

**HAVERI UNIVERSITY, HAVERI**

**POST GRADUATE DEPARTMENT OF STUDIES**

**IN SOCIAL WORK**

**M.S.W. (III and IV Semesters)**

**Under Choice Based Credit System (CBCS)**

**From 2023-24 onwards**

**HAVERI UNIVERSITY, HAVERI**

**POST GRADUATE DEPARTMENT OF STUDIES IN SOCIAL WORK**

Haveri University is a state public university established by the Government of Karnataka, under the Karnataka State Universities (Amendment) Act 2022 (Act No. 26 of 2022, published in the Gazette Extraordinary on 10/10/2022). It is a university having jurisdiction over all general degree and colleges of education in Haveri District. The university is head quartered in Kerimathihalli. Haveri is an important place in North Karnataka with historical background. The University conducts Post-Graduate courses in various departments on its campus. The university established as a fully digital and entrepreneurial (skill based) model university in an educationally backward area and emphasizes on the concept of “Earn while Learn”.

From the academic year 2005-06 M.S.W (Master of Social Work) Department was introduced under Karnataka University Dharwad and running successfully.

**Vision:**

The Department envisions to provide to the society sustainable inclusive environmentally, non offensive, non discriminatory, competent and committed social work practitioners, who would devote themselves for the causes of promoting Social Justice and Empowerment of all and thus contribute to the fullest potential goal of the human race of making this place as worth living.

**Mission:**

To impart value based, scientific and quality education building strategic alliance with various stake holders to those desirous of making a career in the field of professional social work as effective social work practitioners, and educators, who envision challenging injustice and promoting an egalitarian / humane society.

To synchronize theoretical training with field exposure and enable the students in acquiring critically assessed knowledge and practice skills focused on working collaboratively and therapeutically with people. Besides, facilitate students to develop appropriate attitudes and attributes requisite for a professional social worker to work with their clientele.

To organize conferences, symposia, seminars, etc., to disseminate the practice wisdom by involving those in the field of social work in this endeavor, so that the students could develop insights into complex social situations, endeavoring to set standards for quality social work education.

### **Master of Social Work (M.S.W) Program Outcomes (PO)**

1. To impart scientific training in Social Work to students desirous of making a career in the field of Social Work.
2. To offer such training facilities as are necessary to develop the basic knowledge, skills, techniques, ethics, values and attitudes in students to work with individuals, groups and communities for enhancement of inter and intra social functioning
3. To provide training in Social Work with a view to develop professional personnel/ Employability in social work and the other allied professional fields viz., Human Resource Management, Labour Welfare, Industrial Relations, Women, Family and Child Welfare, Correctional Social Work, Medical and Psychiatric Social Work, Urban/Rural/Tribal Communities, Schools, GOs, NGOs, VOs etc., are eligible to enter and practice at varied settings.
4. To organize conferences, Symposia, Seminars, Workshops, Special Lectures, Webinars, Extension Activities, Role Play, Street Play, Jathas, Camps etc., for the benefit of those who are in the field of Social Work and also to promote the welfare of different sections of the society.
5. To organize social research with a view to promote knowledge in the field of Social Work using various methods of Social Work for development of Personal and Professional growth.

### **Master of Social Work (M.S.W) Program Specific Outcomes (PSO)**

The MSW program equips post graduate students to gain competencies, skills to work individually or in team along with disciplinary and inter-disciplinary knowledge through the social work education and practice.

- The course main purpose is to equip learners with evidence based academic inputs by providing varied field exposure to develop confidence and capability to integrate theoretical knowledge and field experience for facilitating progressive change.
- Students are provided direct interventions and services and contribute towards creating favourable living situations to bring change in the administration, operational mechanism, research, innovation, entrepreneurial skills and employment in different service delivery system.
- The learner also aims at improving the well being of the people, promoting political, social, economic justice and enhance the social functioning of individuals, families, groups, organizations and communities at large.
- Learners are expected to achieve admiration from their professional values, morals, ethics, analytical competency, critical thinking, problem solving competency, decision making ability, creativity, communication, emotional intelligence, collaborative leadership and entrepreneurial skills, time management by demonstrating integrity, honesty, responsibility, accountability towards profession, client and community to practice and enhance their capacities and choices in performing organizational specific jobs/Employments

**BOS members**

- |   |                         |
|---|-------------------------|
| 1. Dr. Sangeetha R. Mane<br>M.A. (S.W), Ph.D. | Professor & Chairperson |
| 2. Dr. Prashantha H Y<br>M.S.W, Ph. D.        | Assistant Professor     |
| 3. Dr. Renuka E. Asagi<br>M.S.W., Ph.D.       | Assistant Professor     |

## **GENERAL RULES PERTAINING TO ADMISSION TO M.S.W. COURSE UNDER CBCS PROGRAMME**

### **1: Minimum Eligibility for Admission:**

Candidates seeking admission to Master of Social Work (MSW), shall possess any Degree viz., (B.S.W/B.A/B.Com/B.Sc/L.L.B/B.H.Sc/B.B.A./B.C.A/B.B.M/Engineering/Medical, etc.) of Haveri University or any other Universities recognized equivalent as per law. However the minimum percentage of marks to be obtained by the candidates would be as per the notification of the University issued from time to time. 1/3rd of seats are reserved for BSW candidates. However in case of non-availability of BSW Candidates the same shall be filled up with other eligible candidates.

**2:** Any Graduates with minimum of 3 years of work experience gained after the completion of Bachelor's Degree and deputed by Public Sector, Corporate organizations, and NGOs shall be eligible to apply to M.S.W. I Semester. However, the minimum eligibility for such candidates shall be as per Rule 1.

### **However, further, such candidates shall fulfill following conditions:**

- a) The sponsoring institutions shall submit its 3 years audited account and annual reports immediately preceding admission year.
- b) Candidates and deputizing institution shall execute a bond in prescribed format.
- c) Sponsoring institution shall meet out the expenses for the entire course.
- d) There shall not be more than two seats for such candidate.
- e) The eligible candidate shall pay the enhanced fees as determined by the University from time to time.

### **3: Intake Capacity:**

The intake capacity in the Department, 36 at Haveri University Campus, Haveri for the Master of Social Work course shall be 36 seats (24 seats under Normal Fees Structure, 12 seats under Enhanced Fees Structure) every academic year. Further 2 seats (supernumerary quota) under Sponsored Candidates Category may be admitted, provided such candidates fulfill the Rule 2 of eligibility conditions, at Haveri University, Haveri.

In the total intake fixed under Normal Fees Structure for M.S.W. admission under CBCS, nearly 33% seats shall be allotted to Bachelors of Social Work Graduates of Haveri University, where M.S.W. course under CBCS is offered.

### **5: Medium of Instruction:**

The medium of teaching instruction for the MSW (CBCS) course shall be English.

### **6: Programme Structure:**

There shall be two categories of courses namely, Compulsory Courses and Open Elective Courses. Further, the Social Work Practicum for I to IV Semester with all the components, as indicated in the course outline shall be compulsory for the students pursuing MSW (CBCS) course.

Field Work Practicum: Every student has to undertake concurrent supervised Field Work Programme for 16 hrs every week spread over two days in a week. Further, the students are required to submit Field Work Reports as per the Departments instructions.

**7: Attendance:**

Each course shall be taken as a unit for the purpose of calculating the attendance.

**7.1:** A student shall be considered to have satisfied the required attendance for each course if he/she has attended not less than 75% of the total number of instructional hours during the semester.

**7.2:** There is no provision for condoning shortage of attendance.

**8: Examination:**

There shall be an examination at the end of each semester. The odd semester examinations shall be conducted by the respective Departments / P.G. Centers/ Colleges. The even semester examination shall be conducted by the University as per the university circular issued from time to time.

**8.1:** The dissertation/project work viva-voce shall be conducted by an internal and an external examiner.

**9: Evaluation:**

Each Theory Course shall have two evaluation components – Internal Assessment (IA) and the Semester End Examination and assessment.

**9.1:** The IA component in a theory course shall carry 25 marks, and in the project report/dissertation 50 marks.

**9.2:** Internal Assessment (IA) for theory courses shall be based on written tests/assignments/seminars and /or any other instructional activity as specified by the concerned Board of Studies from time to time. However, the number of IA components per course per semester shall not be less than two.

**9.3:** There is no provision for seeking improvement of Internal Assessment marks.

**9.4: Evaluation of Project report/ Dissertation:** The Project Report/Dissertation submitted by the student trainee shall be assessed by the faculty member to whom the student was assigned, for 50 marks as Internal Assessment.

Further, the project reports/dissertations shall be evaluated by a committee consisting of either the Chairperson of the Department or an Internal examiner and an External examiner for 100 marks, and the student has to defend oneself in a Viva-Voce examination to be conducted by this committee for 50 marks.

The Viva-Voce Examination shall be conducted in the Department of Studies in Social Work, Haveri University, Haveri

### **9.5: Evaluation of Social Work Practicum: I Semester**

- a.** Evaluation of the Field Work orientation lectures and observation visits shall be done on the basis of the reports submitted by the students and the supervision received, besides the viva- voce examination held at the end of the first semester.

A maximum of 50 marks (44+6 for Attendance) is awarded for the Internal Assessment. The concerned faculty supervisors, to whom the students are assigned, shall assess the performance of the students and allot the internal assessment marks.

Further, at every semester end examination, the students' Field Work Reports shall be valued by a committee consisting of either the Chairperson of the Department or one Internal Examiner and one External Examiner for 50 Marks and the student shall face Viva-Voce Examination by the above committee for 50 Marks.

- b. Evaluation of students' performance in Social Work Camp:**

The individual reports submitted by the student trainees about the camp work and their experiences shall be assessed by a committee consisting of the Camp Director and the Chairperson of the Department for 25 marks and the student trainees are required to appear for a Viva-Voce Examination along with the Field Work Viva -Voce Examination of I semester for 25 marks. The total marks allotted to Social Work camp shall be 50.

The Viva-Voce Examination shall be conducted in the Department of Studies in Social Work, Haveri University, Haveri.

### **9.6 Evaluation of Social Work Practicum: II Semester-**

- a. Evaluation of the concurrent field work- individual placement** shall be done on the basis of the reports submitted by the students, and the supervision received, besides the viva-voce examination held at the end of the second semester.

A maximum of 50 marks (44+6 for Attendance) is awarded for the Internal Assessment. The concerned faculty supervisors, to whom the students are assigned, shall assess the performance of the students and allot the internal assessment marks.

Further, at every semester end examination the students' Field Work Reports shall be valued by a committee consisting of either the Chairperson of the Department or one Internal Examiner and one External Examiner for 50 Marks or the student shall face Viva-Voce Examination by the above committee for 50 Marks.

- b. Evaluation of students' performance in Summer Placement:**

The performance of the students in summer placement shall be assessed by a committee consisting of either the Chairperson of the Department or one internal examiner and one External Examiner. The reports submitted by the students shall be evaluated for 25 marks and the students shall face the Viva-Voce Examination for 25 marks. The Viva-Voce for this component shall be held along with the Field Work Viva -Voce Examination of II Semester. The total marks allotted to

the summer placement shall be 50.

The Viva-Voce Examination shall be conducted in the Department of Social Work, Haveri University, Haveri

### **9.7 Evaluation of Social Work Practicum: III Semester-**

**a) Evaluation of the concurrent field work- individual placement** shall be done on the basis of the reports submitted by the students, and the supervision received, besides the viva-voce examination held at the end of the third semester.

A maximum of 50 marks (44+6 for Attendance) is awarded for the Internal Assessment. The concerned faculty supervisors, to whom the students are assigned, shall assess the performance of the students and allot the internal assessment marks.

The internal assessment marks allotted by the faculty supervisors in the Department the same shall be sent back to the concerned to facilitate notification and a copy of which shall also be sent to the Registrar (Evaluation), H. U Haveri.

Further, at every semester end examination the students' Field Work Reports shall be valued by a committee consisting of the Chairperson of the Department or one Internal Examiner and one External Examiner for 50 Marks and the student shall face Viva-Voce Examination by the above committee for 50 Marks.

### **b) Evaluation of students' performance in Study Tour:**

The individual reports submitted by the student trainees about their experience of tour including the preparation made for the same shall be assessed by a committee consisting of the Tour Director and the Chairperson of the Department for 25 marks and the student trainees are required to appear for a Viva-Voce Examination along with the Field Work Viva - Voce Examination of III semester for 25 marks.

The Viva-Voce Examination shall be conducted in the Department of Social Work, Haveri University, Haveri.

### **9.8 Evaluation of Social Work Practicum: IV Semester-**

**a. Evaluation of the concurrent field work- individual placement** shall be done on the basis of the reports submitted by the students, and the supervision received, besides the viva-voce examination held at the end of the fourth semester.

A maximum of 50 marks (44+6 for Attendance) is awarded for the Internal Assessment. The concerned faculty supervisors, to whom the students are assigned, shall assess the performance of the students and allot the internal assessment marks.

The internal assessment marks allotted by the faculty supervisors in the Department the same shall be sent back to the concerned to facilitate notification and a copy of which shall also be sent to the Registrar (Evaluation), Haveri University, Haveri.

Further, at every semester end examination the students' Field Work Reports shall be evaluated by a committee consisting of both the Chairperson of the Department or one Internal Examiner and one External Examiner for 50 Marks and the students shall face Viva-Voce Examination by the above committee for 50 Marks.



**Evaluation of students' performance in Block Placement:**

The performance of the students in Block Placement shall be assessed by a committee consisting of either the Chairperson of the Department or one internal examiner and one External Examiner. The reports submitted by the students shall be evaluated for 25 marks and the students shall face the Viva-Voce Examination for 25 marks. The Viva-Voce for this component shall be held along with the Field Work Viva-Voce Examination of IV Semester. The total marks allotted to the Block Placement shall be 50.

**10. Maximum duration for completion of the Programme:**

A candidate admitted to a post graduate programme shall complete it within a period, which is double the duration of the programme, from the date of admission.

**11:** Whenever the syllabus is revised, the candidate reappearing shall be allowed for the examinations only according to the new syllabus.

**MISCELLANEOUS:**

Students are required to pay the prescribed fees immediately after the admission list is notified. Students claiming fee concessions etc., are required to produce the relevant documents as may be prescribed by the government from time to time.

Uniform clothing, expenditure towards all components of Social Work Practicum shall be entirely borne by students themselves.

**12: Declaration of Results:**

The minimum for a pass in each course shall be 40% of the total marks including both the IA and the semester-end examinations. Further, the candidate shall obtain at least 40% of the marks in the semester-end examination. There is no minimum for the IA marks.

**13:** Candidates shall secure a minimum of 50% in aggregate in all courses of a programme in each semester to successfully complete the programme.

**14:** Candidates shall earn the prescribed number of credits for the programme to qualify for the P.G. Degree.

**15:** The grade points and the grade letters to candidates in each course shall be awarded as follows:

<b>Percentage of Marks</b>	<b>Grade Points</b>	<b>Grade Letter</b>
75 and above, up to 100%	7.50 to 10.00	A
60 and above but less than 75%	6.00 and above but less than 7.50	B
50 and above but less than 60%	5.00 and above but less than 6.00	C
40 and above but less than 50%	4.00 and above but less than 5.00	D
Less than 40%	Less than 4.00	F

## COURSE OUTLINES FOR M.S.W.

**Department:** Department of Studies in Social Work

**Course Title:** M.S.W.

	Paper Code	Details of Core Papers	Max Marks		Total	Hrs per week	Credits
			IA	SEE			
<b>III<sup>rd</sup> Semester</b>	PG68T 301	Labour Legislation	25	75	100	4	4
	PG68T 302	Human Resource Management	25	75	100	4	4
	PG68T 303	Correctional Social Work	25	75	100	4	4
	PG68T 304	Medical & Psychiatric Social Work	25	75	100	4	4
		Social Work Practicum					
	PG68P 305A	A. Concurrent Field Work-Individual Placement	50	50+50	150	16	6
	PG68P 305B	B. Study Tour		25+25	50	7 Days	2
		<b>Open Elective Course</b>					
	PG68O 306	Formation and Management of Non-Government Organizations	25	75	100	4	4
<b>Total Credits</b>							<b>28</b>

\* The UGC Model Curriculum for Social Work Education (2001, p. 14) states that "... each learner should get about forty-five to sixty minutes of individual instruction" (enclosed as "Annexure 1") for Social Work Practicum. Thus, it may be noted that the instructional hours for "Social Work Practicum" for each of the Faculty vary depending on the number of students allocated to them. Hence, for a batch of eight students, for example, the Faculty is expected to provide eight hours of individual and group instructions as has been laid down in the syllabus. Further, since Papers pertaining to "Social Work Practicum" are of Practical nature, two instructional hours are treated as equal to one hour of theory class. Thus, for example, the workload for the faculty guiding a batch of eight students for Social Work Practicum can be treated as 4 hours per week (i.e. 8 Hrs/2 = 4 Hrs). Needless to say that the workload for each of the Faculty increases proportionately with the increase in the number of students allocated under his/her guidance for Social Work Practicum in keeping with the guidelines given in The UGC Model Curriculum for Social Work Education (2001, p. 14) as specified above (i.e. forty-five to sixty minutes of instruction for each student).

	Sl. No.	Details of Core Papers	Max Marks		Total	Hrs per week	Credits
			IA	SEE			
<b>IV<sup>th</sup> Semester</b>	PG68T 401	Legal System in India	25	75	100	4	4
	PG68T 402	Industrial Relations	25	75	100	4	4
	PG68T 403	Counseling Theory and Practice	25	75	100	4	4
	PG68T 404	Public Health and Social Work	25	75	100	4	4
	PG68T 405	Research Project/ Dissertation	50	100+50	200	8	8
		Social Work Practicum					
	PG68P 406A	A. Concurrent Field Work-Individual Placement	50	50+50	150	16	6
	PG68P 406B	B. Block Placement		25+25	50	30 Days	2
<b>Total Credits</b>							<b>32</b>

\* The UGC Model Curriculum for Social Work Education (2001, p. 14) states that "... each learner should get about forty-five to sixty minutes of individual instruction" (enclosed as "Annexure 1") for Social Work Practicum. Thus, it may be noted that the instructional hours for "Social Work Practicum" for each of the Faculty vary depending on the number of students allocated to them. Hence, for a batch of eight students, for example, the Faculty is expected to provide eight hours of individual and group instructions as has been laid down in the syllabus. Further, since Papers pertaining to "Social Work Practicum" are of Practical nature, two instructional hours are treated as equal to one hour of theory class. Thus, for example, the workload for the faculty guiding a batch of eight students for Social Work Practicum can be treated as 4 hours per week (i.e. 8 Hrs/2 = 4 Hrs). Needless to say that the workload for each of the Faculty increases proportionately with the increase in the number of students allocated under his/her guidance for Social Work Practicum in keeping with the guidelines given in The UGC Model Curriculum for Social Work Education (2001, p. 14) as specified above (i.e. forty-five to sixty minutes of instruction for each student).

The Total number of credits for M.S.W. Degree from I to III Semester is 28 for each Semester and 32 for IV Semester. Therefore Grand Total of Credits for the whole course is  $28 \times 3 + 32 = 116$ .

MSW - III SEMESTER  
**Course Code - PG68T301 LABOUR LEGISLATION**

**Program Outcome:**

This course is designed and expected to be taught with an intention of acquainting learners about statutory provisions pertaining to labour welfare, regulation of conditions of work, industrial relations, social security measures, etc., and also creating critical consciousness about the gaps in the provision of pertinent facilities/legal remedies.

**Program Specific Outcome:**

To develop a critical Consciousness, Statutory provisions, welfare needs, legal provisions of organized and unorganised sectors.

**Course Outcome:**

- To acquire knowledge of statutory provisions pertaining to industrial workers.
- To develop a critical consciousness about welfare, needs and the relevant legal provisions for workers in the Organized and Unorganized Sectors.

**UNITS:**

I Labour Legislation – Concept, Meaning, Objectives, Scope, Principles and Evolution in India.

Labour Administration – Evolution of labour administration in India.

Ministry of Labour- Structure and Functions at the Centre and State.

Factory Inspectorate in Karnataka- Organization and functions.

Labour welfare officer -Duties and Functions (12 Hours)

II Labour Welfare Legislations: (Emphasis on regulation of condition of work, health, safety and welfare):

i) The Factories Act, 1948;

ii) The Plantation Labour Act, 1951;

iii) The Mines Act, 1952;

iv) The Contract Labour (Regulation and Abolition) Act, 1970;

v) The Child and Labour (Prohibition and Regulation) Act, 1986 and The Child and Adolescent Labour (Prohibition and Regulation) Amendment Act, 2016

(14 Hours)

III Legislations of Employment and Industrial Relations (with a specific focus on the concerned chapters/sections only):

i) The Industrial Employment (Standing Orders) Act, 1946;

ii) The Industrial Disputes Act, 1947;

iii) The Trade Unions Act, 1926;

iv) The Karnataka Shops and Commercial Establishments Act, 1961.

(12 Hours)

IV Legislations of Wages and Remuneration:

- i) The Payment of Wages Act, 1936;
- ii) The Minimum Wages Act, 1948;
- iii) The Equal Remuneration Act, 1976;
- iv) The Payment of Bonus Act, 1965. (12 Hours)

V Legislation of Social Security and Terminal Benefits (with an emphasis on the benefits, eligibility criteria, etc):

- 1) The Employees' State Insurance Act, 1948;
- 2) The Maternity Benefit Act, 1961;
- 3) The Employees' Provident Funds and Miscellaneous Provisions Act, 1952;
- 4) The Payment of Gratuity Act, 1972. (12 Hours)

**\*Latest amendments to the legislations have to be taught.**

#### REFERENCES:

1. Khandekar, D.G. Labour Legislations.
2. Malhotra O.P. The Law of Industrial Disputes.
3. Sathpal Puliani(Ed) The Karnataka Labour and Industrial Manual Vol-1 to 5, Karnataka Law Journal Publications -2005
4. S.N. Misra and Kumar Introduction to Labour and Industrial Laws, Central Law Sudhi publications, Alhabad,1994
5. Vidyarthi, R.D. Growth of labour Legislation in India since 1939 and its Impact on Economic Development.
6. Saxena R.C. Labour Problems and Labour Welfare.
7. Srivastava P.C. Social Security in India.
8. Achar M.R. 1976 Labour Rules in Karnataka ,Banglore, Shree Vidya Printers
10. Joseph, T.M. 2009 Industrial Law, Mumbai Himalaya Publication Pvt. Ltd.
11. Somani Anjan & Mishra To Employment Laws Jaipur, Ramesh Book Depot 2009
12. Bare Acts of all the legislation included in the paper.

## **DIGITAL REFERENCES:**

International Labour Review	: <a href="http://bit.ly/2DZfYas">http://bit.ly/2DZfYas</a>
International Journal of Labour Research	: <a href="http://bit.ly/2EyMhtT">http://bit.ly/2EyMhtT</a>
Labor Studies Journal, The Sage Publication	
Journal of Labour Economics, Sole	
Ministry of Labour Employment	: <a href="https://labour.gov.in">https://labour.gov.in</a>
Labour Law News	: <a href="https://biblehr.com/">https://biblehr.com/</a>
Practical Journal of Labour Law	: <a href="https://www.labourlawreporter.com/">https://www.labourlawreporter.com/</a>
Chief Labour Commissioner	: <a href="http://clc.gov.in">http://clc.gov.in</a>
Department of Labour (Govt. of Kar)	: <a href="http://labour.kar.nic.in/">http://labour.kar.nic.in/</a>
Department of Labour, (Govt. of Kar)	: <a href="http://www.ekarmika.com">http://www.ekarmika.com</a>

CS Shantanu Pethe (CA CS CMA Coach) (2015), Minimum Wages Act 1948 (Full Lectures), Available at:  
<https://www.youtube.com/watch?v=0Ld78M3hfjo&list=PLMiiHACprHh3AfvcbGoZSdFPLLciLcsCf>

CS Shantanu Pethe (CA CS CMA Coach) (2016), Maternity Benefit Act 1961, Available at <https://www.youtube.com/watch?v=MO2280N8bo>

Easy Tips and Tricks India (2017), ESIC Calculation 2017 18, Available at <https://www.youtube.com/watch?v=hNLof8z5VBC>

Edupedia World (2015), Minimum Wages Act, 1948, Wages, Segregation, Wages and Compensation Human Resources.  
Available at <https://www.youtube.com/watch?v=klX5Yh-qduw>

Subhan's Legal World (2017), 'Maternity Benefits Act 1961 (with 2017 amendment)' by Subhan Bande, Advocate, Kadapa (Cuddapah), Available at <https://www.youtube.com/watch?v=CjgHQRJ5zKI> <https://ndl.iitkgp.ac.in/>

**Course Code - PG68T302**  
**HUMAN RESOURCE MANAGEMENT**

**Program Outcome:**

This course is offered to social work students to understand the process of Human Resource Management, so that students understand the factors responsible for effective management of Human Resources in the industrial setting.

**Program Specific Outcome:**

To give insight about conceptual understanding of Human Resource Management its functions and applications in Industrial setting.

**Course Outcome:**

- To Develop knowledge for conceptual understanding of various concepts, nature and paradigms of Human Resource Management
- To Acquire knowledge and understanding about HRM Functions and issues of Human Resource Management.
- To Give insight about Industrial Communication and its application in HRM

**UNITS:**

I Human Resource Management: meaning, definitions, scope, principles, components, historical development of HRM in abroad and in India. Personnel policies: HR Managers role and functions, soft skills and job skills for HR manager. (12 Hours)

II Human Resource Management Functions: procurement, Human Resource Planning: concept and importance, Job Analysis and Job Evaluation; Recruitment; Sources and Methods of Selection, Induction, Placement and Confirmation. Compensation: Determinants, components, incentives -financial and non-financial incentives  
Performance Appraisal; need, purpose and methods, competency mapping  
Personnel Promotion, Transfer, Demotion and Discharge  
HRM practice in organization and recent trends. (14 Hours)

III Development of Human Resources: Importance of Human Factor, Human Resource Development: semantics, definitions, objective, development of HRD, HRD- Sub system, - Management by Objectives (MBO), HR. Outsourcing, employee/ job satisfaction. (12 Hours)

IV Human Resource Development; Types, Training; semantics, training need analysis, training methods, training evaluation, Executive Development Programs: significance and methods Total Quality Management (TQM), Quality Circles, Corporate Social Responsibility, HR Audit, SWOT Analysis, Johari Window. (14 Hours)

V Industrial communication: Meaning, types, barrier of Communication, Management Information Services: concept, objectives, application of Management Information Service in HRM  
Organizational Behavior; concept and importance in industry. Organization Development Meaning, characteristics, and OD interventions. (12 Hours)

**\*Latest trends to be covered while teaching**

## REFERENCES:

1. Lallan Prasad and A.M. Bannerjee (1994) "Management of Human Resources", sterling publishers private limited, New Delhi.
2. Dwivedi R.S. (1985) "Management of Human Resources" Oxford & IBH Publishing Co, New Delhi- 110001.
3. Morrison James H. (1971) "The Human Side of Management" Addison – Wesley Publishing Company, Massachusetts.
4. Rao. T.V. etal(ed) (1997) "Alternative Approaches and Strategies of Human Resource Development" Rawat Publications, Jaipur.
5. Monappa, Arun and Saiyadam Mirza. "Personnel Management", Tata McGraw Hill.
6. Dale S. Beach (1965) "Personnel Management of People at work", New York Macmillan.
7. Edwin B. Filippo (1971) "Principles of Personnel Management", Mc Grow Hill, Kogakusha, Tokyo.
8. Nair M.R.P. and Rao T.V. (1996) "Excellence through Human Resource Development, Improving productivity and competitiveness", Tata Mc Graw, Hill Publishing Company limited, New Delhi.
9. Lynton R.P. and Pareek Udai (1990) "Training for Development" Vistaar Publications (A division of SAGE Publications India private Limited) 32 – M. Block Market, Greater Kailash-I, New Delhi – 110048.
10. Rao T.V. (1990) "The HRD Missionary" Oxford and IBH Publishing Co. Private Limited, 66, Janapath, New Delhi.
11. Latif T.A.A. (1977) "Training for Management", sterling Publishers Private Limited, New Delhi.
12. Subba Rao P.(2007) "Personnel and Human Resource Management, Himalaya Publishing House Private Limited, Mumbai.
13. Chhabra T.N. (2000) "Human Resource Management Concepts and Issues", Dhanpat Rai and Company (P) Ltd., Delhi.
14. Seema Sanghi (2007) "The Handbook of Competency Mapping"., Response Books, Business Book from SAGE, Mathura Road, New Delhi.



15. Rao T.B. and Nandini “360<sup>0</sup> Feedback and Assessment and Development Centre”., Excel Books, A-45, Naraina, Phase-I, New Delhi.
16. Tripathi P.C. (1997) “Human Resource Development”., Sulthan Chand and Sons, Dhariya Ganj, New Delhi.

#### **DIGITAL REFERENCES:**

- The International Journal of Human Resource Management: Faculty of Management, Comenius University in Bratislava, Slovakia. ISSN: 24537683
- Video (2014), Wage and Salary Administration, Available at: <https://www.youtube.com/watch?v=YUChWrvvit4>
- Allen Mursau (2013), Current Liabilities Accounting (Payroll Deductions, Employee Vs Employer Payables & Expense), Available at <https://www.youtube.com/watch?v=Lcll-Cx3qoY>
- Gregg Learning (2017), HR Basics: Training and Development, Available at <https://www.youtube.com/watch?v=CLr-xaQEnkE>
- Insight Training Solutions (2014), Training Methodology, Available at <https://www.youtube.com/watch?v=NZiaLtG7xDE>
- Learn By Watch (2013), Recruitment and its importance, process and sources (English), Available at <https://www.youtube.com/watch?v=PvK7XnEoy9U>
- Lyre Artiaga (2015), Compare and contrast HRD and HRM, Available at <https://www.youtube.com/watch?v=KXBYvrtc1T0>
- Mr Excel payroll, Using Excel to Process Payroll DIY, Available at <https://www.youtube.com/watch?v=GOD2m4ferxI>
- Sandy Joy Javier (2016), Training (HRM), Available at <https://www.youtube.com/watch?v=dyMckGTRZD0>
- Shashi Aggarwal (2017), NATURE AND SCOPE OF HRM, Available at <https://www.youtube.com/watch?v=QbfKFVIWBYo>
- SS Video Walden (2017), What Is The Meaning Of HR Scorecard?, <https://www.youtube.com/watch?v=kxM9jFFpzbA>
- V-LRN Videos (2015), Wages and Salary Administration-Session-2, Available at <https://www.youtube.com/watch?v=TYp76flwTwU>
- IRadio OUM (2013), Introduction to Human Resource Management - Topic 1, Available at [https://soundcloud.com/iradio\\_oum\\_icast/bbpb-2103-human-resource-management-episode-1](https://soundcloud.com/iradio_oum_icast/bbpb-2103-human-resource-management-episode-1)

**Course Code – PG68T303**  
**CORRECTIONAL SOCIAL WORK**

**Program Outcome:**

This course is structured to provide knowledge and critical understanding of types of crime, courses and treatment for the same and to understand role of Social Work in Correctional settings.

**Program Specific Outcome:**

To develop the students for the administration and practice positions in correctional setting and committed to social justice on micro, macro and mezzo level of the society.

**Course Outcome:**

- To study and understand theories, types and courses of crime.
- To understand theories of punishment and correctional legislations in India.
- To have knowledge on concept and problems of victims
- To get familiarity with institutional and non-institutional services for juveniles.
- To gain insight into role of social worker in prevention, treatment and rehabilitation of offenders.

**UNITS:**

- I Concept of Crime: Definition, Meaning and Nature; Types of Crime: Organized crime, Habitual Crime, White Collar crime, Professional crime and Cyber crime.  
Theories of Crime; Classical and Contemporary theories of crime: Economic, Social and Psychological. (12 Hours)
- II Victimology: Definition, Meaning and Scope, Problems of Victims and their families.  
Penology: Definition, Meaning and Theories of punishment.  
Correctional legislation in India:  
The Immoral Traffic (Prevention) Act, 1956  
Probation of offenders Act, 1958  
Narcotics and Psychotropic Substance Act, 1985  
Juvenile Justice (Care and Protection) Act, 2000  
Protection of Children from Sexual Offences Act, 2012. (16 Hours)
- III Prison Administration: Prisons Act, 1962, Objectives, Organizational Structure and Functions, Prison Reforms, Prison Labour, Prison Panchayath System, Problems of Prison Administration, Rehabilitation and Release.  
Probation and parole: Meaning, Objectives and Services. (12 Hours)

IV Institutional Services; Observation Home, Children Home, Shelter home: Establishment, Objectives and Services.

Child Welfare Committee and Juvenile Justice Board: Establishment, Objectives and Services.

Non-institutional services: Adoption, Foster-Care, Aftercare Services: Establishment, Objectives and Services. (12 Hours)

V Correctional Social Work: Meaning, objectives and scope.

Application of Social Work Methods in Correctional Institutions in implementing Institutional and Non-Institutional services.

Role of Social Worker in the Correctional Administration.

Role of Government and Non Government Organizations in Control and Prevention of Crime. (12 Hours)

#### REFERENCES:

- 1) Ahuja, Ram, 2000 Criminology, Rawat Publications, Jaipur
- 2) Allen W.Scott (1958) Rehabilitation—A Community Challenge Wiley, New York.
- 3) Barnes H.B and Teeters N.K.(1960) New Horizons in Criminology. Englewood Clifts, N.J. Printice Hall.
- 4) Bushan, Vidya, (1970) Prison Administration in India, S.Chand and Co., Delhi
- 5) Cavan, R.S. (1955) Criminology. Crowell, New York.
- 6) Central Social Welfare Board (C.S.W.B) Report of the Advisory Committee on After Care
- 7) Chandra, P., (1984) Open Air Prisons, Vohra Publishing House, Allahabad.
- 8) Donald R. Cressey (Ed.) (1961) Prison studies in Institution Organizational change
- 9) George B. Vold. 1958 Theoretical criminology, Oxford University Press, New York.
- 10) Gillinm John Lewis (1945) Criminology and Penology. Appleton Century, New York.
- 11) Gluck Sheldon and A.T.Glueck After conduct of discharged Prisoners.
- 12) Government of India, 1970 Model prison Manual
- 13) GOI (Ministry of Social Justice and Empowerment), Journal of National Institute of Social Defense Publication New-Delhi,
- 14) Herawalla, P.C.(1959) A Study of Indian Crime, Popular Publishers, Bombay.

- 15) Jostana S. Shah C.S.W.B Report of the advisory Committee on Probation services in India.
- 16) Konopka G (1954) Group work the Institutions: Modern Challenge, New York Press
- 17) Marulasiddaiah, H.M.(1974) Contours of Social Welfare in India Karnatak Univ. Dharwad.
- 18) Mayer N. Zold (1965) Social Welfare Institutions New York, Wiley.
- 19) Mc Coivin C, (1961) Public Library Services for Children, Paris, UNESCO.
- 20) Paul Chowdhary D (1963) Child Welfare Manual , Atma Ram, New Delhi,
- 21) Pauline Young Social treatment in probation and delinquency.
- 22) Paul B. Tappan, (1949) Juvenile Delinquency Mc Graw Hill, New York
- 23) Paul B.Tappan (1951) Contemporary Correction, Mc Graw Hill, New York.
- 24) Schafer, Stephen, (1969) Theories in Criminology, Random House, New York
- 25) Sethna M.J. (1964) Society and the Criminal Kitab Mahal, Bombay
- 26) Sheth H (1961) Juvenile Delinquency in Indian Setting Popular Publishers, Bombay.
- 27) Singh, I.P., (1979) Indian Prisons, Concept Publishing Co., Delhi.
- 28) Singh M.P., (1973) Personality of Criminals, Sri Ram Publishers, Agra.
- 29) Srivastava, S.P (1977) Indian Prison Community, Pustak Kendra, Lucknow.
- 30) Sutherland, E.H and Cressay Principles of Criminology, (6<sup>th</sup> Edition), D.R, (1965) The Times of India Press
- 31) Venugopal Rao (1962) Facets of Crime in India Allied Publishers, Bombay.
- 32) Vidya Bhushan (1970) Prison Administration in India S. Chand Publication, Delhi.

## **DIGITAL REFERENCES:**

Daniel Dela Torre (2014), Correction and Justice Social Work, Available at <https://www.youtube.com/watch?v=-q3jLIXHfDA>

Ministry of Women & Child Development Govt. of India (2018), Manual on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Available at: <https://www.youtube.com/watch?v=nyZw7p1sF48>

School of Social Sciences, Education and Social Work at Queen's University Belfast (2016), United Nations Conventions on the Rights of the Child, Available at <https://www.youtube.com/watch?v=TFMqTDIYI2U>

RajyaSabha TV (2016), Sarokaar - National Policy for Women, Available at <https://www.youtube.com/watch?v=V6TwwMuvKno>

**Course Code – PG68T304**  
**MEDICAL AND PSYCHIATRIC SOCIAL WORK**

**Program Outcome:**

This course is offered to the Social Work students to understand the nature of Medical and Psychiatric Social Work as a specialized field, and to impart basic knowledge and skills of working with Patients and caregivers.

**Program Specific Outcome:**

To develop capacity to differentiate different types of mental illness and physical illness, which enable them to use social work practices, knowledge and skills in the field of health.

**Course Outcome:**

- To understand the nature and scope of Medical and Psychiatric Social Work.
- To provide basic understanding of various chronic and terminal illnesses to the students.
- To help the student to develop capacity to differentiate different types of mental illnesses based on signs and symptoms of the clients/patients.

**UNITS:**

I Introduction: Meaning, Definition, Nature, Scope, and Functions of Medical and Psychiatric Social work. Historical development of Medical and Psychiatric Social Work in the West and in India. Changing trends in Medical and Psychiatric Social Work Practice. (12 Hours)

II Medical Diseases and Disorders: Etiology, Symptoms, Diagnosis, Treatment and Management  
Childhood disorders: D.P.T., Measles, Cerebral Palsy, Polio.  
Chronic and Terminal diseases: Tuberculosis, Diabetes, Hypertension, Thyroid, Coronary- Heart Diseases, Sexually Transmitted Diseases, Reproductive Tract Diseases, HIV/AIDS, Renal Dysfunction, and Cancer.  
Old age Disorders- Arthritis and Physical Disabilities.  
Psycho-Social aspects of Diseases and Disorders. (14 Hours)

III Psychiatric and Neurological Disorders: Causes, Symptoms, Diagnosis, Treatment and Management  
Mental health problems in Childhood and Adolescence – Developmental Disorders, Learning Disabilities, Behavioural, Conduct and Psychological Disorders.  
Mental health problems in Adults – Schizophrenia, Affective Disorder, Psychoneurotic Disorders, Personality Disorders, Sexual Disorders, Substance Abuse.  
Mental health problems in Oldage - Dementia/Alzheimer's Disease, Stroke, Parkinson.  
Impact of Psychiatric and Neurological disorders on individuals, Care givers and families. (16 Hours)

IV Roles of Social Worker in Medical and Psychiatric settings: Study, Diagnosis, Treatment, Therapeutic Interventions, Follow-up, Aftercare, Palliative care and Rehabilitation of patients/ and their family. Understanding the patient as a person. (12 Hours)

V Formation and Administrations of social service departments in the hospital settings:  
Team Work – Meaning, Definition, Importance. Role of social worker in multidisciplinary team approach in health setting. (10 Hours)

#### REFERENCES:

1. Anderson, David. 1982 Social Work with Mental Handicap, London: Macmillan Press Ltd.,
2. Banerjee, G.R. 1968 Psychiatric Social Work, Chapter 26, In. Wadia, A.R. (Ed). : History and Philosophy of Social Work in India, Bombay: Allied Publishers.
3. Brody, Elaine M. and Contributors 1974 A Social Work Guide for Long-term Care Facilities, U.S. Department of Health, Education and Welfare, Public Health Service, Maryland: National Institute of Mental Health.
4. Coleman, J.C. 1976 Abnormal Psychology and Modern Life, Bombay, D.B. Taraporevala and Sons.
5. Dickerson, Martha Ufford, 1981 Social Work Practice with the Mentally Retarded, New York: Free Press.
6. Freedman, A.M. and Kaplan, H.I. (Eds.) 1967 Comprehensive Textbook of Psychiatry, Baltimore, Williams and Wilkins Company.
7. French, Lois Meredith, 1940 Psychiatric Social Work, New York: The Commonwealth Fund.
8. Henderson, Sir David and Batchelor, I.R.C. 1962. Textbook of Psychiatry, New York, Oxford University Press.
9. Hudson, Barbara L. 1982 Social Work with Psychiatric Patients, London: Macmillan.
10. Humble, Stephen and Unell, Judith (Ed.) 1989. Self Help in Health and social Welfare, London: Routadge.
11. Jordan, William, 1972 The Social Worker in Family Situations, London: Routledge and Kegan Paul.
12. Maller, Joshua-o. 1971 The Therapeutic Community with Chronic Mental Patients, S. Karger.
13. Mishne, Judith (Ed.)1980 Psychotherapy and Training in Clinical Social Work, New York: Gardner Press.
14. Robbins, Arthur J. 1957 Mental Hospitals in India and Social Work Service, Delhi School of Social Work.

15. Todd, F. Joan. 1967 Social Work with the Mentally Subnormal, New York: Routledge and Kegan Paul.
16. Towle, Charlotte. 1941 Social Case Records from Psychiatric Clinics with Discuss Notes, Chicago; Illinois: University of Chicago Press.
17. Lowery Psychiatry for Social Workers
18. Marfatia, J.C. Psychiatric Problems in Children
19. French, L.M. Psychiatric Social Work
20. Robbins Arthur Mental Hospital in India and Social Work Services
21. Delux Robert Mental Health and Social Welfare
22. Pathak S.H. Medical Social Work in India
23. Bhatt The Physically handicapped in India
24. Mechanic Medical Sociology
25. Stanley King Social Perspective of Illness
26. Zophia Butryam Social Work in Medical Care
27. Willian P. Shephard Essentials of Public Health
28. John J.H. Principles of Public Health Administration
29. Goldstine, Dora (Ed) Reading in the theory and practice of Medical Social Work
30. Banerjee, G.R. Papers on Social Work.
31. Jay, Pee. 1994 Diagnostic and Statistical Manual of Mental Disorders (DSM IV). New Delhi: Oxford Press
32. Niraj Ahuja 2006 A Short Textbook Of Psychiatry; Jaypee Brothers medical Publishers Ltd, New Delhi
33. K.Shekar ,R . Parthsarathy and D.Muralidhar ( EDT )2007 Handbook of Psychiatric Social Work NIMHANS, Bangalore
34. K Park.2002 Preventive and Social Medicine; Banarasidas Bhanot Publishers
35. The ICD 10 (Classification of Mental and Behavioral disorders) ;2006 World Health Organization. Geneva. A.I .T.B.S Distributers, Delhi



## **DIGITAL REFERENCES:**

Vincent Vincent (2017), What Is A Psychiatric Social Worker Do?, Available at <https://www.youtube.com/watch?v=vjvF--chCAs>

The Audiopedia (2017), What is PSYCHIATRIC REHABILITATION? What does PSYCHIATRIC REHABILITATION mean?, Available at <https://www.youtube.com/watch?v=8EcaYkUjMpA>

AAPC (2014), What is ICD-10?, Available to <https://www.youtube.com/watch?v=ZPDgtDDTc8k>

Psychiatry Lectures (2015), Psychiatry Lecture: How to do a Psychiatric Assessment, Available at <https://www.youtube.com/watch?v=IRiCntvec5U>

Alice Dughi (2015), Medical Social Work, Available at <https://www.youtube.com/watch?v=4BnOBgWINF4>

QueensU Be Well (2013), What is Mental Health? with Dr. Mike Condra, Available at <https://www.youtube.com/watch?v=aNOBdIMM3mQ>

Nucleus Medical Media (2015), Brain and Mental Health | Nucleus Health, Available at <https://www.youtube.com/watch?v=MyxCjnHqBq8>

AL Mental Health (2011), Understanding the Biology of Mental Illness, Available at <https://www.youtube.com/watch?v=LLUoG9Se77w>

Crash Course (2014), Psychological Disorders: Crash Course Psychology #28, Available at <https://www.youtube.com/watch?v=wuhJ-GkRRQc>  
<https://ndl.iitkgp.ac.in/>

## **JOURNAL:**

Mental Health & Prevention, Editor-in-Chief: Svenja Taubner, ISSN: 2212-6570  
International Journal of Mental Health and Addiction, ISSN: 1557-1874  
International Journal of Mental Health Systems,  
International Journal of Emergency Mental Health and Human Resilience

### **SOCIAL WORK PRACTICUM:**

For the Third Semester the Social Work Practicum shall consist of concurrent field work-individual placement and study tour. The marks allotted for the concurrent field work are 150 (6 credits) and study tour are 50 (2 credits). Both these components together are treated as one unit.

#### **Course Code – PG68P305A**

#### **Concurrent Field Work-Individual Placement**

##### a) Concurrent Field Work-Individual Placement:

During this semester the field work programme shall commence with orientation lectures about various practice fields for about 2 to 4 weeks depending on the availability of total field work days for the academic term. Further, the student trainees, after counseling and assessing their aptitude, shall be placed in various practice fields of their choice under the supervision of faculty supervisors.

The student trainees are required to have first hand understanding of the problems / needs of the client system in their respective field of practice and develop skills of Social Work intervention in reality situations. This is an on going learning practice, which is meant to enable student trainees to develop their professional self by clarifying and imbibing values which sustain positive attitudes and professional ethics. This programme is also meant to develop capacity for self direction growth and change through self awareness.

#### **Course Code – PG68P305B – Social Work Study Tour**

##### b) Study Tour:

A study tour for a period of seven days shall be conducted under the guidance of a faculty member (Permanent/ Teaching Assistants) before or- after the semester end examination of III Semester, to provide an experience to study and appreciate innovative efforts by individuals and groups towards meeting peoples' core needs and initiate development.

Each student trainee is required to submit a report of his/her experience of tour including the preparations made for the same, on return from the tour to the Department. These shall be assessed by a committee consisting of the Tour Director and the Chairperson of the Department for 25 marks and the student trainees have to appear for a Viva-Voce Examination along with the Field Work Viva-Voce Examination of III Semester for the rest of 25 marks. Thus, the total marks allotted to the Study Tour shall be 50 and credits shall be 2.

## OPEN ELECTIVE COURSE

Course Code – PG68T306

### FORMATION AND MANAGEMENT OF NON-GOVERNMENT ORGANIZATION:

#### Program Outcome:

This course is offered to Non-Social Work students to have basic understanding of formation of NGOs and their role in Social Development Activities.

#### Program Specific Outcome:

To sensitize the students about the significance of Non-Government Organization in implementing the development and welfare programmes.

#### Course Outcome:

- 1) Develop knowledge and understanding about formulation and function of NGO's.
- 2) Gain knowledge about project formulation and implementation
- 3) Provide understanding about NGO's Administration.

#### UNITS:

- I Non-Government organization: Semantics, Objectives, Functions, and Problems, Role of NGOs in implementing development programmes, Approaches to identify the community needs Participatory Rural Appraisal Techniques (PRA) Methodology of working with people, People Participation, Forms of other organization, voluntary organization, Public trust, citizen forums, their Role and Functions. (16 Hours)
- II Process of Organization Formulation: Legal aspects: Provisions of The Societies' Registration Act, The Indian Trust Act, The Companies Act, The Income Tax Act, The Foreign Contribution Regulation Act. (12 Hours)
- III NGO Management: Personnel Administration, Personnel Polices and Development of its Human Resources; Resource mobilization and utilization for development work; Funding agencies; sources of funding. (12 Hours)
- IV Project Planning: Project formulation steps, eligibility criteria Evaluation, Monitoring, Supervision and Documentation. (12 Hours)
- V Management programmes: Management Information Service (MIS), Budgeting, Accounts Maintenance, Auditing, Reporting and Documentation, Public Relation: need and importance. (12 Hours)

## REFERENCES

- 1) Rameshwari Devi, (2006) “Voluntary Organizations in India”, Mangal Deep Publications, Jaipur.
- 2) D. Rajasekhar, (Ed), (1999) “De-centralized Government and NGOs, issues strategies and ways forward” concept publishing company, New Delhi – 110059.
- 3) Qureshi M.U. (2006) “Elements of Social Rehabilitation”, Anmol Publications Private Limited, New Delhi – 110002.
- 4) Sundar, I (2006) “Environment and Sustainable Development”, A.P.H. Publishing Corporation, 5, Ansari Road, Darya Ganj, New Delhi.
- 5) Pradeep Kumar Johri (2005) “Social Work for Community Development”, Anmol Publications Private Limited.
- 6) Rashmi Pathak (2003) “Empowerment and Social Governance”, Isha Books, Delhi-110033.

## DIGITAL REFERENCES:

Prof. Joel (2016), NGO Management Theory and Practice ; Serial 1 Inspirational and interactive speech, Available at <https://www.youtube.com/watch?v=T7XIoeVqy4>

KUSHCONSULTANCY SERVICES (2015), NGO & REGISTRATION IN INDIA BY CA SANJAY GUPTA, Available at <https://www.youtube.com/watch?v=AShgS7EzfQA>

KUSHCONSULTANCY SERVICES (2015), NGO SEMINAR ON FCRA REGISTRATION & FUNDING BY CA SANJAY GUPTA, Available at <https://www.youtube.com/watch?v=c2zvnSN2ysE>

NGO guru (2017), NGOs in India - Types of NGOs –NGO guru, Available at <https://www.youtube.com/watch?v=Gku2-mTXomQ>

Yagya Chhabra (2015), Resource mobilization For executive as per module, Available at <https://www.youtube.com/watch?v=2GmCnmae9s4>

Nikil Harinarthini (2015), How to Register A Society in Your State, Available at <https://www.youtube.com/watch?v=AWLp-UsU4kI>

AbhayKulkarni (2014), Project Formulation Available at [https://www.youtube.com/watch?v=xmnQ\\_D\\_WzcY](https://www.youtube.com/watch?v=xmnQ_D_WzcY)

Project Management Videos (2014), Project Proposal Writing: How To Write A Winning Project Proposal, Available at <https://www.youtube.com/watch?v=jsGBuu88WE0>

Vidya-mitra (2016), Techniques for Resource Mobilization (SWE), Available at [https://www.youtube.com/watch?v=lp8E2\\_hb\\_ig](https://www.youtube.com/watch?v=lp8E2_hb_ig) <https://ndl.iitkgp.ac.in/>

**IV SEMESTER**  
**Course Code – PG68T401**  
**LEGAL SYSTEMS IN INDIA**

**Program Outcome:**

This course is designed with an aim to help social work trainees to understand the legal system, existing provisions and remedies for citizens of India.

**Program Specific Outcome:**

- To acquire knowledge about legal system function, process, remedies
- To gain insight about various machineries and existing provisions.
- To create awareness about the preventive and remedial services of government and Non government.

**Course Outcome:**

- To get acquainted with the functioning of legal system in India;
- To gain an insight into the problems faced by people while interacting with this system;
- To develop an understanding of the processes of free legal aid to the marginalized and public interest litigation.

**UNITS:**

I Law: Introduction, Definition, Meaning, Characteristics, Principles, Role. Types of Law: Substantive and Procedural, Civil and Criminal (12 Hours)

II Rights – Concept, Meaning and Nature.

Legal Rights of People; Human Rights; Constitutional Rights; Rights of the Vulnerable viz., Children, Women and Weaker Sections. (12 Hours)

III Remedies for Violation of Rights:

- i) Remedies under the Constitution – Art 32 and Art 226;
- ii) Remedies under Civil Law – Hierarchy of Civil Courts;
- iii) Remedies under Criminal Law – Hierarchy of Criminal Courts;
- iv) Remedies under Special Laws – Consumer Forum, Family Courts, Special Courts under Protection of Civil Rights Act 1976 with new Amended Act and the Scheduled Caste and the Scheduled Tribes (Prevention of Atrocities) Act 1989.
- v) Human Rights Act 1993. (14 Hours)

IV Enforcement Machineries – Police, Prosecution, Protection Officers, Probation Officers, Santwana, DCPU etc., under Women and Child Development Department; Human Rights enforcement Machinery – National and State Level; Machinery available under National and State Women’s Commissions. (14 Hours)

V Right to Information Act, 2005; 73<sup>rd</sup> Amendment of the Constitution; Free Legal Aid in India; Public Interest Litigation in India; Role of Social Workers at different levels of functioning of judicial system and the related agencies. (12 Hours)

## REFERENCES:

1. Arahna T Social Advocacy – Perspective of Social Work, College of Social Work, Bombay.
2. Curry J.C. The Indian Police. New Delhi; Manu Publications, 1977.
3. Iyer V.R.K. Some Half Hidden Aspects of Indian Social justice, Lucknow, Eastern Book Company, 1980.
4. Iyer V.R.K. Justice in Words and Justice in Deed for Depressed Classes, New Delhi, Indian Social Indian Social Institute, 1984.
5. Khanna H.R. The Judicial System, New Delhi, II P.A., 1980.
6. Government of India Report of the Legal Aid Committee, 1973.
7. S.K. Agrwal Public Interest Litigation.
8. . Bare Acts of all the relevant Legislation included in the syllabus for this course.
9. Government of India Constitution of India

## DIGITAL REFENCES

Wisdom Leap (2014), The Indian Constitution - Political Science Class 8 - CBSE | NCERT Available at <https://www.youtube.com/watch?v=gGW4ggH5Jvs>

LAW Notes (2015), Salient features of the Indian constitution, <https://www.youtube.com/watch?v=BatrJZz9FeE>

Indian Law School (2014), The Special Marriage Act, 1954, Available at <https://www.youtube.com/watch?v=wG5tQBJPBNM>

Vidya-mitra (2017), Juvenile justice (care and protection of children) Act, 2015, <https://www.youtube.com/watch?v=F1EiG3onxIk>

Human Rights Action Ctr (2008), The Universal Declaration of Human Rights, Available at <https://www.youtube.com/watch?v=hTrSYbCbHE>

UN Human Rights (2017), Universal Declaration of Human Rights, Available at <https://www.youtube.com/watch?v=5RR4VXNX3jA>

Ultralized (2009), The Story of Human Rights, Available at <https://www.youtube.com/watch?v=oh3BbLk5UIQ> <https://ndl.iitkgp.ac.in/>

## Course Code – PG68T402

### INDUSTRIAL RELATIONS

#### Program Outcome:

This course is offered to social work students to impart knowledge about problems of labour, industrial relations and modern trends of Industrial Relations.

#### Program Specific Outcome:

- To impart knowledge about dynamics of labour management and its practices.
- To acquaint the students about industrial psychology and its application in industrial setting

#### Course Outcome:

- To Develop understanding about dynamics of labour management relations in industry
- To Impart knowledge about practices and programs of labour welfare
- To Give insight about industrial psychology and its use in HRM

#### UNITS:

- I. Labour welfare in India :concept of labour, Labour problems: Absenteeism, Turnover, Alcoholism and Drug dependency, labour welfare; need and scope, Historical Development of labour welfare in India, agencies of labour welfare, labour welfare officer –role and functions. Social Security. Workers Education Scheme. Employee counseling (14 Hours)
- II. Industrial Relation: Determinants and development of industrial relations. Industrial disputes; causes, resolution of industrial disputes, Collective Bargaining, Participative management: Gandian concept and philosophy on labour. Quality of Work Life: Meaning and importance. (14 Hours)
- III. Employee safety and health: Industrial Safety; concept; meaning, present trends, Role of Management.
  - Accidents: causes and preventive measures, industrial health and hygiene.
  - Industrial discipline : Grievance: type ; individual; and collective, causes and redressal of grievances, domestic enquiry (12 Hours)
- IV. Industrial Psychology: Definition, importance, application of industrial Psychology in HRM, Motivation; importance, and theories of motivation: Maslow, McGregor, Herzbrg, Morale: concept and importance. Productivity: concept and factors, productivity movement in India. knowledge management and employee retention program (14 Hours)

V. Trade Unionism; Concept, functions, History of Trade Union Movement in India.  
Trade union problems in India., Impact of Globalization on labour and trade union, India and ILO. (10 Hours)

**REFERENCES:**

1. Michael V.P. (1997) "Human Resource Management and Human Relations" Himalaya Publishing House, Girgaon, Mumbai.
2. Giri V.V. (1958) Labour Problems in Indian Industry, Asia Publishing House, Bombay.
3. Pant S.C. (1970) "Indian Labour Problems", Chaitanya Publishing House, Allahabad.
4. Moorthy M.V. (1968) "Principles of Labour Welfare" Gupta Brothers, Vishakhapattanam.
5. Saxena R.C. "Labour Problems and Social Welfare" Jai Prakash Naik and Company, Meerut.
6. Vaida K.H. "Labour Welfare in India Sriram Centre for Industrial Relations, New Delhi.
- 7 Reynolds "Labour Economics and Labour relations, New Jersey Printice Hall.
- 8 Tiffin Joseph (1951) "Industrial Psychology", Allan G, London.
9. Rudrabasavaraj M.N. (1987) "Dynamic Personnel Administration", Himalya Publications, Bombay.
- 10 Scott, Clothier Spriegel (1961) "Personnel Management Principles, Practices, and print of view, Mc Graw Hill, New York.
- 11 Richardson Introduction to the study of Industrial Relations.
- 12 Agnihotri : Industrial Relations in India.
- 13 Devey Contemporary Collective Bargaining.
- 14 C.B.Kumar Development of Industrial Relations in India.
- 15 Charlea Myers & Subbaiah Kannappan Industrial Relations in India.
- 16 Report of the National Commission of Labour 1969.
- 17 Seema Sanghi (2007) "The Handbook of competency Mapping", Response Books, Business books from SAGE, B1/11 Mohan Co-operative Industrial Area, Matthura Road, New Delhi.
- 18 Rao, T.V. and Nandini Chawla (Ed) (2005) "360 Degree Feedback and Assessment and Development Centres", Excel Books A-45, Naraina, Phase-I, New Delhi-110028.



## Course Code – PG68T403

### COUNSELING THEORY AND PRACTICE

#### Program Outcome:

This course is provides Social Work students to gain indepth knowledge and develop professional skills, attitudes and competencies of counseling process at different levels to use professional services effectively in different working situations.

#### Program Specific Outcome:

- To acquaint the students the nature and goals of counseling.
- To gain insight about theoretical base and approaches underlying counseling practices.
- To learn counseling processes, skills, attitudes and competencies and its application while working with clients in various indigenous settings of society.

#### Course Outcome:

- To Develop a holistic understanding of counseling as a tool for helping process.
- To familiarize learners with theoretical understanding regarding different theories and approaches under-pinnings for goals, values, processes and techniques.
- To develop skills, attitudes and competencies required to deal with human beings whenever in need of help in real life situations.
- To expertise as a effective counselor and enable to set up a counseling centres in indigenous settings.

#### UNITS:

I Counselling: Definitions, Elements, Nature, Characteristics, Goals and Scope. Evolution of counseling. Types of Counseling. Counselling in multi-cultural and pluralistic Society. Ethical nature of Counselling, Qualities of an effective Counsellor. (10 Hours)

II Foundations of counseling:

- Philosophical foundations: dignity of human person.
- Sociological foundations: Influence of Social System.
- Psychological foundations: concepts of self,
- Developmental needs at different stages. (12 Hours)

III Theories and Approaches in Counseling:

- a. Client-centered Therapy
- b. Transactional Analysis
- c. Rational Emotive Therapy
- d. Reality Therapy
- e. Eclectic Approach.
- f. Cognitive Behavioural Therapy
- g. Family Counselling (15 Hours)

#### IV Counseling relationship and Process:

Regard and respect, Accurate Empathy, Self disclosure, Transference-Counter transference, Termination of relationship (follow-up and referral).

Process: Problem Exploration and Clarification (skills – active listening, verbal and non-verbal messages and behaviour, Client's Self-exploration), Self – Understanding. (Focusing, Summarizing, and probing, confrontation- Stress/Burn out- ways to cope with it, Facilitating Actions (developing a new perspective, help client to choose alternatives, formulate action plan, implement, evaluate, terminations and follow-up.) (15 Hours)

#### V Counseling in Indigenous settings: Family (marital, parenting, Childhood issues), School (learning disorders), Industry (substance abuse, absenteeism), Correctional (personality/ behavior modification, rehabilitation), and Health (chronic and terminal illnesses). (12 Hours)

#### **\*Current approaches in counselling to be taught**

#### **REFERENCES:**

- 1) Association of Psychological and Education Counsellors of Asia (APECA). 1982
- 2) Harm E and Shrelber, P – Handbook of Counseling techniques, Oxford Pergamon Press 1963.
- 3) Kennedy E – 1977 On Becoming and Counselor a basic guide for non-professional counselor, Delhi, Gill and MacMillian.
- 4) Krumboltz J.D. and Thousen, (E-1942): Counseling and Psychotherapy, New York, Houghton Mifflin, co.
- 5) Lendeun, S and Syme G: Gift of Tears: A Practical Approach to loss, and prevment counseling London Routledge.
- 6) Nelson, Jones, R – 1982 The Theory and Practice of counseling Psychology, London, Carsell Education Ltd.
- 7) Noona, E and Spring L. (eds) 1992 The Making of a counselor London, Routledge.
- 8) Peitrofersa J.J. etal, 1984 Counseling an introduction Chicago, Rand McNally College of Commerce.
- 9) Becase D (ed) 1997 The family spirituality and Social Work journal of family Social Work, Vol.2. No.4-1997.
- 10) Samuel T Gladding 2000, Counselling A Comprehensive Profession 4<sup>th</sup> Edition

#### **DIGITAL REFERENCES**

Counseling Tutor (2011), An introduction to counseling skills Available at <https://www.youtube.com/watch?v=UgxeU-54ai8>

Todd Grande (2016), Theories of Counseling - Psychoanalytic Therapy Available at <https://www.youtube.com/watch?v=J3dF4gvK8wo>

Rinitajain (2015), Student counselling session, Available at <https://www.youtube.com/watch?v=X8mULr-pVIE> <https://ndl.iitkgp.ac.in/>

## Course Code – PG68T404

### PUBLIC HEALTH AND SOCIAL WORK

#### Program Outcome:

This course is offered to Social Work Students to have an understanding of public health concepts and role of Social Worker in the implementation of community health programmes in the society.

#### Program Specific Outcome:

- To understand about the conceptual framework of public health and role of the students in development of community health.
- To assess the contribution of public health policies and programmes in developing public health system in India.

#### Course Outcome:

- To provide clarity about the concept and components of Public health.
- To understand application of social work methods in Public health.
- To enable the students to realize their role in fulfilling goals of community health programmes..

#### UNITS:

I Health: Concept, Meaning, Definition, Dimensions of Health, Concepts of Wellbeing, Determinants of Health. Changing perspective of health care: Traditional health care system of India Vs Modern health care system. Role of Heredity and Environment in Health. (10 Hours)

II Public health: Rationale, Meaning, Definition and Scope of public health. Models of community health- Institutional and Non-institutional. Process and Practice, Principles of health care. Goals of Public health programmes – Preventive, Promotive, Curative and Rehabilitative. (12 Hours)

III Public health policies and programmes: National health policies and programmes and its impact. National Mental Health Policy 1982, National Health Bill (NCBI) 2009, National Population Policy 2000, Mental Health Act, 1987, The persons with disabilities (Equal opportunities, protection of Rights and full participation) Act, 1995. National Mental Health Programme. Current Health schemes in India. (12 Hours)

IV Public Health System in India - Centre, State, District, Taluka and Village level. Health Education, Maternal and Child Health Services, Integrated Child Development Services (ICDS) Scheme, Health and Hygiene, Nutrition and Health. NRHM & NUHM. Role of Social Worker in Planning and management of care and services at different healthcare centers (general hospitals, special clinics/hospitals, mental hospitals, community health centers, child guidance clinics, correctional institutions, industries and family welfare center). Communication theories and its application in the field of health. (16 Hours)

V Social Work Interventions in Public health: Application of Social Work methods and techniques for achieving the community health needs in the country. Role of Social Workers in training the healthcare service providers (teachers, parents, NGOs, Local Volunteer and traditional healers with reference to their contribution to community health). Contributions of International and National Organisations towards achieving the goal of community health programmes. Social Action and Advocacy in the field of health. (14 Hours)

#### REFERENCES:

1. Stanley King Social Perspective of Illness
2. Zophia Butryam Social Work in Medical Care
3. Willian P. Shephard Essentials of Public Health
4. John J.H. Principles of Public Health Administration
5. Joshi.P.C.& Mahajan.A.(Eds)1990 A text book of Medical Sociology; Reliance Publishing House, New Delhi-8.
6. Goldstine, Dora (Ed) Reading in the theory and practice of Medical Social Work
7. Banerjee, G.R. Papers on Social Work.
8. Park, J.S. and Park E. Text Book of preventive and Social Medicine.
9. Wilson, G. Smithe Preventive Health and Social Medicine.
10. Sential Rao A Hand book of Preventive Health and Social Medicine.
11. Delux Robert Mental Health and Social Welfare
12. Mane and Gandevia Mental Health in India. TISS, Bombay (Eds)1993 400019
13. Srinivas Murthy R. and Burns, B.J. (Eds)1984 Community Mental Health- Proceeding of Indo-US symposium.
14. Bhave.V.N. Depdhar.N.S.& Bhave.S.V. 1995. "You and Your Health", National Book Trust, India New Delhi-16.
15. Shrinivasmurty.R. & Barbara.J.B.(Eds) 1992. "Proceedings of the Indo-US Symposium on Community Mental Health", NIMHANS Bangalore-29.
16. Chakaley.A.M. 1987 A text for Health Worker (ANM) Vol I&II, Wiley Eastern Ltd., Bangalore.
17. UNICEF Health and Basic Services, New Delhi, UNICEF South Central Asia Regional Office.
18. Bajpai, P.K. (Ed) (1997) Social Work Perspective on Health; Rawat Publications, New Delhi

### **Course Code – PG68T405**

#### **RESEARCH PROJECT/DISSERTATION**

Each candidate is required to carry out a Research Work during IV semester. He/she shall select a topic for project work at the beginning of IV semester and carry out the Research Work in consultation with the faculty supervisor to whom he/she has been assigned. On completion of the same, the report of his/her findings shall be bound and submitted along with the report of his/her supervisor about the work to the department, before the end of IV semester in which the candidate is permitted to take the final examination. The Faculty Supervisor/ Project guide is required to submit his/her assessment of the performance of each of the student assigned to him/her for 50 marks to the Chairperson of the Department.

The report shall be evaluated by either the Chairperson of the Department or an internal examiner and an External Examiner for 100 marks and a Viva-Voce examination shall be held by them for 50 marks. The candidate is required to defend oneself in the Viva-Voce examination.

#### **SOCIAL WORK PRACTICUM**

For the Fourth Semester, the Social Work Practicum shall consist of Concurrent Field Work-Individual Placement and Block Placement. The marks allotted for the concurrent field work are 150 (6 credits) and Block Placement are 50 (2 credits). Both these components together are treated as one unit.

### **Course Code – PG68T406A**

#### **Concurrent Field Work-Individual Placement**

The Student trainee shall continue his/her practice learning in the same field from third semester and complete his/her intensive field work programme, acquiring the professional knowledge and skills. The total marks allotted and the mode of assessment shall be the same as in III semester.

### **Course Code – PG68T406B**

#### **Block Placement**

The student trainee is required to undertake block placement programme for 30 days before or after the completion of IV semester End Examination. He/she is required to submit a summary report at the end of the Block Placement, in addition to the submission of weekly reports to the department regularly.

The total marks allotted for this programme are 50 (2 credits). The performance of the students in this programme shall be assessed during the Field Work Viva Voce Examination of IV semester, by a committee consisting of either the Chairperson of the Department or an Internal examiner and an External examiner on the basis of the reports submitted by them (25 marks) and their performance in the Viva-Voce Examination (25 marks).