</b>	<b>30</b>	<b>24</b>	<b>180</b>	<b>420</b>	<b>600</b>
	<b>Grand Total</b>	<b>180</b>	<b>140</b>	<b>1175</b>	<b>2925</b>	<b>4100</b>

<b>Elective Papers</b>		
<b>V-SEM</b>	<b>Sub Code</b>	<b>List of Elective Papers</b>
	21USWE51	Family and Child Welfare
	21USWE52	Project Proposal writing
	21USWE53	Technologies for Social workers
	21USWE54	Welfare of the Differently Abled
	21USWE55	Social Work with Youth
	21USWE56	Local Self Government
<b>VI-SEM</b>	<b>Sub Code</b>	<b>List of Elective Papers</b>
	21USWE61	Welfare of the Weaker sections
	21USWE62	Social work and social justice
	21USWE63	Corporate Social Responsibility
	21USWE64	Social Marketing
	21USWE65	Empathy & Emotional Intelligence at Work place
	21USWE66	Social Welfare Policies and Services







**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF SOCIAL WORK**  
 (For those who joined in 2021-2022 and after)

<b>Course Name</b>	<b>INTRODUCTION TO SOCIAL WORK</b>			
<b>Course Code</b>	<b>21USWC11</b>	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	<b>Core</b>	5	-	5
<b>Nature of course:</b>	EMPLOYABILITY	✓	SKILL ORIENTED	ENTREPRENURSHIP
<b>Course Objectives:</b>				
<b>CO 1:</b> To detail the basics of Professional social work. <b>CO 2:</b> To understand the other related concepts of professional social work. <b>CO 3:</b> To develop the knowledge of historical development of social work in India and Abroad. <b>CO 4:</b> To determine the scope and recent trends in social work with global perspective. <b>CO 5:</b> To illustrate the underlying approaches of social work.				
<b>Unit: I</b>	<b>Introduction of social Work</b>			<b>15</b>
Social Work: Concept, Meaning, Definition, Basic Assumptions, Methods of social work: Primary and secondary methods, Scope and Objectives of Social Work, Philosophy of social work and Principles of Social Work, Ethics of social work and Values of social work.				
<b>Unit: II</b>	<b>Basic concepts related to Social Work</b>			<b>15</b>
Basic concepts related to Social Work: Philanthropy, Social Service, Social Welfare, Social Reform, Social Justice, Social Security, Social Policy, Social Defense, Social action, Social Development and Social Empowerment; Relevance of social work with the above concepts.				
<b>Unit: III</b>	<b>Social Work as a Profession</b>			<b>15</b>
Historical development of Social Work: USA,UK, India, Social Work Education in Indian context, Professional Association of Social Work, Irish Association of Social Workers, Council on Social Work Education, National Association of Social Workers, Association Schools of Social Work in India.				
<b>Unit: IV</b>	<b>Functions and Approaches of Social work</b>			<b>15</b>
Functions and Approaches: Preventive Functions, Remedial Functions, Developmental Functions; Approaches – Charity Approach, Welfare Approach and Rights Based Approach. Human Rights – Meaning and Definition, Need and importance of Fundamental Rights.				
<b>Unit: V</b>	<b>Social work in global context</b>			<b>15</b>
International Social Work: Meaning and Global spread and organization of social work, Role of International social worker. Emerging Trends in Social Work, Professional Ethics and Professional Skills for social Workers, Challenges of Social Worker.				
<b>Total Lecture Hours</b>				<b>75 Hrs</b>
<b>Books for Study:</b>				
<ol style="list-style-type: none"> <li>O. William Farley, <b>Introduction to Social Work</b>, Pearson, New Delhi, 2011</li> <li>Paul Choudry, <b>Introduction to Social Work</b>, Atma Ram and Sons, New Delhi, 2014.</li> </ol>				

3. P.D.Misra, **Social Work - Philosophy and Methods**, Inter-India Publications, New Delhi, 1994
4. G.Albin Joseph and A.Thoma Williams, **Professional Social Work Practice**, Authors Press, New Delhi, 2016

**Books for Reference:**

1. ShaikhAzharIqbal, **Principles and practices of social work**, Sublime publications, Jaipur, 2005.
2. Rameshwari Devi, **Social work practices**, Mangal Deep Publications, Jaipur, 2000.
3. K. D. Gangrade, **Dimensions of Social Work**, Marwah Publications, New Delhi 2001.
4. M.S. Gore, **Social Work and Social Work Education**, Asia Publishing House, New Delhi, 2001.
5. A.R. Wadia, **History and Philosophy of Social Work in India**, Allied Publishing House New, Delhi, 2002
6. Skidmore A Rx and Milton G Thackeray, **Introduction to Social Work**. New Jersey: Prentice Hall,2000

**Web Resources:**

1. <https://sites.google.com/site/ignouhelpbooks11/MSW%200001%20Origin%20and%20Development%20of%20Social%20Work%20%5B1%5D.zip?attredirects=0&d=1>
2. <https://sites.google.com/site/ignouhelpbooks11/MSW%200003%20Basic%20Social%20Science%20Concepts%20%5B1%5D.zip?attredirects=0&d=1>
3. <https://sites.google.com/site/ignouhelpbooks11/MSW%200002%20Origin%20and%20Development%20of%20Social%20Work%20in%20India%20%5B1%5D.zip?attredirects=0&d=1>
4. <https://sites.google.com/site/ignouhelpbooks11/MSW%200008%20Social%20Group%20Work%20Working%20with%20Groups%20%5B1%5D.zip?attredirects=0&d=1>

Course Outcomes		K Level
<b>On successful completion of the course the students will be able to</b>		
CO1:	Gain knowledge of basic fundamentals of Professional social work practice	Upto K2
CO2:	Identify and differentiate various social concepts.	Upto K4
CO3:	Describe the historical perspective of social work and various professional associations	Upto K2
CO4:	Apply respective social work approaches in various fields of social work	Upto K3
CO5:	Highlight the scope of social work in International context and the challenges associated in the fields of social work practice	Upto K4

**CO & PO Mapping:**

COS	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO 1	2	2	1	2	3	3
CO 2	3	3	2	2	3	3
CO 3	3	2	2	3	3	3
CO 4	3	3	2	3	3	3
CO 5	3	2	2	1	3	3

\*3 – Advanced Application; 2 – Intermediate Development; 1 - Introductory Level



**LESSON PLAN**

Unit	INTRODUCTION TO SOCIAL WORK	Hrs	Pedagogy
<b>I</b>	<b>Introduction of social Work:</b> Social Work – Concept, Meaning, Definition, Basic Assumptions, Methods of social work: Primary and secondary methods, Scope and Objectives of Social Work, Philosophy of social work and Principles of Social Work, Ethics of social work and Values of social work.	<b>15</b>	<b>Chalk and talk, PPT, Lecture</b>
<b>II</b>	<b>Basic concepts related to Social Work:</b> Philanthropy, Social Service, Social Welfare, Social Reform, Social Justice, Social Security, Social Policy, Social Defense, Social action, Social Development and Social Empowerment; Relevance of social work with the above concepts.	<b>15</b>	<b>Chalk and talk, PPT, Group discussion</b>
<b>III</b>	<b>Social Work as a Profession:</b> Historical development of Social Work -USA,UK, India, Social Work Education in Indian context, Professional Association of Social Work, Irish Association of Social Workers, Council on Social Work Education, National Association of Social Workers, Association Schools of Social Work in India.	<b>15</b>	<b>Chalk and talk, PPT, Assignment</b>
<b>IV</b>	<b>Functions and Approaches of Social work:</b> Preventive Functions, Remedial Functions, Developmental Functions; Approaches – Charity Approach, Welfare Approach and Rights Based Approach. Human Rights – Meaning and Definition, Need and importance of Fundamental Rights.	<b>15</b>	<b>Chalk and talk, PPT, Assignment</b>
<b>V</b>	<b>Social work in global context:</b> International Social Work: Meaning and Global spread and organization of social work, Role of International social worker. Emerging Trends in Social Work, Professional Ethics and Professional Skills for social Workers, Challenges of Social Worker.	<b>15</b>	<b>Guest lecture, PPT</b>

Course Designed by:

**Ms. S.SIVATHMIKA**, MSW (NET), PGDHRM, DCP,

**& Ms. J. DYANAVINCILLA**, MSW, M.Phil., SET,

**Learning Outcome Based Education & Assessment (LOBE)**

**Formative Examination - Blue Print**

**Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B		Section C Either or Choice	Section D Open Choice
			MCQs		Short Answers			
			No. of Questions	K - Level	No. of Questions	K - Level		
CIA AI	CO1	Up to K2	2	K1 –& K2	1	K1	2(k2 & k2)	1(K2)
	CO2	Up to K4	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K3)
CIA AII	CO3	Up to K2	2	K1 –& K2	1	K2	2(k2 & k2)	1(K2)
	CO4	Up to K3	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K3)
Question Pattern CIA I & II	No. of Questions to be asked		4		3		4	3
	No. of Questions to be answered		4		3		2	2
	Marks for each question		1		2		5	10
	Total Marks for each section		4		6		10	20

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either / Or Choice)	Section D (Open Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	2			4	6.67	67
	K2	2	4	10	20	36	60	
	K3			10	10	20	33.33	33
	K4							
	Marks	4	6	20	30	60	100	100
CIA II	K1	2				2	3.33	67
	K2	2	6	10	20	38	63.3	
	K3			10	10	20	33.3	33
	K4							
	Marks	4	6	20	30	60	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

CO5 will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)								
S.No	COs	K - Level	MCQs		Short Answers		Section C (Either / or Choice)	Section D (Open Choice)
			No. of Questions	K – Level	No. of Question	K – Level		
1	CO 1	Up to K2	2	K1&K2	1	K1	2(K2&K2)	1(K2)
2	CO 2	Up to K4	2	K1&K2	1	K1	2(K2&K2)	1(K3)
3	CO 3	Up to K2	2	K1&K2	1	K2	2(K2&K2)	1(K2)
4	CO 4	Up to K3	2	K1&K2	1	K2	2(K3&K3)	1(K3)
5	CO 5	Up to K4	2	K1&K2	1	K2	2(K3&K3)	1(K4)
No. of Questions to be Asked			10		5		10	5
No. of Questions to be answered			10		5		5	3
Marks for each question			1		2		5	10
Total Marks for each section			10		10		25	30
(Figures in parenthesis denotes, questions should be asked with the given K level)								

Distribution of Marks with K Level							
K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either/ or Choice)	Section D ( Open Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	4	10		19	15.8	67
K2	5	6	30	20	61	50.8	
K3			10	20	30	25	25
K4				10	10	8.3	8
Marks	10	10	50	50	120	100	100
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.</b>							

## Summative Examinations - Question Paper – Format

<b>Section A (Multiple Choice Questions)</b>			
<b>Answer All Questions</b>		<b>(10x1=10 marks)</b>	
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
1	CO1	K1	
2	CO1	K2	
3	CO2	K1	
4	CO2	K2	
5	CO3	K1	
6	CO3	K2	
7	CO4	K1	
8	CO4	K2	
9	CO5	K1	
10	CO5	K2	
<b>Section B (Short Answers)</b>			
<b>Answer All Questions</b>		<b>(5x2=10 marks)</b>	
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
11	CO1	K1	
12	CO2	K1	
13	CO3	K2	
14	CO4	K2	
15	CO5	K2	
<b>Section C (Either/Or Type)</b>			
<b>Answer All Questions</b>		<b>(5 x 5 = 25 marks)</b>	
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
16) a	CO 1	K2	
16) b	CO 1	K2	
17) a	CO 2	K2	
17) b	CO 2	K2	
18) a	CO 3	K2	
18) b	CO 3	K2	
19) a	CO 4	K3	
19) b	CO 4	K3	
20) a	CO 5	K3	
20) b	CO 5	K3	
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels</b>			
<b>Section D (Open Choice)</b>			
<b>Answer Any Three questions</b>		<b>(3x10=30 marks)</b>	
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
21	CO1	K2	
22	CO2	K3	
23	CO3	K2	
24	CO4	K3	
25	CO5	K4	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF SOCIAL WORK**  
 (For those who joined in 2021-2022 and after)

<b>Course Name</b>	<b>INTRODUCTION TO METHODS OF SOCIAL WORK</b>				
<b>Course Code</b>	<b>21USWC12</b>	<b>L</b>	<b>P</b>	<b>C</b>	
<b>Category</b>	<b>Core</b>	4	-	4	
<b>Nature of course:</b>	EMPLOYABILITY	✓	SKILL ORIENTED		ENTREPRENURSHIP
<b>Course Objectives:</b>					
<p><b>CO 1 :</b> To understand the basic concepts and historical development of various methods of social work</p> <p><b>CO 2 :</b> To determine the principles of methods of social work</p> <p><b>CO 3 :</b> To demonstrate the process of various primary and secondary social work methods</p> <p><b>CO 4 :</b> To introduce the scope of various social work methods in different settings</p> <p><b>CO 5 :</b> To apply the role of social worker in different settings</p>					
<b>Unit: I</b>	<b>Social Case Work</b>				<b>10</b>
Social Case Work – Definition, Objectives, Principles, Components of social case work, Historical Development of social case work, Process – Intake, Study, Diagnosis, Treatment and Follow up. Settings for Case Work Practice. Role of Case Worker. Difference between Social Casework and Case Study					
<b>Unit: II</b>	<b>Social Group Work</b>				<b>10</b>
Social Group Work – Definition, Objectives, Historical Development of Social Group Work and Principles; Group work Process: Pre-Group Planning, Beginning Phase, Middle Phase, End Phase and Evaluation. Settings for Group Work Practice. Role of Group Worker. Difference between Group therapy and Group work.					
<b>Unit: III</b>	<b>Community Organization</b>				<b>15</b>
Community Organization – Concept, Definition, Objectives, Principles, History of Community Organization and Process. Role of Community Organizer. Difference between Community Organization and Community Development. Social Action – Meaning, Definition, principles and Strategies.					
<b>Unit: IV</b>	<b>Social Welfare Administration</b>				<b>10</b>
Social Welfare Administration – Concept of Administration and Social Welfare Administration. Characteristics of Social Welfare Administration. Social Welfare Administrative Process – Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting. Difference					

between Administration and Management.		
<b>Unit: V</b>	<b>Social Work Research</b>	<b>15</b>
Social Work Research – Concept of Social Work Research, Meaning, Definition, Objectives, and Characteristics, Scope of Social Work Research in India and Importance of Research in social work practice. Difference between Social Work research and Scientific research.		
<b>Total Lecture Hours</b>		<b>60 Hrs</b>
<b>Books for Study:</b>		
<ol style="list-style-type: none"> <li>1. Paul Choudry, <b>Introduction to Social Work</b>, Atma Ram and Sons, New Delhi, 2014.</li> <li>2. P.D.Misra, <b>Social Work – Philosophy and Methods</b>, Inter-India Publications, NewDelhi, 1994.</li> <li>3. O. William Farley, <b>Introduction to Social Work</b>, Pearson, New Delhi, 2011</li> </ol>		
<b>Books for References:</b>		
<ol style="list-style-type: none"> <li>1. Johnson, L. C &amp; Yanca, S.J. <b>Social work practice – A Generalist Approach</b> PHI Learning, New York, 2010.</li> <li>2. Devirameswar and Prakashravi, <b>Social Work and Social Welfare Administration</b>, Mangal Deep Publications, Jaipur, 1998.</li> <li>3. Richmomd, J.Mary, <b>Social diagnosis</b>, Russel sage Foundation, New York,, 1977.</li> <li>4. Vass. Antony, <b>Social Work Competencies</b>, Sage Publications, New Delhi, 1996</li> </ol>		
<b>Web Resources:</b>		
<ol style="list-style-type: none"> <li>1. <a href="https://sites.google.com/site/ignouhelpbooks11/MSW%20008%20Social%20Group%20Work%20Working%20with%20Groups%20%5B1%5D.zip?attredirects=0&amp;d=1">https://sites.google.com/site/ignouhelpbooks11/MSW%20008%20Social%20Group%20Work%20Working%20with%20Groups%20%5B1%5D.zip?attredirects=0&amp;d=1</a></li> <li>2. <a href="https://sites.google.com/site/ignouhelpbooks11/MSW%20009%20Community%20Organizatio%20Management%20for%20Community%20Development%20%5B1%5D.zip?attredirects=0&amp;d=1">https://sites.google.com/site/ignouhelpbooks11/MSW%20009%20Community%20Organizatio%20Management%20for%20Community%20Development%20%5B1%5D.zip?attredirects=0&amp;d=1</a></li> <li>3. <a href="https://sites.google.com/site/ignouhelpbooks11/MSW%20007%20Case%20Work%20and%20Counselling%20Working%20with%20Individulas%20%5B1%5D.zip?attredirects=0&amp;d=1">https://sites.google.com/site/ignouhelpbooks11/MSW%20007%20Case%20Work%20and%20Counselling%20Working%20with%20Individulas%20%5B1%5D.zip?attredirects=0&amp;d=1</a></li> </ol>		
<b>Course Outcomes</b>		<b>K Level</b>
<b>On successful completion of the course the students will be able to</b>		
<b>CO1:</b>	Trace the historical development of primary and secondary social work methods	upto K2
<b>CO2:</b>	Apply the principles of social case work, group work, community organization, social welfare administration and social work research	Upto k4
<b>CO3:</b>	Identify and apply the process of social work methods in various situation	Upto K3
<b>CO4:</b>	Outline the scope of social work in medical & Psychiatric settings, community development settings, Industries, etc.,	Upto K2
<b>CO5:</b>	Recognize and apply the role of social worker in respective methods of social work	Upto K3

**CO & PO Mappings:**

<b>COS</b>	<b>PO 1</b>	<b>PO 2</b>	<b>PO 3</b>	<b>PO 4</b>	<b>PO 5</b>	<b>PO 6</b>
<b>CO 1</b>	2	2	1	2	2	2
<b>CO 2</b>	3	3	2	3	3	3
<b>CO 3</b>	3	3	2	3	3	3
<b>CO 4</b>	3	2	2	2	3	3
<b>CO 5</b>	3	2	2	3	3	3

\*3 – Advanced Application; 2 – Intermediate Development; 1 - Introductory Level

**LESSON PLAN**

<b>Unit</b>	<b>INTRODUCTION TO METHODS OF SOCIAL WORK</b>	<b>Hrs</b>	<b>Pedagogy</b>
<b>I</b>	Social Case Work – Definition, Objectives, Principles, Components of social case work, Historical Development of social case work, Process – Intake, Study, Diagnosis, Treatment and Follow up. Settings for Case Work Practice. Role of Case Worker. Difference between Social Casework and Case Study.	<b>10</b>	<b>Chalk and talk, PPT, Lecture</b>
<b>II</b>	Social Group Work – Definition, Objectives, Historical Development of Social Group Work and Principles; Group work Process: Pre-Group Planning, Beginning Phase, Middle Phase, End Phase and Evaluation. Settings for Group Work Practice. Role of Group Worker. Difference between Group therapy and Group work.	<b>10</b>	<b>Chalk and talk, PPT, Group discussion</b>
<b>III</b>	Community Organization – Concept, Definition, Objectives, Principles, History of Community Organization and Process. Role of Community Organizer. Difference between Community Organization and Community Development. Social Action – Meaning, Definition, principles and Strategies.	<b>15</b>	<b>Chalk and talk, PPT, Assignment</b>
<b>IV</b>	Social Work Administration – Concept of Administration and Social Welfare Administration. Characteristics of Social Welfare Administration. Social Welfare Administrative Process –Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting. Difference between Administration and Management.	<b>10</b>	<b>Chalk and talk, PPT, Assignment</b>
<b>V</b>	Social Work Research – Concept of Social Work Research, Meaning, Definition, Objectives, Characteristics, Scope of Social Work Research in India and Importance of Research in social work practice. Difference between Social Work research and Scientific research.	<b>15</b>	<b>Guest lecture, PPT</b>

Course Designed by:

**M. BHARATHI NATARAJAN, MSW, MA, M.Phil., NET ,**

**& C. KANMANI, MSW, MA, M.Phil., NET,**

Learning Outcome Based Education & Assessment (LOBE)								
Formative Examination - Blue Print								
Articulation Mapping – K Levels with Course Outcomes (COs)								
Internal	Cos	K Level	Section A		Section B		Section C Either or Choice	Section D Open Choice
			MCQs		Short Answers			
			No. of Questions	K - Level	No. of Questions	K - Level		
CI	CO1	Up to K2	2	K1 –& K2	1	K1	2(k2 & k2)	1(K2)
AI	CO2	Up to K4	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K3)
CI	CO3	Up to K3	2	K1 –& K2	1	K2	2(k2 & k2)	1(K2)
AII	CO4	Up to K2	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K3)
<b>Question Pattern CIA I &amp; II</b>		No. of Questions to be asked	4		3		4	3
		No. of Questions to be answered	4		3		2	2
		Marks for each question	1		2		5	10
		Total Marks for each section	4		6		10	20

Distribution of Marks with K Level CIA I & CIA II								
	K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either / Or Choice)	Section D (Open Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	2			4	6.6	67
	K2	2	4	10	20	36	60	
	K3			10	10	20	33.3	33
	K4							
	Marks	4	6	20	30	60	100	100
CIA II	K1	2				2	3.3	67
	K2	2	6	10	20	38	63.3	
	K3			10	10	20	33.3	33
	K4							
	Marks	4	6	20	30	60	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5 will be allotted for individual Assignment which carries five marks as part of CIA component.**



Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)								
S.No	COs	K - Level	MCQs		Short Answers		Section C (Either / or Choice)	Section D (Open Choice)
			No. of Questions	K – Level	No. of Question	K – Level		
1	CO 1	Up to K2	2	K1&K2	1	K1	2(K2&K2)	1(K2)
2	CO 2	Up to K4	2	K1&K2	1	K1	2(K2&K2)	1(K4)
3	CO 3	Up to K3	2	K1&K2	1	K2	2(K2&K2)	1(K3)
4	CO 4	Up to K2	2	K1&K2	1	K2	2(K3&K3)	1(K2)
5	CO 5	Up to K3	2	K1&K2	1	K2	2(K3&K3)	1(K3)
No. of Questions to be Asked			10		5		10	5
No. of Questions to be answered			10		5		5	3
Marks for each question			1		2		5	10
Total Marks for each section			10		10		25	30

(Figures in parenthesis denotes, questions should be asked with the given K level)

Distribution of Marks with K Level							
K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either/ or Choice)	Section D ( Open Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	4	~		9	7.5	59
K2	5	6	30	20	61	50.8	
K3			20	20	40	33.3	33
K4				10	10	8.3	8
Marks	10	10	50	50	120	100	100

**NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.**

## Summative Examinations - Question Paper – Format

<b>Section A (Multiple Choice Questions)</b>			
<b>Answer All Questions</b>			<b>(10x1=10 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
1	CO1	K1	
2	CO1	K2	
3	CO2	K1	
4	CO2	K2	
5	CO3	K1	
6	CO3	K2	
7	CO4	K1	
8	CO4	K2	
9	CO5	K1	
10	CO5	K2	
<b>Section B (Short Answers)</b>			
<b>Answer All Questions</b>			<b>(5x2=10 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
11	CO1	K1	
12	CO2	K1	
13	CO3	K2	
14	CO4	K2	
15	CO5	K2	
<b>Section C (Either/Or Type)</b>			
<b>Answer All Questions</b>			<b>(5 x 5 = 25 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
16) a	CO 1	K2	
16) b	CO 1	K2	
17) a	CO 2	K2	
17) b	CO 2	K2	
18) a	CO 3	K2	
18) b	CO 3	K2	
19) a	CO 4	K3	
19) b	CO 4	K3	
20) a	CO 5	K3	
20) b	CO 5	K3	
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels</b>			
<b>Section D (Open Choice)</b>			
<b>Answer Any Three questions</b>			<b>(3x10=30 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
21	CO1	K2	
22	CO2	K4	
23	CO3	K3	
24	CO4	K2	
25	CO5	K3	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF SOCIAL WORK**  
 (For those who joined in 2021-2022 and after)

<b>Course Name</b>	<b>UNDERSTANDING SOCIETY WITH SOCIAL WORK PERSPECTIVE</b>			
<b>Course Code</b>	<b>21USWA11</b>	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Allied	5	-	4
<b>Nature of course:</b>	EMPLOYABILITY	SKILL ORIENTED	✓	ENTREPRENURSHIP
<b>Course Objectives:</b>				
<p><b>CO 1:</b> To understand the fundamentals of society  <b>CO 2:</b> To describe the concept of culture and acculturation  <b>CO 3:</b> To state various society's categorization  <b>CO 4:</b> To relate environmental crisis with social responses.  <b>CO 5:</b> To state the role of social worker in sensitizing social challenges.</p>				
<b>Unit: I</b>	<b>Social work Vs Other Social Sciences</b>			<b>15</b>
Social Work and its relationship with Sociology, Anthropology, Psychology, Gerontology, Criminology and Economics. Definition and Concepts of Society, Community, Social Groups, Religion as a Social Institution. Education as a Social Institution, Pandemic effects on Society.				
<b>Unit: II</b>	<b>Culture</b>			<b>13</b>
Culture: Definition, Concept of Culture and Civilization, Norms, Folkways, Institutions and Laws. Acculturation. Role and Functions of Culture. Family – Structure and Functions, Types. Socialization - Meaning and Definition. Agencies of Socialization. society and social development.				
<b>Unit: III</b>	<b>Social Stratification</b>			<b>17</b>
Social Stratification – Concept, Meaning, Definition, Theories and Determinants. Types of Social Stratification - Caste, Class and Race. Caste system in India. Social Control – Definition and Agents of Social Control. Social Deviance, Social Change – Concept, Process, Factors, Agents of Social Change.				
<b>Unit: IV</b>	<b>Environment and Society</b>			<b>13</b>
Environment and Society: Concept, meaning and definition of Environment and society; Ecology and Society, Environmental Crisis and Social Responses, Challenges of Sustainability: Population growth, Clean energy supply, Fresh water availability, Climate change; Challenge: Justice and Beauty of Ecology.				

<b>Unit: V</b>	<b>Social Problems and challenges</b>	<b>17</b>
Social Problems and challenges: meaning, definition, elements, sources, nature of Social Problems; Types of Social problems: Economic Issues, Social Disorganization; Challenges: Interlink of Social Challenges, Ways to Overcome Social Challenges - Technology to Overcome Social Challenges.		
<b>Total Lecture Hours</b>		<b>75 Hrs</b>
<b>Books for Study:</b>		
1. C.N. Shankar Rao, <b>Sociology</b> , Sultan Chand and Co, New Delhi, 2006. 2. Will Durant, <b>Philosophy and the Social Problem</b> , Prometheus Press, 2008 3. Ram Anuja, <b>Social Problems in India</b> , (4 <sup>th</sup> edition), Rawat Publications, 2014		
<b>Books for References:</b>		
1. C B Memoria, <b>Social Problems and Social Disorganization in India</b> , KitabMahal, Allahabad, 1981. 2. Ram Anuja, <b>Social Problems in India</b> , (4 <sup>th</sup> edition), Rawat Publications, 2020 3. K. L. Sharma, <b>Social Stratification and Mobility</b> , Rawant Publication, 2006		
<b>Web Resources:</b>		
1. <a href="https://ccsuniversity.ac.in/bridge-library/pdf/Social%20Problems%20Ram%20Ahuja.pdf">https://ccsuniversity.ac.in/bridge-library/pdf/Social%20Problems%20Ram%20Ahuja.pdf</a> 2. <a href="http://ddceutkal.ac.in/Syllabus/MSW/Paper_07.pdf">http://ddceutkal.ac.in/Syllabus/MSW/Paper_07.pdf</a> 3. <a href="https://nptel.ac.in/content/syllabus_pdf/109103022.pdf">https://nptel.ac.in/content/syllabus_pdf/109103022.pdf</a>		
<b>Course Outcomes</b>		<b>K Level</b>
<b>On successful completion of the course the students will be able to</b>		
<b>CO1:</b>	Understand the society and its components and the relevance of social work with other social science disciplines.	Upto K2
<b>CO2:</b>	Elaborate the distinct features of culture and acculturation	Upto K2
<b>CO3:</b>	Analyze various social stratification, social control and social deviance	Upto K4
<b>CO4:</b>	associate Ecology and Society, Environmental Crisis with Social Responses to attain Sustainable Development	Upto K4
<b>CO5:</b>	execute the role of social worker in sensitizing society and social challenges in various aspects	Upto K3

**CO & PO Mappings:**

COS	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO 1	3	2	1	2	3	3
CO 2	3	2	1	3	3	2
CO 3	3	3	2	3	3	3
CO 4	3	3	2	3	3	3
CO 5	3	3	2	2	3	3

\*3 – Advanced Application; 2 – Intermediate Development; 1 - Introductory Level

**LESSON PLAN**

Unit	UNDERSTANDING SOCIETY WITH SOCIAL WORK PERSPECTIVE	Hrs	Pedagogy
I	Social Work and its relationship with Sociology, Anthropology, Psychology, Gerontology, Criminology and Economics. Definition and Concepts of Society, Community, Social Groups, Religion as a Social Institution. Education as a Social Institution, Pandemic effects on Society	15	Chalk and talk, PPT, Lecture
II	Culture: Definition, Concept of Culture and Civilization, Norms, Folkways, Institutions and Laws. Acculturation. Role and Functions of Culture. Family – Structure and Functions, Types. Socialization - Meaning and Definition. Agencies of Socialization. society and social development.	13	Chalk and talk, PPT, Group discussion
III	Social Stratification – Concept, Meaning, Definition, Theories and Determinants. Types of Social Stratification - Caste, Class and Race. Caste system in India. Social Control – Definition and Agents of Social Control. Social Deviance, Social Change – Concept, Process, Factors, Agents of Social Change.	17	Chalk and talk, PPT, Assignment
IV	Environment and Society: Concept, meaning and definition of Environment and society; Ecology and Society, Environmental Crisis and Social Responses, Challenges of Sustainability: Population growth, Clean energy supply, Fresh water availability, Climate change; Challenge: Justice and Beauty of Ecology.	13	Chalk and talk, PPT, Assignment
V	Social Problems and challenges: meaning, definition, elements, sources, nature of Social Problems; Types of Social problems: Economic Issues, Social Disorganization; Challenges: Interlink of Social Challenges, Ways to Overcome Social Challenges - Technology to Overcome Social Challenges.	17	Guest lecture, PPT

Course Designed by:

**Mrs. K. RENUKA** MSW, M.Phil (SET), (NET), Head.

**& Mrs. J. DYANAVINCILLA**, MSW, M.Phil., SET, Assistant Professor

Learning Outcome Based Education & Assessment (LOBE)								
Formative Examination - Blue Print								
Articulation Mapping – K Levels with Course Outcomes (COs)								
Internal	Cos	K Level	Section A		Section B		Section C Either or Choice	Section D Open Choice
			MCQs		Short Answers			
			No. of Questions	K - Level	No. of Questions	K - Level		
CI	CO1	Up to K2	2	K1 –& K2	1	K1	2(k2 & k2)	1(K2)
AI	CO2	Up to K2	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K2)
CI	CO3	Up to K4	2	K1 –& K2	1	K2	2(k2 & k2)	1(K2)
AII	CO4	Up to K4	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K3)
Question Pattern CIA I & II	No. of Questions to be asked		4		3		4	3
	No. of Questions to be answered		4		3		2	2
	Marks for each question		1		2		5	10
	Total Marks for each section		4		6		10	20

Distribution of Marks with K Level CIA I & CIA II								
	K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either / Or Choice)	Section D (Open Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	2			4	6.6	83
	K2	2	4	10	30	46	76.6	
	K3			10		10	33.3	17
	K4							
	Marks	4	6	20	30	60	100	100
CIA II	K1	2				2	3.3	67
	K2	2	6	10	20	38	63.3	
	K3			10	10	20	33.3	33
	K4							
	Marks	4	6	20	30	60	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)								
S.No	COs	K - Level	MCQs		Short Answers		Section C (Either / or Choice)	Section D (Open Choice)
			No. of Questions	K – Level	No. of Question	K – Level		
1	CO 1	Up to K2	2	K1&K2	1	K1	2(K2&K2)	1(K2)
2	CO 2	Up to K2	2	K1&K2	1	K1	2(K2&K2)	1(K2)
3	CO 3	Up to K4	2	K1&K2	1	K2	2(K2&K2)	1(K4)
4	CO 4	Up to K4	2	K1&K2	1	K2	2(K3&K3)	1(K3)
5	CO 5	Up to K3	2	K1&K2	1	K2	2(K3&K3)	1(K3)
No. of Questions to be Asked			10		5		10	5
No. of Questions to be answered			10		5		5	3
Marks for each question			1		2		5	10
Total Marks for each section			10		10		25	30

(Figures in parenthesis denotes, questions should be asked with the given K level)

Distribution of Marks with K Level							
K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either/ or Choice)	Section D ( Open Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	4			9	7.5	59
K2	5	6	30	20	61	50.8	
K3			20	20	40	33.3	33
K4				10	10	8.3	8
Marks	10	10	50	50	120	100	100

**NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.**

## Summative Examinations - Question Paper – Format

<b>Section A (Multiple Choice Questions)</b>			
<b>Answer All Questions</b>			<b>(10x1=10 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
1	CO1	K1	
2	CO1	K2	
3	CO2	K1	
4	CO2	K2	
5	CO3	K1	
6	CO3	K2	
7	CO4	K1	
8	CO4	K2	
9	CO5	K1	
10	CO5	K2	
<b>Section B (Short Answers)</b>			
<b>Answer All Questions</b>			<b>(5x2=10 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
11	CO1	K1	
12	CO2	K1	
13	CO3	K2	
14	CO4	K2	
15	CO5	K2	
<b>Section C (Either/Or Type)</b>			
<b>Answer All Questions</b>			<b>(5 x 5 = 25 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
16) a	CO 1	K2	
16) b	CO 1	K2	
17) a	CO 2	K2	
17) b	CO 2	K2	
18) a	CO 3	K2	
18) b	CO 3	K2	
19) a	CO 4	K3	
19) b	CO 4	K3	
20) a	CO 5	K3	
20) b	CO 5	K3	
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels</b>			
<b>Section D (Open Choice)</b>			
<b>Answer Any Three questions</b>			<b>(3x10=30 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
21	CO1	K2	
22	CO2	K2	
23	CO3	K4	
24	CO4	K3	
25	CO5	K3	





**MMANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF SOCIAL WORK**  
 (For those who joined in 2021-2022 and after)

<b>Course Name</b>	<b>IT SKILLS FOR SOCIAL WORKERS</b>				
<b>Course Code</b>	<b>21USWS11</b>	<b>L</b>	<b>P</b>	<b>C</b>	
<b>Category</b>	<b>Skill</b>	2	-	2	
<b>Nature of course:</b>	EMPLOYABILITY		SKILL ORIENTED	✓	ENTREPRENURSHIP
<b>Course Objectives:</b>					
<p><b>CO 1 :</b> To understand the fundamentals of information technology  <b>CO 2 :</b> To learn Microsoft office  <b>CO 3 :</b> To describe data analysis and SPSS  <b>CO 4 :</b> To demonstrate SPSS for social work research data analysis  <b>CO 5 :</b> To gain knowledge on Internet</p>					
<b>Unit: I</b>	<b>Windows 10</b>				<b>06</b>
Desktop features, Installing and Uninstalling new Programs. Windows Explorer – Copying, Moving files, Finding Files or Folders-online learning methodology-ZOOM, MICROSOFT TEAMS..Online Learning Platforms-NPTEL, SWAYAM, MOOC. Common Shortcuts, memory management in PC, Laptop, Mobiles, Mobile phones in education.					
<b>Unit: II</b>	<b>Microsoft Office Word Basics</b>				<b>06</b>
Common Shortcuts used in using Word. Preparation of Permission letter, Field report, Project report, Bio-data, Resume, CV-Formats and templates , printer settings and external device , Inserting in word: Table, Charts, Pictures, Clipart, Shapes, Smart art, Page layout, designing-borders, word-art, creating links in word					
<b>Unit: III</b>	<b>Microsoft Office Excel Basics</b>				<b>06</b>
Worksheet – Excel preparation-Cell alignment and Designing, Entering Numbers, Entering & Creating Formulas in Excel and using it for calculation, using filters, Merging, Warping text. Moving and Copying, Inserting and Deleting Rows and Columns – Creating various types of charts based on the data – Database in a Worksheet. Printing excel sheets.					
<b>Unit: IV</b>	<b>Microsoft Office Power Basics</b>				<b>06</b>
Power point – Slides – Inserting New Slides, inserting audio, inserting video, ClipArt's, Power Point Views-Normal view, Slide sorter view, Reading view, Deleting sections, Running a Slide Show, Setting backgrounds, Using slide master, Printing Presentations, Format Options, Editing					

Features. Formatting the slides		
<b>Unit: V</b>	<b>Data Analysis</b>	<b>06</b>
Introduction to Data Analysis – Analysis of Data through Computer Software, Introduction to SPSS – Variable List, Variable Code, Value Code, Cross Tabulation, Simple Statistical Analysis. Internet – Web Browsers, attaching in -Email, Search Engines, Chatting-apps; Social Media in Social work perspectives.		
<b>Total Lecture Hours</b>		<b>30 Hrs</b>
<b>Books for Study:</b>		
<ol style="list-style-type: none"> <li>1. Kathleen M. Austin, <b>Introduction to Microsoft Office</b>, Goodheart-Willcox Publications, 2017</li> <li>2. BittuKumar, <b>Mastering MS Office: Computer Skill Development: be Future Ready</b>, V&amp;S Publishers, Bangalore, 2017</li> <li>3. Prinithi sinha, Pradeep K. Sinha, <b>Computer Fundamentals : Concepts, Systems &amp; Applications- 8th Edition</b>, BPB Publication , New Delhi, 2004</li> </ol>		
<b>Books for Reference:</b>		
<ol style="list-style-type: none"> <li>1. Taxali R.K., <b>PC Software for Windows</b>, McGraw Company, 2005</li> <li>2. Peter Norden, <b>Introduction To Computers</b>, Tata Mcgraw hill, 2005</li> <li>3. Bittukumar , <b>Microsoft Office 2010</b>, V&amp;S Publishers, Bangalore, 2013.</li> </ol>		
<b>Web Resources:</b>		
<ol style="list-style-type: none"> <li>1. <a href="https://www.vfu.bg/en/e-Learning/Computer-Basics--computer_basics2.pdf">https://www.vfu.bg/en/e-Learning/Computer-Basics--computer_basics2.pdf</a></li> <li>2. <a href="https://www.just.edu.jo/~mqais/CIS99/PDF/Ch.01_Introduction_%20to_computers.pdf">https://www.just.edu.jo/~mqais/CIS99/PDF/Ch.01_Introduction_%20to_computers.pdf</a></li> <li>3. <a href="https://ils.unc.edu/cws/Handouts/Computer%20Basics/Computer%20Basics.pdf">https://ils.unc.edu/cws/Handouts/Computer%20Basics/Computer%20Basics.pdf</a></li> </ol>		
<b>Course Outcomes</b>		<b>K Level</b>
<b>On successful completion of the course the students will be able to</b>		
<b>CO1:</b>	Understand the basic windows 10 features, common shortcuts, memory management and Information Technology	Upto k2
<b>CO2:</b>	Make use of Microsoft word, Excel spread sheet, power point presentation	Upto k3
<b>CO3:</b>	Utilize the Information technology for data analysis and interpretation	Upto k2
<b>CO4:</b>	Apply Statistical Package for Social Sciences in social work research	Upto k3
<b>CO5:</b>	recognize the importance of internet in both education and in social work prospects	Upto k2

**CO & PO Mappings:**

COS	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO 1	3	2	2	1	2	2
CO 2	3	2	3	2	3	3
CO 3	3	3	3	2	2	2
CO 4	3	3	3	1	3	2
CO 5	3	2	3	1	2	3

\*3 – Advanced Application; 2 – Intermediate Development; 1 - Introductory Level

**LESSON PLAN**

Unit	IT SKILLS FOR SOCIAL WORKERS	Hrs	Pedagogy
I	<b>Windows 10:</b> Desktop features, Installing and Uninstalling new Programs. Windows Explorer – Copying, Moving files, Finding Files or Folders-online learning methodology-ZOOM, MICROSOFT TEAMS..Online Learning Platforms-NPTEL, SWAYAM, MOOC. Common Shortcuts, memory management in PC, Laptop, Mobiles, Mobile phones in education.	06	Chalk and talk, PPT, Lecture
II	<b>Microsoft Office Word Basics:</b> Common Shortcuts used in using Word. Preparation of Permission letter, Field report, Project report, Bio-data, Resume, CV-Formats and templates , printer settings and external device , Inserting in word: Table, Charts, Pictures, Clipart, Shapes, Smart art, Page layout, designing-borders, word-art, creating links in word	06	Chalk and talk, PPT, Group discussion
III	<b>Microsoft Office Excel Basics:</b> Worksheet, Excel preparation, Cell alignment and Designing, Entering Numbers, Entering & Creating Formulas in Excel and using it for calculation, using filters, Merging, Warping text. Moving and Copying, Inserting and Deleting Rows and Columns – Creating various types of charts based on the data – Database in a Worksheet. Printing excel sheets.	06	Chalk and talk, PPT, Assignment
IV	<b>Microsoft Office Power Basics:</b> Power point, Slides, Inserting New Slides, inserting audio, inserting video, ClipArt's, Power Point Views-Normal view, Slide sorter view, Reading view, Deleting sections, Running a Slide Show, Setting backgrounds, Using slide master, Printing Presentations, Format Options, Editing Features. Formatting the slides	06	Chalk and talk, PPT, Assignment
V	<b>Data Analysis:</b> Introduction to Data Analysis – Analysis of Data through Computer Software, Introduction to SPSS – Variable List, Variable Code, Value Code, Cross Tabulation, Simple Statistical Analysis. Internet – Web Browsers, attaching in -Email, Search Engines, Chatting-apps; Social Media in Social work perspectives.	06	Guest lecture, PPT

Course Designed by:

1. M. BHARATHI NATARAJAN, MSW, MA, M.Phil., NET,
2. S. SILAMBARASAN, MSW, M.Phil.,

Learning Outcome Based Education & Assessment (LOBE)								
Formative Examination - Blue Print								
Articulation Mapping – K Levels with Course Outcomes (COs)								
Internal	Cos	K Level	Section A		Section B		Section C Either or Choice	Section D Open Choice
			MCQs		Short Answers			
			No. of Questions	K – Level	No. of Questions	K - Level		
CI	CO1	Up to K2	2	K1 –& K2	1	K1	2(k2 & k2)	1(K2)
AI	CO2	Up to K3	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K3)
CI	CO3	Up to K2	2	K1 –& K2	1	K2	2(k2 & k2)	1(K2)
AII	CO4	Up to K3	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K3)
Question Pattern CIA I & II	No. of Questions to be asked		4		3		4	3
	No. of Questions to be answered		4		3		2	2
	Marks for each question		1		2		5	10
	Total Marks for each section		4		6		10	20

Distribution of Marks with K Level CIA I & CIA II								
	K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either / Or Choice)	Section D (Open Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	2			4	23.3	83
	K2	2	4	10	20	36	60	
	K3			10	10	20	16.6	17
	K4							
	Marks	4	6	20	30	60	100	100
CIA II	K1	2	2			4	23.3	83
	K2	2	4	10	20	36	60	
	K3			10	10	20	16.6	17
	K4							
	Marks	4	6	20	30	60	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5 will be allotted for individual Assignment which carries five marks as part of CIA component.**

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)								
S.No	COs	K - Level	MCQs		Short Answers		Section C (Either / or Choice)	Section D (Open Choice)
			No. of Questions	K – Level	No. of Question	K – Level		
1	CO 1	Up to K2	2	K1&K2	1	K1	2(K2&K2)	1(K2)
2	CO 2	Up to K3	2	K1&K2	1	K1	2(K3&K3)	1(K3)
3	CO 3	Up to K2	2	K1&K2	1	K2	2(K2&K2)	1(K2)
4	CO 4	Up to K3	2	K1&K2	1	K2	2(K3&K3)	1(K3)
5	CO 5	Up to K2	2	K1&K2	1	K2	2(K2&K2)	1(K2)
No. of Questions to be Asked			10		5		10	5
No. of Questions to be answered			10		5		5	3
Marks for each question			1		2		5	10
Total Marks for each section			10		10		25	30
<b>(Figures in parenthesis denotes, questions should be asked with the given K level)</b>								

Distribution of Marks with K Level							
K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either/ or Choice)	Section D ( Open Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	4			9	7.5	67
K2	5	6	30	30	71	59.1	
K3			20	20	40	33.3	33
K4							
Marks	10	10	50	50	120		100
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.</b>							

## Summative Examinations - Question Paper – Format

Section A (Multiple Choice Questions)			
Answer All Questions			(10x1=10 marks)
Q.No	CO	K Level	Questions
1	CO1	K1	
2	CO1	K2	
3	CO2	K1	
4	CO2	K2	
5	CO3	K1	
6	CO3	K2	
7	CO4	K1	
8	CO4	K2	
9	CO5	K1	
10	CO5	K2	
Section B (Short Answers)			
Answer All Questions			(5x2=10 marks)
Q.No	CO	K Level	Questions
11	CO1	K1	
12	CO2	K1	
13	CO3	K2	
14	CO4	K2	
15	CO5	K2	
Section C (Either/Or Type)			
Answer All Questions			(5 x 5 = 25 marks)
Q.No	CO	K Level	Questions
16) a	CO 1	K2	
16) b	CO 1	K2	
17) a	CO 2	K3	
17) b	CO 2	K3	
18) a	CO 3	K2	
18) b	CO 3	K2	
19) a	CO 4	K3	
19) b	CO 4	K3	
20) a	CO 5	K2	
20) b	CO 5	K2	
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels</b>			
Section D (Open Choice)			
Answer Any Three questions			(3x10=30 marks)
Q.No	CO	K Level	Questions
21	CO1	K2	
22	CO2	K3	
23	CO3	K2	
24	CO4	K3	
25	CO5	K2	





**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF SOCIAL WORK**  
 (For those who joined in 2021-2022 and after)

<b>Course Name</b>	<b>SOCIAL WELFARE ADMINISTRATION</b>				
<b>Course Code</b>	21USWC21	<b>L</b>	<b>P</b>	<b>C</b>	
<b>Category</b>	Core	5	-	5	
<b>Nature of course:</b>	EMPLOYABILITY	✓	SKILL ORIENTED	ENTREPRENURSHIP	
<b>Course Objectives:</b>					
<p><b>CO 1:</b> To develop an understanding of basic concepts of administration in social work practice  <b>CO 2 :</b> To explain the administrative structure of social welfare in India  <b>CO 3 :</b> To summarize the essentials of Indian constitution and legislation  <b>CO 4 :</b> To detail the legal interventions for various social problems  <b>CO 5 :</b> To introduce various intervention strategies in legislative prospect.</p>					
<b>Unit: I</b>	<b>Administration</b>				<b>15</b>
Administration – Concept, Definition, Need for Administration, Basic Administrative Processes – Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting and Communication. Public Relations – Meaning, Need, Principles, Use of Different Medium for Public Relations.					
<b>Unit: II</b>	<b>Social Welfare Administration</b>				<b>15</b>
Social Welfare Administration – Concept, Definition, Meaning, Administrative structure of Social Welfare in India - the Ministry, Central and State Social Welfare Board. Importance of Social Welfare Board. Role of Social worker and Importance of Social work in Social Welfare.					
<b>Unit: III</b>	<b>Indian Constitution</b>				<b>15</b>
Indian Constitution – Concept of Fundamental Rights, Fundamental Duties, Directive Principles of State Policy. Legislation – Concept and Meaning, Social Legislation – Meaning and Definition. Relationship between Social Legislation and Social Change. Concept of Public Interest Litigation and Right to Information Act.					
<b>Unit: IV</b>	<b>Legislation related to Women</b>				<b>15</b>
Legislation related to Marriage – Hindu Marriage Act, Muslim Marriage Act, Christian Marriage Act and Special Marriage Act, Child Marriage ( Restraint) Act 1929. Role of Family Courts. Domestic Violence Act, Dowry Prohibition Act, The Prohibition of Child Marriage Act, 2006					
<b>Unit: V</b>	<b>Legislation related to Children</b>				<b>15</b>



Legislation related to Children - Juvenile Justice Act, Child Labour Regulation and Abolition Act, POCSO Act, Immoral Traffic Act, Eve Teasing Act. Legislation related to Amelioration of Social Problems. The Protection of Civil Rights Act, The Consumer Protection Act.

**Total Lecture Hours**

**75 Hrs**

**Books for Study:**

1. S. L Goel, Social welfare administration, Balaji World of Books, New Delhi, 2010.
2. S.P.Jain, **Social Welfare Administration**, Prentice Hall, New Delhi, 2002

**Books for References:**

1. P.Chowdhry, **Social Welfare Administration**, Athmaram and Sons, New Delhi, 1996
2. D.R.Sachdev, **Social Welfare Administration in India**, KitabMahal, New Delhi, 1998
3. R.L.Agarwala, **Hindu Law**, Central Law Agency, Allahabad, 1996.
4. P.Jagadeesan, **Marriage and Social Legislation in Tamil Nadu**, Elatchiappon Publications, Madras, 1997.
5. ICCW, **Child and Law**. ICCW, Madras, 1998.
6. R.N.Vyas, **The soul of Indian constitution**, Print well publications, Jaipur, 1998.
7. K.Shanmugavelayutham, **Social Legislation and Social Change**, Vazhavalamudin \ publications, Madras, 1998.

**Web Resources:**

1. <http://hdl.handle.net/123456789/17228>
2. <http://hdl.handle.net/123456789/17237>
3. <https://www.mooc-list.com/course/social-work-practice-individuals-families-and-small-groups-edx>
4. <https://www.mooc-list.com/course/social-welfare-policy-and-services-edx>

**Course Outcomes**

**K Level**

**On successful completion of the course the students will be able to**

<b>CO1:</b>	Determine the underlying foundations of Administration and social welfare administration	Upto k2
<b>CO2:</b>	execute the basic principle of social welfare administration	Upto k3
<b>CO3:</b>	provide necessary knowledge of administration of welfare organization	Upto k2
<b>CO4:</b>	Develop an understanding of the organization as a system	Upto k2
<b>CO5:</b>	Develop an understanding and analyzing issues in a broader context in order to respond to critical social realities.	Upto k4

**CO & PO Mapping:**

<b>COS</b>	<b>PO 1</b>	<b>PO 2</b>	<b>PO 3</b>	<b>PO 4</b>	<b>PO 5</b>	<b>PO 6</b>
<b>CO 1</b>	3	2	2	2	3	3
<b>CO 2</b>	3	3	2	2	3	2
<b>CO 3</b>	3	2	2	2	3	3
<b>CO 4</b>	3	3	2	3	3	2
<b>CO 5</b>	3	2	3	3	3	3

\*3 – Advanced Application; 2 – Intermediate Development; 1 - Introductory Level

**LESSON PLAN**

<b>Unit</b>	<b>SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATION</b>	<b>Hrs</b>	<b>Pedagogy</b>
<b>I</b>	Administration – Concept, Definition, Need for Administration, Basic Administrative Processes –Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting and Communication. Public Relations – Meaning, Need, Principles, Use of Different Medium for Public Relations	<b>15</b>	<b>Chalk and talk, PPT, Lecture</b>
<b>II</b>	Social Welfare Administration – Concept, Definition, Meaning, Administrative structure of Social Welfare in India - the Ministry, Central and State Social Welfare Board. Importance of Social Welfare Board. Role of Social worker and Importance of Social work in Social Welfare.	<b>15</b>	<b>Chalk and talk, PPT, Group discussion</b>
<b>III</b>	Indian Constitution – Concept of Fundamental Rights, Fundamental Duties, Directive Principles of State Policy. Legislation – Concept and Meaning, Social Legislation – Meaning and Definition. Relationship between Social Legislation and Social Change. Concept of Public Interest Litigation and Right to Information Act	<b>15</b>	<b>Chalk and talk, PPT, Assignment</b>
<b>IV</b>	Legislation related to Marriage – Hindu Marriage Act, Muslim Marriage Act, Christian Marriage Act and Special Marriage Act, Child Marriage ( Restraint) Act 1929. Role of Family Courts. Domestic Violence Act, Dowry Prohibition Act, The Prohibition of Child Marriage Act, 2006	<b>15</b>	<b>Chalk and talk, PPT, Assignment</b>
<b>V</b>	Legislation related to Children - Juvenile Justice Act, Child Labour Regulation and Abolition Act, POCSO Act, Immoral Traffic Act, Eve Teasing Act. Legislation related to Amelioration of Social Problems. The Protection of Civil Rights Act, The Consumer Protection Act.	<b>15</b>	<b>Guest lecture, PPT</b>

Course Designed by:

**S. SILAMBARASAN**, MSW, M.Phil.,

**M. BHARATHI NATARAJAN**, MSW, MA, M.Phil., NET ,

**Learning Outcome Based Education & Assessment (LOBE)**

**Formative Examination - Blue Print**

**Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B		Section C Either or Choice	Section D Open Choice
			MCQs		Short Answers			
			No. of Questions	K – Level	No. of Questions	K - Level		
CI AI	CO1	Up to K2	2	K1 –& K2	1	K1	2(k2 & k2)	1(K2)
	CO2	Up to K3	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K3)
CI AII	CO3	Up to K2	2	K1 –& K2	1	K2	2(k2 & k2)	1(K2)
	CO4	Up to K2	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		3		4	3
		No. of Questions to be answered	4		3		2	2
		Marks for each question	1		2		5	10
		Total Marks for each section	4		6		10	20

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either / Or Choice)	Section D (Open Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	2			4	6.6	67
	K2	2	4	10	20	36	60	
	K3			10	10	20	33.3	33
	K4							
	Marks	4	6	20	30	60	100	100
CIA II	K1	2	2					67
	K2	2	4	10	20	4	6.6	
	K3			10	10	36	60	33
	K4					20	33.3	
	Marks	4	6	20	30	60	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

CO5 will be allotted for individual Assignment which carries five marks as part of CIA component.

**Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)**

S.No	COs	K Level	MCQs		Short Answers		Section C (Either / or Choice)	Section D (Open Choice)
			No. of Questions	K Level	No. of Question	K Level		
1	CO 1	Up to K2	2	K1&K2	1	K1	2(K2&K2)	1(K2)
2	CO 2	Up to K3	2	K1&K2	1	K2	2(K3&K3)	1(K3)
3	CO 3	Up to K2	2	K1&K2	1	K2	2(K2&K2)	1(K2)
4	CO 4	Up to K2	2	K1&K2	1	K2	2(K3&K3)	1(K3)
5	CO 5	Up to K4	2	K1&K2	1	K2	2(K3&K3)	1(K4)
No. of Questions to be Asked			10		5		10	5
No. of Questions to be answered			10		5		5	3
Marks for each question			1		2		5	10
Total Marks for each section			10		10		25	30

(Figures in parenthesis denotes, questions should be asked with the given K level)

**Distribution of Marks with K Level**

K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either/ or Choice)	Section D ( Open Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	2			7	5.8	50
K2	5	8	20	20	53	44.1	
K3			30	20	50	41.6	50
K4				10	10	8.3	
Marks	10	10	50	50	120	100	100

**NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.**

## Summative Examinations - Question Paper – Format

<b>Section A (Multiple Choice Questions)</b>			
<b>Answer All Questions</b>			<b>(10x1=10 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
1	CO1	K1	
2	CO1	K2	
3	CO2	K1	
4	CO2	K2	
5	CO3	K1	
6	CO3	K2	
7	CO4	K1	
8	CO4	K2	
9	CO5	K1	
10	CO5	K2	
<b>Section B (Short Answers)</b>			
<b>Answer All Questions</b>			<b>(5x2=10 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
11	CO1	K1	
12	CO2	K1	
13	CO3	K2	
14	CO4	K2	
15	CO5	K2	
<b>Section C (Either/Or Type)</b>			
<b>Answer All Questions</b>			<b>(5 x 5 = 25 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
16) a	CO 1	K2	
16) b	CO 1	K2	
17) a	CO 2	K3	
17) b	CO 2	K3	
18) a	CO 3	K2	
18) b	CO 3	K2	
19) a	CO 4	K3	
19) b	CO 4	K3	
20) a	CO 5	K3	
20) b	CO 5	K3	
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels</b>			
<b>Section D (Open Choice)</b>			
<b>Answer Any Three questions</b>			<b>(3x10=30 marks)</b>
<b>Q.No</b>	<b>CO</b>	<b>K Level</b>	<b>Questions</b>
21	CO1	K2	
22	CO2	K3	
23	CO3	K2	
24	CO4	K3	
25	CO5	K4	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF SOCIAL WORK**  
 (For those who joined in 2021-2022 and after)

<b>Course Name</b>	<b>INTRODUCTION TO THE FIELDS OF SOCIAL WORK</b>				
<b>Course Code</b>	<b>21USWC22</b>	<b>L</b>	<b>P</b>	<b>C</b>	
<b>Category</b>	<b>Core</b>	4	-	4	
<b>Nature of course:</b>	EMPLOYABILITY	✓	SKILL ORIENTED	ENTREPRENURSHIP	
<b>Course Objectives:</b>					
<p><b>CO 1 :</b> To understand the concept of various fields of social work  <b>CO 2 :</b> To classify the problems in each fields  <b>CO 3 :</b> To apply the methods and approaches in identifying the problems in social work fields  <b>CO 4 :</b> To build team work in various fields of social work  <b>CO 5 :</b> To demonstrate the challenges and role of social worker in each specialized field.</p>					
<b>Unit: I</b>	<b>Industrial Social Work:</b>				<b>10</b>
Industrial Social Work: Industry-Meaning and Definition, Difference between factory & industry, Problems of Industrial Labour - Concept of Labour Welfare. Labour Welfare measure: Statutory and Non Statutory measures. Industrial Social work – Concept, Meaning, Role of Social Worker in Industries					
<b>Unit: II</b>	<b>Community Development</b>				<b>15</b>
Community Development : Definition, meaning, need, Difference between Community Organization and Community Development, Concept of Rural, Urban and Tribal Community. Problems of Rural, Urban and Tribal Community. Role of social Worker in Community development					
<b>Unit: III</b>	<b>Medical and Psychiatric Social Work</b>				<b>10</b>
Medical and Psychiatric Social Work – Concept of Medical Social work and Psychiatric Social Work. Difference between Psychiatry, Psychology and Psychiatric Social work. Psychiatric setting and Medical setting. Multidisciplinary approach, Role of Medical Social Worker and Psychiatric Social Worker in various setting					
<b>Unit: IV</b>	<b>Family and Child Welfare</b>				<b>10</b>
Family and Child Welfare: Concept of Family and Child. Problems of Family and Children. Role of Social Worker in Foster care, Adoption services, Family Counselling Centre, Child Guidance Clinics, Pre marital Counselling. Welfare services for Family and Children					

<b>Unit: V</b>	<b>School and Correctional Social work</b>	<b>15</b>
School and Correctional Social work: Meaning and Scope of School Social Work. Problems among School Children. Role of School Social Worker. Crime and its types, Causes of Crime and Delinquency. Correctional Services - Role of Correctional Social Worker..		
<b>Total Lecture Hours</b>		<b>60 Hrs</b>
<b>Books for Study:</b>		
1. Herbert hewitt stroup, Social work: An Introduction to the field second edition, Surjeet Publication, New Delhi, 2017.		
2. Paul Choudry, <b>Introduction to Social Work</b> , Atma Ram and Sons, New Delhi, 2000.		
<b>Books for References:</b>		
1. Rathinasamy Maria Saleth , <b>From Individual to Community: Issues in Development Studies</b> , Sage India, 2012		
2. A.E. Fink, <b>The Fields of Social Work</b> , Henry Holt & Co, Sage Publication, Inc 1986		
3. Gangadhar B. Sonar, <b>Rural Community Development in India</b> , Lambert Publishibg, New Delhi, 2017		
4. J.J. Ponakaland S.D. Gokala, <b>Crime and Correction in India</b> , TISS, Bombay, 2012		
5. <b>Encyclopedia of Social Work in India Vol. I and II Panning Commission</b> , Govt.of India, New Delhi, 2011		
6. P.D.Misra, <b>Social Work - Philosophy and Methods</b> , Inter-India Publications, New Delhi, 1994.		
<b>Web Resources:</b>		
1. <a href="https://sites.google.com/site/ignouhelpbooks11/MSW%20009%20Community%20Organization%20Management%20for%20Community%20Development%20%5B1%5D.zip?attredirects=0&amp;d=1">https://sites.google.com/site/ignouhelpbooks11/MSW%20009%20Community%20Organization%20Management%20for%20Community%20Development%20%5B1%5D.zip?attredirects=0&amp;d=1</a>		
2. <a href="http://www.ignouhelp.in/ignou-mswe-02-study-material/">http://www.ignouhelp.in/ignou-mswe-02-study-material/</a>		
3. <a href="https://onlinecourses.swayam2.ac.in/nou21_hs03/preview">https://onlinecourses.swayam2.ac.in/nou21_hs03/preview</a>		
4. <a href="https://onlinecourses.swayam2.ac.in/nou21_lb11/preview">https://onlinecourses.swayam2.ac.in/nou21_lb11/preview</a>		
<b>Course Outcomes</b>		<b>K Level</b>
<b>On successful completion of the course the students will be able to</b>		
<b>CO1:</b>	describe the fields of Industry, Community, Medical & Psychiatric, family & child welfare, school and correctional social work	Upto K2
<b>CO2:</b>	identify the problems among the fields of Industry, Community, Medical & Psychiatric, family & child welfare, school and correctional social work	Upto K2
<b>CO3:</b>	apply the methods and techniques in the respective institutions	Upto K3
<b>CO4:</b>	develop teamwork in each disciplinary	Upto K4
<b>CO5:</b>	differentiate the role of social worker in respective fields	Upto K4

**CO & PO Mapping:**

COS	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO 1	3	3	2	2	3	3
CO 2	3	3	2	2	3	3
CO 3	3	3	3	3	3	3
CO 4	3	3	2	3	3	3
CO 5	3	3	3	3	3	3

\*3 – Advanced Application; 2 – Intermediate Development; 1 - Introductory Level

**LESSON PLAN**

Unit	INTRODUCTION TO THE FIELDS OF SOCIAL WORK	Hrs	Pedagogy
<b>I</b>	Industrial Social Work: Industry-Meaning and Definition, Difference between factory & industry, Problems of Industrial Labour - Concept of Labour Welfare. Labour Welfare measure: Statutory and Non Statutory measures. Industrial Social work – Concept, Meaning, Role of Social Worker in Industries	<b>10</b>	<b>Chalk and talk, PPT, Lecture</b>
<b>II</b>	Community Development: Definition, meaning, need, Difference between Community Organization and Community Development, Methods. Concept of Rural, Urban and Tribal Community. Problems of Rural, Urban and Tribal Community. Role of social Worker in Community development	<b>15</b>	<b>Chalk and talk, PPT, Group discussion</b>
<b>III</b>	Medical and Psychiatric Social Work – Concept of Medical Social work and Psychiatric Social Work. Difference between Psychiatry, Psychology and Psychiatric Social work. Psychiatric setting and Medical setting. Multidisciplinary approach, Role of Medical Social Worker and Psychiatric Social Worker in various setting	<b>10</b>	<b>Chalk and talk, PPT, Assignment</b>
<b>IV</b>	Family and Child Welfare: Concept of Family and Child. Problems of Family and Children. Role of Social Worker in Foster care, Adoption services, Family Counselling Centre, Child Guidance Clinics, Pre marital Counselling. Welfare services for Family and Children	<b>10</b>	<b>Chalk and talk, PPT, Assignment</b>
<b>V</b>	School and Correctional Social work: Meaning and Scope of School Social Work. Problems among School Children. Role of School Social Worker. Crime and its types, Causes of Crime and Delinquency. Correctional Services - Role of Correctional Social Worker.	<b>15</b>	<b>Guest lecture, PPT</b>

Course Designed by:

- C. KANMANI**, MSW, MA, M.Phil., NET,
- S. SIVATHMIKA**, MSW (NET), PGDHRM, DCP



Learning Outcome Based Education & Assessment (LOBE)								
Formative Examination - Blue Print								
Articulation Mapping – K Levels with Course Outcomes (COs)								
Internal	Cos	K Level	Section A		Section B		Section C Either or Choice	Section D Open Choice
			MCQs		Short Answers			
			No. of Questions	K – Level	No. of Questions	K - Level		
CI	CO1	Up to K2	2	K1 –& K2	1	K1	2(k2 & k2)	1(K2)
AI	CO2	Up to K2	2	K1 –& K2	2	K2	2(k2 & k2)	2(K2&K2)
CI	CO3	Up to K3	2	K1 –& K2	1	K2	2(k2 & k2)	1(K3)
AII	CO4	Up to K4	2	K1 –& K2	2	K2	2(k3 & k3)	2(K3&K4)
Question Pattern CIA I & II		No. of Questions to be asked	4		3		4	3
		No. of Questions to be answered	4		3		2	2
		Marks for each question	1		2		5	10
		Total Marks for each section	4		6		10	20

Distribution of Marks with K Level CIA I & CIA II								
	K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either / Or Choice)	Section D (Open Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	2			4	6.6	100
	K2	2	4	20	30	56	93.3	
	K3							
	K4							
	Marks	4	6	20	30	60	100	100
CIA II	K1	2				2	3.3	33
	K2	2	6	10		18	30	
	K3			10	20	30	50	50
	K4				10	10	16.6	17
	Marks	4	6	20	30	60		100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

CO5 will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)								
S.No	COs	K - Level	MCQs		Short Answers		Section C (Either / or Choice)	Section D (Open Choice)
			No. of Questions	K – Level	No. of Question	K – Level		
1	CO 1	Up to K2	2	K1&K2	1	K1	2(K2&K2)	1(K2)
2	CO 2	Up to K2	2	K1&K2	1	K1	2(K2&K2)	1(K2)
3	CO 3	Up to K3	2	K1&K2	1	K2	2(K2&K2)	1(K3)
4	CO 4	Up to K4	2	K1&K2	1	K2	2(K3&K3)	1(K3)
5	CO 5	Up to K4	2	K1&K2	1	K2	2(K3&K3)	1(K4)
No. of Questions to be Asked			10		5		10	5
No. of Questions to be answered			10		5		5	3
Marks for each question			1		2		5	10
Total Marks for each section			10		10		25	30
(Figures in parenthesis denotes, questions should be asked with the given K level)								

Distribution of Marks with K Level							
K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either/ or Choice)	Section D ( Open Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	4			9	7.5	59
K2	5	6	30	20	61	50.8	
K3			20	20	40	33.3	33
K4				10	10	8.3	8
Marks	10	10	50	50	120	100	100
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.</b>							

## Summative Examinations - Question Paper – Format

Section A (Multiple Choice Questions)			
Answer All Questions			(10x1=10 marks)
Q.No	CO	K Level	Questions
1	CO1	K1	
2	CO1	K2	
3	CO2	K1	
4	CO2	K2	
5	CO3	K1	
6	CO3	K2	
7	CO4	K1	
8	CO4	K2	
9	CO5	K1	
10	CO5	K2	
Section B (Short Answers)			
Answer All Questions			(5x2=10 marks)
Q.No	CO	K Level	Questions
11	CO1	K1	
12	CO2	K1	
13	CO3	K2	
14	CO4	K2	
15	CO5	K2	
Section C (Either/Or Type)			
Answer All Questions			(5 x 5 = 25 marks)
Q.No	CO	K Level	Questions
16) a	CO 1	K2	
16) b	CO 1	K2	
17) a	CO 2	K2	
17) b	CO 2	K2	
18) a	CO 3	K2	
18) b	CO 3	K2	
19) a	CO 4	K3	
19) b	CO 4	K3	
20) a	CO 5	K3	
20) b	CO 5	K3	
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels</b>			
Section D (Open Choice)			
Answer Any Three questions			(3x10=30 marks)
Q.No	CO	K Level	Questions
21	CO1	K2	
22	CO2	K2	
23	CO3	K3	
24	CO4	K3	
25	CO5	K4	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF SOCIAL WORK**  
 (For those who joined in 2021-2022 and after)

<b>Course Name</b>	<b>GENERAL PSYCHOLOGY</b>			
<b>Course Code</b>	<b>21USWA21</b>	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	<b>Allied</b>	5	-	4
<b>Nature of course:</b>	EMPLOYABILITY	SKILL ORIENTED	✓	ENTREPRENURSHIP
<b>Course Objectives:</b>				
<p><b>CO 1 :</b> To understand the scope and various fields of psychology  <b>CO 2 :</b> To relate psychology to social work practice  <b>CO 3 :</b> To describe the concept of human behavior and personality  <b>CO 4 :</b> To classify cognitive and non – cognitive parts of human mind  <b>CO 5 :</b> To explain the essential theories of general psychology.</p>				
<b>Unit: I</b>	<b>Psychology</b>			<b>15</b>
Psychology – Concept, Meaning, Definition, Scope, Branches of Psychology: Basic and Applied Psychology, American Psychological Association. Relevance of Psychology in Social Work practice. Social Psychology – Concept, Definition, Meaning, Application of Psychology in various fields. Contemporary Approaches in Psychology.				
<b>Unit: II</b>	<b>Learning and Memory</b>			<b>15</b>
Learning and Memory: Learning – Meaning, Principles and Types of Learning – Conditional learning and operant learning, Memory – Meaning, Kinds, Process and Stages of Memory, Memory Span, Methods of improving memory. Forgetting – Meaning, Amnesia and its types.				
<b>Unit: III</b>	<b>Behavior</b>			<b>15</b>
Behavior - Meaning, Types of Behavior, Factors Influencing Behavior. Normal Vs Abnormal Behaviour. Adjustment & Maladjustment - Meaning, Definition, Characteristics of Well Adjusted and Mal adjusted Behaviour, ; Adjustment Mechanisms, Defense Mechanisms and its Classification				
<b>Unit: IV</b>	<b>Intelligence and Motivation</b>			<b>15</b>
Intelligence- Concept, Meaning, Definition, Nature of Intelligence, Measurement of Intelligence. Gardener’s Multiple Intelligence. Intelligent Quotient – Classification of Intelligent Quotient. Motivation – Definition, Meaning, Types – Physical, Social and Psychological Motives. Benefits of motivation				

<b>Unit: V</b>	<b>Personality</b>	<b>15</b>				
Personality: Concept, Definition, Meaning, Types and Development of personality, Factors Influencing personality Development: Heredity, Environment and Socialization Process; Assessment of Personality – Meaning, Types of Personality assessment, Projective Test.						
<b>Total Lecture Hours</b>		<b>75 Hrs</b>				
<b>Books for Study</b>						
<ol style="list-style-type: none"> <li>1. S.K. Mangal, Ph. D, <b>General Psychology</b>, Sterling Publishers, New Delhi, 2020</li> <li>2. Morgan, Clifford, <b>Introduction of Psychology</b>, Tata McGrawHill, New Delhi 2017</li> </ol>						
<b>Books for References:</b>						
<ol style="list-style-type: none"> <li>1. Hebb Do, <b>A Books for Study of Psychology</b>, Tappan Co, Tokyo.2011</li> <li>2. S.Jalota, <b>Essentials of Psychology</b>, VijayaNivas, Chandigarh.,2002</li> <li>3. Munn, <b>Introduction of psychology</b>, Oxford IBH Publishing co, Bombay.2000</li> <li>4. J.Sinha, <b>A manual of psychology</b>, New Central Book Agency, Calcutta, 1998</li> <li>5. S.W.Lawrel, <b>Adult Personality Development</b>, Sage Publication, New Delhi, 1994</li> <li>6. Morgan, C.T.&amp; King, R.A, <b>Introduction to Psychology</b>, McGraw – Hill, New York, 1995</li> <li>7. Munn, N.A., <b>Psychology-The Fundamentals of Human Behaviour</b>; London; George G. Harrap&amp; Co, Ltd., 2000</li> </ol>						
<b>Web Resources:</b>						
<ol style="list-style-type: none"> <li>1. <a href="http://egyankosh.ac.in/handle/123456789/23228">http://egyankosh.ac.in/handle/123456789/23228</a></li> <li>2. <a href="http://egyankosh.ac.in/handle/123456789/23221">http://egyankosh.ac.in/handle/123456789/23221</a></li> <li>3. <a href="http://egyankosh.ac.in/handle/123456789/23231">http://egyankosh.ac.in/handle/123456789/23231</a></li> <li>4. <a href="https://onlinecourses.swayam2.ac.in/nou21_mg01/preview">https://onlinecourses.swayam2.ac.in/nou21_mg01/preview</a></li> </ol>						
<b>Course Outcomes</b>		<b>K Level</b>				
<b>On successful completion of the course the students will be able to</b>						
<b>CO1:</b>	Describe the scope and various branches of psychology	Upto K2				
<b>CO2:</b>	Compare the significance of psychology in social work practice	Upto K3				
<b>CO3:</b>	Detail the concept of human behaviour and personality	Upto K2				
<b>CO4:</b>	Identify the various types of learning, memory, human behaviour, motivation, Intelligence, personality.	Upto K3				
<b>CO5:</b>	To apply classical conditioning, operant conditioning and defense mechanisms	Upto K3				
<b>CO &amp; PO Mapping:</b>						
<b>COS</b>	<b>PO 1</b>	<b>PO 2</b>	<b>PO 3</b>	<b>PO 4</b>	<b>PO 5</b>	<b>PO 6</b>
<b>CO 1</b>	3	2	2	2	3	3
<b>CO 2</b>	3	3	2	3	3	3
<b>CO 3</b>	3	2	2	2	3	3
<b>CO 4</b>	3	3	2	3	3	3
<b>CO 5</b>	3	3	3	2	3	3

\*3 – Advanced Application; 2 – Intermediate Development; 1 - Introductory Level

**LESSON PLAN**

<b>Unit</b>	<b>GENERAL PSYCHOLOGY</b>	<b>Hrs</b>	<b>Pedagogy</b>
<b>I</b>	. Psychology – Concept, Meaning, Definition, Scope, Branches of Psychology: Basic and Applied Psychology, American Psychological Association. Relevance of Psychology in Social Work practice. Social Psychology – Concept, Definition, Meaning, Application of Psychology in various fields. Contemporary Approaches in Psychology	<b>15</b>	<b>Chalk and talk, PPT, Lecture</b>
<b>II</b>	Learning and Memory: Learning – Meaning, Principles and Types of Learning – Conditional learning and operant learning, Memory – Meaning, Kinds, Process and Stages of Memory, Memory Span, Methods of improving memory. Forgetting – Meaning, Amnesia and its types	<b>15</b>	<b>Chalk and talk, PPT, Group discussion</b>
<b>III</b>	Behavior - Meaning, Types of Behavior, Factors Influencing Behavior. Normal Vs Abnormal Behaviour. Adjustment & Maladjustment - Meaning, Definition, Characteristics of Well Adjusted and Mal adjusted Behaviour, ; Adjustment Mechanisms, Defense Mechanisms and its Classification	<b>15</b>	<b>Chalk and talk, PPT, Assignment</b>
<b>IV</b>	Intelligence- Concept, Meaning, Definition, Nature of Intelligence, Measurement of Intelligence.— Multiple Intelligence. Intelligent Quotient – Classification of Intelligent Quotient. Motivation – Definition, Meaning, Types – Physical, Social and Psychological Motives. Benefits of motivation	<b>15</b>	<b>Chalk and talk, PPT, Assignment</b>
<b>V</b>	Personality: Concept, Definition, Meaning, Types and Development of personality, Factors Influencing personality Development: Heredity, Environment and Socialization Process; Assessment of Personality – Meaning, Types of Personality assessment, Projective Test	<b>15</b>	<b>Guest lecture, PPT</b>

**Course Designed by:****J. DYANAVINCILLA, MSW, M.Phil., SET, Assistant Professor****S.SIVATHMIKA, MSW (NET), PGDHRM, DCP**

Learning Outcome Based Education & Assessment (LOBE)								
Formative Examination - Blue Print								
Articulation Mapping – K Levels with Course Outcomes (COs)								
Internal	Cos	K Level	Section A		Section B		Section C Either or Choice	Section D Open Choice
			MCQs		Short Answers			
			No. of Questions	K – Level	No. of Questions	K - Level		
CI	CO1	Up to K2	2	K1 –& K2	1	K2	2(k2 & k2)	1(K2)
AI	CO2	Up to K3	2	K1 –& K2	2	K3	2(k3 & k3)	2(K2&K3)
CI	CO3	Up to K2	2	K1 –& K2	1	K2	2(k2 & k2)	1(K2)
AII	CO4	Up to K3	2	K1 –& K2	2	K3	2(k3 & k3)	2(K2&K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		3		4	3
		No. of Questions to be answered	4		3		2	2
		Marks for each question	1		2		5	10
		Total Marks for each section	4		6		10	20

Distribution of Marks with K Level CIA I & CIA II								
	K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either / Or Choice)	Section D (Open Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2				2	3.3	60
	K2	2	2	10	20	34	56.6	
	K3		4	10	10	24	40	40
	K4							
	Marks	4	6	20	30	60	100	100
CIA II	K1	2				2	3.3	60
	K2	2	2	10	20	34	56.6	
	K3		4	10	10	24	40	40
	K4							
	Marks	4	6	20	30	60	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5 will be allotted for individual Assignment which carries five marks as part of CIA component.**

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)								
S.No	Cos	K - Level	MCQs		Short Answers		Section C (Either / or Choice)	Section D (Open Choice)
			No. of Questions	K – Level	No. of Question	K – Level		
1	CO 1	Up to K2	2	K1&K2	1	K1	2(K2&K2)	1(K2)
2	CO 2	Up to K3	2	K1&K2	1	K1	2(K3&K3)	1(K3)
3	CO 3	Up to K2	2	K1&K2	1	K2	2(K2&K2)	1(K2)
4	CO 4	Up to K3	2	K1&K2	1	K2	2(K3&K3)	1(K3)
5	CO 5	Up to K3	2	K1&K2	1	K2	2(K3&K3)	1(K3)
No. of Questions to be Asked			10		5		10	5
No. of Questions to be answered			10		5		5	3
Marks for each question			1		2		5	10
Total Marks for each section			10		10		25	30
<b>(Figures in parenthesis denotes, questions should be asked with the given K level)</b>								

Distribution of Marks with K Level							
K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either/ or Choice)	Section D ( Open Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	4			9	7.5	50
K2	5	6	20	20	51	42.5	
K3			30	30	60	50	50
K4							
Marks	10	10	50	50	120	100	100
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.</b>							



## Summative Examinations - Question Paper – Format

Section A (Multiple Choice Questions)			
Answer All Questions			(10x1=10 marks)
Q.No	CO	K Level	Questions
1	CO1	K1	
2	CO1	K2	
3	CO2	K1	
4	CO2	K2	
5	CO3	K1	
6	CO3	K2	
7	CO4	K1	
8	CO4	K2	
9	CO5	K1	
10	CO5	K2	
Section B (Short Answers)			
Answer All Questions			(5x2=10 marks)
Q.No	CO	K Level	Questions
11	CO1	K1	
12	CO2	K1	
13	CO3	K2	
14	CO4	K2	
15	CO5	K2	
Section C (Either/Or Type)			
Answer All Questions			(5 x 5 = 25 marks)
Q.No	CO	K Level	Questions
16) a	CO 1	K2	
16) b	CO 1	K2	
17) a	CO 2	K3	
17) b	CO 2	K3	
18) a	CO 3	K2	
18) b	CO 3	K2	
19) a	CO 4	K3	
19) b	CO 4	K3	
20) a	CO 5	K3	
20) b	CO 5	K3	
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels</b>			
Section D (Open Choice)			
Answer Any Three questions			(3x10=30 marks)
Q.No	CO	K Level	Questions
21	CO1	K2	
22	CO2	K3	
23	CO3	K2	
24	CO4	K3	
25	CO5	K3	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF SOCIAL WORK**  
 (For those who joined in 2021-2022 and after)

<b>Course Name</b>	<b>SKILLS FOR SOCIAL WORKERS</b>				
<b>Course Code</b>	<b>21USWS21</b>	<b>L</b>	<b>P</b>	<b>C</b>	
<b>Category</b>	<b>Skill</b>	2	-	2	
<b>Nature of course:</b>	EMPLOYABILITY		SKILL ORIENTED	✓	ENTREPRENURSHIP
<b>Course Objectives:</b>					
<p><b>CO 1 :</b> To bring basic understanding about one self  <b>CO 2 :</b> To make aware of healthy life style  <b>CO 3 :</b> To learn life coping skills  <b>CO 4 :</b> To equip critical analyzing skills for social work practice  <b>CO 5 :</b> To implant the importance of relationship management for social work practice</p>					
<b>Unit: I</b>	<b>Self-Awareness</b>				<b>15</b>
Self-Awareness: SWOT Analysis, Self- Disclosure, Self-Esteem, Types of Self Esteem – Low and High, Characteristics of High Self Esteem and Characteristics of Low self Esteem, Attitude-Concept, Types, Importance of Attitude, Positive Attitude towards Others and Work.					
<b>Unit: II</b>	<b>Healthy Life Skills</b>				<b>15</b>
Healthy Life skills - Critical Thinking Skills, Creative Thinking skills, Healthy Coping mechanisms, Health Through Yoga, Meditation and Exercises, Work Ethics and Work Culture, Body Language- Types and Importance of Body Language, Etiquettes –Types and Importance of Etiquettes -Manners.					
<b>Unit: III</b>	<b>Life Coping Skills</b>				<b>15</b>
Life Coping Skills - Time Management – Concept, Need, Process of Time Management, Stress Management – Concept of Stress, Types and Simple techniques of stress management, Assertive Behaviour – Assertiveness training. Leadership Quality and Effective Public Speaking Skill					
<b>Unit: IV</b>	<b>Problem Solving</b>				<b>15</b>
Problem Solving - Concept of Problem, Problem solving – Meaning, Definition, Problem Analysis, Problem Solving Techniques. Decision Making: Concept of Decision, Types of Decisions, Decision Making - Meaning, Definition, Problems in Making Decisions, Decision Making Techniques					
<b>Unit: V</b>	<b>Relationship Management</b>				<b>15</b>

Relationship Management – Concept, Meaning, Importance, Expectations, Conflicts, Nurturing Relationship, Skills needed for Successful relationship management. Empathy - Concept of Empathy, Importance of Empathy, Benefits of Empathy, Difference between Sympathy, Empathy and Apathy.

	<b>Total Lecture Hours</b>	<b>75 Hrs</b>
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**Books for Study:**

1. Sudha Datar , **Skill Training for Social Workers: A Manual**, Sage India, 2010
2. S Rathod, **Skill Training for Social Workers**, Yking Books, Bangalore, 2013
3. Nelson, Richards & Jones **Human Relationship Skills**, Sage Publication, New Delhi, 1990

**Books for References:**

1. Bishop Sue, **Develop your Assertiveness**. New Delhi, Kogan Page India Pvt. Ltd., 1996
2. Celements Phi **Be Positive**. New Delhi, Kogan Page India Pvt. Ltd, 1998
3. Davar S. Rustom, **Creative Leadership**, New Delhi, UBS Publishers Ltd, 1996
4. D’Souza Antony, **Leadership**, Mumbai, Better Yourself Books, 1995
5. Gupta Seema, **Etiquette and Manners**, Delhi, Pustak Mahal, 2001
6. Hasks Hurt, **Motivation People**, Delhi, Pustak Mahal, 1995
7. Lindenfield Gael, **Assert Yourself**, New Delhi, Harper Collins Publishers India Pvt. Ltd, 1997
8. McGrath, e. H., **Training for Life and Leadership in Industry**, New Delhi, Prentice Hall of India Pvt. Ltd.. 1997

**Web Resources:**

1. [https://dl.uswr.ac.ir/bitstream/Hannan/131962/1/Pamela Trevithick Social Work Skills%2C 2nd Edition 2005.pdf](https://dl.uswr.ac.ir/bitstream/Hannan/131962/1/Pamela_Trevithick_Social_Work_Skills%2C_2nd_Edition_2005.pdf)
2. <https://uk.sagepub.com/en-gb/eur/study-skills-for-social-workers/book232887>
3. [https://is.muni.cz/el/1423/jaro2017/SPR820/um/Social work skills - Cournoyer Barry R. - OCR1-kniha.pdf](https://is.muni.cz/el/1423/jaro2017/SPR820/um/Social_work_skills_-_Cournoyer_Barry_R._-_OCR1-kniha.pdf)
4. [https://onlinecourses.swayam2.ac.in/nou21\\_lg05/preview](https://onlinecourses.swayam2.ac.in/nou21_lg05/preview)

<b>Course Outcomes</b>	<b>K Level</b>
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**On successful completion of the course the students will be able to**

<b>CO1:</b>	Gain better understanding about oneself and introspect him or herself	Upto k3
<b>CO2:</b>	Develop both personal and professional healthy life style	Upto k3
<b>CO3:</b>	Enhance better coping skills and leadership qualities	Upto k2
<b>CO4:</b>	Apply problem solving skills and decision skills in personal and work life	Upto k4
<b>CO5:</b>	Equip clear understanding about personal and professional relationship in social work practice	Upto k3

**CO & PO Mapping:**

COS	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO 1	3	3	2	2	3	3
CO 2	3	3	2	2	3	3
CO 3	3	3	3	3	3	3
CO 4	3	3	2	3	3	3
CO 5	3	3	3	3	3	3

\*3 – Advanced Application; 2 – Intermediate Development; 1 - Introductory Level

**LESSON PLAN**

Unit	SKILLS FOR SOCIAL WORKERS	Hrs	Pedagogy
I	Self-Awareness: SWOT Analysis, Self- Disclosure, Self-Esteem, Types of Self Esteem – Low and High, Characteristics of High Self Esteem and Characteristics of Low self Esteem, Attitude- Concept, Types, Importance of Attitude, Positive Attitude towards Others and Work.	6	Chalk and talk, PPT, Lecture
II	Life Style - Critical Thinking Skills, Creative Thinking skills, Healthy Coping mechanisms, Health Through Yoga, Meditation and Exercises, Work Ethics and Work Culture, Body Language- Types and Importance of Body Language, Etiquettes –Types and Importance of Etiquettes –Manners	6	Chalk and talk, PPT, Group discussion
III	Life Coping Skills - Time Management – Concept, Need, Process of Time Management, Stress Management – Concept of Stress, Types and Simple techniques of stress management, Assertive Behaviour – Assertiveness training, Leadership Quality and Effective Public Speaking Skill	6	Chalk and talk, PPT, Assignment
IV	Problem Solving - Concept of Problem, Problem solving – Meaning, Definition, Problem Analysis, Problem Solving Techniques. Decision Making: Concept of Decision, Types of Decisions, Decision Making - Meaning, Definition, Problems in Making Decisions, Decision Making Techniques	6	Chalk and talk, PPT, Assignment
V	Relationship Management – Concept, Meaning, Importance, Expectations, Conflicts, Nurturing Relationship, Skills needed for Successful relationship management. Empathy - Concept of Empathy, Importance of Empathy, Benefits of Empathy, Difference between Sympathy, Empathy and Apathy	6	Guest lecture, PPT

**Course Designed by:**

C. KANMANI, MSW, MA, M.Phil, NET

S.SIVATHMIKA, MSW (NET), PGDHRM, DCP,

**Learning Outcome Based Education & Assessment (LOBE)  
Formative Examination - Blue Print  
Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B		Section C Either or Choice	Section D Open Choice
			MCQs		Short Answers			
			No. of Questions	K – Level	No. of Questions	K - Level		
CI	CO1	Up to K3	2	K1 –& K2	1	K1	2(k2 & k2)	1(K3)
AI	CO2	Up to K3	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K3)
CI	CO3	Up to K2	2	K1 –& K2	1	K1	2(k2 & k2)	1(K2)
AI	CO4	Up to K4	2	K1 –& K2	2	K2	2(k3 & k3)	2(K2&K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		3		4	3
		No. of Questions to be answered	4		3		2	2
		Marks for each question	1		2		5	10
		Total Marks for each section	4		6		10	20

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either / Or Choice)	Section D (Open Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	2			4	6.6	50
	K2	2	4	10	10	26	43.3	
	K3			10	20	30	50	50
	K4							
	Marks	4	6	20	30	60	100	100
CIA II	K1	2	2			4	6.6	67
	K2	2	4	10	20	36	60	
	K3			10	10	20	33.3	33
	K4							
	Marks	4	6	20	30	60	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5 will be allotted for individual Assignment which carries five marks as part of CIA component.**

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)								
S.No	COs	K - Level	MCQs		Short Answers		Section C (Either / or Choice)	Section D (Open Choice)
			No. of Questions	K – Level	No. of Question	K – Level		
1	CO 1	Up to K3	2	K1&K2	1	K1	2(K2&K2)	1(K3)
2	CO 2	Up to K3	2	K1&K2	1	K1	2(K3&K3)	1(K3)
3	CO 3	Up to K2	2	K1&K2	1	K2	2(K2&K2)	1(K2)
4	CO 4	Up to K4	2	K1&K2	1	K2	2(K3&K3)	1(K3)
5	CO 5	Up to K3	2	K1&K2	1	K2	2(K3&K3)	1(K3)
No. of Questions to be Asked			10		5		10	5
No. of Questions to be answered			10		5		5	3
Marks for each question			1		2		5	10
Total Marks for each section			10		10		25	30

(Figures in parenthesis denotes, questions should be asked with the given K level)

Distribution of Marks with K Level							
K Level	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either/ or Choice)	Section D ( Open Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	4			9	7.5	42
K2	5	6	20	10	41	34.1	
K3			30	40	70	58.3	58
K4							
Marks	10	10	50	50	120	100	100

**NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.**

## Summative Examinations - Question Paper – Format

Section A (Multiple Choice Questions)			
Answer All Questions			(10x1=10 marks)
Q.No	CO	K Level	Questions
1	CO1	K1	
2	CO1	K2	
3	CO2	K1	
4	CO2	K2	
5	CO3	K1	
6	CO3	K2	
7	CO4	K1	
8	CO4	K2	
9	CO5	K1	
10	CO5	K2	
Section B (Short Answers)			
Answer All Questions			(5x2=10 marks)
Q.No	CO	K Level	Questions
11	CO1	K1	
12	CO2	K1	
13	CO3	K2	
14	CO4	K2	
15	CO5	K2	
Section C (Either/Or Type)			
Answer All Questions			(5 x 5 = 25 marks)
Q.No	CO	K Level	Questions
16) a	CO 1	K2	
16) b	CO 1	K2	
17) a	CO 2	K3	
17) b	CO 2	K3	
18) a	CO 3	K2	
18) b	CO 3	K2	
19) a	CO 4	K3	
19) b	CO 4	K3	
20) a	CO 5	K3	
20) b	CO 5	K3	
<b>NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels</b>			
Section D (Open Choice)			
Answer Any Three questions			(3x10=30 marks)
Q.No	CO	K Level	Questions
21	CO1	K4	
22	CO2	K3	
23	CO3	K2	
24	CO4	K3	
25	CO5	K3	