



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

DEPARTMENT OF SOCIAL WORK

Class : MSW

Semester : I

Sub code : 15PSWC11

Paper : Core

Hours : 05

Credits : 04

INTRODUCTION TO PROFESSIONAL SOCIAL WORK

Unit- I :

Social work – Definition and scope. Related Concepts: Social welfare, Social service, Social reform, Social Security, Social Justice and Human Rights. Social Reformers / Movements in India and Tamil nadu, Role of Religion in Social Work.

Unit -II :

Evolution of Social Work as a Profession: History, Principles. Philosophy, Objectives and Values of Professional Social Work. Professional Ethics of Social Work. Functions of Social Work - preventive, remedial and developmental.

Unit-III:

Approaches to Social Work - Charity approach, Welfare approach, Right based approach Integrated approach systems approach. Radical Social work. Methods of Social Work – Case work, Group work, Community organization, Social Welfare Administration, Social Actions and Social work Research.

Unit- IV:

International and National Professional Associations of Social Workers and Schools of Social Work: IASSW, APASWE, IFSW, ASSWI - their objectives and activities. Social Work Education in India. Prospects and Problems of Social Work Profession in India.

Unit- V:

Concept, Causes, Characteristics and Theories of social Problems. Social Pathology Social Labeling, Social deviance, Social Disorganization. Fields of Social Work - Rural and Urban Community Development, Family and Child Welfare, Medical and Psychiatric social Work, Correctional Social work, School Social Work. Labour Welfare. Gerontological Social Work. Relevance of Social work in the context of globalization. Environmental Protection, Disaster management, HIV/AIDS and Human Rights.

Text Books:

Prepared by R.Shankar, **Introduction to Professional Social Work**, Department of Social work, Mannar Thirumalai Naicker College, Madurai - 4, First Print 2015.

Reference Books:

1. Paul Choudry, **Introduction to Social Work**, Atma Ram and Sons, New Delhi, 1994
2. P.D.Misra, **Social Work-Philosophy and Methods**, Inter-India Publications, New Delhi, 1964.
3. Shaikh Azhar, **Igbal Principles and practices of social work**, Sublime publications, Jaipur.
4. Rameshwari Devi, **Social work practices**, Ravi Prakash Mangal Deep Publications, Jaipur.
5. K. D Gangrade, **Dimensions Of Social Work**, Marwah Publications, New Delhi.
6. M.S Gore, **Social Work and Social Work Education**, Asia Publishing House.
7. G.R Madan, **Indian Social Problems**, Calcutta, Allied Publishers, 1981.
8. C.B. Memoria, , **Social Problems and Social Disorganization in India**, Allahabad, Kitab Mahal, 1981.
9. UGC, **Review of Social Work Education in India**, New Delhi, 1978,
10. A. Rx Skidmore and Milton Thackeray, **Introduction to Social Work**. New Jersey, Prentice Hall, 1976.

Approved by the Board of Studies held on 14-09-2015



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class : MSW

Semester : I

Sub code : 15PSWC12

Paper : Core

Hours : 05

Credits : 03

UNDERSTANDING SOCIETY AND SOCIAL PROBLEMS

Unit - I:

Society – Meaning, types and characteristics. Individual and Society – Man as a Social Being. Community – Rural Urban and Tribal Communities. Associations and Institutions– Difference between Society, Community and Association. Social Groups – Primary groups, Secondary groups. Reference groups. Group dynamics – Crowd, Audience, Public Opinion, Propaganda and Group Morale.

Unit - II:

Culture- Characteristics- Elements- Functions of Culture- Cultural Lag and acculturation, assimilation, integration and cultural reversal. Civilization. Customs, mores, Folkways. Socialization – Meaning, Agencies and Functions. Social Control – Meaning and agents, Social Processes – Co-operation, Conflict, Accommodation, and Assimilation.

Unit -III:

Social Stratification – Meaning, Caste, Class and Race. Changing pattern of caste system in India. Social Mobility – concept and factors for social mobility – Types of Social mobility. Social Institutions – Marriage, Family, Religion – Meaning Types, Functions and Changing Patterns. Political Institutions – Concept of State, Government, Democracy. Economic Institutions – Capitalism, Socialism, Communism, Sarvodaya.

Unit - IV:

Social Change - Meaning, Theories, Causes and resistance, Social change in India. Social Problems: Causes and consequences- Major social problems- Poverty, Population growth, Illiteracy, Casteism, Unemployment, Beggary, Drug Addiction, Alcoholism, Prostitution, Crimes against women, Crime, Delinquency, Corruption and Ecological problems.

Unit- V:

Contribution of Sociology to Social Work: Sociological Theories : August comte, Spencer, Weber, Durkeheim, Karl Marx. Indian Social Thinkers – Gandhi, Arurobindo, Vivekanda, Radhakrishnan.

Text Books: C.N.Shankar Rao, **Sociology**, S.Chand Company Ltd, 2012.

Reference Books:

1. Bhusan Vidya and Sachdev, **An Introduction to Sociology**, , Kitab Mahal, Allahabad, 2006.
2. Harry. M.Johns, **Sociology – A Systematic Introduction**, Allied Publications Chennai, 1993.
3. P.S Horton, and C.L Hunt, **Sociology**, Tata McGraw Hill, New Delhi, 2005.
4. Papa, J.M et al, **A Dialectic Journey of Theory and Practice**, Sage Publications, New Delhi, 2006.
5. P. Ramasamy, **General and Medical Sociology**, New Millenium Publications, Chennai, 2008.
6. Singh. Yogendra, **Modernization of Indian Society**, Rawat publications, Jaipur, 1994.

Approved by the Board of Studies held on 14-09-2015



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

DEPARTMENT OF SOCIAL WORK

Class : MSW

Semester : I

Sub code : 15PSWC13

Paper : Core

Hours : 05

Credits : 03

DYNAMICS OF HUMAN BEHAVIOUR

Unit – I:

Psychology – Definition Meaning, Fields, Methods. Schools – Structuralism, Functionalism, Behaviorism, Gestalt, Psychoanalysis and Transactional Analysis. Introduction to Cognitive theories. Relevance of psychology for social work practice.

Unit – II:

Human Growth and Development. Meaning of developmental tasks. Developmental stages from conception to old age – physical, social and psychological aspects to development. Role of Heredity and Environment in development.

Unit – III:

Human learning – Meaning, Theories of learning, learning differences and role of social workers. Introduction to Behavior Modification. Memory, retention and forgetting. Intelligence and creativity – Measurement of Intelligence, IQ, Mental Deficiency, Causes of mental retardation. Social work Intervention with mentally retarded.

Unit – IV:

Human Motivation - Theories of motivation, Basic Human Needs. Personality – definition, meaning, theories, types. Concept of Stress. Anxiety, Frustration and Conflict. Defense Mechanisms. Transcendental Meditation and Yoga – its relevance to controlling stress. Concept and meaning of mental health and mental illness. Characteristics of mentally healthy person. Promotion of mental health and role of Social Worker.

Unit – V:

Psychological Testing – Psychometry – Mental ability tests – Aptitude and Attitude tests. Interest Inventories. Personality tests – EPI, MMPI, 16PF. Test on Learning disability. Introduction to counseling – counseling interview –Qualities of a Counselor.

Text Book:

Prepared by Ms.Renuka, Ms.Legis,**Dynamics of Human Behaviour**, Mannar Thirumalai Naicker College, Madurai -4, First Print 2015.

Reference Books :

1. L.E. Berk, **Child Development**, , Prentice Hall, New Delhi, 2005.
2. Bhattm Poornima, **Clinical Psychology** , GNOSIS Publishers , New Delhi, 2006.
3. J.P.Guilford, **Fields of Psychology**, Surjeet Publications, New Delhi, 2007.
4. T. Harris, **I am Okay You are Okay**, Free Press, New York, 1969.
5. Hilgard and Atkinson, **Introduction to Psychology**, HCB and Word, New York, 1998.
6. Hurlock, Elizabeth, **Development Psychology**, McGraw Hill, New York, 2002.
7. A.S. Reber and E.S Reber, **The Penguin Dictionary of Psychology**,2001.

Approved by the Board of Studies held on 14 -09-2015



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

DEPARTMENT OF SOCIAL WORK

Class : MSW
Semester : I
Sub code : 15PSWC14

Paper : Core
Hours : 05
Credits : 04

CASE WORK AND GROUP WORK

Unit - I:

Social case Work – Concept, definition, meaning, objectives and history. Dynamics of human behaviour and its application to Social Case Work. Basic components of Social Case Work – Problem, Person, Place, Process. Basic principles of Social Case Work. Relationship – nature, establishment, maintenance, termination. Transference and counter transference.

Unit- II:

Case Work Process – Study (methods, techniques and their uses, Case recording, Interview, collateral contacts etc) Diagnosis (factors involved in diagnosis, differential diagnosis). Treatment (methods and techniques). Approaches in Social Case Work - functional, diagnostic, crisis intervention, counseling, psycho therapy, behaviour modification and Family Therapy. Interview, recording and Supervision, Discussion of case work reports.

Unit -III:

Social Group Work – concept, definition, meaning, scope, objectives and history. Relationship between Social Case Work and Social Group work. Dynamics of group processes – group formation. Structure and functions of group. Pattern and process of group interaction, group climate. Socio-metric pattern and its use. Principles of group Work practice.

Unit - IV:

Group work Processes Planning phase (recruitment of members, orienting members, composing the group, preparing the environment). Beginning phase (goal setting, motivation, assessment). Middle phase (leading the group, interviewing with members, problem solving approach). Ending phase (termination and evaluation).. Roles of group worker –as enabler, helper, therapist, resource mobiliser and evaluator, Skills of social group worker, Program planning in Social Group work – Meaning, principles, planning stages. Programme laboratory – Play, games, singing, dancing and role-play, story telling, puppetry, group discussion and excursion- Discussion on Group work records.

Unit - V:

Social case Work & Group work practices among children, youth, aged, women and in different settings such as family, school, community, industries and hospitals- Preparation of case work & Group work records, Principles and Guidelines for writing records,

Text Book: P.D.Misra, **Social Work– hilosophy and Methods**, Inter–India Publications, New Delhi, 1994

Reference Books :

1. Aptaker, Herbert, **Dynamics of Case Work and Counseling**, Mifflin Pub, Boston, 1982
2. Mathew, Grace, **An Introduction to Social Case Work** , TISS, Bombay, 1993.
3. Gisela, Konopka , **Group Work in the Institution**,. Associated Press, New York, 1970
4. Roberts RW and Nee, RH. (Ed), **Theories of Social Case Work**, Chicago University, 1970.
5. Trecker, HB , **Social Group Work ; Principles and Practices**, Association Press, New York, 1972
6. Tom Douglas, **A theory of Group Work Practice**, Macmillan, London, 1993.
7. Wilson and Ryland, **Social Group Work Practice**, Houghton Mifflin Company. Cambridge, 1949.
8. P.K Upadhyay, **Social Case Work**, New Delhi, 2003.

Approved by the Board of Studies held on 14 -09-2015



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

DEPARTMENT OF SOCIAL WORK

Class : MSW
Semester : I
Sub code : 15PSWE11

Paper : Elective
Hours : 02
Credits : 02

HUMAN RIGHTS FOR SOCIAL WORK

Unit - I:

Human Rights: Concept, Meaning, Definitions and Classification – Civil and Political rights, Socio economic and cultural rights.

Unit - II:

International HR instruments: Universal Declaration of HR, Conventions on Child Rights, Convention against Elimination of all Discrimination Against Women, Convention against racial discrimination.

Unit - III:

Indian Constitution and relevant articles relating to HR. the Protection of Human Rights Act (1993), National Human Rights Institutions – National HR commission, National SC/ST Commission, National Commission for Women, National Commission for Minorities. State Human Rights Institutions – State HR Commission, State Commission for Women, State Commission for Minorities. HR Court.

Unit - IV:

Human Rights for selected target population – SC / ST, Religious minorities, Physical Visual and Mentally handicapped. AIDS victims, Refugees, War victims, Prisoners, Custodial violence, Women and children, Senior citizens and Work Situations.

Unit - V:

Human Rights issues related to Democracy, Development – Displacement, resettlement and beautification of cities. Role of Social Workers and role of CIVIL SOCIETIES (NGOs Consumer, Women and other special interest groups) Role of mass media in Human Rights.

Text Book:

A.K.Pathak, **Human Rights**, Silver Line Publications, New Delhi, 2010.

References :

1. P Diwan and P Diwan, **Human rights and the Law**, Deep and Deep, New Delhi, 1998.
2. SP Gogia, **Law Relating to Human Rights**, Asia Law House, Hyderabad, 1996.
3. V Patil, Shivaraj, **Humility, Humanity and Human Rights**, SOCO, Madurai, 2005.

Approved by the Board of Studies held on 14 -09-2015

Core Subject					Internal	External	Total
1.	15PSWC21	Community Organization and Social Action	5	4	25	75	100
2.	15PSWC22	Social Welfare Administration	5	3	25	75	100
3.	15PSWC23	Social Work Research and Statistics	5	4	25	75	100
4.	15PSWC24	Social Legislation	5	3	25	75	100
5.	15PSWF21	Field Work-II (Viva as External)	8	4	75	25	100
Elective Subject							
6.	15PSWE21	Disaster Management	2	2	25	75	100



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class : MSW

Paper : Core

Semester : II

Hours : 05

Sub code : 15PSWC21

Credits :04

COMMUNITY ORGANIZATION AND SOCIAL ACTION

Unit - I:

Definition of community. Types of communities. Differences between rural and urban communities. Community Leadership. Power structure in the community. Integrative and disintegrative forces in the community. Conflict and tension in the community.

Unit- II:

Community Organization - Definition, Assumptions, objectives and Principles. Community organization as a method of social work. Approaches in community organization – general content approach, Specific content approach, Process content approach. Jack Rothmans Models – Locality Development Model, Social Planning Model. Social Action Model. Concept of community development and its objectives. Community organization and community development.

Unit -III:

Phases in community organization. Study, Analysis Assessment, Decision Making, Organization, Action, Evaluation, Modification and Continuation. Tools and techniques used in various phases. Methods of negotiation and conflict resolution. Skills required to handle the community organization methods- Role of community organizer.

Unit - IV:

Definition, Principles and Objectives of Social Action. Advocacy and Lobbying. Contributions of Gandhiji, Saul Alinsky, Paulo Frierrie. Case studies of social action / advocacy / lobbying related to Education, Health, Food security, Environment protection.

Unit - V:

Application of community organization methods in Rural and Urban areas, during disasters and civil conflicts. Community organization for promoting public health and family welfare- Application of Social Action in handling social issues.

Text Book:

Meena Pandy, **Community Organisation and Social Action**, Himalaya Publishing House, 1994.

References :

1. HY Siddique, **Social Work and Social Action Developmental Perspective**, Harnam Publications, New Delhi, 1984.
2. Freire, Paulo, **Pedagogy of the Oppressed**, Penguin, Harmondsworth, 1972
3. Anne Hope and Sally Timmel, **Training for Transformation** (Books 1-4), Intermediate Technology Publications, London, 1984
4. Mark. S.Homan, **Promoting Community Change California**, Brooks / Cole Publishing Company, 1993.
5. N. Thomas David., **Organizing for Social Change**, George Allen and Unwin, London, 1976
6. G Murray Ross, **Community Organization Theory, Principles and Practice**, Harper and Row, New York, 1955
7. K.D Gangrade ., **Community Organization Theory, Principles and Practice**, Harper and Row, New York, 1971.
8. Gangrade. K.D, **community Organization in India**, , Popular Prakasan , Bombay 1971.
9. K. Ralph and H. Specht, **Community Organization Practice**, Prentice Hall, New Jersey, 1975.

Approved by the Board of Studies held on 14 - 09 – 2015



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

DEPARTMENT OF SOCIAL WORK

Class : MSW Paper : Core
Semester : II Hours : 05
Sub code : 15PSWC22 Credits : 03

SOCIAL WELFARE ADMINISTRATION

Unit - I:

Definition and Scope of Social Policy and Social Welfare Administration. Administrative arrangement and constitutional base for Social Welfare / Policy in India. Functional areas of Ministries (Central and State), Boards (Central Social Welfare Board) and other National Institutions.

Unit- II:

Social Policies related to Nutrition and Food Security, Education, Health, Women and Children, Backward Classes, Senior Citizens, Unorganized sector workers. ; disability; dalits and tribals; urban and rural governance and development.

Unit - III:

Procedure for Registration of Human Service Organizations under Societies Registration Act, Trust Act. Memorandum of Association. Constitution and Bye – laws. Functions of Governing Board. Provisions in Income Tax Act. Overview of administrative process. POSDCORB. Planning, Organizing, Staffing, Directing, Controlling, Reporting, and budgeting.

Unit -IV:

Importance of office management in welfare organizations. Communication system in the office, Office Procedures. Records management and filing system. Office automation Application of computers in office.

Unit -V:

Project administration. Project Identification, Planning, Appraisal, Implementation Monitoring and evaluation. Guidelines to prepare project proposals.

Text Book:

1. Chowdry, Paul, **Hand Book on Social Welfare in India**, Atma ram, New Delhi, 1993.

Reference Books :

1. A.B. Bose, **Social Welfare Planning in India**, United Nations, Bangkok, 2001.
2. SN Dube, **Administration of Social Welfare Programmes in India**, Bombay, Somaiya Publications, 1977.
3. W. Friedlander, **Introduction to Social Welfare**, , Prentice Hall, New Jersey, 1995.
4. S.L. Goel and RK Jain, **Social Welfare Administration**, Vol.I & II, New Delhi, 2001.
5. Sachdev, **Social Welfare Administration**, 1992.
6. Skidmore, **A Social Work Administration: Dynamic Management and Human Relations**, Prentice-Hall, New Jersey, 1996.

Approved by the Board of Studies held on 14 - 09 - 2015



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class : MSW **Paper : Core**
Semester : II **Hours : 5**
Sub code : 15PSWC23 **Credits : 4**

SOCIAL WORK RESEARCH AND STATISTICS

Unit - I:

Scientific Method – Meaning, Assumptions, Steps, Criticism. Research – definition and objectives. Social Work Research – definition, meaning objectives, scope, present position and agencies in India. Social work research and its relationship with other methods of social work.

Unit- II:

Identification and formulation of research problem. Statement of objective. Hypotheses – meaning, types, sources, criteria of good hypothesis. Operational definition. Research design- case study, explorative, descriptive, diagnostic and experimental designs. Factors influencing the choice of research design.

Unit - III:

Sources of data – Primary and Secondary sources. Methods and tools of data collection observation (participant and non-participant), interview guide, interview schedule, questionnaire. Pilot study and pre test. Sampling – types, Qualitative Techniques – PRA, LFA, FGD etc... sampling error and sample size.

Unit- IV:

Statistics – definition, meaning, function. Levels of measurement – nominal, ordinal, interval and ratio, measure of central tendency – mean, median, mode. Measures of dispersion – range, quartile deviation, meant deviation, standard deviation. Correction – Karl Pearson's coefficient of correlation, Spearman's rank correlation. Testing of hypotheses (only theory and not problems) – application and usefulness of student 's 't, 'z' test, ANOVA, chi square. Thustone, Likert, Bogards and Sociometry scales. Reliability and validity of scales.

Unit -V:

Report writing – Chapterization, guidelines for drafting research report. Documentation, foot notes – references and bibliography, index and preparation of abstracts. Methodological review of research reports, books for research conferences. Planning and organization of research in social work – planning, organization, pattern, time, personnel, finance etc. note: Preparation and discussion of a research design based on field work experiences.

Text Books:

1. Ahuja, Ram, **Research Methods**, Rawat Publications, Jaipur, 2003.
2. Wilkinson and Bandarkar, **Methodology and Techniques of Social Research**, Himalaya, Bombay, 1984.

References:

1. Anderson et al, **Thesis and Assignment Writing**, Wiley Easton Ltd, New Delhi, 1991.
2. DJ Champian, **Basic Statistics**, Prentice Hall, 2001.
3. Goode and Hatt, **Methods in Social Research**, McGraw Hill.
4. S P Gupta, **Statistical Methods**, , Sulthan Chand, New Delhi, 2005.
5. K Popper, **The Logic of Scientific Discovery**, Hutchinson and Co, London.
6. Young, Pauline, **Scientific Social Survey and Research**, Prentice Hall, USA, 1960.

Approved by the Board of Studies held on 14 - 09 – 2015



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

DEPARTMENT OF SOCIAL WORK

Class : MSW

Paper : Core

Semester : II

Hours : 05

Sub code : 15PSWC24

Credits : 03

SOCIAL LEGISLATION

Unit - I:

Legislation – Meaning, Principles. Social legislation – definition, meaning. Indian Constitution – Fundamental rights, Directive Principles of State Policy. Social legislation as an instrument of social change.

Unit -II:

Laws related to Family and Marriage: The Hindu Marriage Act. Mohammedan Law of Marriage and Divorce. Indian Christian Marriage Act and Indian Divorce Act. Special Marriage Act. Family Court Act. Hindu Succession Act. Mohammedan Law of Inheritance. Indian succession Act. Hindu Adoption and Maintenance Act. Inter Country Adoption. Hindu Minority and Guardianship Act.

Unit - III:

Laws related to Women and Children: The Dowry Prohibition Act. The Medical Termination of Pregnancy Act. The Juvenile (Care and Protection) Act. The child Labour Regulation and Abolition Act. The Domestic Violence Act, Right to Education. The Child Marriage (Restraint) Act 1929, Protection of Children against Sexual offences Act(POCSO) 2012.

Unit - IV:

Laws related to disadvantaged sections: The Protection of Civil Rights Act. The prevention of Atrocities Against SC's STs Act. The Probation of Offenders Act. The consumer Protection Act. The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995. Laws related to Elderly, Laws related to Tribal and Environment.

Unit - V:

Right to Information Act. Legal Aid Movement in India and abroad. Administration of legal Aid. Public Interest Litigation. Role of social worker in legal aid.

Text Book:

Material prepared by R.Shankar, **Social Legislation**, Department of Social Work, Mannar Thiumalai Naicker College, Madurai -4, First Print 2015.

Reference Books :

1. SK. Awasthi, **Manual of Marriage and Divorce Laws**, , Rajasthan Law House, Jodhpur, 1994
2. B. Biswas, **Impact of Social Legislation and Social Change**, Calcutta, 1971.
3. RNP. Chaudhary, **Consumer Protection Law**, Deep & Deep Publications, New Delhi, 2005.
4. P. Diwan, and P. Diwan, **Children and Legal Protection**, , Deep andDeep Publication, New Delhi, 1994
5. K.D. Gangarade, **Social Legislation in India**, , Concept Publishers, New Delhi, 2001.
6. P.D. Mathew, **Fundamental Rights in Action**, ISI, New Delhi, 1997.
7. B. S. Sinha, **Law and Social Change in India**, Deep & Deep Publications, New Delhi,1983.

Approved by the Board of Studies held on 14 - 09 - 2015



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

DEPARTMENT OF SOCIAL WORK

Class : MSW

Paper : Elective

Semester : II

Hours : 02

Sub code : 15PSWE21

Credits : 02

DISASTER MANAGEMENT

Unit- I:

Disasters: An Overview: Disaster: meaning, factors, significance, causes and effects; Types of disasters: earthquake, flood, cyclone, drought and famine; landslide, snow avalanche, fire, forest fire, industrial and technological disasters and epidemics; conflicts, community/ethnic clashes and warfare.

Unit- II:

Impact of disasters: on individuals, families, groups; on children, women and the elderly; physical, economic, and psycho-social impact of disasters.

Unit -III:

Planning Disaster Management: Planning, policies and management of disasters; Awareness about disasters: Public awareness programme and Mobilizing community participation; Role of various agencies: Government, Military and Para-military forces, NGOs, Media. Disaster mapping, predictability, forecasting, preparing community and mitigation.

Unit- IV:

Relief and Reaching out: Search, rescue, evacuation and shelter for victims; Clearance of debris, disposal of the dead and damage assessment; Trauma centre management: psycho-social care; emergency health operations and safety measures: drinking water, food nutrition, and hygienic sanitation; Emergency support functions and their coordination.

Unit- V:

Reconstruction and rehabilitation: Rehabilitation: social, economic, health and hygiene aspects; Reconstruction and rehabilitation; Disaster resistant housing, house relocation, repairing, strengthening of house; Monitoring and evaluation.

Text Book:

Material prepared by R.Ramachandran, **Social Legislation**, Department of Social Work, Mannar Thirumalai Naicker College, Madurai -4, First Print 2015.

Reference Books :

1. I.Abarquez and Z.Murshed, **Community-Based Disaster Risk Management: Field Practitioners' Handbook**, Asian Disaster Preparedness Center, New Delhi, 2004
2. M Anderson and P Woodrow, **Rising from the Ashes: Development Strategies in Times of Disaster**, ITDG Publishing, London 1998. www.itdgpublishing.org.uk

Approved by the Board of Studies held on 14 - 09 - 2015



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class : M.S.W
Semester : III
Sub Code : 15PSWT31

Part III : Core
Hours : 06
Credits: 05

HUMAN RESOURCE MANAGEMENT – I

Unit - I

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

Unit - II

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

Unit - III

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

Unit - IV

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

Unit - V

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

Reference Books:

1. Arya and Tandon, **Human Resource Management**, Deep and Deep Publications, New Delhi, 2004.
2. Aswathappa,.K, **International Human Resource Management**, Tata McGraw Hill, New Delhi, 2008.
3. Bhatia, B S, **Human Resource Management**, Deep & Deep Publications, New Delhi, 2003.
4. Chatterjee, Baskar, **Human Resource Management**, Sterling Publications. New Delhi, 2007.
5. Kushway, Barry, **Human Resource Management**, Crest Publishing House. New Delhi, 2004.
6. Mailand, Jain, **Man Power Planning and Recruiting**, Maya Publishers, New Delhi, 2005.

Prepared by the Board of Studies held on 23.04.16 and approved by the Academic Council held on 25.05.16.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class : M.S.W
Semester : III
Sub Code : 15PSWT32

Part III : Core
Hours : 06
Credits : 05

LABOUR LEGISLATION – I

Unit - I

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

Unit - II

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

Unit - III

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

Unit - IV

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

Unit - V

The Employee State Insurance Act 1948, The WorkMen's Compensation Act 1923, The Maternity Benefit Act 1961, The Contract Labour (Regulation and Abolition) Act 1970 and Relevant Case Laws.

Reference Books:

1. Kapoor, ND, **Hand Book on Industrial Law**, Sultan Chand Publications, New Delhi, 2005.
2. Kumar, J N, **Business Law**, Nabhi Publications, New Delhi, 2001.
3. Mishra, N, **Labour and Industrial Laws**, Central Law Publications, Allahabad, 2007.
4. Pillai, Madhavan, K, **Labour and Industrial Laws**, Allahabad Law Agency. Allahabad, 2000.
5. Vaidyanathan. S and Sri Vidya, **Factory Laws Applicable in Tamil Nadu**, Madras Book Agency, Chennai, 2006

Prepared by the Board of Studies held on 23.04.16 and approved by the Academic Council held on 25.05.16.



MANNAR THIRMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class :M.S.W
Semester: III
Sub Code:15PSWT33

Part III : Core
Hours : 05
Credits: 05

ORGANIZATIONAL BEHAVIOUR

Unit - I

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

Unit - II

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

Unit - III

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

Unit - IV

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

Unit - V

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

Reference Books:

1. Aquinas, P G, **Organizational Behaviour**, Excel Books, New Delhi, 2006.
2. Betty, Jane Punnett, **International Perspectives on Organizational Behaviour**, Prentice Hall Publications, New Delhi, 2004.
3. John W Newstrom and Davis, Keith, **Organizational Behaviour**, Tata McGraw Hill Publications, New Delhi, 2002.
4. Gerald, Greenberg and Robert A. Barren, **Behaviour in Organisation**, Prentice Hall Publications, New Delhi, 2005.
5. Paul Hersey, et al, **Management of Organizational Behaviour**, Prentice Hall Publications, New Delhi, 2002.

Prepared by the Board of Studies held on 23.04.16 and approved by the Academic Council held on 25.05.16



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class : M.S.W
Semester : III
Sub Code:15PSWT34

Part III : Core
Hours : 06
Credits : 05

RURAL COMMUNITY DEVELOPMENT

Unit - I

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

Unit - II

Analysis of Rural Problems: Agriculture, Poverty, Unemployment, Malnutrition and Hunger, Ill health, Shelter, Migration, Illiteracy, Discrimination, Exploitation, Neglect, Ignorance, Vulnerability. Impact of Globalisation on Rural Development

Unit - III

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

Unit - IV:

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

Unit - V:

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

Reference Books:

1. Agarwal, A.N., **Indian Economy; Nature, Problems and Progress**, Vikas Biraj Praksah Publications, New Delhi, 2001.
2. Chambers, R., **Rural Development: Putting the Last First**, Harlow, Longman, 1983
3. Datt & Sundaram, **Indian Economy**, S. Chand & Co, New Delhi, 2002.
4. Desai, A.R, **Rural Sociology in India**, ISAE, Bombay, 1995.
5. Dubhashi, P.R, **Rural Development Administration in India**, Mumbai, 2000.
6. Jain, S.C, . **Community development and Panchayat Raj in India**, Allied Publishers Ltd, Chennai, 1998.
7. Jain, S.C, **Rural Development Institute and Strategies**, Rawat Publications, New Delhi, 1998.
8. Riley, John , **Stakeholders in Rural Development**, Sage Publications, New Delhi, 1995.
9. Sachinanda and Purnendu, **Fifty Years of Rural Development in India**, Firma KLM Pvt Ltd., Kolkata, 2001.
10. Singh, Katar, **Rural Development – Principles, Policies and Management**, Sage Publications, New Delhi, 1986

Prepared by the Board of Studies held on 23.04.16 and approved by the Academic Council held

25.05.16.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
Department of SOCIAL WORK

Class: M.S.W
Semester: III
Sub Code: 15PSWT35

Part III: Core
Hours : 06
Credits: 05

URBAN COMMUNITY DEVELOPMENT

Unit- I

Urban Community: Meaning, Characteristics, Rural – Urban Linkages and Contrast. City – Meaning, Classification, Urban Agglomeration, Suburbs, Satellite Towns, Hinterlands, New Towns, Metropolis, Megalopolis. Urbanization and Urbanism: Meaning and Characteristics, Trends in Urbanization Process and Theories of Urbanization.

Unit- II

Urban Problems – Housing, Drug Addiction, Juvenile Delinquency, Prostitution/Commercial Sex, and Pollution. Unorganized/Informal Sectors: Concept, Characteristics, Unorganized Labour: Child Labour, Women Labour and Construction Workers. The Role of Urban Poor in Urban development.

Unit - III

Urban Community Development: Definition, Concept, Objectives and Historical Background. Approaches, Principles, Process and Methods. Urban Development Planning: Town and Country Planning Act 1971, Importance of Community Planning and Community Participation in Urban Development.

Unit - IV

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

Unit - V

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

Reference Books:

1. Bhattacharya B, **Urban Development in India**, Concept Publishers, .New Delhi,2006.
 2. Clinard, Marshall B, **Slums and Community Development**, The Free Press, NewYork, 1970.
 3. Diddee Jayamala, **Urbanisation – Trends, Perspectives and Challenges**, Rawat Publications, Jaipur, 1993.
 4. Mitra Arup, **Urbanisation, Slums, Informal Sector Employment and Poverty**,
 5. B.R. Publications, New Delhi, 1994.
 6. Phadke V.S, et al., **Urbanisation, Development and Environment**, Rawat Publishers, New Delhi, 2007.
- P.T.O**
7. Ramachandran, **Urbanisation and Urban System in India**. Oxford University Press, New Delhi, 1989.
 8. UN Habitat, **The Challenges of Slums**, Earth Scan Publications Ltd, London,2003.
 9. UN Habitat, **The Slums of the World, The Faces of Urban Poverty in the New Millennium**, United Nation’s Centre for Human Settlement, Nairobi.2003.
 10. Vibhooti, Shukla, **Urban Development and Regional Policies in India**, Himalaya Publication, Bombay, 1988.

Prepared by the Board of Studies held on 23.04.16 and approved by the Academic Council held on 25.05.16.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class : M.S.W
Semester : III
Sub Code : 15PSWT36

Part III : Core
Hours : 05
Credits : 05

LIVELIHOOD PROMOTION

Unit - I

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

Unit - II

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

Unit – III

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

Unit - IV

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

Unit - V

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

Reference Books:

1. Vijay Mahajan, Sankar Datta and Gitali Thakur, **A Resource Book for Livelihood Promotion**, BASIX, 2001.
2. Phansalkar, **Livelihoods: Promoting Enhancement**, Sir Dorabji Tata Trust, Mumbai, 2003.
3. **Livelihood – Key Concepts**, ICRA Learning Resources, 1999,
4. DFID, , **Livelihood Framework – Sustainable Livelihood Guidance Sheets**, 2001.
5. Perpetua Katepa, **Sustainable Livelihood Approaches in Operation: A Gender Perspective**, International Associates for Development, 2005.

Prepared by the Board of Studies held on 23.04.16 and approved by the Academic Council held on 25.05.16



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class : M.S.W
Semester : III
Sub Code : 15PSWT37

Part III : Core
Hours : 06
Credits : 05

HEALTH AND HYGIENE

Unit - I

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

Unit - II

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

Unit - III

Blood – Composition, Donation and Transfusion. Blood Bank – Nature, Scope and Functions. Communicable and Non-Communicable Diseases like Leprosy, Tuberculosis, Malaria. Small Pox, Cholera, Cancer, Diabetes, Sexually Transmitted Diseases and AIDS.

Unit - IV

Common Health Hazards among Children, Mother and Child Health services – Importance, Programs of Government and Non-Governmental Organizations, ICDS. Health Care Delivery System in India – Primary Health Centre, District Hospital – Structure – Staff Pattern and Functions.

Unit - V

Health Planning and Management – Process and Techniques. Health for All by 2000 AD - Objectives, Targets. National Health Policy and National Health Programmes in India. Occupational Health – Physical, Chemical, Biological, Mechanical and Psycho - Social Hazards. Nature and Functions of Local, National and International Organizations for Health. Communication – Principles and Methods in Health and Nutriti

Reference Books:

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

Prepared by the Board of Studies held on 23.04.16 and approved by the Academic Council held on 25.05.16.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class : M.S.W

Semester : III
Sub Code : 15PSWT38

Part III : Core
Hours : 06
Credits : 05

MENTAL HEALTH

Unit - I

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

Unit - II

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

Unit - III

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

Unit - IV

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

Unit - V

Community Psychiatry – History, Principles and Practices. Primary, Secondary and Tertiary Prevention. Mental Health Act 1987 – Its Implication on Professional Social Work Practice.

Reference Books:

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

Prepared by the Board of Studies held on 23.04.16 and approved by the Academic Council held on 25.05.16.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class : M.S.W
Semester : III
Sub Code : 15PSWT39

Part III : Core
Hours : 05
Credits : 05

SOCIAL WORK PRACTICE IN MEDICAL SETTINGS

Unit - I

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

Unit - II

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

Unit - III

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

Unit - IV

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

Unit - V

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

Reference Books:

1. Butrym, Zofia, **Social Work in Medical Care**, Roultege & Kegan Paul, London, 1967.
2. Burton, Lindy , **The FamilY Life of Sick Childrem**, Roultege & Kegan Paul, London, 1975.
3. Dorroh T L, **Between Patient and Health worker**, McGraw Hill, New York,1974.
4. Jones R , **The Doctor and Social Services**, Athlone Press, London,1979.
5. Kapil, Krishnan, **Social Service Opportunities in Hospitals**, TISS, Bombay,1971.
6. Monahan, John (Ed), **Community Mental Health and / Criminal Justice System**, Pergoman Press, New York, 1976.

Prepared by the Board of Studies held on 23.04.16 and approved by the Academic Council held on 25.05.16



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Class : M.A (English)
Semester : III
Sub Code: 15PSWN31

Part IV : NME
Hours : 05
Credits : 05

PROJECT MANAGEMENT

Unit - I

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

Unit - II

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

Unit - III

Administration of the Project – Organising, Staffing, Budgeting and Implementation. Role and Skills of Project Managers.

Unit - IV

Monitoring & Evaluation - Concept, Meaning and Importance. Components of M & E – Physical, Financial, Staff Performance. Technical Aspects – Output, Outcome & Impact. Case Studies Related to Project Administration in Different Sectors.

Unit - V

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

Reference Books:

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

Prepared by the Board of Studies held on 23.04.16 and approved by the Academic Council held on 25.05.16.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK
Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W

Semester : IV

Sub Code : 15PSWT41

Part I : Core

Hours : 05

Credits : 05

SPECIALISATION: HUMAN RESOURCE MANAGEMENT
HUMAN RESOURCE MANAGEMENT – II

Unit - I

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

Unit - II

Corporate Quality: Quality Circle, Total Quality Management, Total Production
Maintenance, Six Sigma, Kaizen, % S, Just in Time , ISO 9001, 14001, 18001, QS 9000,
OHSAS. Mergers and Acquisitions: Definition, Types of Mergers, Rationale for Mergers
and Acquisitions, Valuation and Payments, Legal Frame Work – USA, Japan, Brazil,
European Unions and India.

Unit - III

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

Unit – IV

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

Unit - V

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

Reference Books:

1. Arya and Tandon, **Human Resource Management**, Deep & Deep, New Delhi, 2004.
2. Aswathappa, K , **International Human Resource Management**, Tata Mc Graw Hill, .New Delhi, 2008.
3. Bhatia, B S, **Human Resource Management** , Deep & Deep, New Delhi , 2003.
4. Chatterjee, Baskar , **Human Resource Management** , Sterling Publishers, .New Delhi , 2007.
5. Kushway, Barry, **Human Resource Management** , Crest Publishing, New Delhi, 2004.
6. Maitland, Jain, **Man Power Planning and Recruiting**, Maya Publishers, New Delhi, 2005.
7. Rao, Subba, **Personnel and Human Resources Management**, Himalaya, Mumbai, 2007.
8. Tripathi, **Principles of Management**, Tata – Mc Graw Hill, New Delhi,2006.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK
Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W
Semester : IV
Sub Code : 15PSWT42

Part I : Core
Hours : 05
Credits : 05

LABOUR LEGISLATION – II

Unit - I

The Industrial Disputes Act 1947, The Trade Union Act 1926 and Relevant Case Laws.

Unit - II

The Tamil Nadu Catering Establishments Act 1958, The Tamil Nadu Labour Welfare Fund Act 1972, The Sale Promotion Employees (Conditions of Services) Act 1976 and Relevant Case Laws.

Unit - III

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

Unit – IV

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

Unit – V

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

Reference Books:

1. Kappoor, ND, **Hand Book on Industrial Law**, Sultan Chand, New Delhi, 2005.
2. Kumar, J N, **Business Law**, Nabhi Publicaitons, New Delhi, 2001.
3. Kumar H L, **Labour Problems and Remedies**, Universal Books, New Delhi,1994.
4. Mishra, SN, **Labour and Industrial Laws**, Central Law Publications, Allahabad,2007.
5. Pillai, Madhavan. K, **Labour and Industrial Laws**, Allahabad Law Agency, .Allahabad, 2000.
6. Puri SK , **Lanour and Industrial Law**, Allahabad Book Agency, Allahabad,1998.
7. Vaidiyanathan. S & Sri Vidya, **Factory Laws Applicable in Tamil Nadu**, Madras Book Agency, Chennai, 2006.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK
Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W

Semester : IV

Sub Code : 15PSWT43

Part I : Core

Hours : 05

Credits : 05

INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE

Unit - I

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

Unit - II

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

Unit - III

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

Unit – IV

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

Unit - V

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

Reference Books:

1. Bhatia SK, **Constructive Industrial Relations and Labour laws**, Deep & Deep Publications, .New Delhi, 2003.
2. Brian Lomas, **Negotiating Successfully**, Infinity Books, New Delhi, 2006.
3. Memoria C B, **Dynamics of Industrial Relations**, Himalaya Publishers, Mumbai,2005.
4. Rao, Subba , **Essentials of Human Resources Management and Industrial Relations**, Himalaya Publishers, Mumbai, 1996.
5. Sarma A M, **Aspects of Labour Welfare and Social Security**, Himalaya Publishers, Mumbai, 1995.
6. Tyagi, BP, **Labour Economics and Social Welfare**, Jai Prakash Nath Publishers, Meerut, 2004.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK
Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W
Semester : IV
Sub Code : 15PSWT44

Part I : Core
Hours : 05
Credits : 05

SPECIALISATION: COMMUNITY DEVELOPMENT
DEVELOPMENT ADMINISTRATION

Unit - I

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

Unit - II

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

Unit -III

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

Unit -IV

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

Unit - V

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

Reference Books:

1. Tina Wallace, **Development Management**, Rawat Publications, Mumbai, 2006.
2. Jaya Arunachalam and U. Kalpagam, **Development and Empowerment**, Rawat Publications, Mumbai.2006.
3. J.R. Turner and S.J. Simister, **The Project Management Handbook**, Gower Publishing Ltd, New Delhi, 2006.
4. Vivek Saurath, **Dynamics of Rural Development**, Dominant Publishers and Distributors, New Delhi, 1999.
5. Joe; S.G.R. Bose, **NGOs and Rural Development**, Concept Publishing Company, New Delhi, 2003.
6. Manorajan Mohanty, **Foreign Aid and NGOs**, Voluntary Action Network India, New Delhi, 1996.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK

Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W

Semester : IV

Sub Code : 15PSWT45

Part I : Core

Hours : 05

Credits : 05

COMMUNITY DEVELOPMENT IN DIFFERENT SETTINGS

Unit - I

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

Unit - II

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

Unit -III

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

Unit - IV

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

Unit - V

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

Reference Books:

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



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

DEPARTMENT OF SOCIAL WORK

Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W
Semester : IV
Sub Code : 15PSWT46

Part I : Core
Hours : 05
Credits : 05

SOCIAL ENTREPRENEURSHIP

Unit - I

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

Unit - II

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

Unit – III

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

Unit – IV

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

Unit - V

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

Reference Books:

1. David Bornstein, **How to Change the World: Social Entrepreneurs and the Power of New Ideas**, Oxford University Press, 2007.
2. Gregory Dees, Jed Emerson, Peter, **Economy, Enterprising Non Profits – A Toolkit for Social Entrepreneurs**, John Wisely and Sons, 2002.
3. Alex Nicholls, **Social Entrepreneurship: New Models of Sustainable Social Change**, Oxford University Press, 2006.
4. Peter Drucker, **Managing the Non Profits Organizations: Practices and Principles**, Harper Collins, 1990.
5. Fred Setterberg, Kary Schulman, **Beyond Profit: Complete Guide to Managing the Non Profit Organizations**, Harper & Row, 1985.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
Department of SOCIAL WORK
Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W

Semester : IV

Sub Code : 15PSWT47

Part I : Core

Hours : 05

Credits : 05

SPECIALISATION: MEDICAL AND PSYCHIATRIC SOCIAL WORK
SOCIAL WORK PRACTICE IN THE FIELD OF MENTAL HEALTH

Unit - I

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

Unit - II

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

Unit – III

Role of Social Worker in Mental Hospital, Psychiatric Department of General Hospital, Child Guidance Clinic. Correctional and Child Welfare Institutions, Industries in **Eduactional institutions**. Psychiatric Social Work Intervention in relation to AIDS, Alcohol, Drug Abuse, Suicide, Accidents – **Post traumatic Stress Disorder (PTSD)** Physical Disabilities and Absenteeism. Multidisciplinary Approach in Mental Health settings.

Unit – IV

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

Unit - V

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

Reference Books:

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



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK
Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W
Semester : IV
Sub Code : 15PSWT48

Part I : Core
Hours : 05
Credits : 05

HOSPITAL ADMINISTRATION

Unit - I

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

Unit - II

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

Unit – III

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

Unit – IV

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

Unit - V

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

Reference Books:

1. Anand K K, **Hospital Management: A new perspective**, Vikas Publishing House., New Delhi,1996.
2. Franics CM, **Hospital Administration**, Jaypee Brothers, New Delhi,1995.
3. Goel SL, **Health Care Administration - A Text Book** , Sterling Publishing House, New Delhi, 1981.
4. Goyal, RC, **Hospital Administration and Human Resource Management**, Prentice Hall India, New Delhi, 2006.
5. Goyal, RC, **Hand Book on Hospital Personnel Management**, Prentice Hall India., New Delhi, 1994.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK
Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W

Semester : IV

Sub Code : 15PSWT49

Part I : Core

Hours : 05

Credits : 05

COUNSELLING AND PSYCHOTHERAPY

Unit - I

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

Unit - II

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

Unit – III

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

Unit – IV

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

Unit - V

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

Reference Books:

1. Antony, John, **Skills of Counselling**, Anugraha Publications, Dindugal, 2003.
2. Antony, John, **Dynamics of Counselling**, Anugraha Publications, Dindugal, 2001.
3. Antony, John, **Mental Disorders Encountered in Counselling**, Anugraha Publications, Dindugal, 2006.

4. Prasantham BJ, **Therapeutic Counselling**, Christian Counselling Centre, Vellore, 1987.
5. Rao, Narayana, **Counselling Psychology**, Tata Mc Graw Hill Publications, Bombay, 1981.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK
Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W

Semester : IV

Sub Code : 15PSWE41

Part II : Elective

Hours : 03

Credits : 02

SKILLS FOR SOCIAL WORKERS

Unit - I

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

Unit - II

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

Unit - III

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

Unit - IV

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

Unit - V

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

Reference Books:

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



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

DEPARTMENT OF SOCIAL WORK

Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W

Semester : IV

Sub Code : 15PSWF41

Part II : Core

Hours : 08

Credits : 05

FIELD WORK - IV



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

DEPARTMENT OF SOCIAL WORK

Course Structure – Semester wise CBCS (w.e.f. 2015 – 2016)

Class : M.S.W

Semester : IV

Sub Code : 15PSWPR1

Part II : Core

Hours : 04

Credits : 03

PROJECT WORK

