

## **DEPARTMENT OF SOCIAL WORK**

Periyar Nagar, Vallam Thanjavur - 613 403, Tamil Nadu, India  
Phone: +91 - 4362 -264642, Fax: + 91 - 4362 - 264660  
Email: headsocialwork@pmu.edu Website: www. pmu.edu



**PERIYAR  
MANIAMMAI**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
(Deemed to be University)  
Established Under Sec. 3 of UGC Act, 1956 - NAAC Accredited  
think • innovate • transform

# **CURRICULUM AND SYLLABUS FOR MASTER OF SOCIAL WORK (MSW – Two Years)**

## **REGULATION 2018**

**Course: Master of Social Work (MSW) Regulation: 2018**

**Semester I**

Subject Code	Category (Part)	Name of the Subject	Instructional Hours/Week	Credit
YSW 101	CC 1	Advanced concepts in Social Work	4	4
YSW 102	CC 2	Social Case Work	4	4
YSW 103	CC 3	Social Group work	4	4
YSW 104	CC 4	Community Organization and Social Action	4	4
YSW 105	Field Work – I	Concurrent Field Work - I	10 (Visit)	4
		<b>Total</b>	<b>16</b>	<b>20</b>

**Semester - II**

Subject Code	Category (Part)	Name of the Subject	Instructional Hours/Week	Credit
YSW201	CC 5	Human Growth and Personality Development	4	4
YSW202	CC 6	Social Work Research and Statistics	4	4
YSW203	CC 7	Social Welfare Administration	4	4
YSW204	CC 8	Social Work and Disability Management	4	4
YSW205	Field Work – II	Concurrent Field Work - II	10 (Visit)	4
		<b>Total</b>	<b>16</b>	<b>20</b>

### Semester-III

#### Clinical Social Work – Elective

Subject Code	Category (Part)	Name of the Subject	Instructional Hours/Week	Credit
YSW301A	CSWE 1	Community Health	4	4
YSW302A	CSWE 2	Mental Health	4	4
YSW 303A	CSWE 3	Medical Social Work	4	4
YSW 304A	CSWE 4	Clinical Social Work	4	4
YSW 305	Field Work – III	Concurrent Field Work - III	10 (Visit)	4
		<b>Total</b>	<b>16</b>	<b>20</b>

### Semester -III

#### Development Management – Elective

Course Code	Category (Part)	Name of the Course	Instructional Hours/Week	Credit
YSW301B	DSWE 1	Rural and Tribal Community Development	4	4
YSW302B	DSWE 2	Urban Community Development	4	4
YSW 303B	DSWE 3	Project Management	4	4
YSW 304B	DSWE 4	Development Communication	4	4
YSW 305	Field Work – III	Concurrent Field Work - III	10 (Visit)	4
		<b>Total</b>	<b>16</b>	<b>20</b>

### Semester-III

#### Human Resources Management – Elective

Subject Code	Category (Part)	Name of the Subject	Instructional Hours/Week	Credit
YSW301C	HRSWE 1	Human Resources Management and Development	4	4
YSW302C	HRSWE 2	Labour Welfare & Labour Legislations	4	4
YSW 303C	HRSWE 3	Organizational Behaviour	4	4
YSW 304C	HRSWE 4	Employee Relations and Trade Union	4	4
YSW 305	Field Work – III	Concurrent Field Work - III	10 (Visit)	4
		<b>Total</b>	<b>16</b>	<b>20</b>

### Semester-IV

Subject Code	Category (Part)	Name of the Subject	Instructional Hours/Week	Credit
YSW401	Field Work - IV	Concurrent Field Work - IV	4	4
YSW402	Internship for Pre Employment	Block Placement Internship	8	8
YSW403	Project	Project Work	16	8
		<b>Total</b>	<b>20</b>	<b>21</b>

## **COURSE CONTENT:**

### **Semester-I**

#### **CONCURRENT FIELD-WORK - I**

##### **Observational visits**

Students have three General orientation classes handled by the internal faculty, three orientation classes on the electives by Field practitioner and Five Observation Visits.

##### **Camp**

Rural/Tribal Camp -6 Days in the field. The camps enable the students to understand the ground realities, acquire skills for Community Organization and need assessment by various engagements (Survey, Pilot Visits, Pre Camp Session, Resource Mobilization, Connecting Resource persons, Execution of programme, Report Preparation and Post Camp Session).

##### **Group project**

Students have to organize two Group Awareness Campaign on a selected Social Issue.

### **Semester-II**

#### **CONCURRENT FIELD-WORK – 2**

##### **Common Concurrent Field-work Placement**

Students are individually placed in an organization/agency, (such as Home for the Aged, Disabled, Schools, Rehabilitation Settings, De-addiction centres etc.,) to observe, learn, plan and to intervene with methods of Social Work: Case Work (4), Group Work (2) Community Organization programme (1).

### **Semester-III**

#### **CONCURRENT FIELD-WORK – 3**

##### **Elective Based Concurrent Field-work Placement**

Elective based placements to students for 30 days, to practice specialization based field work placement in Non Government Organization and Government Projects, Clinical and Psychiatric settings, Industries and Corporates. The trainees placed are exposed to the social work functions in their respective specialization based settings.

### **Semester-IV**

#### **CONCURRENT FIELD-WORK – 4**

##### **Elective Based Concurrent Field-work Placement**

- Elective based placements to students for 30 days, to practice specialization based field work placement in Non Government Organization and Government Projects, Clinical and Psychiatric settings, Industries and Corporates. The trainees placed are exposed to the social work functions in their respective specialization based settings.
- Commencement of the Elective based Concurrent Field work in December- IV semester.
- Submission of report at the end of their Concurrent Field Work in February – IV Semester. Final exam will be along with Block Placement Internship, Project at the end. Students are permitted according to their specialization to do their Concurrent Field Work (Non Government Organization and Government Projects, Clinical and Psychiatric settings, Industries and Corporates).

### **Semester-IV**

#### **Internship for Pre-Employment**

##### **(Elective based Block Placement Internship)**

- Identification of Block Placement –At the end of February.
- Commencement of Internship–First week of March to undergo continues specialization based field placement.
- The course requires the trainees to secure Block Placement in respective specialization based agency located a minimum of 150 kilometers away from PMIST, Vallam, Thanjavur to enable trainees to have varied exposure in India and abroad.
- Completion of Block Placement & Reporting – Last working day of May.

### **Semester-IV**

#### **Project Work**

- Commencement of the project work in month of December- IV semester.
- Submission of project dissertation in month of April – IV Semester.
- Students are permitted to do their project at their Block Placement Internship/Concurrent Field Work (Non Government Organization and Government Projects, Clinical and Psychiatric settings, Industries and Corporates).
- Students are required to undertake scientific research and follow social work research process on any social, economic and environmental concerns. Students are encouraged to undertake evidence and action based research to give suggestions and recommendations based on social work intervention.

SEMESTER -I					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW101	ADVANCED CONCEPTS IN SOCIAL WORK AND SOCIETY	4	0	0	4

**UNIT – I** **12**

**Social Work:** Concept, Definition, Social Service, Social Welfare, Social Security, Social Defense, Social Justice and Social Development. Contemporary Social Reform Movements, Historical Development of Social Work in UK & USA and India.

**UNIT – II** **12**

**Social Work as a Profession:** Nature and Scope, Objectives, Philosophy, Principles and Methods - Values and Ethics - Professional Social Work and Voluntary Social Work. Methods and Fields: Direct and Indirect Methods –Meaning, Scope and Importance

**UNIT – III** **12**

Qualities of Leader, Types and Theories of Leadership; Sociometric and Sociogram - Supervision: Meaning, Purpose and Functions.

**UNIT – IV** **12**

Individual and Society: Concepts: Society, Community, Association, Social situations, Social Groups, Culture and it's Elements - Social Stratification: Caste and Class, Social Processes, Social Change and Social Control - Socialization, Westernization, Industrialization and Urbanization

**UNIT – V** **12**

**Issues and Problems\*:** Social Disorganization, Population, Unemployment, Women Atrocities, Child Labour, Juvenile Delinquency, Child Marriage, Female Infanticide, Street Children and HIV/AIDS

(\* Basic understanding of issues and problems is expected).

**Total Hours -60**

**REFERENCES :**

1. Stroup H.H., Social Work Education – An Introduction to the field, Eurasia Publishing, New Delhi, 1960.
2. Gisbert Pascaul: Fundamentals of Sociology, Oreint Longmans, Madras, 1956.
3. Stanley. S. Social Problems in India, Allied Publishers, New Delhi – 2005.
4. Jacob K.K. Social Work Education in India, Himanshu Pub., New Delhi, 2002
5. Chowdry P. Introduction to Social Work, New Atmaram & Sons. New Delhi, 1998
6. Wadia A.R. History and Philosophy of Social Work in India, Allied Publication, New Delhi, 2001.
7. Memoria C.B. Social Problems and Social disorganization in India. Kitab Mahal, New Delhi.



<b>SEMESTER -I</b>					
<b>Subject Code</b>	<b>Subject Title</b>	<b>Category</b>			
		<b>L</b>	<b>T</b>	<b>P</b>	<b>CREDITS</b>
<b>YSW102</b>	<b>SOCIAL CASE WORK</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>

### **UNIT I**

**12**

Social case work: Definitions, scope, historical development - Influence of psychoanalysis on casework - Introduction of casework as a method of Social Work - Concepts of adjustment and maladjustment - Philosophical assumptions and casework values. Principles of casework: Individualization, acceptance, non-judgmental attitude, participation, relationship, effective communication of feeling, client self determination, and confidentiality.

### **UNIT II**

**12**

Components of social casework: The person, the problem, the place and the process. Process in casework: Study, assessment, intervention, evaluation, follow-up, and termination. Types of problems faced by Individuals; individual differences and needs - in casework practice

### **UNIT III**

**12**

Theories and approaches: Psycho-social approach, Functional approach, Problem solving approach, Crisis Theory, Family intervention, Behavioural modification, Transactional analysis and Holistic approach.

### **UNIT IV**

**12**

Tools for Help: Case work tools: Interview, home visit, observation, listening, communication skills, rapport building. Records: Nature, purpose and principles of recording. Techniques of casework: Supportive, resource enhancement and counseling. Self as a professional: Professional self - Conflicts and dilemmas in working with individuals and families.

### **UNIT V**

**12**

Application of Method: Primary and secondary settings - Application of methods in family, women, and child welfare settings, marriage counselling centres, schools settings, medical and psychiatric settings, correctional institutions, and industry.

**Total Hours -60**

## REFERENCES

1. Banerjee, G. R. 1971 "Some Thoughts on Professional Self in Social Work", Indian Journal of Social Work, Mumbai:Tata Institute of Social Sciences.
2. Biestek, F. P. 1957 The Case Work Relationship, London, George Allen and Unwin.
3. Hamilton, G. 1946 Principles of Social Case Recording, New York, Columbia University Press.
4. Hamilton, G. 1950 Theory and Practice in Social Case Work, New York, Columbia University Press.
5. Joel Fisher. 1978 Effective Case Work Practice - An Eclectic Approach, New York: McGraw Hill.

SEMESTER -I					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW103	SOCIAL GROUP WORK	4	0	0	4

**Unit – I**

**12**

**Social Group Work:** Definition, objectives and scope - Models of Group Work- Historical Development of Group Work, Principles of Group Work, Values, Significance, Principles and Skills - Group Work Process - Limitation of social group work practice in India.

**Unit – II**

**12**

**Social Groups and Development:** Definition, Characteristics, Types of Groups and Functions of a Group - Stages of Group Development, Basic Human Needs met by Groups at Different Stages of Group Development - Group Process : Bond, Acceptance, Isolation, Rejection, Sub-Group Formation, Withdrawal, Behaviour Contagion, Conflict and Control.

**Unit – III**

**12**

**Approaches and Practices of Group Work:** Group Therapy, Group Psychotherapy, Use of Home Visits and Collateral Contacts. Leadership: Concepts, Definition, Characteristics, Functions, Qualities of Leader, Types and Theories of Leadership, Training for Leadership - Sociometry and Sociogram - Group Work Supervision: Meaning, Purpose and Functions.

**Unit – IV**

**12**

**Programme Planning:** Meaning and Definition of Programme, Principles and Process of Programme Planning and the place of Agency in Programme Planning - Programme Laboratory: Values and Techniques (Games, Singing, Dancing, Dramatics, Street play, Puppetry, Group Discussions, Excursion, Psychodrama, Socio drama, Role play, and Brain Storming) - Rural Camp: Planning, Organizing, Executing, Evaluating and Reporting.

**Unit – V**

**12**

**Group Work Recording:** Meaning, Purpose, Principles, Process and Summary Records - Group Work Evaluation: Meaning and its Place in Group Work, Steps in Group Work Evaluation and Criteria for Good Group Work. Application of Group Work Methods in Different Settings: Community Settings, Medical and Psychiatric Settings, De-Addiction Centres, Correctional Institutions, Schools, Industries, Physically Handicapped and Aged Homes.

**REFERENCES:**

1. Balgopal, P.R.& Vassil, T.V. 1983 Groups in Social Work: An Ecological Perspective. New York: Macmillan
2. Brown, Allan 1994 Group Work. Hampshire: Ashgate.
3. Douglas, T. 1972 Group Processes in Social Work: A Theoretical Synthesis. Chicester: Johan Wiley & Sons
4. Geoffrey, L.G. & Ephross, P.H.1997 Group Work with Population at Risk. New York: Oxford University Press.
5. Konopka, G. 1963 Social Group Work: A Helping Process. Englewood Cliffs: Prentice.
6. Toseland, R.W. & Rivas, R.1984 An Introduction to Group Work Practice. New York: MacMillian.
7. Trecker, H.B. 1972 Social Group Work: Principles and Practices. New York: Association Press.
8. Wilson, G. & Ryland, G.1949 Social Group Work Practice. Cambridge: Houghton
9. Mifflin Company.
- 10.

SEMESTER -I					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW104	COMMUNITY ORGANIZATION AND SOCIAL ACTION	4	0	0	4

#### UNIT – I

12

**Community:** Meaning, Types and Characteristics; Community Power Structure. Community Dynamics: Integrative and Disintegrative Processes in the Community. **Community Organization:** Concept, Definition, Objectives, Philosophy, Approaches and Principles; Community Organizations as a Method of Social Work; Community Welfare Councils and Community Chests. Community Organization and Community Development: Similarities and Differences.

#### UNIT – II

12

**Methods of Community Organization:** Planning, Education, Communication, Community Participation, Collective Decision Making, Involvement of Groups and Organizations, Resource Mobilization, Community Action, Legislative and Non-Legislative Promotion, Co-Ordination; Skills in Community Organization; Community Organization as an Approach to Community Development.

#### UNIT – III

12

**Phases of Community Organization:** Study, Assessment, Discussion, Organization, Action, Evaluation, Modification, Continuation; Community Study; Community Organization in Emergencies (Fire, Flood, Earthquake, Tsunami, and War); Role of Social Workers in Community Organization.

#### UNIT – IV

12

**Programme Planning:** Meaning and Definition of Programme, Principles and Process of Programme Planning and the place of Agency in Programme Planning; Programme Laboratory - Values and Techniques: (Games, Singing, Dancing, Dramatics, Street play, Puppetry, Group Discussions, Excursion, Psychodrama, Socio drama, Role play, and Brain Storming) - Rural Camp: Planning, Organizing, Executing, Evaluating and Reporting.

**Social Action:** Definition, Strategies of Social Action and Social Reform; Saul Alinsky's and Paulo Freire's Methods; Process of Social Action. Models and Strategies of Community Organization : Locality Development Model - Social Planning Model - Social Action Model - Select methods of public interest mobilization, litigation, protests and demonstrations, Dealing with authorities, Public Relations, Planning, Monitoring and Evaluation

**Total Hours -60**

## REFERENCES

1. Arora R. K. (Ed.) 1979 People's Participation in Development Process: Essays in Honour of B. Mehta, Jaipur: the HCM State Institute of Public Administration.
2. Battern, T. R. 1962 The Non-Directive Approach in Group and Community Work, London: Oxford University Press.
3. Brager, G. and Community Organisation, New York:Specht, H. 1969 Columbia University Press.
4. Battern, T. R. 1965 The Human Factor in Community Work, London: Oxford University Press.
5. Dandavate, M. 1977 Marx and Gandhi, Bombay: Popular Prakashan Pvt.Ltd.
6. Dayal, R. 1960 Community Development Programme in India, Allahabad: Kitab Mahal Publishers.
7. Dunham, Arthur E. 1970 The Community Welfare Organisation, New York, Thomas Y. Crowell.
8. Gandhi, M. K. Sarvodaya (The Welfare of All), Ahmedabad: Navjivan Publishing House.
9. Gangrade, K. D. 1971 Community Organisation in India, Bombay, Popular Prakashan.
10. Henderson, Paul; Jones, The Boundaries of Change in Community David and Thomas, Work, Boston, George Allen and Unwin. David N. 1980
11. Marulasiddaiah, H. M. 1987 Community: Area and Regional Development in India, Bangalore, Bangalore University.
12. Patnaik, U. and Chains of Servitude, Bondage and Dingwaney, M. 1985 Slavery in India. Madras: Sangam Books Pvt. Ltd.
13. Ross Murray G. 1967 Community Organisation: Theory, Principles and Practice, New York: Harper and Row.
14. Siddiqui, H. Y. 1997 Working with Communities: An Introduction to Community Work, New Delhi: Hira Publications.
15. Shivappa R. 2009 STREAMS IN THE RIVER- A Journey Into Inclusive Concerns, Dhatri Pustaka, Bangalore
16. Volken, H. et. al. 1982 Learning from the Rural Poor: Shared Experiences of the Mobile Orientation and Training Team, New Delhi: Indian Social Institute.

SEMESTER -II					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW201	HUMAN GROWTH AND DEVELOPMENT	4	0	0	4

**UNIT – I**

**12**

**Psychology:** Definition, Nature, branches and scope – Application of Psychology in various fields – Special reference to social Psychology and its application,

**UNIT – II**

**12**

**Human Growth and Development:** Pregnancy and child birth – Physical, Psychological and emotional aspects of a) Infancy b) Babyhood c) Childhood d) Puberty e) Adolescent f) Adulthood and Middle age h) Old age.

**UNIT – III**

**12**

**Intelligence and Personality:** Definition and Nature of Intelligence – Measurement of I.Q. Personality: Definition and structure; Theories of personality: Trait and Type theories; important concepts of the contributions of Freud, Jung, Adler, Maslow and Erickson; Factors influencing personality Development: Heredity & Environment and Socialization process.

**UNIT – IV**

**12**

**Attitude, Perception, Motivation and Learning:** Definition, types; Theories of Pavlov and Skinner; Remembering and forgetting. Motivation: Concept of instinct: Motives for survival - Meaning and definition; types and characteristics of motives; Hierarchy of motives; conscious and unconscious motivation.

**UNIT – V**

**12**

**Adjustment:** Concepts of adjustment and maladjustment; Stress; Frustration; Conflict - nature and types - Coping Mechanisms.

**Total Hours -60**

## REFERENCES

1. Anastasi, Anne 1988 Psychological Testing, New York, Macmillan Publishing Company.
2. Baltes, P. B. (Ed.) (1978) Life span Development and Behaviour. New York: Academic Press, Inc.
3. Bronfenbrenner, U. 1979 The Ecology of Human Development, Cambridge: Harvard University Press.
4. Chowdary, D. P. 1992 Aging and the Aged, New Delhi: Inter-India Publications.
5. Feldman Robert S 1997 Understanding Psychology, 4th Edition, Tata McGraw Hill Publishing Company Limited, New Delhi
6. Gore, M. S. 1978 Changes in the Family and the Process of Socialisation In India, In Anthony, E. J. & Colette, C. (Eds.). The Child in his Family, Wiley, 365-374.
7. Gore, M. S. 1992 Aging and the Future of the Human Being, The Indian Journal of Social Work, 53 (2), 210-219.
8. Hurlock, Elizabeth B. 1978 Child Growth and Development, New Delhi, Tata McGraw-Hill Publishing Company Ltd.
9. Hurlock, Elizabeth B. 1975 Developmental Psychology, New Delhi, Tata McGraw-Hill Publishing Company Ltd.
10. Kail, R. V. and Human Development, Pacific Grove, Cavanagh, J. C. 1996 CA: Brooks/ Core Publishing Company.
11. Kakar, S. 1970 Conflict and Choice - Indian Youth in a Changing Society, Bombay: Somaiya Publications.
12. Magmesson, D. and Human Development: An International Allen, V. C 1983 Perspectives, New York: Academic Press. Chapters 1,5,6,11,14,16,19,21.
13. Misra, G. (Ed.) 1990 Social Psychology in India, New Delhi: Sage Publications.



SEMESTER -II					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW 202	SOCIAL WORK RESEARCH AND STATISTICS	4	0	0	4

#### UNIT – I

12

**Social Work Research:** Meaning, definition, ethics, purpose of research, Social research and Social Work research. Scientific Method: Nature. Characteristics, purpose and steps in research process; Formulation of Research problems, Review of Literature.

#### UNIT – II

12

**Research Design and Sampling:** Research design' Exploratory, Descriptive, Diagnostic and Experimental. Hypothesis: Sources, Formulation, Attributes of hypotheses and types. Sampling: Definition Principles, Types and procedures; population and Universe, measurement: Meaning, levels of measurement: Nominal ordinal, interval and ratio; validity and reliability: meaning and types.

#### UNIT – III

12

**Sources and Methods of Data Collection:** Sources: Primary and Secondary; Research tools Observation and Survey methods Interview guide, Interview schedule, questionnaire: meaning, types, merits and demerits – Pre-test and pilot study.

#### UNIT –IV

12

**Social Statistics:** Statistics: Meaning, use and its limitations in Social Work Research. Measures of Central' Tendency: Arithmetic Mean, Median and Mode Dispersion: Range, Quartile deviation, Standard deviation and Co-efficient of Variation. Tests of significance: "t" test and chi-square and Correlation; Meaning, types and uses: Karl Pearson's Coefficient of Correlation and Spearman's Rank Correlation.

#### UNIT – V

12

**Preparation of Research Proposal:** Format processing of Data, Code book, Transcription, tabulation, Diagrammatic representation of data. Interpretation and analysis, Discussion; Report writing and Referencing; Applications and Limitations of Research in Social Work.

**Total Hours -60**

## REFERENCES

1. Anderson, J. et al. 1970 Thesis and Assignment Writing, New Delhi: Wiley Eastern Limited.
2. Bailey, Kenneth, D. 1987 Methods of Social Research, New York: The Free Press
3. Blalock, H. M. and Blalock, A. M. Methodology in Social Research; New York: (Eds.) 1968 McGraw-Hill.
4. Crabtree, B. F. and Miller, Doing Qualitative Research, New Delhi: W. L. (Eds.) 2000 Sage Publications.
5. Denzin, Norman, K. & Handbook of Qualitative Research (II ed.), Lincoln, Y. S. (Eds.) 2000 New Delhi: Sage Publications.
6. Field, Andy. 2000 Discovering Statistics Using SPSS for Windows: Advanced Techniques for Beginning, New Delhi: Sage Publications.
7. Foster, J. J. 1998 Data Analysis Using SPSS for Windows: A Beginner's Guide, New Delhi: Sage Publications.
8. Gahan, Celis and Doing Qualitative Research Using QSR, NUD, Hannibal, Mike. 1998 IST, New Delhi: Sage Publications.
9. Gupta, S. P. 1984 Statistical Methods, New Delhi, Sultan Chand and Sons. Diamonds, I. 2000 Scientists, New Delhi: Sage Publications.
10. Krishnaswamy, O. R. 1993 Methodology of Research in Social Sciences, Bombay, Himalaya Publishing House.
11. Lal Das, D. K. 2000 Practice of Social Research, Jaipur, Rawat Publications.
12. Padgett, Deborah, K. 1988 Qualitative Methods in Social Work Research, New Delhi: Sage Publications.
13. Ramchandran, P. 1990 Issues in Social Work Research in India, Bombay: Institute for Community Organisation Research.
14. Society for Participatory Participatory Research: An Introduction, Research in Asia, 1995 Participatory Research, Network Series, No.3, New Delhi: PRIA.

SEMESTER -II					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW203	SOCIAL WELFARE ADMINISTRATION	4	0	0	4

### Unit I

12

Social Work Administration.- Meaning and definition. Administration- Meaning, scope & principles. Organisation,. Management, Public Administration. Functions of Social Work administration. Social Welfare Administration in India- National level & State level Social Welfare Department- Functions and Programmes. Organizational structure, Programmes of Central Social Welfare Board.

### Unit II-

12

Administrative process in welfare institutions- Planning, Organizing, Directing, Staffing, Coordinating .Financial administration- Budgeting, Fund raising, Accounting, Auditing. Public relations & reports, maintenance of files, Enhancing the involvement and the potential of people in organization's executive boards, committees; professionals and other staff-relationship, communication, teamwork, and facilitating team building, supervision, and participation in training.

### Unit III-

12

Non- governmental organizations. Registration of Societies and Trusts., Constitution and byelaws. Societies Registration Act Factors motivating voluntary action. National & International voluntary agencies. Problems of voluntary organizations. Programme Development: Programme management: long term, short term, andDocumentation.

### Unit IV

12

Welfare programmes for Women, Children, Youth, Aged, Destitute & differently abled (Institutional & Non-Institutional), Social Welfare Programmes for SCs & STs., Integrated Child Development Services, Social security schemes of Central & State Governments, Kudumbashree

## **Unit V**

**12**

Public Relations: Public relations need and its promotion by all in the organisation. Representing the organization, networking, public, corporate and voluntary sector, resource building, accountability, transparency, use of media for publicity. Change and its Management: Understand and manage change, innovation in a rapidly changing social environment: for policy programmes and structure. Organizational understanding: Conflict, conflict resolution, creating positive climate.

**Total Hours -60**

## **REFERENCES**

1. Choudhari, D. Paul. 1983 Social Welfare Administration, Delhi: Atma Ram and Sons.
2. Garain, S. 1998 Organizational Effectiveness of NGOs, Jaipur: University Book House.
3. Garain, S. Towards a Measure of Perceived Organizational Effectiveness in Non-government Organization, Mumbai: Indian Journal of Social Work, 54 (2), 251 -270.
4. Goel, S. L. and Jain, R. K. 1988 Social Welfare Administration: Theory and: Practice, Vol. I and II, New Delhi: Deep and Deep Publications.
5. Jackson, J. 1989 Evaluation for Voluntary Organizations. Delhi: Information and News Network.
6. Lauffer, A. 1977 Understanding Your Social Agency, London: Sage Publications.
7. PRIA. 1990 A Manual on Financial Management - An Accounts Keeping for Voluntary Organizations, New Delhi: Society for Participatory Research in Asia.

SEMESTER -II					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW204	SOCIAL WORK & DISABILITY MANAGEMENT	4	0	0	4

### UNIT - I

12

**Disability:** Definitions, causes, types and magnitude of various disabilities and their impact on persons with disability and their families. Prevention of disabilities at primary, secondary and tertiary levels Misconceptions and societal attitudes towards persons with disability. Need for Inclusive development.

### UNIT – II

12

**Governmental Measures for the Disabled:** Legislations for Disabled – Policies and programs at the central and state and the role of facilitating authorities, Role of District Disabled Rehabilitation Office (DDRO)

### UNIT - III

12

**Multidisciplinary rehabilitation team and their roles:** Process of rehabilitation early identification, treatment, fitment of aids and appliances, education, vocational rehabilitation and social integration within the family and community, Role of Social Worker in different settings such as hospital and treatment centres, home, educational institutions, vocational rehabilitation centres, the community, self-help groups and associations of persons with disability and parents associations.

### UNIT - IV

12

**Impact of disability on persons with disability and their families:** Reactions of parents, family members and ways of coping. Needs and problems of persons with disability and their families across the life span and Social Work intervention at each stage.

**Intervention strategies at individual, family, group and community levels:** Individual level problem focused, self help, support groups, assertiveness training, life skills enrichment; family level – family crisis intervention, family centered intervention, parent guidance, parent training, support, self help groups of parents, siblings, community level – community awareness, education and community based rehabilitation.

**Total Hours -60**

**REFERENCES:**

1. Albrecht, G.L. Katherine D. Seelman & Michael Bury, (2001) Hand Book of disability studies, Sage, London
2. Grant, (2005) Learning disability. A lifecycle approach to valuing people, Open University Press, London
3. Hegarty Seamus & Mithu Alur, (2002) Education and Children with special needs, sage, London
4. Karanth. Pratibha & Joe Rozario (2003) Learning disability of India, Sage, London
5. Moore, (2005) Researching disability issues, Open University Press, London

**YSW 301A**

**COMUNITY HEALTH**

**L T P C**

**4-0-0-4**

**SEMESTER – III**

**Elective – I**

**UNIT - I**

**Concepts:** Health, Public health, comprehensive Health Care - Factors influencing health. Social and preventive Medicine-Comprehensive health indicators –Vital Health Statistics.

**UNIT – II**

**Major Communicable Diseases:** Etiology, Symptoms, Transmission, Treatment & Prevention of Swine flu(H1N1), T.B, STI, HIV, Polio, Malaria, Cholera and Typhoid. Non-Communicable Diseases: Cancer, Diabetes, Heart Disease, Asthma, Nutritional Disorders.

**UNIT – III**

**Health Care Delivery Systems:** National & and State Levels, Primary, Secondary and Tertiary health services, Salient Features of Legislation related to MTP Act.

**UNIT - IV**

**Health Problems and Education:** School, Occupation health Problems – Children and Geriatric Health Problems. Health Education: Meaning and importance and principles, Techniques and Strategies for Various Community and Groups. Family Planning: Importance, Methods and Role of Social Workers.

**UNIT – V**

**Community Health:** Assessing community Health Needs, Mobilizing core groups - community Participation –Health insurance Schemes - Multi Disciplinary Team: Role and Function. Community Health Programmes : National and State. Health Organization: National &International. Role of Social Workers in betterment of Community Health.

**REFERENCE:**

1. Park, J.E&ParK: Textbook of preventive and Social Medicine; Jabalpur Mrs.Banashidas1983
2. Kumar R.Social and Preventive Health administration, Asia Publication House, NewDelhi-1992.
3. Goel, S.I.Public Health administration, Sterling Publishers, New delhi, 1984.
- 4 . WHO: Social Dimensions Of Mental Health, Geneva, WHO, Publications 1981.



**YSW 302A**

**MENTAL HEALTH**

**L T P C**

**4-0-0-4**

**SEMESTER – III**

**Elective – II**

**UNIT – I**

**Historical Development:** Psychiatry as a Field Of Specialization; Attitudes and Beliefs(Myths & Misconceptions) pertaining to Mental illness in ancient, medieval and modern times; Concept of Normality Abnormality and Mental Health.

**UNIT – II**

**Classification of Mental Illness:** DSMIV and ICD-10, Mental Health Problems among Children, Adolescents and Women.

**UNIT - III**

**Psychiatric Assessment:** interviewing-Case History taking and Mental Status Examination, Psychosocial and Multidimensional Assessment of mental disorder in psychiatric social work and Psychosocial diagnosis.

**UNIT - IV**

**Psychiatric Illness:** Symptoms, Causes and Treatment of minor and major mental illnesses, Culture bound Syndromes, Sexual deviations, alcoholism and drug dependence and suicide. Childhood disorders, scholastic Back wardness-Attention Deficit Disorder-Learning Disorders.

**UNIT - V**

**Mental Handicap:** Definition, Clinical types, causes, Prevalence, Psycho-Socio Intervention, Mental Health Act, Mental Retardation, Cerebral Palsy, Autism, Epilepsy, ADHD and Role of Social Workers

**REFERENCES:**

1. Eden D.J.:Mental handicap-An introduction George llen&unnin, London,1976
2. Gaind R.N Hudson B.L Current themes in Psychiatry,Mc.Millan,1976.
3. Zigler, Edwards: Understanding mental retardation, cambridgeuni. press, London,1986
4. John, Howells G: Modern perspectives in international child psychiatry, Brunner& Mazel pub., New york 1971.
5. Hughes Jennifer: An outline of modern psychiatry, john Wiley &sons 1981.
6. Kaplan Horold ,et AL: comprehensive text boob of psychiatry, Williams& Wilkins, VOL ,I,II&III.1980

**L T P C**

**YSW 303A**

**MEDICAL SOCIAL WORK**

**4-0-0-4**

**SEMESTER – III**

**Elective – III**

**UNIT - I**

**Medical Social work:** Definition, Nature, Scope; the Roles and function of a medical social worker; Historical development in India and abroad; practice of medical social work methods in Hospital settings; Their needs and importance in working with patients and families: Scopes and limitations of practice.

**UNIT - II**

Psychological, Social, Economic implications of illness disability and hospitalization for the patients - Patient as a whole person - Psychosomatic Approach - Multidisciplinary Team work - Needs importance and principles Role of Social work as a member of team.

**UNIT - III**

Hospital as a formal Organization, its Goals, Technology, Structure and Functions, Departments, Administrative procedures of medical social work Department:: Staffing, Organization and Functions, Extensional services - Public Relation.

**UNIT - IV**

**Impairment, Disability and Handicap:** Causes, Types and Classification of Physical handicap: Orthopedic disability, Visual handicap, Aural impairment and Speech disability - Physical medicine, Physiotherapy, Occupational Therapy, Rehabilitation: Definition, concept principles and process; Role of the medical social worker in rehabilitation.

**UNIT - V**

**Role of the Medical Social Worker in the following settings:** Out Patient Unit, Intensive Care Unit, Pediatric ward, Maternity ward, Abortion clinic, Family planning centers, STD clinic, HIV Clinic, Orthopedic centre, Cardiology department, Blood bank, Hansenorium and Cancer Institutes.

## **REFERENCES:**

1. Bartlell, Harriet M: Social Work Practice in health field, New York, National association of Social worker, 1961.
2. Banerjee G.R.: Social Service department in hospitals-Its Organizations and functions, TISS, Bombay. 1950.
3. Codey & Carol H: Social aspects of illness, W.B. Saunders com., Philadelphia, 1951
4. Minna Field: Patients are people, Columbia uni. press, New York, 1953.
5. Golstaine Dora: Expanding Horizons in medical social work, University of Chicago

**YSW 304A**

**PSYCHIATRIC SOCIAL WORK**

**L T P C**

**4-0-0-4**

**SEMESTER – III**

**Elective – IV**

**UNIT - I**

**Psychiatric social work:** Definition, Historical development in India and Abroad - current status as a field of specialization -. Case work, Group work and Community organization in the Psychiatric settings - .Limitation and difficulties faced in psychiatric social work practice.

**UNIT - II**

Therapeutic intervention in psychiatric illness; Cognitive Therapy, Individual and Group Psychotherapy, Family Therapy, Marital Therapy, Behavior Therapy, Chemotherapy, Psycho surgery and Mega Vitamin Therapy, Occupational Therapy.

**UNIT - III**

Theoretical framework for counseling; psychoanalytic Theory ,Transactional Analysis, Client Centered Therapy, Gestalt Therapy, Rational Emotive Therapy, Existential Therapy and Adlerian Therapy.

**UNIT - IV**

Scope of Psychiatric Social Work practice: Roles and function of a psychiatric social worker with regards to the problems of patients and their families in:

1. Psychiatric OPDs
2. Psychiatric specialty clinics
3. De-addiction centers
4. Child Guidance Clinics

**UNIT – V**

Rehabilitation of psychiatric patients: Roles if the social worker in rehabilitation-planning mobilization, reintegration of the patient in the family and community; Roles of the psychiatric social worker in team work - Concepts of: Therapeutic Community - Partial Hospitalization - Day care centers - Half way homes - Sheltered workshop, on line services.

## REFERENCES

1. Verma, ratna, psychiatric social work in India, sage pub, new delhi,1991.
2. Masserman, jules H.Et..al:Hand book of Psychiatric therapies,jasan Aaronson  
1. inc,1973.
2. Dickson, Clifford Martha: social work practice with the mental retarded, collier  
3. Mac Millan, 1981.
4. Singh H.G Psycho therapy in India, National Psychological Association,1977.
5. 5 Gordon,paul,L.&Lendz R.J:Psychological treatment of chronic mental  
6. patients,Harward Uni,pres, London,1977.
7. Kalpan Harold, et.al: Comprehensive text book of psychiatry, Williams &  
8. Willkins, Vol I,II&iii 1980.
7. Garland,Margaret:The other side of Psychiatric care,MacMillan,1983.

## SEMESTER – III

## Elective – I

## UNIT - I

**Rural Community:** Meaning, Characteristics. Rural Problems and their implications: Poverty, illiteracy, unemployment and problems related to agriculture. Community Development: Definition, Objectives, Philosophy and Principles.

## UNIT - II

**Tribes:** Definition, Characteristics of the Tribal community -Nomadic and Denotified tribes - Major Indian tribes and tribes in Tamilnadu - Constitutional Provision for the protection of tribes - Problems of tribes ( Child Marriage, poverty, III- health, literacy and atrocities on tribes).

## UNIT- III

**Rural and Tribal Development Administration:** Administrative structure for rural & tribal development Central and State level. Panchayats Raj: Evolution and functions of Panchayats Raj System - Salient Features of 73<sup>rd</sup> amendment - Cooperative movement in India: Principles, Characteristics, Types and functions of Cooperative - Rural Development Agencies - Participation in people's sustainable development.

## UNIT - IV

**NGOs in Community Development:** Livelihood Promotion (INGO's) - Watershed, Health Education - Water & Sanitation – MGNREGA- Women Empowerment –Strengthening of SHGs through their promotion as Federations and Co-operatives –Target Groups Women Children, Youth, Physically challenged, and Dalit Disadvantage.

## UNIT - V

**Critical Review of Rural and Tribal Development Programmes:** Application of social work methods and role of social workers - Role of voluntary Agencies in rural and tribal development - Review of five year plans for Rural & Tribal Development.

**REFERENCES:**

1. Jain.s.s: Community development and panchayats Raj in India.
2. Rajeshwari Dayal: Community Development in India
3. Mukerji.B. Community Development in India, Orient Longman, New Delhi.
4. Government of India: Five year plans Kitab Mahal New Delhi.
5. William, Biddle,j: The community development process- The discovery of
6. local initiative,Holt Richards and Wington,New York,1965.
7. Mascarentas:A Strategy for rural development, Sage Pub.,Delhi.,1988.

**YSW 302B**

**URBAN COMMUNITY DEVELOPMENT**

**L T P C**

**4-0-0-4**

**SEMESTER – III**

**Elective – II**

**UNIT - I**

**Urban Community:** Meaning, Characteristics, Rural- Urban Contrast. City-Meaning, Classification, Trends in Urbanization Process. Migration: Meaning types and Theories.

**UNIT - II**

**Urbanization And Urbanism:** Meaning, Theories of urbanization, Characteristics of urbanism, Slums: Definition, Approaches Theories and Classification and Culture of Slums. Urban Problems: Housing, Drug Addiction, Juvenile Delinquency, Prostitution, Pollution.

**UNIT - III**

**Urban Community Development:** Definition, Objectives and Historical Background; Approaches, Principles, Process and Methods of Urban Community Development, Welfare Extension Projects of center Social Welfare Board, Urban Development Planning: Legislation Relating to Urban Development (urban Land ceiling Act, Salient Features of 74th Amendment Town and Country Planning Act, Nagarpalika Act and Tamil Nadu Slum Clearance and Improvement Act) Community Planning and Community Participation.

**UNIT - IV**

**Urban Development Administration:** National, State, Local Levels; Structure and Function of Urban Development Agencies; Urban Services and Urban Deficiencies; Metropolitan Development Authorities, Housing and Urban Development Corporation (HUDCQ); Housing Board, Role of voluntary Agencies in Urban Development.

**UNIT - V**

**Urban Development Programme:** Five Year Plans and Urban Development: Madras Urban Development Projects (MUDP) I & II; TamilNadu Urban Development Project (TNUDP); Urban Basic Services Programme (UBSP), Nehru Rozgar Yojana (NRY). Tamil Nadu Slum Clearance Board, Problems in Implementation of Urban Community Development Programmes. Role of Community Development Worker-Application of Social Work Methods in Urban Development.



## REFERENCES

1. Aray and Abbasi (1995) Urbanization and its Environmental Impact, Discovery  
1. pub. New Delhi.
2. Diddee, Jayamala (1993) Urbanization – Trends, Perspectives and  
3. Challenges, Rawat publication, Jaipur.
4. Stanley, Selwyn (2005) Social Problems and Issues : Perspectives for  
5. Intervention, Allied pub. New Delhi.
3. Thudipara, Jacob Z. (1993) Urban Community Development, Rawat  
6. publications, New Delhi
4. UN Habitat, (2003) The Slums of the world: The faces of urban poverty in  
7. the, millennium, United Nations Center for Human Settlement, Nairobi.
5. DUBEY. M.K (2000) Rural and Urban Development in India, Common Wealth  
8. publications, New Delhi.

**YSW 303B**

**PROJECT MANAGEMENT**

**L T P C**

**4-0-0-4**

**SEMESTER – III**

**Elective – III**

**UNIT – I**

**Introduction to Project Management:** Objectives, Scopes, Importance and Methodology. Micro and macro level Planning.

**UNIT - II**

**Project Dimensions:** Identification and formulation Details Project Report(DPP) Project Appraisal: technical, economic and financial feasibility.

**UNIT - III**

**Planning and Management of Implementation of Projects:** Project Cycle Management-Goal oriented programme planning-Log Frame, Resource Scheduling-Activity planning Network Analysis, Monitoring and evaluation; Programme Evaluation review Technique(PERT) and Critical path Method(CPM)

**UNIT - IV**

**Participatory Management:** PLA, RRA, Participatory Rural Appraisal(PRA), Participatory Learning action-Participatory evaluation. Proposal Writing-World Bank projects, ICSSR, Action AID.

**UNIT - V**

**Resource Mobilization:** Techniques of fund raising; statutory Requirements for the formation of contribution regulation Act, of fund raising; Statutory Society and Trust; Foreign Contribution Regulation Act.

**REFERENCES**

1. Concept and Practices Section edition ,Allyn and bacon inc.,Boston,1983.
2. Mishra S.N.: Rural Development Planning-Design and methods, S atvacur pub New Delhi 1984.
3. Chandra prasanna: Project: Preparation, Appraisal, Budgeting and implementation, Tata Me Graw Hills, New Delhi,1988.
4. Jerome Wiesfd.& Ferdinand Levy K.: Management Guide to PRET / CPM,
5. Prencite Hall,New Delhi,1988.

**YSW 304 B**

**DEVELOPMENT COMMUNICATION**

**L T P C**

**4-0-0-4**

**SEMESTER – III**

**Elective – IV**

**UNIT - I**

**Communication:** Meaning, Definition, Scope and purpose; elements of communication; principles of effective communication; Communication Process; Channels and stages of communication, skills and techniques of communication; Postulates of communication.

**UNIT - II**

**Methods of Communication:** Interpersonal communication, Group Communication and mass communication; Types, Theories and models of communication; Development of self, conflict Resolution.

**UNIT - III**

**Mass Communication Meaning, Development and Scope:** Roles of mass media in national Development, Limitations in the use of mass media in India.

**UNIT - IV**

**Selection of Suitable Approaches for Different Target Groups; Audio Visual Aids:** Types and its uses; Folk media :Puppet Shows, Drama Street play, Folk Dance, use of talks meeting, Conference, Campus; Campaign: Communication through leaflets, Pamphlets, Bulletins, Circulars, Posters and notice boards.

**UNIT - V**

**Communication; Research: Steps and Approach:** Satellite Instructional Television Experiment (SITE); Aims and objectives: Satellite Communication for National Development; Community Radio; Social implications of mass communication; Barriers to communication.

**REFERENCES**

1. Mansion, gurmeell: Dictionary of journalism and mass communication, Hanam  
1. Pub. New Delhi.1990.
2. Harton Paul et.al: the mass media and the village life, sage pub., New  
3. Delhi,1989.
4. Dahama O.B. & Bhatnagar O.P.: Education, communication for development,  
Oxford &IBH New Delhi.1994.
5. Pokharapukar: Rural development and community television, concept pub New  
Delhi01993.
6. Mahajan,Kamlesh: Communication and society, classical pub New Delhi 1990.

## SEMESTER – III

## Elective – I

**Unit – I-Management and Human Resource Management;** Management: Definition, Schools of management thought. HRM: Definition, objectives, characteristics, Scope, Evolution and Function, Duties , responsibilities, qualities and challenges of Human Resource Manager for 21<sup>st</sup> century.

**Unit – II-Human Resource Planning:** HRP in industry, Meaning, definition, importance and need for human Resource Planning, **HRD** - Concept , objectives, process, and mechanism for HRD, Principles in designing HRD system. HRD at different levels; areas of HRD; HR Information System. **Training and Development:** Meaning, need, importance, types: on the job and off the job training,

**Unit – III-Human Resource Function:** recruitment, selection, induction & placements, promotion, transfer, job analysis. Performance appraisal , measurement of performance , evaluation and correction of performance, job analysis ; Discipline and Disciplinary procedure, Personnel Records and personnel Research, HR Accounting, HR Audit, VRS.

**Unit – IV-Compensation Management:** Job evaluation- assessing job worth and developing wage structures. Wage and salary administration, Wage policy, Wage boards: Incentives, Performance based pay & Employee benefits; Executive compensation and International compensation. Personal taxation, Current trends in compensation management- ESOP.

**Unit – V-Industrial Social Work:** Meaning, Scope and relevance; Application of Social work methods in Industrial Sector Labour problems and Industrial Counseling in industries and working with families of the industrial workers; meaning, scope, relevance, advantages & disadvantages. Conflict: meaning, types of conflict and management of conflict. People Capability Maturity Model (PCMM)-meaning, objectives, levels, process areas.

**REFERENCES:**

1. Dynamics of Industrial Relations – Dr. C.B. Mamoria, Dr. Satish Mamoria & S.V. Gankar – Himalaya Publishing House.
2. Human Resources & Personnel Management – K.Aswathappa – Tata McGraw Hill publishing Co. Ltd.
3. Mamoria , C.B, : Personal management : Management of Human Resource, Mumbai, Himalaya Publishing House C1991).
4. Performance Management : Concepts and skills and Exercises by cardy Robert (PHI).
5. Personnel & Human Resource Management – P. Subba Rao – Himalaya Publishing House
6. Personnel Management and Industrial Relations – N.G. Nair, Latha Nair – s. chand Company Ltd., New Delhi C 1999).

**SEMESTER – III****Elective – II****Unit – I**

**Labour Welfare:** Concept, principles, theories. growth of Labour welfare in India; types of welfare; Labour problems: Absenteeism addiction, indebtedness, family distress and social work intervention. Labour welfare programmes: Statutory and Non – Statutory. Labour welfare officer: Status, role, duties function and workers education.

**Unit – II**

**Labour legislations in India:** Factories Act 1948, The plantation labour Act 1951, Indian Mines Act 1952, and Apprentices Act 1961. **Labour Relations Legislations:** The Trade Union Act 1926, Industrial Disputes Act 1947, Tamil Nadu Shops and Establishment Act 1947, Tamil Nadu Industrial Establishment (National and Festival holidays) Act 1951.

**Unit – III**

**Employment Legislations:** Industrial Disputes Act 1947, The Industrial Employment (Standing orders) Act 1946, The Employment Exchange (compulsory notification of vacancies) Act 1959, The Contract Labour Regulation & Abolition Act 1950, Conformation of Permanent Status Act.

**Unit – IV**

**Social Security Legislations:** Workmen's Compensation Act 1923, Employees State Insurance Act 1948, Employees Provident fund Act 1952 including the Pension Scheme 1995. The Maternal Benefit Act 1961, Payment of Gratuity Act 1972, Tamil Nadu labour welfare fund.

**Unit – V**

**Wage Legislation:** The Payment of Wages Act 1936, The Minimum wages Act 1948, The Payment of Bonus Act 1965, The Equal Remuneration Act 1976.

**REFERENCES:**

1. Charles A. Myers, Industrial relations, India Asia Publishing house.1970
2. Desai. R.: Constitutional & Labour laws in India, Dolia B.R 1982 labour and industrial Law, Drient Law House, New Delhi
3. Giri V.V. Labour problems in Indian Industry, Asian Publishing House,Bombay,1958.
4. ILO 1980 – Labour Legislation
5. Pant S.C. Principles of labour welfare, Gupta Brothers, Vishakapattnam, 1968.
6. Potdar. B.P. & Girish Patwardhan: Encyclopedia of Labour & Industrial Relation – vol I, & Vol II Wadhwa & Company Indore.
7. Prasad NGK., 1978, Factories law and rules applicable to TN state vols I, II, III. IV Madras Book Agency.

**YSW 303C**

**ORGANIZATIONAL BEHAVIOUR**

**L T P C**

**4-0-0-4**

**SEMESTER – III**

**Elective – III**

**UNIT - I**

**Organizational Behaviour:** Definition and theoretical framework, Historical perspective, functions and role of Managers (including information technology), challenges and opportunities for managers to use OB concepts, behavioural science discipline - Approaches and models of organizational behaviour.

**UNIT - II**

**The Individual:** Foundations of individual behaviour, values, attitudes and job satisfaction, personality, perception, concepts of motivation and its applicability – Work Related Stress and Coping Strategies.

**UNIT - III**

**The Group:** Foundations of Group behaviour, Group Dynamics – Team Building – Morale, Communication, Leadership, Power and Politics.

**UNIT - IV**

**The Organization System:** Foundations of organization structure, organizational theories, Organizational culture, organizational effectiveness, organizational climate, Japanese style of management, people capability and maturity model.

**UNIT - V**

**Organizational Dynamics:** Organizational Change Management – Organizational Development, Conflict Resolution, Application of Transactional analysis (Johari Window & Eric Berne) - Future of Organizational Behaviour.



## REFERENCES

1. Arnold, Huges.J and Daniel E.Feldman : Organisational behaviour, Mc.Graw Hill,1986
2. Mc.Graw Hill,1986
3. Fred Luthans : organizational behaviour, Mc.Graw Hill, New York, 1998
4. Klith Davis : Human behaviour at work, Mc.Graw Hill, 1995
5. Paul Hersey and Kenneth H.Blanchard : Management of organizational behaviour, 4<sup>th</sup> edition, Practice Hall, N.J.1985
6. Prasad L.M. : organizational behaviour, S.Chand.Com. 2000.

YSW 304C

EMPLOYEE RELATIONS AND TRADE UNION

L T P C

4-0-0-4

SEMESTER – III

Elective – IV

### Unit – I

**Industrial Relations in India:** Concept of Industrial Relations, Theories, characteristics of a good Industrial Relation System, state and central industrial Relations policy, Tri-partite approach, Industrial Labour Conference, code of Discipline in Industry. **ILO: History aims Objectives,** structure, functions and achievements, Influence of ILO on industrial relations. National Labour Commission.

### Unit – II

**Trade Union Movement:** National and International Trade unionism: Historical Perspective Objectives, Problems faced recognition of trade unions. Employer's federations; origin, growth objectives, functions, structure and administration.

### Unit – III

**Collective Bargaining:** Meaning, goals, phases pre-requisites, principles, theories, strategies skills; Factors influencing collective bargaining, content of collective agreements, productivity in bargaining, collective bargaining in abroad.

### Unit – IV

**Industrial Conflicts:** concepts of industrial peace and industrial conflict: causes consequences, strikes and lockout. Machinery for prevention and settlement of disputes; arbitration and adjudication; Grievances procedure and domestic enquiry.

### Unit – V

**Worker participation in Management:** meaning and scope of industries in India, UK, Germany and Yugoslavia; Gandhian Trusteeship Philosophy.

## REFERENCES

1. Agarwal RD: Dynamics of labour relation in India Tata McGraw Hill. Bombay. 1972
2. Arun Monappa Industrial relation S.Chand Co., 1989
3. Arya UP Guide to settlement of Industrial Disputes Allied Publishing New Delhi 1977
4. Charles A. Myers Industrial Relation in India Indian Asia Publishing House 1975
5. Kumar CB Development of Industrial Relations in India Himalayan Publishing house,
6. 1983
7. Momoria C.B.: Dynamics of Industrial Relations, Himalaya pub, house 1983
8. Sharma AM Industrial Relation and Conceptual, legal frame work Himalaya Publication
9. 1989