



# **KONGU ARTS AND SCIENCE COLLEGE**

**(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)**

**ERODE – 638 107**

## **PROGRAM NAME**

**Master of Social Work (M.S.W.)**



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**2018-2019**



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# **SYLLABUS**

## SEMESTER – III

Sem.	Course Code	SOCIAL WELFARE ADMINISTRATION	Total Marks:100		Hours Per week	Credits
III	17PBCCT301			CIA: 25	ESE: 75	4

**Objectives**

- The students gain knowledge about social welfare policies of the government
- To acquire the skill of establishing a service organisation
- To obtain information about the project proposals

**Course Outcome**

- CO1 Gain knowledge about the importance and scope of social welfare administration.
- CO2 Enrich knowledge about the role of voluntary organisations in social welfare administration
- CO3 Learn the procedures to register an organisation
- CO4 Acquire knowledge about the social policy
- CO5 Know the concept of project management

**UNIT -I**

Social Welfare Administration: Concept, Importance, Nature and Scope; History of Social Welfare Administration in India; Functions, Need and Principles, Skills needed in Social Welfare Administration; Purpose and current issues of Social Welfare Administration.

**UNIT -II**

Social Welfare Administration Structure: Central level, State level and District level. Role of National and International Voluntary Organizations in Social Welfare Administration. Central and State Government Schemes of Social Welfare Administration: Health, Family, Women, Children, Youth, Aged, Backward Class, Minorities and Persons with Disabilities.

**UNIT -III**

Procedures in registering an organisation: Societies Registration Act 1860; Tamilnadu Societies Registration Act 1975; Foreign Contribution (Regulation) Act 2010; Indian Trust Act 1882; Companies Act 1956; Duties and responsibilities of office bearers, committees and governing board.



*Dr. N. RAMAN*  
PRINCIPAL.  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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**UNIT -IV**

Social Policy: Introduction, Importance and Scope. Social policies in India- Education, Housing, Environment, Social security and Employment. Indian Constitution: Fundamental Rights and Directive Principles of State Policy; Concept of Welfare state.

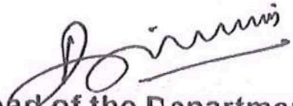
**UNIT -V**

Formulation of Project Proposals: Need assessment, Guidelines and Techniques. Project Management: Component, skills, process, techniques and methodology. Administrative skills – Writing reports, letters and minutes of meetings.

**Books for references**

- Sanjay Bhattacharya, 2006; Social work administration and Development, Rawat, New Delhi.
- Paul Choudry.D, 1991; Voluntary social welfare in India, sterling, New Delhi sterling.
- Paul Choudry D, 2000; Social Welfare Administration, Atmaram and sons, Lucknow.
- Kulkarni.P.D, 1978; The Central Social Welfare Board, Asia, New Delhi.

QUESTION PAPER PATTERN		
SECTION - A	SECTION - B	SECTION - C
10 x 1 = 10 Marks (Multiple Choice, Four options) Two questions from each unit	5 x 7 = 35 Marks (Either or choice) Two questions from each unit	3 x 10 = 30 Marks (Answer any three Questions out of five) One question from each unit

  
**Head of the Department**  
**Department of Social Work**  
**Kongu Arts and Science College**  
**(Autonomous)**  
**Nanjanapuram, Erode-638 107.**



  
**Dr. N. RAMAN**  
**PRINCIPAL,**  
**KONGU ARTS AND SCIENCE COLLEGE**  
**(AUTONOMOUS)**  
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Sem.	Course Code	HUMAN RIGHTS AND SOCIAL LEGISLATION	Total Marks:100		Hours	Credits
					Per week	
III	17PBCCT302		CIA: 25	ESE: 75	4	4

### Objectives

The students are able to enrich knowledge about:

- Concept and classification of human rights.
- Human rights in Indian constitution.
- Human rights institutions at national and international level.
- Social policy, social planning and social legislation.

### Course outcome:

CO1 Learn the fundamentals of human rights

CO2 Gain the knowledge of fundamental duties and rights under the Indian constitution

CO3 Learn the concepts related to social planning

CO4 Gain knowledge about social legislation

CO5 Posses knowledge about national and international level and way to deals with legislation policies

### UNIT - I

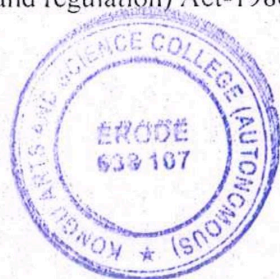
Human Rights: Definition, classification: civil and political rights, socio economic and cultural rights. Indian constitution and relevant articles relating to human rights. The protection of Human Rights Act -1993. Structure and functions of National and State Human Rights Commissions.


### UNIT - II

Human Rights for target population: SC/ST, religious minorities, persons with disability, AIDS victims, refugees, war victims, prisoners, custodial violence, women, children, senior citizens and work situations. Fundamental Duties and Rights under the Indian Constitution.

### UNIT – III

UDHR: Universal Declaration of Human Rights – Declaration on Elimination of Racial Discrimination 1963 & Convention on Elimination of Racial Discrimination 1965 – International covenants. Salient features of Child Labour (prohibition and regulation) Act-1986; Right to Information Act-2005.



  
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**UNIT – IV**

Social Legislations: Definition, Need and Scope; Salient features: Social legislation as an instrument for Social control, Social change, Social justice, Social defence and Social reform; Introduction to Indian Penal Code, Criminal Procedure Code, Court, Prisons, Probation and Parole; Legal Aid; Public Interest litigation (PIL); Hindu Adoption and Maintenance Act 1956; Hindu Marriage Act 1955; Christian Marriage Act 1955.


**UNIT – V**

Special Marriage Act 1954; Laws pertaining to Marriage and Divorce: `Dowry Prohibition Act 1961; Pre conception, Prenatal Diagnostic Techniques (Prohibition of Sex Selection) 2002; Right of Children to Free and Compulsory Education (RTE) Act 2009; Role of Social Workers in promotion of Social Legislations.


**Books for reference**

- Amith Kumar, 2012, Human Rights and Social Welfare, Dominant, Publishers, Delhi.
- Astha Bhanot, 2013, Human Rights and Human Welfare, Point Publishers, Jaipur.
- Ashok Kumar, 2014, Women's Human Rights, Prateeksha Publishers, Jaipur.
- Bhatt. K.C, 2014, Women and Human Rights, Centrum Press, Delhi.
- Chandra Mohan Pattanaik, 2013, Human Rights, Gender and Environment, Swastik Publications, Delhi.
- Gangarde, Y.D. 1978, Social Legislation in India Vol I and II, concept, New Delhi.

<b>QUESTION PAPER PATTERN</b>		
<b>SECTION – A</b>	<b>SECTION - B</b>	<b>SECTION – C</b>
<b>10 x 1 = 10 Marks</b> (Multiple Choice, Four options) Two questions from each unit	<b>5 x 7 = 35 Marks</b> (Either or choice) Two questions from each unit	<b>3 x 10 = 30 Marks</b> (Answer any three Questions out of five) One question from each unit

  
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**PRINCIPAL**  
**KONGU ARTS AND SCIENCE COLLEGE**  
**(AUTONOMOUS)**  
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Sem.	Course Code	LABOUR LEGISLATIONS	Total Marks:100		Hours	Credits
			CIA: 25	ESE: 75	Per week	
III	17PBCET303				4	4

### Objective

On successful completion of the course the students:

- Should enrich their skills about Labour legislations
- Enrich their knowledge required for HR profession in legal aspects

### Course Outcome

CO1 Attain knowledge on labour legislation

CO2 Know the rights of employees at their working condition

CO3 Learn the provisions relating to welfare measures

CO4 Know the provisions relating to employee wages

CO5 Gain knowledge on social security.

### UNIT -I

Labour Legislation: Concept; Need and historical development of labour legislation; Objectives; Importance of labour legislation; Objectives and functions of ILO; Role of ILO in development and implementation of labour legislation in India ; Indian constitution and labour legislation.

### UNIT -II

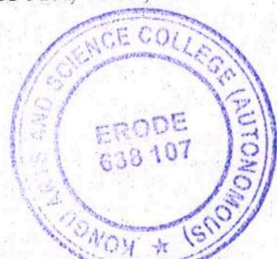
The Factories Act, 1948; The Mines Act, 1952; The Plantation Labour Act, 1951; The Shops and Establishment Act, 1947; The Contract Labour (Regulation & Abolition) Act, 1970.

### UNIT -III

The Interstate Migrant Workers (Regulation of Employment and Conditions of Service) Act, 1979; The Motor Transport Workers Act, 1961; An overview of Employee's Compensation Act, 1923 ; Employees State Insurance Act, 1948 ; Employees Provident Fund And Miscellaneous Provisions Act, 1952.

### UNIT -IV

The Maternity Benefit Act, 1961; The Industrial Establishment (National & Festival Holidays) Act, 1951; The Payment of Wages Act, 1936; The Minimum Wages Act, 1948 ; The Payment Bonus Act, 1965.



Dr. N. RAMAN  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
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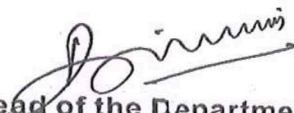
**UNIT –V**

Equal Remuneration Act, 1976; The Payment of Gratuity Act, 1972; The Payment of Subsistence Allowance Act, 1981; The Employers' Liability Act, 1938; The Sales Promotion Employees (Condition of Service) Act, 1976.


**Books for reference:**

- Deepak Bhatnagar, 1986 Labour and Industrial Laws: Pioneer Books, New Delhi.
- Kannan and Sowri Rajan, 1996 Industrial and Labour Laws: Taxman Allied Services, New Delhi.
- Kapoor, N. D., 2000 Elements of Industrial Law: Sultan Chand and Sons, New Delhi.
- Misra, S. N., 1986 Labour and Industrial Laws, Allahabad: Law Agency, New Delhi.
- Subramanian, V., 2002. Factory Laws Applicable in Tamilnadu. Volume I, II, III, IV and V.: Madras Book Agency, Chennai.

QUESTION PAPER PATTERN		
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**KONGU ARTS AND SCIENCE COLLEGE**  
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Sem.	Course Code	URBAN COMMUNITY DEVELOPMENT	Total Marks:100		Hours Per	Credits
			CIA: 25	ESE: 75	week	
III	17PBCET305				4	4

### Objectives

On successful completion of this course, the students:

- Should know various theories on urban life, problems and development
- The students should learn administrative structure and programmes for urban development
- Acquire the skills to work with the urban community and implement programmes for them

### Course outcome

CO1 Know about the urban community, slums and migration.

CO2 Gained knowledge about urbanization and urbanism.

CO3 Learned the urban community development.

CO4 Enriched with knowledge about the urban development administration.

CO5 Learn about the urban development programmes implemented in Tamil Nadu and India.

### UNIT -I

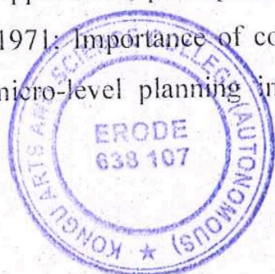
Urban Community: Meaning, characteristics, classification of city, urban agglomeration, sub-urbs, satellite towns, hinterlands; rural urban contrast; Urban Problems: Urban settlement & housing, drug addiction, juvenile delinquency, prostitution/commercial sex, urban pollution, street living, pavement dwelling and street vendors, problems with unorganized sector, waste management and transport; Slum: definition, causes, characteristics, functions and culture of slums; Migration: concepts, causes, types and theories.

### UNIT -II

Urbanization and Urbanism: Meaning and characteristics; Urbanization process; Theories of urbanization; Unorganized/Informal sectors: Concept and characteristics; Marginalized groups in urban: Causes, effects, interventions, street and working children, construction workers; Role of the urban community workers in urban development.

### UNIT -III

Urban Community Development: Definition, concept, objectives and historical background; Urban community development: Approaches, principles, process and methods; Urban development planning; Town and country planning Act, 1971: Importance of community planning and community participation in urban development; relevance of micro-level planning in local self-government; Application of social work method in urban development.



Dr. N. RAMAN  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
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**UNIT -IV**

Urban Development Administration: Urban administration at national, state and local levels; 74th amendment and salient features of Nagarpalika Act; Structure and functions of urban development agencies: Municipal administration - corporations, municipalities and town panchayats; Townships and cantonments board; Metropolitan development authorities; Functions of officials and nonofficial's in urban self-governments: Slum Clearance Board; Housing Board, HUDCO and UNCHS; Role of voluntary agencies in urban development.

**UNIT -V**

Urban Development Programmes: Five Year Plans and Urban Development, Past urban development programmes of India: A brief review; Present urban development programme of central and state governments; Role of community development wing in implementation of UCD programmes; Problems in implementation of urban community development programmes; Role of community development worker.

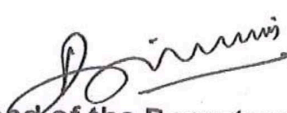
**Books for references**

- Aray & Abbasi, 1995, Urbanization and its Environmental Impacts. New Delhi: Discovery.
- Bhattacharya. B, 2006 Urban Development in India, New Delhi.
- Clinard, Marshall B 1970 Slums and Community Development. The Free Press, New York.
- Diddee, Jayamala 1993, Urbanization: Trends, perspectives and challenges: Rawat, Jaipur.
- Mitra, Arup 1994 Urbanization, slums, informal sector employment and poverty. B.R. Publications, New Delhi.
- Phadke.V.S, et al. 2007 Urbanization, Development and Environment, Rawat publications, New Delhi.
- Ramachandran 1989 Urbanization and Urban System in India. Oxford University Press, New Delhi.

QUESTION PAPER PATTERN		
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KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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Head of the Department  
Department of Social Work  
Kongu Arts and Science College  
(Autonomous)  
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Sem.	Course Code	INDUSTRIAL RELATIONS	Total Marks:100		Hours	Credits
			CIA: 25	ESE: 75	Per week	
III	17PBCET306				4	4

### Objectives

On successful completion of the course the students should enrich their knowledge about

- The concepts of Industrial relations
- Bipartite and Tripartite bodies in Industrial relations
- Ethical codes of industrial relations
- Collective bargaining and workers participation

### Course outcome

- CO1 Gain knowledge about the concepts of industrial relations  
 CO2 Understand the ethical code and effects of industrial conflict  
 CO3 Possess the sound knowledge of industrial conflict and dispute  
 CO4 Acquire knowledge about trade unionism  
 CO5 Understand the collective bargaining and workers participation.

### UNIT - I

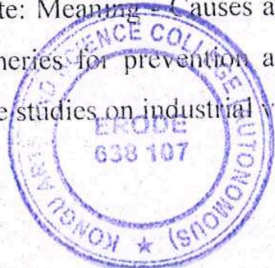
Industrial Relations: Meaning; Scope and need; Importance of industrial relations; Factors influencing industrial relations; Characteristics of model industrial relations system ; Emerging trends in industrial relations; Employees relations across organization in different sectors ; Approaches to industrial relations; Bipartite and Tripartite machineries for industrial relations.

### UNIT – II

Discipline: Definition, Principles of natural justice; Code of discipline in industry; Procedure for disciplinary action; Domestic enquiry; Causes and effects of industrial conflicts; Problems of short term employment and out sourcing, strikes, lock outs, lay off, retrenchment and closure; Industrial employment (Standing Orders) Act, 1946.

### UNIT – III

Industrial Dispute: Meaning, Causes and forms of disputes; Industrial disputes Act, 1947 ; statutory and non-statutory machineries for prevention and settlement of disputes; Grievances: Meaning ,causes and redressal procedures; Case studies on industrial violence.



**Dr. N. RAMAN**  
 PRINCIPAL,  
 KONGU ARTS AND SCIENCE COLLEGE  
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**UNIT – IV**

Trade unions: Definition, objectives, functions and structure; Growth of trade union movement in India; Major trade unions in India; Social responsibilities of trade unions ; Problems and weakness of trade unions ; Need for trade union in industries ; The trade union Act, 1926.

**UNIT – V**

Collective bargaining: Meaning, objectives, principles, scope, process and difficulties; Subject matter for collective bargaining; Industrial democracy and Need for industrial peace; Workers participation in management in India. OHSE: Meaning and importance.

**Books for reference**

- Mamoria, C.B, 2012, Dynamics of Industrial Relations, Himalaya Publishing House.
- Nair, NG, 2001. Personnel Management and Industrial Relations, S Chand & Co. Publishing House , New Delhi.
- Scott, Bill, The Skill of Negotiating, Jayco Publishing House, Mumbai.
- Roberts, B C, Industrial Relations; Contemporary Problems and Perspectives, Asia Publishing House, New Delhi.
- Sharma, A M, Industrial Relation: Conceptual & Legal Framework, Himalaya Publishing

QUESTION PAPER PATTERN		
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<p><b>10 x 1 = 10 Marks</b> (Multiple Choice, Four options) Two questions from each unit</p>	<p><b>5 x 7 = 35 Marks</b> (Either or choice) Two questions from each unit</p>	<p><b>3 x 10 = 30 Marks</b> (Answer any three Questions out of five) One question from each unit</p>



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Head of the Department  
Department of Social Work  
Kongu Arts and Science College  
(Autonomous)  
Nanjanapuram, Erode-638 107.

*[Signature]*  
**Dr. N. RAMAN**  
PRINCIPAL  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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Sem.	Course Code	FOUNDATION OF PSYCHIATRY – I	Total Marks:100		Hours	Credits
			CIA: 25	ESE: 75	Per week	
III	17PBCET307				4	4

### Objectives

- To help students to understand about the functions of central and peripheral nervous systems.
- To gain knowledge about the neurotic and psychotic disorders

### Course outcome

- CO1 Inspired and use inner wisdom to work in the field of mental health
- CO2 Learn about the concepts related to mental disorders
- CO3 Know the information about neurotic disorders
- CO4 Gain knowledge about functional psychosis
- CO5 Understand the concepts related to psychopathology, diagnosis and treatment of organic disorders.

### UNIT -I

Anatomy & physiology of brain, nervous system, endocrinal system and its functions; Psychiatry: Definition, Importance, Scope and Historical development of Psychiatry in India; Mental health: Definition and contributing factors affecting mental health.

### UNIT -II

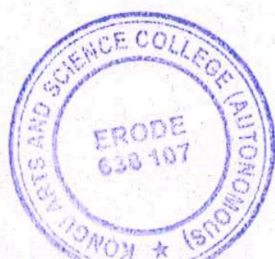
Mental Illness and Disorders: symptoms concerning disorders of perception, cognition, speech, motor and emotional disorders; Mental disorders: Classification of mental disorders, Mental Status Examination, Psychiatric Interview.

### UNIT -III

Neurosis: Concept, Symptoms, Etiology, clinical manifestations, differential diagnosis and treatment of anxiety, phobia, panic disorder, Obsessive Compulsive Disorder (OCD), post traumatic stress disorder, psychosomatic disorders, conversion & dissociative disorders.

### UNIT -IV

Psychosis: Concept, Symptoms and Types; Differences between functional and organic Psychosis, Functional Psychosis: Schizophrenia and Affective disorder: Etiology, clinical manifestations, differential diagnosis and management.



Dr. N. RAMAN  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
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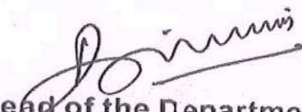
**UNIT -V**

Organic Psychosis: Causes, Symptoms, differential diagnosis and treatment of Dementia, Delirium and Organic Amensitic Syndrome.


**Books for references**

- Abraham Varghese, 1982; Introduction to Psychiatry: BI, New Delhi.
- Bhatia M.S, 2001; Essentials of psychiatry: CBS, New Delhi.
- James H.Scully, 1977; Psychiatry: DK, New Delhi.
- Niraj Ahuja, 1998; Introduction to psychiatry: Rawat, New Delhi.
- Robert J Walter, 1998; Psychiatry for medical students: Medical publishers, Chennai.

<b>QUESTION PAPER PATTERN</b>		
<b>SECTION - A</b>	<b>SECTION - B</b>	<b>SECTION - C</b>
<p><b>10 x 1 = 10 Marks</b> (Multiple Choice, Four options) Two questions from each unit</p>	<p><b>5 x 7 = 35 Marks</b> (Either or choice) Two questions from each unit</p>	<p><b>3 x 10 = 30 Marks</b> (Answer any three Questions out of five) One question from each unit</p>

  
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Sem.	Course Code	WELFARE OF WEAKER SECTIONS	Total Marks:100		Hours Per	Credits
			CIA: 25	ESE: 75	week	
III	17PBCET308				4	4

### Objectives

- To educate the students with regard to scheduled castes, scheduled tribes and other weaker sections.
- To sensitize them on crucial problems like Untouchability, Bonded Labour and women related problems

### Course outcome

CO1 Gain knowledge about the different categories of weaker section.

CO2 Learn the impact of untouchability prevailing in the community.

CO3 Imparted with the knowledge about scheduled castes

CO4 Learn about the scheduled tribes.

CO5 Learn the status of women and empowerment.

### UNIT – I

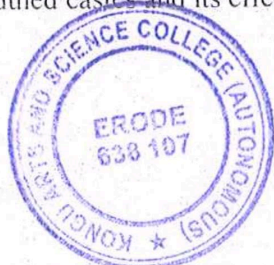
Weaker sections: Definition, concept, criteria for classification of weaker sections; Meaning of scheduled castes, schedule tribes, denotified communities, nomadic and semi nomadic communities; Theoretical understanding of communities and caste system in India; Evolution of caste system.

### UNIT- II

Untouchability: Historical, Sociological and Psychological Perspectives of Untouchability; Origin of Untouchability: Traditional theory, racial theory, theory of ceremonial /occupational purity and occupational theory; Causes of untouchability; Harmful effects of the practice of untouchability; Role of social reformers and voluntary agencies in the removal of untouchability; Constitutional and legislative measures for the eradication of untouchability; Failure of constitutional measures in abolishing untouchability.

### UNIT -III

Scheduled Caste: Definition, ecological distribution, demographic, Social and Economic characteristics of scheduled castes; Problems of the scheduled castes; Scheduled caste in South Asian counties; Development and underdevelopment of SCs; Access of health, education and right to development: Status and comparison with other castes; Programmes and policies of government and nongovernmental organizations for the welfare measures of scheduled castes and its effects and impact.



**Dr. N. RAMAN**  
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KONGU ARTS AND SCIENCE COLLEGE  
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**UNIT -IV**

Scheduled Tribes: Definition, characteristics, problems of scheduled tribes; International tribal communities; Types of tribal movements; Causes of tribal unrest; Approaches to solve tribal problems; Welfare programmes of the government; Beneficiaries and reasons for failures; Bonded labour: Definition, meaning, features, causes, measures taken by the government to abolish it; Differently Abled: Types, welfare and rehabilitative measures taken by the Government and NGOs; Role of Social Workers in the welfare of weaker sections.

**UNIT -V**

Women and Empowerment: Status of women in ancient age, medieval age, modern age; Problems of women in modern India; Feminism: concept, meaning, definition and types; Landmarks in women's movement; Women empowerment: concept, definition, types; Gender Development Indicators: GDI, GEM; Constitutional and legal provision; Protective laws to mitigate violence; special initiatives for women; Convention on elimination of all forms of discrimination against women (CEDAW), 1982.

**Books for references**

- Borede.P.T, 1968; Segregation and Desegregation in India – Socio Legal Study, Bombay.
- Dubey S.N and Mundra Ratna, 1976; Administration of Policy and Programmes for Backward Class in India, Bombay.
- Government of India, 1999; Economical and Educational Development of Scheduled Castes: Govt of India, New Delhi.
- Mukhepadhyaya Swapria, 1998; Women's Health on Public policy and Community action: Manohar, New Delhi.
- Nair T.Krishan, 1975; Social Work education and Development of Weaker section, Madras School of Social Work.
- Shankar Rao CN, 2006; Sociology of India Society: S&Chand, New Delhi.

QUESTION PAPER PATTERN		
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PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.

*[Signature]*  
Head of the Department  
Department of Social Work  
Kongu Arts and Science College  
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## SEMESTER - IV

Sem.	Course Code	SOCIAL ENTREPRENEURSHIP AND CORPORATE SOCIAL RESPONSIBILITY	Total Marks:100		Hours Per week	Credits
IV	17PBCCT401			CIA: 25	ESE: 75	4

**Objectives**

- To provide the knowledge of social entrepreneurship in the social work context
- To familiarize the emerging management in CSR
- To make them to become a CSR-social workers

**Course outcome**

- CO1 The student would learn about entrepreneurial skills and its growth
- CO2 Attain knowledge about updating on MDG's
- CO3 Make the students understand the business ethics and CSR in global scenario.
- CO4 Enrich their knowledge on social reporting
- CO5 Learn about the emerging trends of CSR.

**UNIT -I**

Concept of Entrepreneurship; Definition, characteristics and functions of Entrepreneur; Types of Entrepreneur; Social Entrepreneurship Vs Business Entrepreneurship; Need for training and development; EDP: Phases of EDP; Development of Women Entrepreneurs and Rural Entrepreneurs.

**UNIT -II**

Identifying key stakeholders of CSR & their roles. Role of Public Sector Corporate, and government programs that in CSR promotions. Role of Non-profit & Local Self- Government in implementing CSR; Contemporary issues in CSR; Global Compact Self- Assessment Tool, National Voluntary Guidelines by Govt. of India.



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**UNIT -III**

Business ethics and Corporate Social Responsibility: Concept; Meaning, Importance and factors influencing business ethics. Corporate Governance: Meaning, significance, principles and dimensions. Ethical Decision Making in different cultures, consumer protection, environment protection, gender issues in multiculturalism.

**UNIT -IV**

Legislative measures of CSR; Social Accounting; Social Auditing (SA): 8000 and Corporate Social Reporting; Roles and skills: Advocacy, administration, marketing, mediating, budgeting, organizing, documenting, presenting, public speaking, teaching, supervising and report writing.

**UNIT -V**

Corporate Community Participation: Role and skills of Social Worker in CSR; Partners in CSR: Corporate, NGOs, Government, Citizens; Need for partnership; Need Assessment, Corporate perspective on building successful partnership. Case Studies of Major CSR Initiatives. Review current trends and opportunities in CSR.

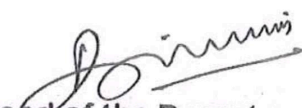
**Books for References**

- Harsh Shrivastava 2000: The Business of Social Responsibility. Books for change, Bangalore.
- CV. Baxi, 2005: Corporate Social Responsibility, concepts and cases.
- Dr.M.Mahmoudi, 2005: Global Strategic Management, Deep & Deep Publications, New Delhi.
- SK.Bhatia 2005: International Human resource management, Global Perspective, Deep & Deep Publications, New Delhi.
- Sharma, J.P., Corporate Governance, Business Ethics & CSR, Ane Books Pvt Ltd, New Delhi.

QUESTION PAPER PATTERN		
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**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.

  
Head of the Department  
Department of Social Work  
Kongu Arts and Science College  
(Autonomous)  
Nanjanapuram, Erode-638 107.



Sem.	Course Code	HUMAN RESOURCE MANAGEMENT	Total Marks:100		Hours	Credits
			CIA: 25	ESE: 75	Per week	
IV	17PBCET402				4	4

**Objectives:**

On successful completion of the course, the students:

- Should gain their knowledge about the concept of HRM, knowledge on various HR aspects and familiarize the emerging trends in HRM
- To gain knowledge on social work orientation on corporate culture, particularly as it relates to social issues in the workplace

**Course Outcome**

CO1 Effective management of human capital

CO2 Gain knowledge on HR aspects

CO3 Learn the importance of training and roles of training manager

CO4 Learn the wage system and fringe benefits

CO5 Update the trends in HRD.

**UNIT -I**

Management: Concept - Principles and Functions of Management- POSDCORB; Theories of Management - Henry Foyal - F.W.Taylor - Peter Drucker ; Human Resource Management : Definition -Importance and scope ; Orgin and growth of Human Resource Management ; Human Resource Management Vs Personnel Management; HRM in Indian corporate world- HR Challenges and Opportunities ; Skills, qualities and role of HR manager.

**UNIT -II**

Functions of HRM; Human Resource: Planning - Recruitment and selection Process ; Placement ;Induction; Transfer; Promotion and demotion; Human resource policy; Job analysis ; Job prescription; Methods of job evaluation; Talent management; Employee retention; Retirement; Resignation ; Dismissal and VRS; procedures of TQM – TPM –Kaizen - 5S – ISO.



Dr. N. RAMAN  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.



**UNIT -III**

Wage and salary administration: Meaning –Importance –Principles -Determination of wages and salary - Wage policy -Wage fixation –Wages-Types and components -Wage books-Incentives : Financial and non-financial - Intrinsic and extrinsic rewards -Marriage benefits- retirement benefit - Current trends in compensation management - performance linked compensation. Different methods of Performance Appraisal.

**UNIT -IV**

Strategic human resource management (SHRM) : Concepts and perspectives – Definition – Characteristics – Functions – Implication of SHRM on the organisation - HRM vs HRD ; Training: Training need analysis - Shapes of training – Types and methods of training ; Executive development – Valuation and Assessment in training.

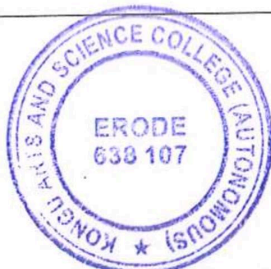
**UNIT -V**

Major trends in organisation and business environment in HRM ; Industrial social work : Definition-Scope-Practices and its relevance in the Indian context ; Changing nature of the Indian work place ; Needs and problems of work place ; work place violence: Meaning and terms gender sensitivity ; diversity management ; Spirituality in the work place.


**Books for references**

- Nair, NG, 2001. Personnel Management and Industrial Relations, S Chand & Co. Publishing House , New Delhi,.
- Dr.M.Mahmoudi, 2005, Global strategic management, Deep & Deep Publications, New Delhi.
- S.K. Bhatia, 2005 International Human resource management; Global perspective, Deep &Deep Publications, New Delhi.
- VSP Rao, 2010, Human resource management, Vikas publishing house, Noida.

QUESTION PAPER PATTERN		
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**Dr. N. RAMAN**  
PRINCIPAL  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.

  
Head of the Department  
Department of Social Work  
Kongu Arts and Science College  
(Autonomous)  
Nanjanapuram, Erode-638 107.



Sem.	Course Code	FOUNDATION OF PSYCHIATRY –II	Total Marks:100		Hours Per week	Credits
IV	17PBCET403		CIA: 25	ESE: 75	4	4

KASC MSW 2017-2018

### Objectives

- To enriches the knowledge of Students in psychiatric illnesses.
- To enables the Students in managing the Patients.

### Course outcome

CO1 Inspired to learn about childhood disorders

CO2 Learn about the concepts of personality disorders

CO3 Gain knowledge on Behavioural Syndromes associated with psychological disturbances

CO4 Possess familiarity about different types of drugs

CO5 Understand the concepts of trans-cultural psychiatry

### UNIT- I

Child psychiatry: Types: Specific developmental disorders, Mental retardation, Tic disorder, Enuresis and Encopresis, Habit disorders, Attention Deficit Hyperactivity Disorder, Conduct Disorders and Autism Spectrum Disorders.

### UNIT- II

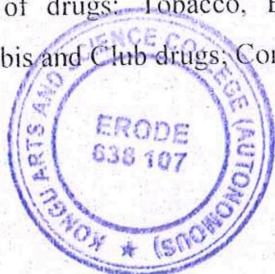
Personality disorders: Clusters of Personality disorders, symptoms and management of Personality disorders; Psycho–sexual disorders.

### UNIT- III

Behavioural Syndromes associated with psychological disturbances and physiological factors: Eating disorders, Sleep disorders, Postpartum psychiatric disorders and Psychosomatic disorders.

### UNIT -IV

Alcoholism: Components, Causes and Treatment of Alcoholism. Drug dependence: Different types of drugs: Tobacco, Barbiturates, Sedatives, Cocaine, Heroine, Steroids, Marijuana, Cannabis and Club drugs: Common effects and treatment of drug abuse.



Dr. N. RAMAN  
PRINCIPAL,  
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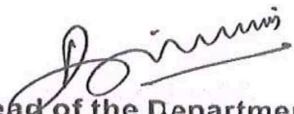
**UNIT- V**

Epilepsy: Types, causes and treatment. Trans cultural psychiatry; Cultural bound syndromes and their symptoms.


**Books for references**

- Abraham Varghese, 1982; Introduction to Psychiatry: BI, New Delhi.
- Bhatia M.S, 2001; Essentials of psychiatry: CBS, New Delhi.
- James H.Sully, 1977; Psychiatry: DK, New Delhi.
- Niraj Ahuja, 1998; Introduction to psychiatry: Rawat, New Delhi.
- Robert J Walter, 1998; Psychiatry for medical students: Medical publishers, Chennai.

<b>QUESTION PAPER PATTERN</b>		
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**Head of the Department**  
**Department of Social Work**  
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**(Autonomous)**  
**Nanjanapuram, Erode-638 107.**



  
**Dr. N. RAMAN**  
**PRINCIPAL,**  
**KONGU ARTS AND SCIENCE COLLEGE**  
**(AUTONOMOUS)**  
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Sem.	Course Code	PSYCHIATRIC SOCIAL WORK PRACTICE	Total Marks:100		Hours	Credits
			CIA: 25	ESE: 75	Per week	
IV	17PBCET406				4	4

KASC MSW 2017-2018

**Objectives:**

- To help students understand basics of mental health problems.
- To know the different kinds of therapies

**Course outcome:**

- CO1 Learn the foundations of psychiatric social work  
 CO2 Sound knowledge about treatment for the mentally ill patients  
 CO3 Gain knowledge about psychological methods for the mentally ill patients  
 CO4 Learn concepts related to role of psychiatric social worker  
 CO5 Acquire knowledge about policies and legislations related to mental health in India.

**UNIT -I**

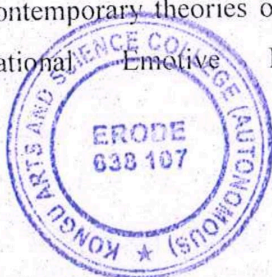
Psychiatric Social Work: Concepts, Definition, Historical development of psychiatry in abroad and in India, scope, Functions of Psychiatric Social Worker, Difficulties faced in Psychiatric Social Work practice; Training of psychiatric social work in India.

**UNIT -II**

Treatment for the mentally ill patients: Anti psychotic drugs, Anti depressant, Electro Convulsive Therapy and psychosurgery.

**UNIT -III**

Psychological methods / treatment: Psychotherapy: Supportive, Re-educative, Cognitive behaviour therapy, Group therapy, Occupational, recreational therapies, Yoga and Meditation. Contemporary theories of therapy: Client-centered therapy, Reality Therapy, Gestalt Therapy, Rational-Emotive Behavior Therapy (REBT) and Transactional Analysis.



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#### UNIT -IV

Role of psychiatric social worker in half way homes, day care centers, child guidance clinics, partial hospitalization and community mental health programmes.

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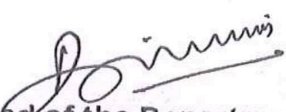
#### UNIT -V

Policies and legislations related to mental health in India: Mental Health Policy: Concept and its importance; Community participation in mental health programmes; Strategies to promote mental health; Present mental health care services in India. Mental health Act 1983.


#### Books for references

- Bhatia M.S, 2001; Essentials of psychiatry: CBS, New Delhi.
- James H.Seully, 1977; Psychiatry: DK, New Delhi.
- Pregel, 1971; Psychiatry self Assessment review: Methrayl, New Delhi.
- Robert J.W, 1998; Psychiatry for medical students, Medical Publishers, Chennai.
- Government of India; National mental health programme for India, Ministry of Health and Family welfare.

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Head of the Department  
Department of Social Work  
Kongu Arts and Science College  
(Autonomous)  
Nanjanapuram, Erode-638 107.



  
Dr. N. RAMAN  
PRINCIPAL  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.

Sem.	Course Code	MANAGEMENT OF NON-PROFIT ORGANIZATION	Total Marks:100		Hours Per week	Credits
IV	17PBCET407		CIA: 25	ESE: 75	4	4

KASC MSW 2017-2018

**Objectives:**

- To help the students to understand basics of on Non-Profit Organizations and their administration.
- To improve their knowledge content on project formulation, implementation, monitoring and evaluation.

**Course outcome**

CO1 Know about the basics of Non-profit organisation

CO2 Learn the establishment of the NPOs and also about the policy making

CO3 Gain knowledge about the project identification and project formulation

CO4 Aware of fund raising of NGOs

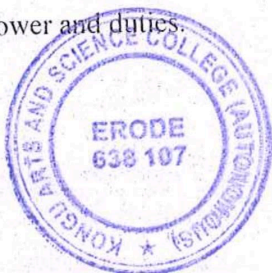
CO5 Learn about the project evaluation and monitoring.

**UNIT -I**

Non – Profit organization: Definition, meaning, objectives, need, classification, structure, functions, principles, strategies and role of NGOs in different fields; Historical development of NGOs in India; Community based organisation and faith based organisation: concept and development.

**UNIT -II**

Establishment of NPOs: Registration and establishment of NPOs; Societies Act, Trusts Act and Companies Act(Sec.8) –Memorandum of Association and Articles of Association; Legal status of NPO; Monitoring mechanism adopted by government: FCR Act; NGO Administration; Policy Making: Aims and Objectives of executive committee, office bearers, governing body and rights, power and duties.



*Dr. N. RAMAN*  
**Dr. N. RAMAN**  
 PRINCIPAL  
 KONGU ARTS AND SCIENCE COLLEGE  
 (AUTONOMOUS)  
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### UNIT - III

Project identification: Feasibility/Base Line studies; Project Formulation; Planning and Policy making; Strategic Formation; Preparation of project proposals; Project implementation; Budgeting: Meaning, steps, important items in Budget; Resource Mobilization; Central and State Government Assistance and Other Assistance; Fund Raising: Meaning and techniques; Income Generation Programmes (IGP); Financial Management; Financial Collaboration between funding organization and non-profit organizations.

### UNIT - IV

Sources of Funding: government grants, foreign aid, donations, membership fees and NGOs Contribution; project approach to funding; donor consortium approach; funding criteria and conditionality; managing relationships with donors; working with governments; aspects of financial management relevant for NGOs and networking strategies.

### UNIT -V

Project Evaluation and Monitoring: Aims, objectives, purposes; Creating Management Information System; Project Appraisal: Meaning and Techniques; Logical Frame Analysis (LFA), 360 evaluation in NGOs, Participatory Rural Appraisal (PRA): Principles, methods of PRA; Network analysis; Documenting and reporting; Strength based practices in NGOs; Public relations. Project Personnel Empowerment: Training: Meaning, importance, purpose and significance; Training needs; Areas: Rural development, child health and welfare, Women welfare, Youth welfare and aged welfare; Institution building of Non-Profit Organizations in administering the Social Welfare Programmes.

#### Books for references

- Kappor, K.K 1986; Directory of funding Organisation, Information and News Network, Delhi.
- Kumar.A, 2003; social Change through NGO's, Anmol publishers, New Delhi.
- Mukherjee, Neela, 1995; Participatory Rural appraisal and Questionnaire Survey, New Delhi.
- Mukherjee, Amitarra (Ed.), 1995; Participatory rural Appraisal: Methods and Application in rural Planning. New delhi: Vikas Publishing Co.

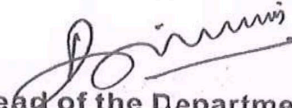


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- Mukherjee.K.K and Mukherjee Sutapa, 1986; Voluntary Organisation: Some Perspectives, Hyderabad, Gandhi Peace Centre.
- Druker, peter, 1993 Managing the NGO: Principles and Practice, New Delhi: Macmillan Publication.

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PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.