

**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	Sub. No.	Subject Status	Subject Title	Contact Hrs./Week	Credits	
(1)	2)	(3)	(4)	(5)	(6)	
III	<b>SPECIALISATION-I COMMUNITY DEVELOPMENT</b>					
	12	Core-10	Social Development	5	4	
	13	Core-11	Rural Community Development	5	4	
	14	Core-12	Contemporary Issues and Development	5	4	
	<b>SPECIALISATION-II MEDICAL AND PSYCHIATRIC SOCIAL WORK</b>					
	12	Core-10	Health and hygiene	5	4	
	13	Core-11	Mental Health	5	4	
	14	Core-12	Medical Social Work	5	4	
	<b>SPECIALISATION-III HUMAN RESOURCE MANAGEMENT</b>					
	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 Work (Project )	8	4	
	16	Core-14	Study Tour(Project)	7	4	
	IV	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	
<b>SPECIALISATION-II MEDICAL AND PSYCHIATRIC SOCIAL WORK</b>						
17		Core-15	Psychiatric Social work	4	4	
18		Core-16	Hospital Administration	4	4	
18		Core-17	Counselling –Theory and Practice	4	4	
<b>SPECIALISATION-III HUMAN RESOURCE MANAGEMENT</b>						
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		

**SPECIALISATION – I (A) : COMMUNITY DEVELOPMENT**  
**3.1(a) SOCIAL DEVELOPMENT**

**L T P C**  
**5 0 0 4**

**Objectives:**

1. To obtain Specific knowledge on Social Development
2. To Better understand, analyse and apply the knowledge of Globalization, New Economic Policy and Women Empowerment for social work profession
3. To Promote knowledge on Social Safety Nets and Challenges in Social Development

**Outcome: Obtained knowledge on social development**

**UNIT – I : Social Development**

Concept of Development : Growth and Progress. Growth and Development Social Change and Sustainable Development – Characteristics of Developing Countries. Human Values and Social Development. (16L)

**UNIT – II : Models and strategies**

Concept of Development : Social Development Models-Gandhian Model, Nehru Model .Strategies - Big Push Strategies, Critical Minimum Effort Strategies ,Balanced and Un Balanced Growth Strategies. Measurement of Social Development:, Social and Economic Indicators, Social Cost – Benefit Analysis, Problems of Economic Development. (14L)

**UNIT – III : New economy policy**

Concept of Globalization : Privatization and Social Development, Structural Adjustment., New Economic Policy and its impact on Society, Culture, Education and Labour, CSR – Meaning, Scope, Impact. (15L)

**UNIT – IV : NGO's and Social Development**

Social Inequality and its relationship with Social Development .Information Technology and its consequences on Social Development, NGO and People's Participation for attaining Social Development , Women Empowerment and Social Development ,Human Development and Social Development. (14L)

**UNIT – V : Social Safety Nets**

Social Safety Nets : Social Welfare Administration as Tool for Social Development., Challenges for Social Development in India, Role of Social Worker to bring Social Change and Social Development. (16L)  
(Total 75L)

**References Books :**

1. Agarwal & Singh., 1984, the Economics of Under Development, Delhi, Oxford University.
2. Betteille, A., (Ed), 1969, Social Inequality, Harmondsworth, Penguin.
3. Das, D.K., 1993, Structural Adjustment in the Indian Economy, Delhi, Deep and Deep.
4. Desai, A.R., 1993, Essays on Modernization of Underdeveloped Societies, Bombay, Thakari.
5. Hilhorst, J.G.H & Klattor., 1985, Social Development in the Third World : level of living indicators and social planning, London, Groom Helm.
6. Kulkarni, P.D & Nanavati, M.G., 1997, Social Issues in Development, New Delhi, Uppal.

**SPECIALISATION – I(A) : COMMUNITY DEVELOPMENT**  
**3.1(b) RURAL COMMUNITY DEVELOPMENT**

L T P C  
5 0 0 4

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**Objectives :**

1. To acquire specific knowledge on Rural Community.
2. To understand the Problems of Rural Community and its Administration.
3. To enhance skills on critical review of Rural Development Programmes, Cooperative Institutions and its application of Social Work Methods.

**Out come: Obtained knowledge on Rural Community Development**

**UNIT – I : Early Experiments of community Development**

Community Development – concept, Definition, Meaning – Need, History, Principles, Objectives and Scope – Rural Development – Concept, Definition, Meaning – Need, History, Principles, Objectives and Scope. Rural Development in India – Origin and Background – Early Experiments like Sriniketan, Sevagram, Marthandam, Gurgaon Experiment, Baroda Experiment, Firka Development in Madras, Nilokheri Experiment – Etawah Pilot project . Rural Development Programmes since Independence IRDP, Mahatma Gandhi National Rural Employment Guarantee Programme, Pradhan Mantri Awas Yojana, National Food Security Mission.

(17L)

**UNIT – II : Approaches**

Approaches to Rural Development :- Spatial Planning Approach, Multi Purpose Approach, Integrated Development Approach, Area Development Approach, Multi District Planning Approach, Target Sector Approach, Gandhian Constructive Programs , Contribution of Vinobaji.

(13L)

**UNIT – III : Problems and Aspects of Rural life**

Problems and prospects of Rural Life with Reference to Agriculture and its Allied activities like Land and its use, Animal Husbandry, Pre-Production, Production and Post Harvest Technology. Rural Infrastructure - Drinking water, Housing, Health and Education, Rural Infrastructure programmes in Five Year Plans. Rural poverty :- causes, consequences, and measurement Programmes –National Old Age Pension Scheme, Indira Awas Yojana.

(16L)

**UNIT – IV : Agencies of Rural Development**

Administrative and Organisational arrangements for Rural Development from local to National level. Panchayati Raj – Origin, Philosophy and Characteristics – Constitution – 73<sup>rd</sup> Amendment and its Implications. Role of Co-operatives, Rural Banks, NABARD, and District Rural Development Agency for Rural Development.

(14L)

**UNIT – V :Case studies of Rural Development**

Role of NGO's and Industries in Rural Development – Voluntary efforts in Rural Community Development with reference to Tamil Nadu – Case studies on specific Rural Development projects like Kunrakudi – Importance of training for Community Development Personnel , Role of NIRD and SIRD for training.

(15L)

(Total 75L)

**MSU / 2017-18 / PG –Colleges / Master of Social Work / Semester – III / Ppr.no.13 / Core-11 (a)**

**Reference Books :**

1. Aruna Sharma, (1995), Planning for Rural Development Administration, New Delhi, Rawat.
2. Bhadouria & Dua, (1986), Rural Development Strategies & Perspectives, Delhi, Anmol.
3. Desai, Vasanth. (1985), Rural Development Vols. I to VI.
4. Singh, R.R., Social Work Perspectives on Poverty, New Delhi, Concept Publishing House.
5. Subramanian, et al. Reading in Integrated Rural Development, Delhi, Oxford & IBH.
6. Sundram, I.S., Anti-poverty Rural Development, Delhi, DK Publications.
7. Desai, A.R., Rural Sociology for Rural Development, New Delhi, Classical.
8. Thakur, B.N., (1988), Sociology of Rural Development, New Delhi, Classical.

**SPECIALISATION – I(A) : COMMUNITY DEVELOPMENT**  
**3.1(c) CONTEMPORARY ISSUES AND DEVELOPMENT**

**L T P C**  
**5 0 0 4**

**Objectives :**

1. To acquire basic knowledge on Energy and Entrepreneurship Development.
2. To understand Rural Industries and Women Development.
3. To enhance Specific knowledge on Appropriate Technology and Development and Consumerism.

**Outcome : Obtained Knowledge on Contemporary Issues and Development**

**UNIT – I : Alternative Source of energy**

Energy Crisis : Production and Pattern of Energy consumption. Energy and Development – Alternative Source of Energy with reference to Gobar, Biogas, Wind and Solar Energy . Programmes to promote Non-Conventional Sources of Energy.

Entrepreneurship and Development - Concept and Need for Entrepreneurship programs, Agencies for Entrepreneurship Development, Entrepreneurship Development in Small Industries and Rural Areas.

(17L)

**UNIT – II : Rural Industries and Development**

Rural Industries and Development : Scope of Rural Industries, Programmes, Policy. Agencies related to Rural Industries Development , Problems of Rural Industries. Ecology and Development : Status of Environment , Strategies to maintain Balance :- Social Forestry, Soil Conservation, Pollution Control.

(13 L)

**UNIT – III : Programmes for women development**

Women and Development : Problems, Status of Indian Women – Women as Partners of Development. Programs, Policy. Organisations for Women's Development, Child Welfare – Policies- Integrated Child Development Scheme (ICDS), Balvadi National Programme, Integrated Child Protection Scheme. Programmes- Women Self Help Groups, Development of Women and Children in Rural Area, Indira Mahila Yojana.. Health and Development - Status of Health in India – Practical Issues and Problems in the Health Delivery System of India.

(18 L)

**UNIT – IV : Technology and Technological Mission**

Appropriate Technology and Development- Its Relevance, Technology and Technological Missions with reference to Drinking water, Adult Education, Immunization, Communication, Diary, Rural Housing and Waste Land, Village Resource Centre.

(13 L)

**UNIT – V : Consumer Protection**

Consumer Protection- Consumerism, Problems of Consumers, Genesis and Development of Consumer Protection, Policy and Organisations, Human Rights.

Training and Development :-Concept, Meaning and Methods of Training, Training for Community Development Practice.

(14 L)

(Total 75 L)

**Reference Books :**

1. Giriappa, S., 1998, Rural Energy Crisis, New Delhi, Himalaya Publishing House.
2. Dak, T.M., 1989, Rural Industrialization : Challenges, New Delhi, Northern Book Centre.
3. I.I.P.A. 1985, Special Number of Environment Issue, New Delhi, I.I.P.A.
4. Desai & Patel, 1996, Indian Women : Change and Challenge in the International decade, Bombay, Popular Prakashan.
5. Desai, N and Krishna Raj, M., 1987, Women and Society in India, New Delhi, Ajanta Publications.

**MSU / 2017-18 / PG –Colleges / Master of Social Work / Semester – III / Ppr.no.12 / Core-10 (b)**

**SPECIALISATION – II(A) : MEDICAL AND PSYCHATRIC SOCIAL WORK  
3.2(a) HEALTH and HYGIENE**

**L T P C**  
**5 0 0 4**

**Objectives :**

1. To acquire specific knowledge on Health & Hygiene, Salient Features of Legislation.
2. To enhance knowledge on the Balance Diet and Communicable Diseases.
3. To enhance knowledge on different Practical Techniques and Strategies in Application of the Health & Hygiene Care, Measures to Vulnerable and Focused Groups.

**Outcome: Obtained knowledge on Health and Hygiene**

**UNIT – I : Health and Disease**

Concept of Health and Disease – Physical, Social, Emotional and Spiritual Dimensions of Health. Public Health – Definition, Meaning, Functions and Importance of Public Health, Concept of Preventive, Social and Community Medicine, Indicators of Health – Vital Statistics and its importance – Mortality, Morbidity, Disability, Nutritional Status and Health Care Delivery Indicators.

(18 L)

**UNIT – II : Medical Sociology**

Medical Sociology – Its relevance to Health and Illness, Reproduction, Fertility and Contraception. Nutrition and Health - Importance of Nutrients, their Availability, Deficiency Disease, Prevention and Control- Balanced Diet Health and Nutrition Education.

(17 L)

**UNIT - III : Communicable Diseases**

Blood – Composition, Donation and Transformation, Blood Bank – Nature, Scope and Function , Role of Social Worker. Communicable and Non-Communicable Disease like Leprosy, TB, Malaria, Small Pox, Cholera, Cancer, Diabetes, STD and AIDS.

(13 L)

**UNIT – IV : Health Hazards**

Common Health Hazardous Among Children , Mother and Child Health Services – Importance, Programmes sponsored by Government and NGO's. Health Delivery System in India–Primary Health Centre, District Hospital :- Structure, Functions and Staff Pattern.

(15 L)

**UNIT –V : Health Planning and management**

Health Planning and Management – Process and Techniques. Health For All – Objectives, Targets , National Health Policy and National Health Programmes in India. National and International Organisations for Promoting Health – WHO – Functions.

(12 L)

(Total 75 L)

**Reference Books :**

1. Singh, A.K., Human Health and Environment, Vol. I & II, New Delhi, APH publishing.
2. Nourse, AE., Guide to AIDS prevention, New York, Franklin Watts.
3. Pareek. U., Training instruments for Health Management, Delhi, Tata McGraw Hill.
4. WHO Strategies for Health for All by 200 AD.
5. Kamble, ND Rural Health, New Delhi, Sage Pub. Ltd.
6. Park, K., Text book of Preventive and Social Medicine, Jabalpur, Banarsidas Bhano.
7. Goel SL Public Health Administration, New Delhi, Sage Pub Ltd.

**SPECIALISATION – II(A) : MEDICAL AND PSYCHIATRIC SOCIAL WORK**  
**3.2(b) MENTAL HEALTH**

**L T P C**  
**5 0 0 4**

**Objectives :**

1. To acquire specific knowledge on Mental Health, Salient Features of Legislation.
2. To understand the different types of Mental Illness, Need Assessment, Historical Development of the practice of Mental Health Care Measures.
3. To enhance knowledge on different Practical Techniques, Therapies and Programmes for the specific Psycho-Socio Interventions.

**Outcome : Obtained knowledge on Mental Health**

**UNIT – I : Mental Health and Mental illness**

Definition and Meaning of Mental Health, Mental illness, Mental Disorder ,Psychiatry – History of Psychiatry in India and in Abroad. International Classification of Mental illness-DSM III, ICD 10. Relevance of knowledge of Mental Health and Mental Illness to Social Workers

(16 L)

**UNIT – II : Prognosis and Management**

Symptoms, Etiology, Diagnosis, Prognosis and Management of a) Neuroses, Anxiety States, Depressive Reaction, Obsessive Compulsive Reaction, Hysteria, Phobic Reaction, Hypochondria b) Psychosis – Functional, Affective Disorders, Organic Disorders.

(15 L)

**UNIT – III : Management of Disorders**

Symptoms, Etiology, Diagnosis and Management of :a)Psychosomatic Disorder. b) Personality Disorders – Alcoholism, Substance Abuse, Anti Social Behavior, Sexual Disorder, Deviations. c) Psychiatric Problems among children and Adolescents. d) Epilepsy. e) Mental Retardation – Causes, Types – Mild, Moderate, Severe Profound.

(16 L)

**UNIT IV : Treatment Methods**

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

(14 L)

**UNIT – V : Community Psychiatry**

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

(14 L)

(Total; 75 L)

**Reference Books :**

1. Bahtia, M.S., 1992, Essentials of Psychiatry, New Delhi, CBS Publishers.
2. Freedman, 1985, Comprehensive Text Book of Psychiatry, Baltimore, Williams.
3. Puri, B.K., 1993, Textbook of Psychiatry.
4. Sinha & Bhatia, 1995, Abnormal Psychology, Lucknow : Prakashan Kentra.
5. Maslow & Littleman, 1951, Principles of Abnormal Psychology.



**SPECIALISATION – II(A) : MEDICAL AND PSYCHATRIC SOCIAL WORK**  
**3.2(c) MEDICAL SOCIAL WORK**

**L T P C**  
**5 0 0 4**

**Objectives :**

1. To acquire specific knowledge on Medical Social Work.
2. To enhance knowledge of Medico-Social, Economic Implications of illness, Impairment, Disability and Handicap.
3. To develop different specific practical Knowledge Skills, Methods, Structure and Functions of Hospitals.

**Outcome : Obtained knowledge on Medical Social Work**

**UNIT – I : Medical Social Work**

Medical Social Work – Definition Concept, Historical Development in India and Abroad. Different Setting for Medical Social Work – Hospital as a Formal Organisation – Goals, Technology, Structure and Functions, Organisation of Medical Social Work Department. (16L)

**UNIT – II : Social Work in Hospital Setting**

Concept of Patient as person. Patients Right in Health Care. Role of Social Worker in a Hospital , dealing with the Social and Emotional Components of Illness in Urban and Rural Setting – Concept of Team and Multidisciplinary Approach in Health Care, Hospital Information System – Functions and Uses. (16L)

**UNIT – III : Social and Preventive Medicine**

Meaning and Importance of Social and Preventive Medicine – Types of Prevention – Programme on Prevention of Diseases – Role of Social Worker in the Prevention of Diseases and Promotion of Health. (13L)

**UNIT – IV : Medical social Work in Different Settings**

Medical Social Work Practice in different Settings – Hospitals, Out-Patient Departments, Emergency Crisis Care, ART Centres. Hospice, Palliative Care and Community Health., Use of Volunteer, Social Support and Self – Help Groups. Role of Medical Social Worker in Hospital Setting. Problems encountered by Medical Social Workers in the field,. Scope of Research for Medical Social Work practice. (17L)

**UNIT – V : Legislations related to Public Health**

Social Legislative related to Public Health : Consumer Protection Act, ESI Act, MTP Act, Food Adulteration Act and its Impact. (13L )  
(Total; 75L)

**Reference Books :**

1. Banerjee, G.R., 1968, The Tuberculosis Patient, Bombay : TISS.
2. Banerjee, G.R., 1952, Towards Better Understanding of the Sick Child, Bombay : TISS.
3. Banker, L.M., 1969, A Handbook of Midwifery for Nurses in India, Bombay : Orient.
4. Burton, Lindy., 1975, The family Life of Sick Children, London : Routledge & Keganpaul.
5. Butrym, Zofia., 1967, Social Work in Medical Care, London : Routledge & Kenganpaul .
6. Dorrohh. Thelma Lee, 1974, Between Patient and Health Worker, New York, McGraw Hill.
7. Hall, David & Stercey, 1979, Beyond Separation, London : Routledge & Keganpaul.
8. Jones, R. Huws., 1979, The Doctor and the Social Service Opportunities in Hospitals Bombay : TISS.
9. Kapil, Krishnan, K., 1971, Social Service Opportunities in Hospitals Bombay : TISS.
10. Pathak, S.H., 1961, Medical Social Work in India, Delhi : Delhi school of Social Work.
11. Rai, B.C., 1972, Health Education and Hygiene, Lucknow.

SPECIALISATION – III(A) : HUMAN RESOURCE MANAGEMENT  
3.3(a) LABOUR WELFARE

L T P C  
5 0 0 4

**Objectives :**

1. To acquire specific knowledge on Labour, Its Principles, Theories and Scope.
2. To understand Labour Welfare and Social Security.
3. To acquire skills on Industrial Social Work and Industrial Problems.

**Outcome: Obatined knowledge on Labour Welfare**

**UNIT – I : Labour and it's Theories**

Concept of Labour , Characteristic Features of Indian Labour , Problems of Indian Labour.. Labour Welfare – Concept, Definition, Principles, Theories-The Policing Theory, The Philantheropic Theory, The Public Relation Theory and Functional Theory , Scope. Review of the Report of the Report by National Commission on Labour, 1969. (16L)

**UNIT – II : Labour welfare and Social Security**

Classification of Labour Welfare , Functions of the Commissioner of Labour and Inspector of Factories . Workers Education – Need and Purpose. Industrial Housing – Significance and Existing Conditions. Social Security – Concept & Scope. Social Assistance and Social Insurance. Legislations relating to social security. Employees State Insurance Act, 1948, Employees Provident Funds Act, 1952, Payment of Guaranty Act 1972. (17L)

**UNIT – III : Programmes of Safety**

Accidents – Causes and Prevention. Safety Committee and Safety Programmes. Occupational Diseases – Treatment and Prevention. Labour Welfare Officers – Qualifications, Functions and Status. (12L)

**UNIT – IV : Industrial Social Work**

Industrial Social Work :- Definition, Functions . Scope for Social Work Practice in Industries – Working with Individuals, Working with Groups and Working with Industrial Community –,Applications of other Methods of Social Work. (15L)

**UNIT – V : Industrial Problems**

Problem – Workers in Industry – Causes and Remedial Steps for Alcoholics and Drug Addicts, Chronic Absenteeism, Problem of Indiscipline, Employees Stress and frustration at work, Industrial Counselling – Scope, Uses. (15L)

(Total; 75L)

**Reference Books :**

1. Giri, V.V., 1956, Labour Problems in India Industry, Bombay : Asian Publishing House.
2. Moorthy,M.V., 1968, Principals of Labour Welfare, Vishakapatanam : Gupta Brothers.
3. Mehrotra, S.N., 1981, :Labour Problems in India, New Delhi : Sultan Chand & Co.
4. Tyagi, B.P, 1996, Labour Economics and Social Welfare, Meerut : K. Nath & Co.
5. Saxena, R.C., Labour Problems and Social Welfare, Meerut : K. Nath & Co.
6. Sarma, A.M., 1995, Aspects of Labour Welfare and Social Security, Mumbai : Himalaya Publishing House.
7. Punekar, S.D., et. al, 1996, Labour Welfare, Trade Unionism & Industrial Relations, Mumbai : Himalaya Publishing House.

**MSU / 2017-18 / PG –Colleges / Master of Social Work / Semester – III / Ppr.no.13 / Core-11 (c)**

**SPECIALISATION – III(A) : HUMAN RESOURCE MANAGEMENT  
3.3(b) LABOUR LEGISLATIONS - 1**

**L T P C**  
**5 0 0 4**

**Objectives :**

1. To acquire specific knowledge on Labour Legislations.
2. To understand and enhance the knowledge on Labour Security, Wage, Compensation and Insurance Measures.
3. To enhance knowledge on various Acts.

**Outcome: Obtained Knowledge on Labour Legislations**

**UNIT – I : Labour Legislations**

Labour Legislation – Concept, Need and Sources of Labour Legislations. Role of ILO in the promotion of Labour Legislations. Labour in the Indian Constitution. Classification of Labour Legislation. (16L)

**UNIT – II : Industrial Acts**

Working Conditions in Industrial Units. The Factories Act, 1948. The Tamil Nadu Factories (Welfare Officers) Rules, 1953. The Apprentices Act, 1961. (14L)

**UNIT – III : Insurance Acts**

The Employees State Insurance Act, 1948. Employees Provident Funds Act, 1952. Employees Deposit – Linked Insurance Scheme. Employees Pension Scheme, 1995. (16L)

**UNIT – IV : Labour Acts**

The Industrial Employment (Standing Orders) Act, 1946. The Plantations Labour Act, 1951. The Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1958. (15L)

**UNIT – V : Trade Union Act**

The Trade Union Act, 1926. The Tamil Nadu Catering Establishments Act, 1958.

(14L)  
(Total; 75L)

**Reference Books :**

1. Kapoor, N.D., Handbook of Industrial Law, New Delhi : Sultan Chand & Sons.
2. Taxmann, Industrial Laws, New Delhi : Taxmann Allied Services (p) Ltd.
3. Saran, G., Commentaries on Contract Labour (Regulation and abolition) Act, 1970, Lucknow, Eastern Book Co.
4. Vaidyanathan, S., Factories Law Applicable in Tamil Nadu, Madras Book Agency.
5. Mishra, K.N., Employees Pension Scheme 1995, Kanpur : Mishra Publications.
6. Kumar, Jain Nabhi, Business Laws – one should know, New Delhi, Nabhi Publications.

**SPECIALISATION – III(A) : HUMAN RESOURCE MANAGEMENT**  
**3.3(c) HUMAN RESOURCE MANAGEMENT**

**L T P C**  
**5 0 0 4**

**Objectives :**

1. To acquire specific knowledge on Human Resource Management.
2. To understand the various Human Resource Functions, Job Analysis, Training and Development, Issues and Management.
3. To enhance skills on Human Resource Record, Evaluation and Specific Intervention of Social Worker in Industries.

**Outcome: obtained knowledge on Human resource management**

**UNIT – I : Management and Approaches**

(a) Management – Definition , concept , Principles , Objectives, Functions and Scope., Principles of Management – Human Relations Movement , Systems Approach – Contributions of Max Weber, Frederick, W. Taylor & Elton Mayo.

(b) Personnel Management – Definition , Concept , Scope ,Objectives, Personnel Functions – Operational and Managerial. Role and Functions of Personnel Department. (17L)

**UNIT – II : Human Resource Planning**

Human Resources Planning – Steps and Methods. Recruitment – Procedure for various levels of personnel. Source of Manpower Supply. Selection Process Placement. Induction. Job Analysis – Purpose and Methods. Job Description. Job Specification. Job Evaluation – Techniques. Job Enrichment. Job Enlargement. Performance Appraisal : Types and Methods.

(16L)

**UNIT – III : Salary Administration**

Employees Promotion and Transfer in Industry – Purpose, Types, Policy and Procedures. Wages and Salary Administration – Methods of Wage Payments. Incentive Scheme ,Bonus Dearness Allowance. Training and Development – Objectives, Purpose, Principles and Types

(12L)

**UNIT – IV : Human Relation in Industry**

Human Relation in Industry – Definition , Concept , Principles , Objectives and Practises. , Discipline and Disciplinary Procedure – Standing Orders – Misconducts – Domestic Enquiry – Principles of Natural Justice – Suspension – Code of Discipline and Code of Conduct. Employee Grievances, Grievance Procedure in Industry. (16L)

**UNIT – V : Retirement Benefits**

Retirement Benefits – Need, Problems of Aged Workers., Personnel Records. Quality of Work Life – Meaning Concept and Factors Determining Quality of Work life. Quality Circles. Management by Objectives(MBO). Changing Trends in HRM. Work Life Balance – Meaning, Uses.

(14L)

(Total;75L)

**Reference Books :**

1. Yoder, Dale., 1986, Personnel Management and Industrial Relations.
2. Rudrabasavaraj, M.N., 1990, Dynamic Personnel Administration.
3. Strauss and Sayless, Human problems of Management, New Delhi, Prentice Hall.
4. IIPM, Personnel Management Cases.

**MSU / 2017-18 / PG –Colleges / Master of Social Work / Semester – III / Ppr.no.14 / Core-12 (c)**

5. Drucker.F. Peter, 2000, Practices of Management & Management Cases.
6. Govt. of India, 1969, Report of the National Commission of Labour.
7. Rao, Subba, 1996, Essentials of Human Resources Management, Bombay, Himalaya Pub.
8. Dubin, Robert, Human relations in Administration, New Delhi, Prentice Hall.
9. Flippo, B. Edwin, Principles of Personnel Management.
- 10 Davar, Rustom, Personnel Management and Industrial Relations in India.

**3.4 FIELD PROJECT WORK – III**

**HOURS : 2 Days per week**

**CREDIT : 4**

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- Individual Placement of Trainees
- Weekly Two days
- Placed in the Agencies relevant to the Specialization subject
- Students should submit weekly reports to the faculty supervisor , weekly field work conference is compulsory
- A consolidated field work report shall be submitted at the end of the semester

**Outcome: Obtained Field Work experiences related to their specialization.**

**Norms for field work evaluation**

The 100 marks will be allotted to 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 following guidelines:

**3.5 STUDY TOUR (project)**

**HOURS : 5-10 Days**

**CREDIT : 4**

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During the Third Semester students are supposed to undertake a study tour of minimum 5 days and visit leading Agencies of their Specializations. After the study tour; a summary report has to be submitted to the concern department for evaluation.

**Outcome : Obtained Knowledge on culture and values of people in other areas and experiencing group activity.**

**Norms for evaluation of Study Tour**

Quality and Content of the Report	- 50 Marks
Involvement in Tour Planning	- 10 Marks
Taking Responsibility during the Tour	- 10 Marks
Interaction with Co-Students	- 10 Marks
Discipline	- 10 Marks
Knowledge about Agencies	- 10 Marks
<b>Total</b>	<b>- 100 Marks</b>

\*Study tour evaluation and Viva-Voce will be conducted by the concerned Faculty Supervisor and one more faculty member.

**SPECIALISATION – I(B) : COMMUNITY DEVELOPMENT**  
**4.1(a) URBAN COMMUNITY DEVELOPMENT**

**L T P C**  
**4 0 0 4**

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**Objectives :**

1. To acquire specific knowledge on Urban Community.
2. To understand the Problems of Urban Community and its Administration.
3. To enhance Skills on Critical Review of Urban Development Programmes and its Application of Social Work Methods.

**Outcome: obtained knowledge on Urban community Development**

**UNIT – I : Urbanization**

Understanding Urbanization : Definition and Characteristics of Urban Areas. Urban Growth in India. Theories of Urban Growth – Central Business District Theory, Linear Theory. Concept of Town, City, Metropolis, Suburbs, Satellite Towns. Urban Ecology. Urbanization and its Impact on Environment.

(15L)

**UNIT – II : Urban community Development**

Urban Community Development – Meaning, Scope, Need, Principles, Approaches - Participatory Approach, Sustainable Development Approach, Integrated Urban Development Approach and Methods-Master Plan Method, Collaborative Method, People Centered Method. Importance of planning for urban community development. People's participation in Urban Community Development.

(15L)

**UNIT – III : Problems and prospects of Urban life**

Problem and Prospects of Urban life with reference to Crowding and Density, Noise, Air, Solid and Liquid Pollution, Legislations related to Pollution – Environment Protection Act. Urban Housing, Drinking Water Supply, Transport, Urban Public Health.

(10L)

**UNIT – IV : Slum and Poverty Alleviation Programmes**

Slums in India : Theories - Culture of Poverty, Slums of Hope, Transition Theory of Slum. Causes and conditions of Slum, Poverty in Urban Areas. Poverty Alleviation Programmes - Nehru Rozgar Yojana, Basic Services to Urban Poor, Urban Self Employment Programme. Urban land use regulations.

(10L)

**UNIT – V : Urban Development**

Urban Development Administration – Its structure and Functions of Municipalities, Corporations, Metropolitan. Development Authorities -Township and Cantonments, Housing and Urban Development Corporation.

(10L)

(Total; 60L)

**Reference Books :**

1. Thakur, R.N., Chandave, 1987, Slum and social system, New Delhi : Achieves Publishers.
2. Aburahamson, 1980, Urban Sociology, Englewood : Prentice Hall Inc.
3. Wallace, Samuel, 1980, The Urban Environment, Homewood : The Dorsey Press.
4. Spencer, 1989, Foundation of modern Sociology, Englewood Cliffs NJ :
5. Bose Ashish, 1978, India's Urbanization 1901-2001 (IIED) New Delhi : Tata Mc Graw.
6. Abhijit Data, 1972, Municipal and Urban India, New Delhi : IIPA.
7. Chaturvedi, TN 1979 Slum Clearance and Improvement, New Delhi : IIPA.



**MSU / 2017-18 / PG –Colleges / Master of Social Work / Semester – IV / Ppr.no.17 / Core-15(a)**

8. Desai, A.R., & Pillai 1972, A profile of an Indian Slum, Bombay, University of Bombay.
9. Leslie Green 1986, The Asian Experience NY : EDI of World Bank and Oxford.
10. Paul D Wibe, 1975, Social Life in and Indian Slum – Vikas Publishing House.
11. Hussain, 1975, Psycho Ecology Dimensions of Poverty, Delhi : Manoha.
12. Rao, M.S.A, 1988, Urban Sociology in India, New Delhi : Orient Longman.

**SPECIALISATION – I(B) : COMMUNITY DEVELOPMENT**  
**4.1(b) MANAGEMENT OF NON-GOVERNMENTAL ORGANISATIONS**

**L T P C**  
**4 0 0 4**

**Objectives :**

1. To acquire specific knowledge on NGO's its Origin, Structure and Functions.
2. To understand the Professional Management of NGO's and Projects.
3. To enhance skills on Mobilizing and Managing Financial Resources.

**Outcome: Obtained Knowledge on NGO management**

**UNIT – I : Formation of NGO**

Concepts, Genesis and Growth of Non-Governmental Organisation in India. Types of Non-Governmental Organisations, Role of Non-Governmental Organisations in development and welfare, Performance and environment of NGO's. Formation of NGO – Steps, procedures, and specific Legal Requirements.

(15L)

**UNIT – II : Professional Management of NGO's**

Professional Management of NGO's – Professional Management Techniques and Methods used by NGO's.

(10L)

**UNIT – III : Mobilizing and managing Resources**

Mobilizing and managing financial resources , Financial Aid - Government and Non-Government sources, Corporate Support and Community Support. Methods of Fund Raising, Financial Accountability – Auditing and submitting of returns. Foreign Contribution Regulation Act and its relevant Procedures.

(10L)

**UNIT – IV : Project Management**

Project Management – Professional Management Techniques for project planning, Scheduling Monitoring and Evaluation. Cost–Benefit Analysis, Programmed Evaluation and Review Technique (PERT), Critical Path Method (CPM), SWOT Analysis, Management Information System (MIS). Use of computers for NGO management.

(15L)

**UNIT – V : programmes of NGO**

Programmes and Functioning of NGO's in the field of Natural Resource Management, Women's Empowerment, Human Rights, Abolition of Child Labour, Prevention and Control of HIV / AIDS and Geriatric care in relation to Field Work Experience.

(10L)

(Total; 60L)

**Reference Books :**

1. Chowdhry, Paul, 1973, Administration of Social Welfare Programmes in India, Bombay, Somaiya.
2. Clark, John, 1991, Voluntary Organisations : their contribution in Development, London, Earths.
3. Clark. J, Democratizing Development : The role of voluntary Organisations, London, Earths.
4. PRIA, Voluntary Development Organisations in India : New Delhi.
5. Antony, R.N., Hezlinger Management Control of Voluntary Organisations, Irwin Homewood.
6. Bava, D.S., Rural Project Planning, Delhi Gajendra Printing Press.
7. Davar, R.S., Management Process, New Delhi, Progressive Publications.
8. Milton. J. Esman & Norman Uphoff, Intermediaries in Rural Development.
9. Paul & Arturo, NGO's and World Bank, The World Bank, Washington.

**SPECIALISATION – I(B) : COMMUNITY DEVELOPMENT**  
**4.1(c) LEGISLATION FOR DEVELOPMENT**

**L T P C**  
**4 0 0 4**

**Objectives :**

1. To acquire specific knowledge on Legislations.
2. To understand the various Legislations for Development.
3. To enhance skills on Legislative Interventions in Community Development Practice.

**Outcome: Obtained Knowledge on Legislation for Development**

**UNIT – I : Legislation and Development**

Definition of development, Legislation for Development, Legal Approach to Development, Constitutional Support for Development – Reviewing amendments in this regard. (10L)

**UNIT – II : Legislation and Rural Development**

Legislation related to Rural Development – Land tenure, Land reforms, Abolition of Intermediaries, Tenancy protection – Land Ceiling, Consolidation of Holding. (10L)

**UNIT – III : Legislation and Urban Development**

Legislation Related to Urban Development – Town and Country Planning Act, 1947. Legislation on pollution – Environment Protection Act, Slum Clearance , Amendment of Constitution related to Urban Local Government and its Relevance to UCD. (15L)

**UNIT – IV : Legislation for Weaker Sections**

Legislation Related to Weaker Sections and Bonded Labour . Civil Rights Protection – Equal Property Rights for Women, Child Labour Regulation – Minimum Wages Act – Debt Relief Act – Bonded Labour System Abolition Act, Equal Remuneration for Men and Women Act ,Social Security Legislations Applicable to Rural Areas. (15L)

**UNIT – V : Legislation Practices**

Recent Trends in Legislative Practices : Lok - Adalat, Family Court, Public Interest Litigation, Legal Training, Para-Legal Training, Legislative Interventions in Community Development Practice, Voluntary Efforts for Legal Aid in Tamil Nadu. (10L)

(Total; 60L)

**Reference Books :**

1. Bhanagar, S., 1987, Rural Local Government in India, New Delhi : Light Publishers.
2. Charyulu, U.V.N., 1980, Social Legislation for Agriculture Labour : Trends in Implementation Social Action, Vol.30, July 1980.
3. Chatterjee, B., et.al 1971, Impact of Social Legislation on Social change, Calcutta : The Minerva Associate.
4. Galanter Marc, 1984, Competing Equalities Law and the Backward Classes in India, Madras, Oxford University.
5. Gangrade, K.D., 1978, Social Legislation in India, Delhi, concept publishers.
6. Harichandran, 1983, Panchayatiraj and Rural Development, Delhi, Concept Publishers.
7. Khan, M.A., 1980, Social Legislation and the Rural Poor, Delhi, Uppal.

**SPECIALISATION – II(B) : MEDICAL AND PSYCHIATRIC SOCIAL WORK**  
**4.2(a) PSYCHIATRIC SOCIAL WORK**

**L T P C**  
**4 0 0 4**

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**Objectives :**

1. To acquire specific knowledge on Psychiatric Social Work.
2. To understand the Therapeutic Intervention in Psychiatric Illness, Theoretical Frame Work for Individual Psychotherapy and Counseling.
3. To enhance skills and Intervention techniques for Psycho – Social Treatment and Rehabilitation of Psychiatric Patients.

**Outcome: Obtained knowledge on Psychiatric Social work**

**UNIT – I : Psychiatric Social work**

Psychiatric Social Work - Concept, Definition, Meaning, Scope; History of Psychiatric Social Work in India and Abroad. Organisation of Psychiatric Social Work Department. (10L)

**UNIT – II : Psychosocial Care**

Disaster, Mental Health and Psychosocial Care – Psychosocial Care in Response to Disasters, Psychosocial Care in Recent Disasters in India. Disaster Preparedness. Training for Psycho - Social Care. Geriatric Mental Health – Mental Health Interventions and Prevention of Mental Health Problems Among the Elderly and their Families. Disability – Identifications, Assessment, Intervention and Management. Team Work – Multidisciplinary Approach in Mental Health Settings. (15L)

**UNIT – III : Psychiatric Social work in Different Settings**

Psychiatric Social Work Practice in different Settings – Role of Social Worker in Mental Hospital, Psychiatric Department of General Hospital, Child Guidance Clinic, Correctional and Child Welfare Institutions, Industries. Psychiatric Social Work Intervention in relation to AIDS, Alcohol Addiction, Drug abuse, Suicide, Accidents and Physical Disabilities. (15L)

**UNIT – IV : Rehabilitation Programmes**

Rehabilitation Programmes for Mentally Ill – Day Care Centres , Half Way Homes , Sheltered Workshops, Occupational Therapy Units, Rehabilitation Centres, Residential Homes.. (10L)

**UNIT – V : National Mental Health Programmes**

National Mental Health Programmes in India, Research Issues in Psychiatric Social Work practice. Scope of Psychiatric Social Work Practice in future, World Health Organisation (WHO) and Psychiatric Social Work. (10L)

(Total; 60L)

**Reference Work :**

1. Turner, J.F : Differential Diagnosis and treatment in Social Work, New York : Free Press.
2. Harvey, C : Social Work with mentally handicapped people, London : Hainmen.
3. Hudson, L.B : Social Work with Psychiatric Patients, Macmillan.
4. Mane, P. Gandevia, Y.K : Mental Health in India – Issues and Concerns, Bombay : TISS.
5. Green, Ben : Problem Based Psychiatry.
6. Verma, Ratan : Psychiatric Social Work in India.

**SPECIALISATION – II(B) : MEDICAL AND PSYCHIATRIC SOCIAL WORK**  
**4.2(b) HOSPITAL ADMINISTRATION**

**L T P C**  
**4 0 0 4**

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**Objectives :**

1. To acquire specific knowledge on Hospitals and Problems in Hospitals.
2. To understand the Hospital Administrations and its functions.
3. To enhance knowledge on the Laws Related to Hospitals.

**Outcome: Obtained knowledge on Hospital Administration**

**UNIT – I : Hospital Administration**

Hospital – Meaning, Evolution from Charity to Modern Hospitals, Classification of Hospitals. Hospital Administration–Concept, Definition, General Principles, Importance, Functions, Patterns and Standards. Hospital Administrator – Role Functions and Duties. (10L)

**UNIT – II : problems on Hospital Administration**

Problems of Hospital Administration, Human Resource Planning : Methods and Techniques – Recruitment, Selection, Induction, Placement, Performance Management, Performance Appraisal, Career Planning and Counseling , Training and Development of Various Categories , Uses of Computers in Hospital. (15L)

**UNIT – III : Hospital Organization**

Hospital Organisation – Analysis, The Governing Boards – The Administrator, Assistant to the Administrator , The Department Organisation – The Hospital Auxiliary, Role of Hospital in the Health Care Delivery System. (10L)

**UNIT – IV : Quality Assurance in Hospital Service**

Towards Quality Assurance in Hospital services – General Consideration, Setting the Standard and Associated Problems, Improving the Quality of Hospital Services. (10L)

**UNIT – V : Laws related to Hospital**

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

(15L)  
(Total; 60L)

**Reference Books :**

1. McGibony : Principles of Hospital Administration, New York : GP.
2. Arya & Gupta 1989 : Human Resource Managements & Accounting, Delhi, Deep & Deep.
3. Goel, S.L & Kumar. R 1990 : Hospital Administration and Management, Delhi, Kalinga.
4. Srinivasan. S : Management Process in Health Care, New Delhi, VHAJ.
5. Mathura, B.L 1990 : HRD Strategies, approaches and experiences, Jaipur, Assistant Publishers.
6. Huss, Carol : Indian Hospital : Planned Organisational changes in their Structure and functioning, New Delhi.
7. Brown & Barbara : Multi Hospital System Strategies for Organisation & Management.

**SPECIALISATION – II(B) : MEDICAL AND PSYCHIATRIC SOCIAL WORK**  
**4.2(c) COUNSELLING : THEORY AND PRACTICE**

**L T P C**  
**4 0 0 4**

**Objectives :**

1. To acquire basic knowledge on Counseling.
2. To understand the Historical Development of the practice of Counseling as a Profession and its Issues.
3. To enhance different Practical Skills, Therapies and Technique in Practicing the different Process and Models of Counseling in dealing with vulnerable and Focused groups.

**Outcome: Obtained Knowledge on Counseling theory and Practices**

**UNIT – I : Counseling and Approaches**

Counseling – Definitions, Need, Basic Principles, Goals – Short and Long Term Goals. Approaches to Counseling –Directive, Non-Directive and Eclectic Counseling, Counseling and Social Case Work. (10L)

**UNIT – II : Counseling Techniques**

Counseling Techniques - Initiating Contact, Intake, Rapport, Establishing Structure, Interaction, Attending Behavior, Observation, Responding Rating and its Interpretation. (10L)

**UNIT – III : Process of Counseling**

Egan's Model of Counseling , Counseling Process -  
Stage – I – Problem Exploration and Clarification.  
Stage – II – Integrative Understanding – Dynamic Self – Understanding.  
Stage – III – Facilitation Action : Developing New Perspectives. (15L)

**UNIT – IV : Counseling in Various Settings**

Counseling in various Settings :- Drug Abuse, Pre Marital and Marital Counseling, Family Counseling, Industrial Counseling, School Counseling and Counselling in Health Setting. De-addiction centres, Correctional settings, HIV / AIDS. (15L)

**UNIT – V : Theoretical Approaches**

Theoretical Approaches to Counseling.  
Client – Centered, Transactional Analysis, Rational Emotive Therapy, Cognitive Approach ,Family Therapy – Behavior – Eclectic Approach. (10L)  
(Total; 60L)

**Reference Books :**

1. Chitnis, S.E 1974 : Drugs on the college campus, Bombay, TISS.
2. Brayfield AH(Ed) 1950 : Readings in Modern Methods of Counseling, NY, Appleton.
3. Jellink EM 1942 : Alcohol Addiction and Chronic Alcoholism, London, New Hevan.
4. Govt. of India 1977 : Drug Menace, New Delhi : Ministry of Health and Family Welfare.
5. Prasanthan. B.J 1988 : Therapeutic Counseling, Vellore, CCC.
6. Paterson C.H 1996 : Theories of Counseling and Psychotherapy, NY : Harper & Row.
7. Warters. J 1954 : Techniques of counseling, NY : McGraw Hill.
8. Prasantham, B.J, Dr. Indian Case Studies, Christian counseling center, Vellore.
9. Antony John, Fr. 1994 : Dynamics of Counseling, Nagercoil, Anugraha publications.

**SPECIALISATION – III(B) : HUMAN RESOURCE MANAGEMENT**  
**4.3(a) INDUSTRIAL RELATIONS**

**L T P C**  
**4 0 0 4**

**Objectives :**

1. To acquire specific knowledge on Industrial Relation and Union Management.
2. To understand the various Trade Union Movements and Labour Organisations.
3. To enhance Skills and Techniques on Collective Bargaining and Workers Participation in Management

**Outcome: Obtained Knowledge on Industrial Relations.**

**UNIT – I : Industrial Relations and Approaches**

Industrial Relations – Concept, Objectives, Need and Scope. Social Obligation of Industry; Bipartite and Tripartite Bodies in Industrial Relations; Role of Government, Employers and Unions in Industrial Relations – Approaches to Industrial Relations – Psychological, Sociological, Human Resource Management Approach. (15L)

**UNIT – II : Industrial Disputes**

Industrial Disputes – Causes and Effects. Strike, Lock out, Lay off, Retrenchment, Termination – Discharge, Dismissal, Unfair Labour Practices. Collective Bargaining – Concept, Objectives, Principles, Scope, Types, Problems and Process. (15L)

**UNIT – III : Machinery on Industrial Relations**

Industrial Relations Machinery – Negotiation, Mediation, Conciliation, Adjudication, Arbitration, Joint Consultation. Machineries of Settlement – Works Committee, Conciliation Officer, Board of Conciliation, Court of Inquiry, Labour Court, Industrial Tribunal and National Tribunal. (10L)

**UNIT – IV : Workers Participation in Management**

Workers Participation in Management – Concept, Importance, Objectives and Forms. Management's views and Union's attitude towards the concept. Report of National Commission on Labour 2002. International Labour Organisation (ILO) – History, Objectives and Functions. (10L)

**UNIT – V : Trade Union**

Trade Union – Concept, Objectives, Functions, Structure, Administration, Finance, Membership. Recognition and Social Responsibility of Unions. Check Off System. Concept of One Union in One Industry. (10L)  
(Total; 60L)

**Reference Books :**

1. Giri. V.V 1956 Labour problem in Industry, Bombay : Asia Publishing House.
2. Mamoria, C.B 1996 Dynamics of Industrial Relations in India, Mumbai, Himalaya.
3. Sarma. A.M 1996 Industrial Relations – conceptual and legal frame work, Mumbai.
4. Arun Manoppa 1993 Industrial Relations, New Delhi, Tata McGraw.
5. Tripathi. P & Gupta 1996 – Industrial Relations in India, New Delhi : S. Chand & Company.
6. Mehrota S. 1981 Labour Problems in India, New Delhi : S. Chand & Company.
7. Govt. of India 1969 Report of the National Commission on Labour, 1969.
8. Punekar, S.D 1996 Labour Welfare, Trade Unionism and Industrial Relations, Mumbai : Himalaya Publishing House.

SPECIALISATION – III(B) : HUMAN RESOURCE MANAGEMENT  
4.3(b) LABOUR LEGISLATIONS - II

L T P C  
4 0 0 4

**Objectives :**

1. To acquire specific knowledge on Labour Legislation.
2. To understand and enhance the knowledge on Labour Security, Wage, Compensation and Insurance Measures.
3. To enhance knowledge on Labour Legislations.

**Outcome: Obtained knowledge on Labour legislations**

**UNIT – I : Industrial Dispute and Ways Act**

The Industrial Disputes Act, 1947. The Payment of Wages Act, 1936. (15L)

**UNIT – II : Gratuity and bonus Act**

The Payment of Gratuity Act, 1972. The Payment of Bonus Act, 1965. (10L)

**UNIT – III : Motor Transport and Shops Act**

The Motor Transport Workers Act. 1961. The Tamil Nadu Shops and Establishment Act. 1947. (15L)

**UNIT – IV : Subsistence Allowance and Industrial Act**

Tamil Nadu Payment of Subsistence Allowance Act.1981. The Tamil Nadu Industrial Establishment (Conferment of Permanent Status) Act. 1981. The Apprentices Act.1961. (10L)

**UNIT – V : Equal Remuneration and Mines Act**

The Equal Remuneration Act.1976 , The Mines Act. 1952 ,The Minimum Wages Act. 1948. (10L)  
(Total; 60L)

**Reference Books :**

1. Kapoor, N.D Handbook of Industrial Law, New Delhi : Sultan Chand & Sons.
2. Taxmann Industrial Laws, New Delhi : Taxmann Allied Services (p) Ltd. Act 1970 Lucknow : Eastern Book Company.
3. Vaidyanathan. S Factories Law Applicable in Tamil Nadu, Madras Book Agency.
4. Kumar, Jain Nabi Business Laws – one should know, New Delhi : Nabhi Publications.



SPECIALISATION – III(B) : HUMAN RESOURCE MANAGEMENT  
4.3(c) ORGANISATIONAL BEHAVIOUR

L T P C  
4 0 0 4

**Objectives :**

1. To acquire specific knowledge on Organisational Behaviour.
2. To understand the various Theories of Organisational Behaviour.
3. To enhance Skills and Techniques of Industrial Social Workers in various fields of their Applications.

**Outcome: Obtained knowledge on Organisational Behaviour.**

**UNIT – I : Organisational Behaviour**

Organisational Behaviour – Concept. Historical Development. Organisation as a Social System. Understanding of Human Behaviour. Individual Differences, Individual Behaviour and Group Behaviour. Influence of Group Behaviour in an Organisational Environment.

(10L)

**UNIT – II : Organisations**

Formal and Informal Organisations. Organisation Goals and Interaction Process. Group Dynamics. Leadership in Industry – Functions, Types, Theories. Communication in Industry – Types,- Effects ,Communication System in Organisation.

(10L)

**UNIT – III : Job Satisfaction**

Job Satisfaction – Factors affecting Job Satisfaction. Motivation for Productivity. Fatigue, Monotony and Boredom – Causes, Effects and Remedial Measures. Employee Morale – Definition, Concept and Effects.

(10L)

**UNIT – IV : Theories of Organisation**

Motivation and Organisational Theories – Contributions of Abraham Maslow, Douglas McGregor (Theory x and Theory y), Rensis Likert. Occupational Stress – Definition, Meaning, Causes and Effects, Coping Strategies for Stress - Individual and Organisational Coping Strategies.

(15L)

**UNIT – V : Organisation and Behaviour Modification**

Organisation Behaviour Modification – Concept and Steps. Organisational Culture – Concept, Factors and Impact. Organisational Change and Development -Definition, Concept, Organisational Development Approaches and Techniques. Total Quality Management - Definition, Concept, Goals and Techniques.

(15L)

(Total; 60L)

**Reference Books :**

1. Berne, Eric 1961 Transactional Analysis in Psychotherapy, New York, Grove.
2. Davis, Keith 1985 Human Behaviour at work, New York, Mc Graw Hill.
3. Luthans, Fred 1995 Organisational Behaviour, MN; West Publishing company.
4. Hersy, P. Blanchard Management of Organisational Behaviour.
5. Ronald. L. Riggo 1990 Introduction to Organisational Psychology, Illinois, Forceman.
6. Mun. M.L The fundamentals of Human Adjustment.
7. Jit. S. Chandan 1999 Organisation Behaviour, New Delhi, Vikas Publishing.
8. Lee. W.F(Ed) 1982 Handbook of Organisational Behaviour Management, New York, Inter Sciences, Wiley.

**FIELD PROJECT WORK – IV**

**HOURS : 2 days per week**

**CREDIT : 4**

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- Individual Placement of Trainees
- Weekly Two days
- Placed in the Agencies relevant to the Specialization subject
- Students should submit weekly reports to the faculty supervisor , weekly field work conference is compulsory
- A consolidated field work report shall be submitted at the end of the semester.

**Outcome: Obtained Field Work experience related to their specification.**

**Norms for field work evaluation**

The 100 marks will be allotted to 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 following guidelines:

**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
<b>Total</b>	<b>- 75 Marks</b>

**For Internal Evaluation:**

Regularity in field visits	- 5 Marks
Regularity in submission of Reports	- 5 Marks
Maintenance of Record Note Book	- 5 Marks
Communication Skill	- 5 Marks
Subject Knowledge & Field work Knowledge	- 5 marks
<b>Total</b>	<b>- 25 Marks</b>

**SUMMER PLACEMENT – II Project/Internship**

**HOURS : 20 days**

**CREDIT : 4**

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At the end of the Fourth semester students will be placed in areas of their specialization for 20 days during summer vacation.

**Outcome: Obtained the Pre employment training experiences.**

**Norms for evaluation:**

The 100 marks will be allotted for both 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 following guidelines:

**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
<b>Total</b>	<b>- 75 Marks</b>

**For Internal Evaluation:**

Regularity in field visits	- 5 Marks
Regularity in submission of Reports	- 5 Marks
Maintenance of Record Note Book	- 5 Marks
Communication Skill	- 5 Marks
Subject Knowledge & Field work Knowledge	- 5 marks
<b>Total</b>	<b>- 25 Marks</b>

At the end of the Summer Placement, Consolidated Report is submitted to the Department by the students. A Viva Voce Examination will be conducted by the faculty supervisor with one more faculty member. The candidate should complete 20 days of Summer placement for appearing Viva – Voce Examination.

**RESEARCH PROJECT**

**HOURS : 6**

**CREDIT : 6**

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Commencement of the project work in the second week of August – III semester.  
Submission of project report by 31<sup>st</sup> March.  
Viva-Voce will be in the First week of April.

**Outcome: Obtained Research Experiences.**

**Norms for evaluation of Project Report**

The Project Report evaluation components will be as follows :

Project Report	-	25 Marks (by Internal examiner)
Viva – Voice	-	75 Marks (both by Internal and External examiners)
<b>Total</b>	-	<b>100 Marks</b>

The External (viva-voce) 75 Marks will be awarded by the Internal examiner as follows :

1. Problem formulation	-	10 Marks
2. Review of literature	-	10 Marks
3. Research Methodology	-	20 Marks
4. Analysis & Interpretations	-	25 Marks
5. Communication skill	-	10 Marks
<b>Total</b>	-	<b>75 Marks</b>

The Internal 25 Marks will be awarded by both the Internal (Guide) and External Examiners in accordance with the guidelines given below :

Report writing	-	5 Marks
Subject and Field work knowledge	-	20 Marks
<b>Total</b>	-	<b>25 Marks</b>

Research Project work will be individual. Project Report Evaluation will be done by Internal Examiner and Viva-Voce will be conducted by the External Examiner with Guide.

For Research Project:

- Students are recommended to take the research topic related to their Specialization.
- Minimum 40 samples should be selected according to the objectives of the study.
- Analysis and Interpretation should be based on variables selected for the Research.
- Main findings are listed on the specific objectives of the study.
- Minimum 15 books/ sources shall be refereed for the Review of Literature.
- Bibliography and a copy of the Tool of Data Collection should be attached in the Research Report.
- The Report should not be less than 60 pages.