MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI
PG - COURSES – AFFILIATED COLLEGES
Course Structure for Master of Social Work
(Choice Based Credit System)
(with effect from the academic year 2017- 2018 onwards)

Sem (1)	Sub No (2)	Subject Status (3)	Subject Title (4)	Contact Hrs/ Week (5)	Credits (6)
I	1	Core – 1	Introduction to Social Work	6	4
	2	Core – 2	Dynamics of Human Behaviour	6	4
	3	Core – 3	Social Case Work	5	4
	4	Core – 4	Field Project work	8	4
	5	Elective – 1A	Man and Society (OR)	5	4
		Elective – 1B	Disaster Management		
II	6	Core – 5	Social Group Work	4	4
	7	Core – 6	Community Organisation	4	4
	8	Core – 7	Social Work Research and Statistics	4	4
	9	Core – 8	Field Project work	8	4
	10	Elective - 2A	Social Welfare Administration and Social Legislation(OR)	4	4
		Elective - 2B	Project Planning and Implementation		
	11	Core-9	Summer Placement(Project)	6	4
II			**SPECIALISATION-I COMMUNITY DEVELOPMENT**		
	12	Core-10	Social Development	5	4
	13	Core-11	Rural Community Development	5	4
	14	Core-12	Contemporary Issues and Development	5	4
			SPECIALISATION-II MEDICAL AND PSYCHIATRIC SOCIAL WORK		
	12	Core-10	Health and hygiene	5	4
	13	Core-11	Mental Health	5	4
	14	Core-12	Medical Social Work	5	4
			SPECIALISATION-III HUMAN RESOURCE MANAGEMENT		
	12	Core-10	Labour Welfare	5	4
	13	Core-11	Labour Legislations-I	5	4
	14	Core-12	Human Resource Management	5	4
	15	Core-13	Field Project work	8	4
	16	Core-14	Study Tour(Project)	7	4
IV			**SPECIALISATION-I COMMUNITY DEVELOPMENT**		
	17	Core-15	Urban community Development	4	4
	18	Core-16	Management of Non-Government Organizations	4	4
	19	Core-17	Legislation for Development	4	4
			SPECIALISATION-II MEDICAL AND PSYCHIATRIC SOCIAL WORK		
	17	Core-15	Psychiatric Social work	4	4
	18	Core-16	Hospital Administration	4	4
	18	Core-17	Counselling –Theory and Practice	4	4
			SPECIALISATION-III HUMAN RESOURCE MANAGEMENT		
	17	Core-15	Industrial Relations	4	4
	18	Core-16	Labour Legislations-II	4	4
	19	Core-17	Organizational Behaviour	4	4
	20	Core-18	Field Project work	8	4
	21	Core-19	Summer Placement-II(Project) / Internship	4	4
	22	Core-20	Research Project	6	6

TOTAL THEROY PAPERS   –   14 (56 CREDITS)
TOTAL PROJECT   –   8 (36CREDITS)
TOTAL CREDITS   –   90

INTRODUCTION TO SOCIAL WORK

HOURS : 6   **CREDIT : 4**

Objectives :

1.   To acquire basic knowledge on the Various Concepts of Social Work.

2.   To Understand the Historical Development of Social Work.

3.   To Understand different Social Problems.

UNIT I

Social Work: Concept and Definition. Historical development of Social work in UK, USA and India.

Basic Concepts - Social Welfare, Social Reform, Social Service, Social Action, Social Security, Social Justice, Social Defence, Social Development, Social Policy.

UNIT II

Social Work as a Profession: Nature, Scope, Objectives, Philosophy, Principles and Methods - Values and Ethics - Professional Social Work and Voluntary Social Work. Prospects and Problems of Social Work Profession in India, International Social Work.

UNIT III

Theories and Models of Social Work: Social Work Theories - Role, Gestalt and Problem Solving Theory. Social Work Models - Development Model- Radical Social Work- Micro, Macro and Mezzo Social Work.

UNIT IV

Issues and Problems: Social Disorganization, Social Deviance, Poverty, Population, Unemployment, Child Labour, Juvenile Delinquency and Crime, Prostitution, Alcohol, HIV/AIDS.

UNIT V

Methods and Fields: Introduction to Direct and Indirect Method - Meaning, Scope and Importance of Medical Social Work, Psychiatric Social Work, Family Welfare, Child Welfare, Correctional Social Work, Labour Welfare,

Reference Books:

1. Chowdry, D. Paul (2000) Introduction to Social Work. DeIhi : Atma Ram & Sons.

2. Das Gupta S. (1967) Towards a Philosophy of Social Work in India. New Delhi: Popular Book Service.

3. Fink A.E.(1978) Fields of Social Work. New York: Hendry Colt & Co.

4. Mamoria C.B. Social Problems and Social Disorganization in India. New Delhi: Kitab Mahal.

5. Gore M.S.(1965) Social Work and Social Work Education. Bombay: Asia Publishing House.

6. Banerjee. G R Papers on Social Work: An Indian Perpective. Bombay, TISS

7. Friedlander Concepts and Methods of Social Work, New Delhi, Printice Hall

8. Wadia, A.R. (1972) History and Philosophy of Social work in India. New Delhi: Allied Publishing House.

9. Jainendra Kumar Jha, (2002) Practice of Social Work. New Delhi: Anmol Publications.

10. Joshi, S.C. (2004) The Handbook of Social work, Akansha Publishing House, New Delhi.

11. Sanjay Bhattacharya, (2003) Social Work - An integrated Approach. New Delhi: Deep & Deep Publications Pvt Ltd,

12. George David, (2008). A Handbook to the Basic Methods of Social Work. Kaliyakkavilai: Aram Publishers.

13. Healy, L.M., International social work - Professional Action in an independent world, New York: Oxford University Press ; 2001.

14. Cou David, Pawar Manohar - International Social work - Issues, Strategies and Programmes, New Delhi : Vistaar Publications ; 2006.

DYNAMICS OF HUMAN BEHAVIOUR

HOURS : 6   **CREDIT : 4**

UNIT I

Objectives:

1. To acquire basic knowledge on various stages of Human Growth and Personality Development.

2. To understand the various Theories and Concepts of Social Psychology and Its Applications.

3. To develop different skills and techniques is assessing different Psychological / Psycho-Social Issues and Problems of different age groups.

UNIT I

Psychology: Meaning, Fields, Methods. Structuralism, Functionalism, Behaviorism, Gestalt and Psycho-Analysis. Relevance of psychology for social work practice.

UNIT II

Human Growth and Development. Development tasks. Development stages from Conception to Old Age. Physical, Social and Psychological aspects of development.

Heredity and Environment.

UNIT Il1

Human Learning- Meaning. Theories Introduction to Behaviour Modification: Memory, Retention and Forgetting. Intelligence and Creativity. Measurement of Intelligence. Mental Health and Mental Illness.

UNIT IV

Human Motivation - Theories of Motivation- Maslow, Herzbergs and Achievement Motivation Theory .Basic human needs.

Personality - Meaning, Theories (Any three), Types and Measurement.

Concept of Stress, Anxiety, Frustration and Conflict. Stress-Tolerance, Reaction to Stress, Defence Mechanisms.

UNIT V

Psychological Testing - Psychometry - Mental Ability tests- Aptitude tests - Personality tests -Tests on Learning Disability. Intelligence tests.

Reference Books:

1. Hilgard E R Introduction to PsychoIogy, New York, Hour court Branch & word

2. Morgan T. Clifford Introduction to psychology

3. Coleman J C Abnormal PsychoIogy and, Modern Life Bombay

4. Shanmugam TE Abnormal psychology, Delhi, Tata Mc Graw Hill

5. David off. L.L. (1981) Introduction to Psychology. Auckland: McGraw Hill Inc.

6. Munn, N.A. (1961) Psychology: The Fundamentals of Human Behaviour.

   London: George G. Harrap & Go, Ltd.

7. Hurlock E.B. (1971) Developmental Psychology. 5th ed. New Delhi: Tata Mcgraw Hill.

8. Rayner, Eric. (1978) Human Development, London; George Allen and Unwin.

9.Saraswathi T.S and Dutta R (1987) Development Psychology in India. Delhi:

   Sage Publications.

10. Kuppusamy B. (1980) An Introduction to Social Psychology. Bombay: Media

   Promoters and Pub. Pvt. Ltd.

SOCIAL CASE WORK

HOURS : 5   **CREDIT : 4**

Objectives:

1. To acquire basic knowledge on social case work method.

2. To understand the Historical development of the practice of case work as a profession and its issues.

3. To enhance different skills and techniques in practicing the different process, approaches, and methods of social case work in dealing with Individuals' issues and problems.

UNIT I

Case Work: Meaning, Objectives, Nature, Scope and Limitations. History of Social Case Work. Basic components - Case, Person, Problem, Place, Process. Values, Principles and Skills of Case Work.

UNIT II

Social Case Work Process: Study. Tools - Interview Guide, Interview Schedule, Video Recording, Home Visits, Collateral Contacts. Psycho-Social Diagnosis - Factors involved in diagnosis, Differential Diagnosis.

UNIT III

Treatment Process, Establishing treatment goals, Application of treatment methods.

Indirect and Direct Treatment. Treatment Techniques and Termination.

UNIT IV

Approaches to Case Work: Psycho-Social, Functional, Problem-Solving. Case Work Interventions, Behaviour Modification. Transference and Counter-transference.

UNIT V

Case Work Practice in different settings: Family Welfare Centres, Old Age Homes, Schools, Industry,. Correctional Institutions, De-addition and Health Centres.

Reference Books:

1. Fischer J. (1976) The Effectiveness of Social Casework. Springfield, Ill.: Charles C. Thomas.
2. Mathew, Grace. An Introduction to Social Case Work, Bombay: TISS
3. HoIlis, Florence (1964) Case Work: A psycho-social Therapy. New York: Random House.
4. Robert and Robert. (1970) Needs: Theories of Social Case Work. Chicago: University of Chicago Press.
5. Timms, Noel. (1q64) Social Case Work: Principles and Practices. London: Routledge and Kegan Paul.
6. Pippins, J. (1980) Developing Casework Skills. California: sage Publications.
7. Smalley, Ruth Elizabeth. (1971) Theory of Social Work Practice, London: Columbia University Press.
8. Mehetras V.G. (1979) Social Case Work in India.
9. Davies, M., Companion to Social Work, New York ; Atlantic Publications, 2002.
10. Devi, R., and P. Makesh, R., Social work Methods - Practices and perspective, Jaipur, Mangal Deep publications, 2004.

FIELD PROJECT WORK - I (OBSERVATION VISITS AND VILLAGE CAMP)

CREDIT : 4

Field Work (Practical)

(i) Observation Visits (Field Orientation Visits = 10 to 15).

(ii) Village Camp -7 to10 Days.

Norms for field work evaluation

The 100 marks will have external and internal in the ratio of 75:25.

While the External 75 marks will be awarded jointly by the concerned supervisor and one more faculty member in the Department, the Internal 25 marks will be awarded by concerned supervisor in accordance with the guidelines given below:

For External Evaluation:

Quality and Content of the Report	-	25 Marks
Presentation in Viva -voce	-	25 Marks
Observation and Suggestions	-	10 Marks
Professionalism in Development and Values	-	15 Marks
Total	**-**	**75 Marks**

For Internal Evaluation:

Regularity in field visits	-	5 Marks
Regularity in submission of Reports	-	5 Marks
Maintenance of Record	-	5 Marks
Communication Skill	-	5 Marks
Subject Knowledge & Field work Knowledge	-	5 marks
Total	**-**	**25 Marks**

Field work Evaluation and Viva Voce will be conducted by concerned faculty Supervisor and one more faculty member. Students should submit their weekly reports to the faculty supervisor and weekly field work conference is compulsory. At the end of the semester students should submit a consolidated field work report.

MAN AND SOCIETY

HOURS : 5   **CREDIT : 4**

Objectives:

1. To acquire knowledge on Society its Characteristics and Types.
2. To understand Group, Group Dynamism, Culture and Social Control.
3. To Know Social Institutions, Social Stratification and Social Change.

UNIT - I

Society meaning Types and Characteristics. Community - Meaning, Types, Characteristics individual and Society - interrelationship and inter-dependency. Association and Institution.

UNIT II

Social Groups - Meaning, Nature and Types of Groups.

Group dynamics - Crowd, Audience, Public opinion, Propaganda and Group Morale.

UNIT III

Concept of Culture and Civilization, Characteristics and Elements of Culture. Customs, Norms, Mores and Folkways. Cultural Lag. Social Processes - Co operation, Competition, Conflict, Accommodation and Assimilation, Socialization- Meaning, Agencies and Functions. Social Control - Meaning, Forms and Functions

UNIT IV

Social Stratification - Meaning, Characteristics, and Forms.

Social Mobility - Meaning and Types.

Social Institutions- Marriage, Family, Religion, Polity, Economic and Education - Meaning and Characteristics.

UNIT V

Social Change - Meaning, Theories, Factors. Process of Social Change in India -

Westernization, Industrialization and Urbanization.

Reference Books:

1. Horton, Paul.B. (1980). Sociology,(6th ed) Auckland: McGraw Hill inc.

2. Maclver and Page (1976) Society : An Introductory Analysis. NewDelhi: Macmillan.

3. Beteille, Andre Caste, class, and Power, Berkeley: University of California Press.

4. Srinivas, M.N. (1966) Social Change in Modern India. Delhi: Orient Longman.

5. Dube Indian Society. New Delhi: National Book Trust

6. Bottomore, T.B. (1980) Sociology: A Guide to Problems and Literature. New Delhi: McGraw Hill.

7. Kapadia, K.M., 1997: Family and Marriage in India, Oxford University Press.

8. Kingsley, Davis. (1998) Human Society. Mumbai: Asian Publication.

9. Rao, C.N.S. (2002) Sociology: Primary Principles. Mumbai: Sultan Chand.

10. Vidya Bhushan & Sachdeva, 1999: Introduction to Sociology- New Delhi: Kitab Mahal,,

DISASTER MANAGEMENT

HOURS : 5   **CREDIT : 4**

Objectives:

1. To acquire basic knowledge on Disaster and its different Types.

2. To understand Disaster Administration and its Impact.

3. To know about Role of Organisations in Disaster Rehabilitation.

UNIT 1

Disaster - Definition, Nature and Causes. Types: Natural and Man-made.

Natural - Famine, Drought, Floods, Landslides Cyclones, Earthquakes.

Manmade - Riots, Biological Warfare, Militancy Insurgency, Eviction. Risk, Hazards, Vulnerability.

UNIT II

Disaster Management and Administration - Principles and Dimensions. Pre-Disaster Prevention. Education and Awareness. Disaster Manager's tasks - short-term and long term. Resource Mobilization. Mitigation of negative effects. Managing and Monitoring Rescue, Relief, Rehabilitation, and Reconstruction Works.

UNIT Ill

Impact of Disaster: Physical, Economical, Spatial and Psycho- Social. Need and Importance of Search, Relief, Recovery, Restoration. Psycho-Social Care -Stress and Trauma care, Coping Skills. Role of Social Worker.

UNIT IV

Disaster Preparedness: - Models of Disaster Preparedness. Forecasting and Warning of disasters. Recent trends in disaster information - Electronic Warning System, Remote Senses and GIS Technology.

Disaster Risk Assessment and Disaster Response. Risk Reduction. Formulation of Disaster Plans, Implementation and Monitoring. Insurance and Risk management. Safety programmes.

UNIT V

Post-Disaster Rehabilitation - Role of Government, Voluntary Organizations, Local bodies, Civil Society Groups, Community and Social Workers.

Appraisal of Disaster Management Policy of Government of India.

Reference Books:

1. Ahmad, Ayaz, Disaster Management Through the New Millennium, Anmol publications

2. Dhunna, Mukesh, Disaster Management - New Delhi ; Vayur Education in India.

3. Ghosh, G.K., Disaster Mansgement, A.P.H. Publishing Co-operation

4. Kumar, Arvind, Disaster Management-Recent approaches, Anmol Publications

5. Girish K Mishra, Mathur.G.C,(1995)Natural Disaster Education, New Delhi: Reliance Publishing House

6. GoeI, S.L, Ramkumar,(2001)Disaster Management, New Delhi: Deep & Deep Publication Pvt Ltd, Rajewari Garden

7. Joshi(Mahesh V) (2004), Environmental Disaster: Causes, Impacts & Remedies. Adhyayan Publishers & Distributors

8. Sekar, K., Information manual, Sunami Disaster "Psycho Social Care" by Community level Workers, NIMHANS Publications, Bangalore 2005.

9. Sinha (Prabhas C) (2006), Disaster Management Process, Law, Process & - Strategy ,SBS Publishers & Distributors.

10. Singh ,B.K,(2008) Disaster Management , New Delhi: Adhyayan Publishers & Distributors

11. Singh ,R.S (ed) Natural Hazards and Disaster Management: Vulnerability and

    Mitigation.

12. Singh, R.B, Disaster Management, Rawat Publications

SOCIAL GROUP WORK

HOURS : 4   **CREDIT : 4**

Objectives:

1. To acquire basic knowledge on Social Group Work Method.

2. To understand the Historical development of the practice of group work as a profession and its issues.

3. To develop different Skills and Techniques in practicing the different Process, Approaches, and Methods of Social Group Work in dealing with individual in groups' issues and problems.

UNIT I

Social Group Work - Meaning, Objectives, Nature, Scope and Limitations. History of Social Group Work. Principles of Group work Practice - Planned Group Information - specific objectives - purposeful worker group relationship - continuous individualization - guided group interaction - Democratic Group - self-determination. Relationship between Social Case Work and Social Group Work.

UNIT II

Groups and Personality. Dynamics of Group Process. Group Formation. Structure and functions of Group Pattern. Group Climate. Sociometic Pattern and its use.

UNIT III

Social Group Work Process - Intake, Study, Diagnosis, Goal-Setting, Treatment and Evaluation. Phases : Group Formation and Planning, Beginning phase, Middle phase, Termination phase.

UNIT IV

Leadership: Definition, Approaches, Style. Programme Planning in Social Group Work. Programme Laboratory - Games, Singing, Dancing, Role- Play, Story-Telling, Puppetry.

UNIT V

Social Group Work in different Setting - School, Industry, Correctional Centres and

Geriatric Centre. Medical and Psychiatric settings. Social Group Work Recordings - Significance, Types, Principles. Skills and Role of Social Group Worker. Problems and Limitations of Group Work Practice in India.

Reference Books:

1. India Encyclopedia of Social Work, Delhi, Planning Commission

2. Heap, Ken Group Theory for Social Workers, Penguman press

3. Douglas, Tom A Theory of Group Work Practice, Macmilan press

4. Stroup Social Work, Eurasia publishing house

5. Konapka Group Work in the Institution, Association press

6. Trekker Social Group Work, New York, Association Press

7. Rao S. Narayana Councelling Psychology, Tata MC-Graw Hill, Bombay

8. Davies, M., Companion to Social Work, New York; Atlantic Publishers, 2002.

9. Devi, R., and Prakash, R., Social Work- Methods - Practices and Perspectives, Jaipur; Mangal Deep Publications, 2004.

10. Gangarade, K.D., Dimensions of Social Work in India. New Delhi ; Maravan 1976.

11. Garvin, D., Gutievez, M., and Galinsky, J., Handbook of Social Work with Groups, Jaipur ; Rawat Publications, 2004

12. George David, (2008). A Handbook to the Basic Methods of Social Work.

    Kaliyakkavilai: Aram Publishers.

COMMUNITY ORGANISATION

HOURS : 4   **CREDIT : 4**

Objectives:

1. To acquire basic knowledge on Community Organization and Social Action Methods.

2. To understand the Historical development of the Practice of Community Organization and Social Action as a Profession and its Issues / Programmes.

3. To develop different skills and techniques In practicing the different process, approaches, and methods of Community Organization and Social Action in dealing with communities its issues and problems.

UNIT I

Community as a Social System. Types of Communities - Rural, Urban, Maritime and Tribal. Community Leadership. Type of community leaders. Power structure in the community. Community Dynamics - Integrative and Disintegrative forces in the community, Conflict and Tension in the community.

UNIT II

Community Organization: Meaning. Objectives, Assumptions and Principles. Community Organization as a method of social work. Approaches of Community organization - General Content Approach, Specific Content Approach and Process Content Approach. Jack Rothman's Models - Locality Development Model, Social Planning Model, Social Action Model.

UNIT Ill

Methods of community organization: Fact-Finding, Planning, Group Decision-Making. Conference and Committee Practice. Co-operative Action - negotiation, Consultation. Methods of Conflict Resolution, Resource Mobilization, Administration, Recording, Evaluation.

UNIT IV

Community Development: Meaning and Objectives. Community Organisation and

Development. Community Participation: Meaning, Methods and Models. Social Action: Meaning, Assumptions, Principles, Methods and Strategies. Contributions of Paulo Frierie and Saul Alinsky.

UNIT V

Role of Community Organizer. Skills, Application of Community Organization in Urban, Slums, Rural areas. Disaster Management during Flood, Famine and War. Community Organization for promoting Public Health and Family Welfare.

Reference Books:

1. Biddle and Biddle Encouraging Community Development, New Delhi; light & light.

2. Das gupta, sugata towards a Philosophy of Social Work, New Delhi; Prentice Hall

3. Friend lander W A Concepts and Methods of Social Work, New Delhi

4. Morgan AE The Small Community, New York, Harper Brothers

5. Ross MG University Community Welfare Organization for social welfare, Chicago

6. Gangrade KD Community Organization in India

7. Hillman Community Organization and Planning, Macmillan

8. Siddiqui HY Social Work and Action, India, Herman Publication

9. Chmistophery A.J., & Thomas, William, New Delhi, Community Organisation and Social Action. New Delhi; Himalaya, 2009.

SOCIAL WORK RESEARCH AND STATISTICS

HOURS : 4   **CREDIT : 4**

Objectives:

1. To acquire basic knowledge on Social Work Research and Statistics.

2. To understand the different Process and Methodology of the Scientific Social Work Research

3. To develop different Skills and technique in formulating Research Proposal, Collection, Analysis, Interpretation and Reporting of data pertaining to individuals, groups, communities and Institutions of their social issues and problems.

UNIT I

Social Work Research: Meaning, Objectives, Applications Scope, Steps and Methods Present position of Social Work Research. Social Work Research with other Methods of Social Work. Meaning and Characteristics Scientific Method.

UNIT II

Research Problem: Identification and Formulation. Hypothesis- Meaning, Types, Sources. Criteria of good hypothesis. Research Design - Explorative, Descriptive, Experimental, Diagnostic, Case study. Participatory Rural Appraisal - Methodology and Techniques.

UNIT Il1

Sources of Data - Primary and Secondary sources. Methods and Tools of Data Collection - Observation, Interview Guide, Interview Schedule, Questionnaire. Sampling - Meaning, Uses, Types.

UNIT IV

Measures of Central Tendency- Mean, Median and Mode. Measures of Dispersion- Range, Quartile Deviation, Mean Deviation, Standard Deviation. Correlation – Karl Pearson's Co-efficient of Correlation. Spearman's Rank Correlation.

UNIT V

Data Analysis and Report Writing: Processing of data - Editing, Coding, Classification and Tabulation. Presentation of data - Diagrammatic and Graphic representation. Report Writing and Referencing - Research Report - Meaning, Uses and Contents. Guidelines for preparation of Research Report. Foot Notes, References and Bibliography.

Reference Books:

1. Good and Hatt Methods in social research, NY, Mc Graw Hill
2. Thankur D Research methodology in social sciences, new delhi, deep and deep
3. Kerlinger F. N Foundations of Behavioural research, Tokyo, Holt, Rinehart & Winson
4. Kothari C Research methodology: Methods and techniques, new Delhi, Wishwa, 2005
5. Kidder L. H Research methods in social relations. Tokyo Holt Rinehart
6. Gupta S P Stastical methods, New Delhi, Sultan Chan, and Sons, New Delhi,2005
7. Singh AK Test, Measurements and Research Methods in Behavioural Sciences, Patna
8. Ramachandran P Issues in Social Work Research in India, Bombay, TISS
9. Young P V Scientific Social Surveys and Research, Prentice Hall
10. Anderson et al Thesis and Assignment writing, New Delhi, Wiley Eastern Ltd.,

FIELD PROJECT WORK -II (Concurrent Field Work)

Credits : 4

Individual Placement Training for 2 days per week, in Agencies such as Home for the Aged, Disabled, Schools, Rehabilitation Settings, De addiction centres etc., irrespective of Specialisation.

Norms For Field Work Evaluation

The 100 marks will have external and Internal in the ratio of 75:25.

While the External 75 marks will be awarded jointly by the concerned supervisor and one more faculty in the Department, the Internal 25 marks will awarded by concerned supervisor in accordance with the guidelines given below :

For External Evaluation:

Quality and Content of the Report	-	25 Marks
Presentation in Viva -voce	-	25 Marks
Observation and Suggestions	-	10 Marks
Professionalism in Development and Values	-	15 Marks
Total	-	**75 Marks**

For Internal Evaluation:

Regularity in field Visits	-	5 Marks
Regularity in Submission of Reports	-	5 Marks
Maintenance of Record	-	5 Marks
Communication Skill	-	5 Marks
Subject Knowledge & Field Work Knowledge	-	5 marks
Total	-	**25 Marks**

Field work Evaluation and Viva Voce will be conducted by concerned faculty Supervisor and one more faculty member. Students should submit weekly reports to the faculty supervisor and weekly field work conference is compulsory. At the end of the semester students should submit a consolidated field work report.

SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATIONS

HOURS : 4   **CREDIT : 4**

Objectives:

1. To acquire basic knowledge on Social Work Administration and Social Legislation.
2. To understand the different functions and programmes of different Social Welfare Agencies (Central, State and Local).
3. To enhance different practical skills and techniques in carrying out specific programme of Social Welfare Agencies.

UNIT I

Social Welfare Administration: Meaning and Scope. Organization and Administration of CSWB & SSWB. Procedure for Registration of Voluntary Welfare Agencies under Societies Registration Act and Trust Act - Memorandum of Association, Constitution and Bye-laws.

UNIT II

Administrative Process - Planning, Organising, Staffing, Directing, Controlling Reporting and Budgeting. Functions of Governing Board, Chief Executive and Committees. Need and Importance of Public Relations.

UNIT III

Importance of Office Management for Welfare Organizations. Communication systems in the office - Press conference. Records Management and Filing system.

Project Administration : Project Identification, Project Writing, Implementation, Monitoring and Evaluation.

UNIT IV

Social Legislation: Meaning, Importance. Indian Constitution : Fundamental Rights, Fundamental Duties, Directive Principles of State Policy. Social Legislation and social change.

UNIT V

The Protection of Human Rights Act, 1993 [As amended by the Protection of Human Rights (Amendment) Act, 2006

The Protection of Women from Domestic Violence Act, 2005

The Child Labour (Prohibition and Regulation) Act, 1986

The Juvenile Justice (Care and Protection of Children) Amendment Act, 2006. Right To Information Act, 2005

Reference Books:

1. Chowdry P D Social Welfare Administration, Atmaram & Sons, New Delhi

2. Chopra R K Office Organization and Management, Himalaya, Bombay

3. Goel S L & Jam Social Welfare Administration (Vol-I & II)

4. Jaycee War Ham An Introduction to Administration for Social Workers, New York, Rout ledge.

5. Sachdeva Social Welfare Administration In India

6. Skidmore A Social Work Administration, S Chand & Co, New Delhi

7. Antony M J Social Action through Courts, Indian Social Institute, New Delhi

8. Bhatia, KL Law and social Change towards 21st Century, Deep & Deep, New Delhi

9. Katalia & Majumdar The Constitution of India, Orient Publishing, New Delhi.

10. Shanmuga Velaytham, K., Social Legislation and social change, Vazha Valamudan publishers, Chennai, 1998.

PROJECT PLANNING AND IMPLMENTATION

HOURS : 4   **CREDIT : 4**

Objectives :

1. To acquire basic knowledge on Project Planning
2. To understand the Methods of implementing Projects.
3. To conduct Project Evaluation.

UNIT I

Project Development: Meaning. Organization of the Project. Community and Project Development. Social Work Profession and Project Development

UNIT II

Project Planning - Identifying needs, determine priorities, Approaches. Assessing Feasibility, Specifying Goals and Objectives, Identifying preferred solutions, implementation. Micro-level Planning, Components of the Plan, Format of Project Proposals. Consultancy.

UNIT Ill

Logical Frame Analysis of the Proposal - Cost Benefit Analysis of project, Preparation of the cost plan, Resource Mobilization. Project Management - Selection and Training of Project Personnel, Supervision, Reporting, Accounting and Auditing.

UNIT IV

Project Evaluation and Monitoring - Meaning, Types Need for Evaluation and Monitoring. Criteria for Evaluation.

UNIT V

NREG, Self Help Groups, Micro - Credit Enterprises. Role of Local Development Agencies in Micro-Level project planning.

Reference Books:

1. Anne Hope & Sally Timmel : Training for Transformation, Male Press, Giveru

2. Chandra Prasanna: Project Preparation, Appraisal, Budgeting, and Implementation.

3. Ginbery, Leon.H(2001) Social Work Evaluation: Principles and Methods. Singapore: Allwyn and Bacon.

4. Kandasamy,M, (1998) Governance and Financial Management in Non-Profit Organizations. New Delhi: Caritas India.

5. Leonard Rutnam. Understanding Programme Evaluation.

6. Mathew, T.K. Project Planning and Formulation. New Delhi: C.B.C.I.

7. Mishra S.N: Rural Development Planning

8. Mukherii Amitarva (ed) 1995. Participatory Rural Appraisal Methods and Application in Rural Planning. New Delhi: Vikas.

SUMMER PLACEMENT- I - Project (Credits : 4)

At the end of the second semester, immediately after the completion of the semester examinations, students will be placed in Social Welfare Agencies for 20 days during summer vacation.

NORMS FOR SUMMER PLACEMENT EVALUATION

The 100 marks will have external and internal in the ratio of 75:25.

While the external 75 marks will be awarded jointly by the concerned supervisor and one more faculty member in the Department, the internal 25 marks will be awarded by concerned supervisor in accordance with the guidelines given below:

For External Evaluation:

Quality and Content of the Report	-	25 Marks
Presentation in Viva -voce	-	25 Marks
Observation and Suggestions	-	10 Marks
Professionalism in Development and Values	-	15 Marks
Total	**-**	**75 Marks**

For Internal Evaluation:

Regularity in field visits	-	5 Marks
Regularity in submission of Reports	-	5 Marks
Maintenance of Record	-	5 Marks
Communication Skill	-	5 Marks
Subject Knowledge & Field work Knowledge	-	5 marks
Total	**-**	**25 Marks**

Summer Placement evaluation and Viva Voce will be conducted by concerned faculty Supervisor and one more faculty member. Students should submit consolidated summer placement report.