

**DEPARTMENT OF BUSINESS ADMINISTRATION
PROGRAMME OUTCOME**

- PO1 Upon completion of the BBA program, the individual must demonstrate maturity, Professionalism and team working skills
- PO2 Upon completion of the BBA program the students will have general idea of Operations in business.
- PO3 Upon completion of the BBA program, the individual will have specialized skills to deal with area specific issues of concern.
- PO4 Upon completion of the BBA program, the individual will be able to apply technological knowhow for business advancements
- PO5 Upon completion of the BBA program, the individual will be capable of analyzing, investigating and solving critical business issues.

| S.NO | COURSE CODE | COURSE NAME | COURSE OUTCOME |
|------------------------------|----------------|--|---|
| I YEAR – ODD SEMESTER | | | |
| 1 | 7BBA1C1 | Core – I – Managerial Economics | Understand the Nature, Scope and Significance of Managerial Economics, its Relationship with other Disciplines. How to estimate demand and forecasting of demand in the markets. Understand the various macro-economic concepts of budgetary deficits, public debt, and balance of payment. With the help of economic data, they can use them in various economic concepts and models and find out and compare the economic situations of the country. Understand why household, business, government and global behavior determine the aggregate demand for goods and services. Measure living standards, inflation, and unemployment for use as economic indicators. |
| 2 | 7BBA1C2 | Core–II–Financial Accounting | To help for preparing financial statements in accordance with appropriate standards .To Employ critical thinking skills to analyse financial data as well as the effects of differing financial accounting methods on the financial statements. To effectively define the needs of the various users of accounting data and demonstrate the ability to communicate such data effectively, as well as the ability to provide knowledgeable recommendations. Describe the role of accounting information and its limitations. Recognize circumstances providing for increased exposure to errors and frauds. Determine the useful life and value of the depreciable asset |



| I YEAR – EVEN SEMESTER | | | |
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| 3 | 7BBA2C1 | Core – III – Principles of Management | Learners will absorb various management concepts such as planning, organizing, implementing, staffing, coordinating, controlling, motivating and Managerial Grid. Learners will recognize the human skills and conceptual skills as per industry requirements about basic management skills. Learners will diagnose various styles and qualities of efficient leadership, Coordination, Controlling, Green Management and Corporate Social Responsibility. Assess managerial practices and choices relative to ethical principles and standards. Understand management theories. Apply basic principles of leadership, motivation and performance management |
| 4 | 7BBA2C2 | Core –IV – Cost Accounting | Understanding the various concepts in relation to a manufacturing environment. Ability to fix prices of product produced in an organization. • Enables the students to use the knowledge in decision making. Familiarize the concept of cost accounting and analysis material cost by various methods of pricing material issues. Develop the knowledge about remuneration and incentives of labour with calculations of overheads. Facilitate the idea and meaning of process costing with accounting procedure of costing and analysis the treatment of normal and abnormal losses & gains. Impart the knowledge of operating costing with various methods and techniques of operating costing. |

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| 5 | 7BES2 | (3) Environmental Studies | <ul style="list-style-type: none"> • Identifies simple observable features (e.g. shape, colour, texture, aroma) of leaves, trunk and bark of plants in immediate surroundings. • Identifies simple features (e.g. movement, at places found/kept, eating habits, sounds) of animals and birds) in the immediate surroundings. • Identifies relationships with and among family members. • Identifies objects, signs (vessels, stoves, transport, means of communication, transport, signboards etc.), places (types of houses/shelters, bus stand, petrol pump etc.) activities (works people do, cooking processes, etc.) at home/school/ neighbourhood. • Describes need of food for people of different age groups, animals/birds, availability of food and water and use of water at home and surroundings. • Describes roles of family members, family influences (traits/ features /habits / practices), need for living together, through oral/ written/other ways. |
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| | | <p>Groups objects, birds, animals, features, activities according to differences/similarities using different senses. (e.g. appearance/place of living/ food/ movement/ likes - dislikes/ any other features) using different senses.)</p> <ul style="list-style-type: none">• Differentiates between objects and activities of present and past (at time of the elders). (e.g. clothes /vessels /games played/ work done by people).• Identifies directions, location of objects/places in simple maps (of home/ classroom/ school) using signs/symbols/verbally.• Guesses properties, estimates quantities; of materials/activities in daily life and verifies using symbols/non - standard units (hand spans, spoon/mugs,etc.).• Records observations, experiences, information on objects/activities/places visited in different ways and predicts patterns (e.g. shapes of moon, seasons).• Creates drawings, designs, motifs, models, top, front, side views of objects, simple maps (of classroom, sections of home/school, etc.) and slogans, poems, etc.• Observes rules in games (local. indoor, outdoor) and other collective tasks.• voices opinion on good/bad touch , stereotypes for tasks/play/food in family w.r.t gender, misuse / wastage of food and water in family and school• Shows sensitivity for plants, animals, the elderly, differently abled and diverse family set ups insurroundings. (For the diversity in appearance, abilities, choices - likes/dislikes, and access to basic needs such as food, shelter, etc.)• Identifies simple features (e.g. shape, colour, aroma, where they grow/any other) of flowers, roots and fruits in immediate surroundings.• Identifies different features (beaks/teeth, claws, ears, hair, nests/shelters, etc.) of birds and animals• Identifies relationship with and among family members in extended family.• Explains the herd/group behaviour in animals (ants, bees, elephants), birds (building nests), changes in family (e.g. due to birth, marriage, transfer, etc.).• Describes different skilled work (farming, construction, art/craft, etc.), their inheritance (from elders) and training (role of institutions) in daily life. |
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| | | <ul style="list-style-type: none">• Explains the process of producing and procuring daily needs (e.g. food, water, clothes) i.e. from source to home. (e.g. crops from field to mandi and to home, water from local source and ways of its purification at home/ neighbourhood).• Differentiates between objects and activities of past and present. (e.g. transport, currency, houses, materials, tools, skills - farming, construction, etc.)• Groups the animals, birds, plants, objects, waste material for observable features. (e.g. on appearance (ears, hair, beaks, teeth, texture of skin/surface), instincts(domestic/wild, fruit/vegetable/ pulses/ spices and their shelf life) uses (edibility, medicinal, decoration, any other, reuse), traits (smell - taste/ likes, etc.)• Guesses (properties, conditions of phenomena) , estimates spatial quantities (distance, weight, time, duration) in standard/local units (kilo,gaj, pav etc.) and verifies using simple tools/set ups to establish relation between cause and effect. (e.g. evaporation, condensation, dissolution, absorption; for places; near/far, objects; size and growth; shelf life of flower, fruit, vegetables)• Records her observations /experiences/information for objects, activities, phenomena, places visited (mela,festival, historical place) in different ways and predicts patterns in activities/phenomena.• Identifies signs, location of objects/places and guides for the directions w.r.t a landmark in school/neighbourhood using maps etc.• Uses the information on signboards, posters, currency (notes/coins), and railway ticket/time table.• Creates collage, designs, models, rangolis, posters, albums, and simple maps (of school / neighbourhood etc.) using local/waste material.• Voices opinion on issues observed/ experienced in family/ school/ neighbourhood e.g. on stereotypes (making choices/ decision making/ solving problems), discrimination practices on caste in use of public places, water, MDM/community eating, child rights (schooling, child abuse, punishment, labour.)• Suggests ways for hygiene, reduce, reuse, recycle and takes care of different living beings (plants, animals, and the elderly, differently abled people), resources (food, water, and public property). |
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| II - YEAR ODD SEMESTER | | | |
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| 6 | 7BBA3C1 | Core – V – Organization al Behaviour | Become effective leaders by addressing the human side of enterprise. Understand individual behavior in organizations, including attitudes, job satisfaction, emotions, personality, values, perception, decision making, and motivational theories. Understand group behavior in organizations, including communication, leadership, power and politics, conflict, and negotiations. Understand the organizational system, including organizational structures, culture, human resources, and change. The students will be able to justify how organizational change and conflict affect working relationships within organizations and demonstrate how to apply relevant theories to solve problems of change and conflict within organizations. |
| 7 | 7BBA3C2 | Core – VI- Business Statistics | <ul style="list-style-type: none"> • Organize, manage and present data. • Analyze statistical data graphically using frequency distributions and cumulative frequency distributions. • Analyze statistical data using measures of central tendency, dispersion and location. • Use the basic probability rules, including additive and multiplicative laws, using the terms, independent and mutually exclusive events. • Translate real-world problems into probability models. • Derive the probability density function of transformation of random variables. • Calculate probabilities, and derive the marginal and conditional distributions of bivariate random variables. <p>Understand basic statistical concepts, tabular and graphical presentation of data, measures of central tendency, dispersion, skewness, kurtosis etc. and apply discrete and continuous probability distribution to various business problems. Understand the strength and direction of linear relationship between variables and to predict the changes in variable due to the other variables. Define and learn the concept and applications of index numbers and time series in business decision making.</p> |



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| 8 | 7BBA3C3 | Core – VII- Computer Applications in Business – I | <ul style="list-style-type: none">Understanding Computers Software Languages, Programming concepts. Performing basic editing functions, formatting text, copy and moving objects and text . Applicable knowledge and uses of accepted business style formatting conventions. Working knowledge of using Word's themes and clip art to create a variety of visual effects. Demonstrating the basic mechanics and navigation of an Excel spreadsheet. Formatting techniques and presentation styles. Learning the use and utility of functions and formulas on excel spreadsheet. Working knowledge of organizing and displaying large amounts and complex data. Using clip art to enhance ideas and information in Excel worksheets. Understanding the need and use of using Excel templates. Securing information in an Excel workbook. Manipulate data using data names and ranges, filters and sort, and validation lists Learning use macros, customize, package and publish your presentation Creating and manipulating simple slide shows with outlines and notes. Add special effects to slide transitions to spice up your presentations |
| II- YEAR EVEN SEMESTER | | | |
| 9 | 7BBA4C1 | Core–VIII– Production and Operations Management | Identify the elements of operations management and various transformation processes to enhance productivity and competitiveness. Analyze and evaluate various facility alternatives and their capacity decisions, develop a balanced line of production & scheduling and sequencing techniques in operation environments . Develop aggregate capacity plans and MPS in operation environments. Plan and implement suitable materials handling principles and practices in the operations. Plan and implement suitable quality control measures in Quality Circles to TQM. Understand the knowledge on core features of the operations and production management function at the operational and strategic levels, |



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| 10 | 7BBA4C2 | Core – IX – Marketing Management | Demonstrate strong conceptual knowledge in the functional area of marketing management. Demonstrate effective understanding of relevant functional areas of marketing management and its application. Demonstrate analytical skills in identification and resolution of problems pertaining to marketing management. Demonstrate understanding of various marketing strategies, pricing and channel decisions. Demonstrate understanding of integrated marketing communication and evaluation of market performance and recent trends in marketing. Students will demonstrate strong conceptual knowledge in the functional area of marketing management. Students will demonstrate effective understanding of relevant functional areas of marketing management and its application. Students will demonstrate analytical skills in identification and resolution of problems pertaining to marketing management. Explain the various stages of product life cycle. State the recent developments in marketing. To provide a sound understanding of the basic principles of marketing management and their applications in the business and industry. To analyse the pricing policies and strategies adopted by businesses |
| 11 | 7BBA4C3 | Core – X – Computer Applications in Business – II | Enter the accounting transactions in computerized format and find the financial result concern. Acquire the skill of financial decision making in a systemized manner. Interpret the financial statements as well as evaluation of stock at the end. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9. Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9. software Students do possess required skill and can also be employed as Tally data entry operator. |



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| 12 | 7BBA4C4 | Core – XI – Business Mathematics | Apply the knowledge of Mathematics (Algebra, Matrices, Calculus, Optimization) in solving business problems. Demonstrate mathematical skills required in mathematically intensive areas in Commerce such as Finance and Economics. Understand the important role Mathematics plays in all facets of the business world. Understand the use of equations, formulae, and mathematical expressions and relationships in a variety of contexts. Demonstrate critical thinking, modelling, and problem-solving skills in a variety of contexts. Integrate concept in international business concepts with functioning of global trade |
| III – YEAR ODD SEMESTER | | | |
| 13 | 7BBA5C1 | Core–XII–Research Methodology | <ul style="list-style-type: none">Understand the concept, significance & purpose of research. Identify a problem/ need, translate it into a research problem, and use the appropriate techniques to define it. Identify and understand the main qualitative and quantitative methods of business research, their advantages, disadvantages and appropriate application areas. Formulate test table hypotheses and choose the most appropriate tools for testing them. Develop the ability to calculate the research results to increase the sustainable development through various software's. (SPSS, Advanced Excel). Comprehend the role of research in organizational decision making and business performance. Evaluating the results, interpret and present findings. Preparing research report. |



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| 14 | 7BBA5C2 | Core–XIII– Management Accounting <ul style="list-style-type: none">• | <ul style="list-style-type: none">• Apply managerial accounting and its objectives in a way that demonstrates a clear understanding of ethical responsibilities.• Prepare various costing schedules where an analysis of cost classification, behaviour, and type is completed.• Apply and analyze different types of activity-based management tools through the preparation of estimates.• Analyze cost-volume-profit techniques to determine optimal managerial decisions.• Prepare a master budget and demonstrate an understanding of the relationship between the components.• Perform cost variance analysis and demonstrate the use of standard costs in flexible budgeting.• Outline and apply management tools and techniques such as the balanced scorecard, operational performance measures, quality, and environmental cost management.• Prepare analyses of various special decisions, using relevant costing and benefits. |
| 15 | 7BBA5C3 | Core–XIV–Human Resource Management | <p>To develop the understanding of the concept of human resource management and to understand its relevance in organizations. To develop necessary skill set for application of various HR issues. To analyse the strategic issues and strategies required to select and develop manpower resources. To integrate the knowledge of HR concepts to take correct business decisions. Identify the importance of human resources and their effective management in organizations. Demonstrate a basic understanding of different tools used in forecasting and planning human resource needs. Analyze the key issues related to administering the human elements such as motivation, compensation, appraisal, career planning, diversity, ethics, and training. Analyze the role of recruitment and selection in relation to the organization’s business and HRM objectives. This includes demonstrating the appropriate use of job descriptions, application forms and related staffing tools such as internet recruiting. Develop, analyze and apply advanced training strategies and specifications for the delivery of training programs</p> |



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| 16 | 7BBAE1B | Elective-I-B) Marketing Research | <p>Define the basic concepts related to marketing research. Explain the concepts about contemporary marketing research. Explain relationship and differences between marketing research and marketing information systems. Interpret development of marketing research.</p> <p>List the marketing research process. Define each step and concept in the marketing research process. Relate each step to other steps in the marketing research process. Evaluate the corporate public relations and tools. Apply a research in the marketing area. Realize to gather data in the marketing research. Code the data. Analyze the data. Arrange a marketing research report. Demonstrate how knowledge of consumer behaviour can be applied to marketing. Identify and explain factors which influence consumer behaviour. Relate internal dynamics such as personality, perception, learning motivation and attitude to the choices consumers make. Use appropriate research approaches including sampling, data collection and questionnaire design for specific marketing situations. In a team, work effectively to prepare a research report on consumer behaviour issues within a specific context.</p> |
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| 17 | 7BBAE2B | Elective–II– B) Insurance Management | Explain risk management in insurance and understanding of the insurance mechanism. Determine the loss exposures of properties, human lives, business operations, and the financial consequences because of the occurrence of a loss. Apply the knowledge of current information, models, and techniques and practices in all of the major business disciplines. Compare various kinds of insurance plans as well as the importance of contract in Customers. Create valuable insights into overview of Life Insurance and General Insurance Products. Students should understand the various Indian Insurance policies |
| III – YEAR EVEN SEMESTER | | | |
| 18 | 7BBA6C1 | Core –XV – Investment Management | Explore the theory and practice of investments, covering the topic areas of capital market structure, valuation, security analysis and portfolio management. Acquaint themselves with the working of the security market and principles of security analysis. Understand how the decisions for the composition of a portfolio are taken. Develop an understanding for the analysis of a company through fundamental and technical analysis. Develop the skills required for portfolio management and evaluation. Explains derivative markets and instruments. understanding the measures of risk and return in financial assets, based on the characteristics of different financial assets and value assets such as stocks and bonds for investment, concept and theories of traditional and modern portfolio management. analyzing stock returns and risk in economic environment and indicators and using various models for the purpose of investment. measuring the risk and return of a portfolio position and diversify and manage investment portfolios in accordance with a person's risk preferences . evaluating investment advice from brokers to develop optimal portfolio and selecting best portfolio based on different evaluation models. |

ANANDA COLLEGE

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| 19 | 7BBA6C2 | Core-XVI-Financial Management | Describe the financial environment within which organisations must operate. Critically evaluate the financial objectives of various types of organisations and the respective requirements of stakeholders. Discuss the function of capital markets. Explain alternative sources of finance and investment opportunities and their suitability in particular circumstances. Assess the factors affecting investment decisions and opportunities presented to an organisation. Select and apply techniques in managing working capital. Analyse a company's performance and make appropriate recommendations. |
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| 20 | 7BBA6C3 | Core – XVII – Business Law | Develop knowledge and skills in the understanding of the general legal framework, and of specific legal areas relating to business. Describe and explain how companies are managed, administered and regulated and identify the essential elements of the legal system including the main sources of law. Recognize the legal implications relating to companies in difficulty or in crisis. Interpret the contract formation and their importance while making agreement. Recognize the rights of buyer and seller, conditions & warranties, passing of property rules and interpret and illustrate the contract during the formation of partnership. |
| 21 | 7BBA6C4 | Core–XVIII – Project Report & Viva-Voce | In a specialization domain of his / her choice, student manager will be able to choose an appropriate topic for study and will be able to clearly formulate & state a research problem. For a selected research topic, student manager will be able to compile the relevant literature and frame hypotheses for research as applicable. For a selected research topic, student manager will be able to plan a research design including the sampling, observational, statistical and operational designs if any. For a selected research topic, student manager will be able to compile relevant data, interpret & analyze it and test the hypotheses wherever applicable. Based on the analysis and interpretation of the data collected, student manager will be able to arrive at logical conclusions and propose suitable recommendations on the research problem. Student manager will be able to create a logically coherent project report and will be able to defend his / her work in front of a panel of examiners |



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| 22 | 7BBAE3B | Elective–III–B) International Marketing | | To recognize the Concept and scope of International marketing. To give basic knowledge of Dynamic Environment of International marketing, International STP . To identify with the International Product, pricing, place and promotional strategies. To recognize International Market channels & Documentation required in international marketing. To give the basic knowledge on the international institutional infrastructure and documentation |

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ANANDA COLLEGE

(Accredited with "B" Grade by NAAC,
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Program Outcome, Course Outcome and Program Specific Outcome

MASTER OF SOCIAL WORK

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| PO1: Professional Knowledge: Facilitate the students to learn the concepts ,history, philosophy, methods, fields of Social Work, and Social Work education. |
| PO2: Ethical and Professional values: Inculcate Social Work knowledge, Professional Ethics, Principles and methods to guide professional practice. |
| PO3: Technical and Operating Skills : Provide training in applying skills in social work practice and social work research in different fields for achieving desirable changes and development. |
| PO4: Competencies and Professional Behaviour - Equip to practice personal reflection and self-correction to assure continual professional development |
| PO5: Entrepreneurial Skills: Enhance competencies and skills for the continuous professional development to become an Entrepreneur. |
| PO6: Critical Thinking: Apply Critical thinking to inform and communicate professional judgement in Social Work Practice |
| PO7: Problem Solving: Apply knowledge of social systems and human behaviour to promote social change, problem solving in human relationships. |
| PO8: Communication and Implications - Competence to communicate to stakeholders and policymakers the implications of policies and policy changes. |
| PO9: Lifelong Learning and Development: Train professional social worker to be independent and lifelong learning in the broadest context of socio-cultural, economic, environmental, political and psychological changes in the society. |
| PO11: Leadership Skills: Demonstrate Leadership Skill to advocate and formulate policy for the social and economic wellbeing and social change. |
| PO12: Analytical Skills and Intervention: Engage, assess, intervene and evaluate individuals, families, groups, organizations, and communities. |

PROGRAMME SPECIFIC OUTCOMES

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| PSO1 : Gain knowledge on the utilization of Social Work practice theories and methods with individuals, families and groups. |
| PSO2: Apply ethics, values, methods, professional skills, approaches and techniques in Social Work Practice with diverse and vulnerable populations. |
| PSO3: Acquire specialization based proficiency and will suitably translate the Principles and Methods of Social Work in their respective settings. |
| PSO4: Impart professional training through Field Work in order to provide manpower in various fields and capable of working at various levels of micro, meso and macro systems. |
| PSO5: Understand the forms and mechanisms of oppression and discrimination and advocate for human rights and social and economic justice. |

MAPPING OF POs with PSOs

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-------------|-------------|-------------|-------------|-------------|-------------|
| PO1 | 3 | 3 | 3 | 3 | 3 |
| PO2 | 3 | 3 | 3 | 3 | 3 |
| PO3 | 3 | 3 | 3 | 3 | 3 |
| PO4 | 3 | 3 | 3 | 3 | 3 |
| PO5 | 3 | 3 | 3 | 3 | 3 |
| PO6 | 3 | 3 | 3 | 3 | 3 |
| PO7 | 3 | 3 | 3 | 3 | 3 |
| PO8 | 3 | 3 | 3 | 3 | 3 |
| PO9 | 3 | 3 | 3 | 3 | 3 |
| PO10 | 3 | 3 | 3 | 3 | 3 |
| PO11 | 3 | 3 | 3 | 3 | 3 |
| PO12 | 3 | 3 | 3 | 3 | 3 |

Correlation Rubrics

| High | Moderate | Low | No Correlation |
|-------------|-----------------|------------|-----------------------|
| 3 | 2 | 1 | 0 |

SEMESTER – I

SOCIAL WORK PROFESSION

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|--------------------------|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | SOCIAL WORK PROFESSION | Core Course - I | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | I | | | | | | | | | |
| Semester | | I | | | | | | | | | |
| Prerequisites | | Any Undergraduate course | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To understand the evolution of Social Work and its emergence as a Profession. | | | | | | | | | | |
| 2 | To enable the students to comprehend the significance of professional values, ethics in both micro and macro social work practice | | | | | | | | | | |
| 3 | To develop an understanding of the role of Social Workers in various fields. | | | | | | | | | | |
| 4 | To facilitate the students to understand the importance of Field Work in Social Work Education. | | | | | | | | | | |
| 5 | To learn and apply the methods and approaches of Social Work practice in different settings | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To aware an in-depth knowledge on the basic concepts of Social Work.

CO2: To understand the historical background of Social Work in west and India.

CO3: To articulate the student to be familiar with Philosophies, Ethics and Values of Social Work.

CO4 : To analyse the significance of Models in Social Work.

CO5 : To evaluate implication of Social Work Education and Field Work..

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| CO 6 : To develop the Social Workers to apply the methods and techniques of Social Work in various settings. |
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SYLLABUS

UNIT – I

(12 Hours)

Fundamental concepts of Social Work - Social Work - Definition, Objectives, Philosophy and scope. Concept of related term : Social Service – Social Development – Social Transformation – Social Reform – Social Defence. Difference between Social service and Social Work. Introduction to the Methods of Social Work.

UNIT – II

(12 Hours)

Historical Development of Social Work - Evolution of Social Work in the West (UK and USA). Social Work in India. Religious Foundation of Social Work in India. Gandhian Thoughts of Social Work.

UNIT – III

(12 Hours)

Philosophies and Ethics of Social work - Social Work as a Profession: Nature and characteristics of a profession. Social Work Values – Code of Ethics in Social Work practice. Social Work Principles. Models of Social work. Roles and Responsibilities of a Professional Social Worker.

UNIT – IV

(12 Hours)

Development of Social Work Education - Social Work Education in India - Focus, Nature and Content of Social Work Education. Field Work in Social Work Profession : Objectives, Need and Importance - Significance of Field Work Supervision. Role of Voluntary Organizations and Government in promoting Social work profession in India. National and International Professional Associations. Social Work Profession and Education in Global perspective. Problems and Prospects of Social work profession in India.

UNIT – V

(12 Hours)

Social Work Practice in Different settings - Fields of Social Work practice : Community Settings, Family and Child Welfare – Educational Settings - Medical and Psychiatric settings – Industrial Settings -

Correctional Social Work - Social Work with Marginalized and Vulnerable sections – Persons with Disability and Social Work, Geriatric Social Work.

Text Books

1. Encyclopedia of Social work in India, 1987 Vol.1,2,3. Director, publication division, ministry of information and broadcasting, New Delhi.
2. Hajira, Kumar 1995 Theories in social work practice, New Delhi: Friends Publication, India.
3. Paul Chowdary, 2018 Social Work –Introduction to Social Work - History, Concept, Methods and Fields, Atma Ram & Sons, New Delhi.
4. Sanjay Bhattacharya, 2013. Social Work Interventions and Management. New Delhi: Deep and Deep Publications.
5. Sanjay Bhattacharya, 2018. Social Work an Integrated Approach, Deep and Deep Publications Pvt., Ltd., New Delhi.

Books for References

1. Antony, A. Vass 1996 New directions in social work – social work competencies – core knowledge values and skills, New Delhi: sage publications.
2. Banks, S. 1995 Ethics and values in social work; practical social work series, London: Macmillan press Ltd.
3. Bogo, Marion. 2007. Social Work Practice – Concepts, Processes & Interviewing. Jaipur: Rawat Publications.
4. Cox, David & Manohar Pawar. 2006. International Social Work – Issues, Strategies and
5. Programs. New Deli: Vistar Publications.
6. Desai, M. 2000, Curriculum Development on history of ideologies for social change and social work, Mumbai.
7. Desai, Murali 2002 Ideologies and Social Work: Historical and Contemporary Analysis, Jaipur: Rawat Publication.
8. Dominelli, Lena. 2004. Social Work: Theory and Practice for a Changing Profession. London:Polity Press

9. Fink, Arthur E., Wilson, Everett E. - Third Edition, 1959, The Fields of Social Work, New York: Henry Holt and Company.
10. Friedlander, Walter A. 1977 Concepts and Methods of Social Work, New Delhi: Prentice Hall of India Pvt. Ltd.
11. Gilbert, Neil. et. al. 2002. An Introduction to Social Work Practice. New Jersey: Prentice Hall.
12. Jha, Jainendra Kumar. 2002. Practice of Social Work. New Delhi: Anmol Publications
13. Gangrade, K.D. 1976 Dimensions of Social Work in India, Marwah, New Delhi.
14. Narendra Mohan, 2017, Philosophy of Social Work, Centum Press, New Delhi
15. Reamer, F.G. 1995 Social work values and ethics, New York: Columbia University press.
16. Roy, Bailey and Phil, Lee 1982 Theory and Practice in Social Work, London: Oxford Pub. Ltd.
17. Sheldon, B., & Macdonald, G., 2010 A Textbook of Social Work, London: Routledge.
18. Singh, R.R. 1985 Field Work in Social Work Education, A Perspective for Human Service Profession, New Delhi : Concept Publishing Company.
19. Wadia, A. R. (Ed.) 1961 History and Philosophy of Social Work in India, Bombay: II Allied Publisher Private Ltd.

Web Resources

1. <https://www.ifsw.org/what-is-social-work/global-definition-of-social-work/>
2. <https://www.socialworkers.org/News/Facts/Types-of-Social-Work>
3. <https://www.cswe.org/Students/Discover-Social-Work/What-is-social-work>
4. <https://www.socialworktoday.com/>
5. <https://www.iassw-aiets.org/>
6. <https://www.socialworker.com/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

SOCIAL CASE WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|--|-------------------------------------|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | SOCIAL CASE WORK | Core Course - II | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | I | | | | | | | | | |
| Semester | | I | | | | | | | | | |
| Prerequisites | | To understand work with individuals | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To gain the knowledge of conceptual foundations of social Case Work | | | | | | | | | | |
| 2 | To understand the basic concepts of casework as a primary method of social work | | | | | | | | | | |
| 3 | To develop the skill to analyze problems of individuals and families and factors affecting them. | | | | | | | | | | |
| 4 | To know the values, principles, tools and techniques of social case work | | | | | | | | | | |
| 5 | To impart knowledge of the scope of using the social work methods in various settings | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To get knowledge about the different problems faced by the Individuals

CO2: To enhance knowledge on social case work skills in social case work practice.

CO3: To understand the process of casework intervention with client.

CO4: To enhance the ability towards problem solving process.

CO5: To create the ability to critically analyze problem of individuals and factors affecting them.

CO6: To develop the competencies and skills for Practice with different settings

SYLLABUS

UNIT – I

(12 Hours)

Social Casework as a method of Social Work : Concepts, Meaning, objectives, purpose, Historical Development of Social Case Work in West and India. Nature and Scope, its importance and relationship with other methods of Social Work, Principles of Case Work. skills in social case work. Case Worker – Client relationship and the use of Professional Self, Problems in professional relationship.

UNIT – II

(12 Hours)

Tools and techniques in Case Work: Tools and techniques in casework: observation, interview, collateral contacts, home visits, referrals, Verbal and nonverbal communication, Techniques in practice – ventilation, emotional support, advocacy, Environment modification, modeling, role-playing, confrontation, – Case history taking, Recording – Uses, principles, types, structure and content. Use of genograms, and eco-maps, family schema in records.

UNIT – III

(12 Hours)

Case Work Components and Process: Components of Case Work, Process of Case Work: Intake; Study; Assessment / Social Diagnosis; Treatment / Intervention; Evaluation: Termination; Follow-up. Social Case Work intervention: Direct and indirect multi –dimensional intervention. Transference and counter-transference in social case work

UNIT – IV

(12 Hours)

Theoretical Approaches to Case Work / Models of case work practice: Psychosocial model, Functional model, Life model, Problem solving model, Crisis intervention, Eclectic approach, Family centered approach, Behavior Modification, and eco-system perspective in social casework. Psychotherapy, Counseling and Social Case Work- similarities and differences;

UNIT – V

(12 Hours)

Social Case Work application / Practice in different settings : Case work practice in different settings

in India

Social case work practice with Family and Child Welfare, Educational settings, Industrial settings, De-addiction, Community, Medical and Psychiatric institutions. Correctional settings: geriatric care & aged and the terminally ill, persons with disability, de-addiction, Rehabilitation centers, Delinquency, LGBT and in foster home and non-institutional services such as adoption, sponsorship.

Use of single case evaluation and ethnography as research method in social case work. Limitations of Social Case Work practice in India in current scenario.

Text Books

1. Upadhyay, R. K, 2003 Social Casework: A Therapeutic Approach, Rawat Publications, India.
2. Johnson E.J., Huggins C.L. (2019) Social Casework Methodology: A Skills Handbook for the Caribbean Human Services Worker. Springer Briefs in Social Work. Springer, Cham.
3. Johnson, L. C. & Yanaca S. J. (2015). Social Work Practice: A generalist approach, Pearson.
4. Hamilton, G., 2013 _Theory and Practice of Social Case Work, Rawat Publications, India.
5. Hollis, F., & Wood, M. (1981). Casework: A psychosocial therapy (3rd ed.). New York: Random House
6. Perlman, H.H., 2011, Social Case Work-A Problem Solving Process, Rawat Publications
7. Sanjay Bhattacharya, 2008, _Social Work intervention and management‘, Deep & Deep publication (p) Ltd

Books for References

1. Healy, K. 2012, Social Work Methods and Skills, Palgrave MacMillan
2. Bogo, M. (2007). Social work practice: Concepts, process & Interviewing, Rawat Publication.
3. Misra .P.D. 1994, Social Work Philosophy and Methods, Inter-India Publications, New Delhi
4. Misra P.D., BeenaMisra, 2004, Social Work Profession in India, New Royal book Com. Lacknow
5. Mathew, Grace (1992) An Introduction to Social Casework. Bombay: Tata Institute of Social Sciences.

Web Resources

1. https://www.russellsage.org/sites/default/files/Richmond_What%20is%20Social_0.pdf
2. <http://ddceutkal.ac.in/Syllabus/MSW/Paper-5.pdf>
3. <https://www.socialworkfootprints.org/videos/social-casework-philosophy-principles-and-components>

4. <https://www.yourarticlelibrary.com/sociology/social-casework-processes-study-and-diagnosis/36564>
5. <https://www.slideshare.net/surendrashah6/complete-note-of-casework>
6. <https://www.socialworkfootprints.org/videos/social-casework-practice-in-indian-society-relevance-scope-and-influence-of-culture>
7. <http://www.ignou.ac.in/upload/bswe-02-block1-unit-3-small-size.pdf>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | M | S | S |
| CO2 | S | M | S | S | S |
| CO3 | S | S | M | M | M |
| CO4 | S | S | S | S | S |
| CO5 | S | S | S | S | M |

S – Strong

M – Medium

L - Low

SOCIAL GROUP WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|--|------------------------------------|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | SOCIAL GROUP WORK | Core Course - III | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | I | | | | | | | | | |
| Semester | | I | | | | | | | | | |
| Prerequisites | | Basic Understanding of Social Work | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To understand group work as a method of social work and to understand concept, values, principles of Social Group Work | | | | | | | | | | |
| 2 | To acquire skills and techniques required for group worker | | | | | | | | | | |
| 3 | To develop the ability to critically analyse problems of groups and provide suitable intervention. | | | | | | | | | | |
| 4 | To apply the models of Social Group Work in different settings. | | | | | | | | | | |
| 5 | To identify the settings and fields for the practice of Social Group Work method | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To be aware about the concept, characteristics, values and principles of Social Group Work

CO2: To apply suitable theories and models to resolve the problems of Groups.

CO3: To Critically choose and implement interventions to achieve social group work goals. CO4: To analyse competencies and skills for working with different groups in various practice settings.

CO5: To analyse and implement empirically-based group interventions and evaluating group effectiveness.

CO6: To demonstrate the process of group experience and professional development

SYLLABUS

UNIT – I

(12 Hours)

Introduction to Social Group Work: The Group: Definition, characteristics, types, functions and group structure. Social Group Work: Definitions, objective, Values and Principles of Social Group Work. Skills and Roles of Social Group Worker. History of Social Group Work in India and abroad. Social Group Work as a method of Social Work.

UNIT – II

(12 Hours)

Group Dynamics and Group functioning: Dynamics of Groups: Bond, Acceptance, Isolation, Rejection, Subgroups, Conflict and Control. Group Membership, Group Norm, Group Cohesiveness, Group Culture, Group Morale, Group Attraction. Leadership and Communication in groups. Relationships- Sociometry

UNIT – III

(12 Hours)

Group formation and Group work process: Group Formation Phases: Forming- Storming, Norming, Performing, Adjourning. Group Work Process: Phases of Social Group Work Process, Intake, Study, Analysis and Assessment, Negotiating, Contracts, Treatment, Evaluation, Termination, Stabilization of change effort

UNIT – IV

(12 Hours)

Types and models of group work: Models of Social Group Work: Remedial, Mediating or Reciprocal, Developmental, Social Goal Model and Consensus Model. Skills, Qualities and Roles of Social Group Worker. Group therapy: Significance of Group therapy. Recording in Social Group Work: Principles, Structure and Types.

UNIT – V

(12 Hours)

Application of Social Group Work: Application of Social Group Work in School Settings, Community Settings, Health Settings, Family Welfare Settings, Industrial Settings, Women welfare and Child care Settings, Correctional Settings.

Books

1. Alissi,A.S (1980) Perspectives on social group work practice; A book of Reading, New York: The free press.
2. Dave Capuzzi, Douglas R.Gross, Mark D. Stauffer (2010) Introduction to Group Work, New Delhi, Rawat Publication.
3. David, C., Douglas, R.G. & Mark, D.S. (2010) Introduction To Group Work, New Delhi, Rawat Publication
4. Gravin, Charles. D. Lorriae& M. Gulier. (2007). A Hand Book of Social Work with Groups .New Delhi: Rawat Publications.
5. Toseland, Ronald & Rivas, Robert (2001), Introduction to Group Work Practice, Allyn and Bacon, London.

References

1. Bradler,S and Roman C.P (2016) Group work Skills and strategies for effective Interventions New York: The Howorth Press.
2. Delbecq, A. L. and Van de Ven, A. H. (1977) 'A group process model for problem identification and program planning', in N. Gilbert and H. Specht (eds), Planning For Welfare, Englewood Cliffs, NJ, Prentice-Hall.
3. Gerald Corey (2000) Theory and practice of group counseling, Wordsworth, London.
4. Siddiqy, H Y (2008), Group Work: Theories and Practices, Rawat Publications.
5. Trecker, Harleigh B (2020) Social Group Work: Principles and Practice, New Delhi, Pranava Books.

Web Resources

1. <https://www.socialworkin.com/>
2. <https://socialwelfare.library.vcu.edu/social-work/social-group-work-theory-and-practice/>
3. <https://mgcub.ac.in/>
4. <https://www.socialworkin.com/>
5. <https://mgcub.ac.in/pdf/material/2020041217303055424e9f93.pdf>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | M |
| CO5 | S | S | M | M | S |
| CO6 | S | S | S | M | S |

S – Strong

M – Medium

L - Low

FIELD WORK - I

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|---|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | FIELD WORK - I | Core Course - IV | Y | - | - | - | 4 | 6 | 50 | 50 | 100 |
| Year | | I | | | | | | | | | |
| Semester | | I | | | | | | | | | |
| Prerequisites | | Basic Understanding of Non Governmental Organizations | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To Understand different fields/settings of Social Work practice | | | | | | | | | | |
| 2 | To Understand basic skills required to practice Social Work | | | | | | | | | | |
| 3 | To learn to apply classroom theories in the field | | | | | | | | | | |
| 4 | To demonstrate Competencies to face challenging tasks in the field from a social work perspective | | | | | | | | | | |
| 5 | To identify the challenges of Individuals, groups and communities from a Macro and Meso perspective | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : . To integrate the classroom learning with field practice - the knowledge related to different field settings- establishment of NGO'S and its work with the beneficiaries

CO2 : To understand the application of different skills related to case work, Group work and other methods of Social Work

CO3: To realise one's development of self and conduct oneself professionally in the field

CO4: To apply and practice skills acquired in the process of learning in handling various types of clientele

CO5: To assess the concept of field learning and learn about working in different settings

CO6: To apply social work competencies to resolve Social problems

SYLLABUS

UNIT – I

(12 Hours)

Organizational Profile: History of the Agency, Vision, mission, Organization Chart, funding resources, different types of beneficiaries, its work in the field, networking agencies

UNIT – II

(12 Hours)

Various Methods of Social Work – Skills required in the practice of Case work, Group Work, community organization and Social Research, Assessment of the community profile

UNIT – III

(12 Hours)

Specific Areas of work of the Agency – Its expertise in the area of work, staff resources, locations of work, networking and challenges faced

UNIT – IV

(12 Hours)

Services provided by the agency to the beneficiaries- Follow up and termination of services, adherence to professional ethics, Documentation and Report presentation

UNIT – V

(12 Hours)

Social Legislation : Legislations applicable to the Organization, Legislations for women and children

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | M | S | S | S | M |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | M | S | S |

S – Strong

M – Medium

L - Low

SOCIOLOGICAL AND PSYCHOLOGICAL FOUNDATIONS FOR SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|----------------------------|---|--|----------|----------|----------|----------|----------|-----------|-----------|-----------|------------|
| | | | | | | | | | CIA | External | Total |
| | SOCIOLOGICAL AND PSYCHOLOGICAL FOUNDATIONS FOR SOCIAL WORK | Elective Course – I | N | - | - | - | 3 | 4 | 25 | 75 | 100 |
| Year | | I | | | | | | | | | |
| Semester | | I | | | | | | | | | |
| Prerequisites | | Basic Understanding of Sociology and Psychology | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To understand the basics of Psychology | | | | | | | | | | |
| 2 | To establish the linkage between psychology, sociology and Human behaviour for effective social work practice | | | | | | | | | | |
| 3 | To understand the principles of Human Growth and Development | | | | | | | | | | |
| 4 | To understand the dynamics of human and social behaviour | | | | | | | | | | |
| 5 | To analyse social problems and evaluate the causes for social problems | | | | | | | | | | |
| 6 | To understand about Social Institutions | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : To get an indepth knowledge on the basic concepts of Psychology.

CO2 : To understand the basic principles of Human growth and Development

CO3: To develop understanding on the basic concepts of society and social change
CO4: To analyse the basics of Social Interaction and Social processes
CO5: To analyse the social Institutions and critically evaluate modern trends in social institutions
CO6: To understand major social problems in India

SYLLABUS

UNIT – I

(9 Hours)

Introduction to Psychology: Definition and branches of Psychology – Psychology for Social Work practice - Sensory Process and Perception: Process of Perception - Learning: Classical Conditioning and Operant Conditioning - Memory: Sensory memory, Short-term memory, long term memory, forgetting, improving memory

UNIT – II

(9 Hours)

Human Development: Developmental Psychology - Meaning and principles of growth and development, heredity, environment and ecological influences – family and community - Brief outline of Human Development: Characteristics, developmental tasks, personal and social adjustments, vocational, family / marital adjustments and hazards in each stages such as: Prenatal period, infancy and babyhood - Childhood, Puberty & Adolescence - Adulthood – Middle Age and Old Age

UNIT – III

(9 Hours)

Introduction to Society :Society: Definition - meaning and characteristics - Culture: Definition, characteristics, structure, functions, reasons for cultural - development and cultural change, subculture, contra-culture. - Status & Role: Types and Characteristics - Social Stratification: Definition, Characteristics, Caste, Class & Race. Social Change: Meaning, Characteristics, Change

UNIT – IV

(9 Hours)

Introduction to Groups :Groups - Definition, Characteristics and Classification of Groups — Primary groups and Secondary Groups - Social Interaction & Social Process: Competition, Co-operation, Conflict, Accommodation & Assimilation. - Socialization: Definition, Characteristics, Types and Agencies of Socializations -Theories of Socialization

UNIT – V

(9 Hours)

Social Institutions: Types of Social institutions: Marriage, Family ,Kinship, Religion, Education ,Economic system and Judiciary Structural aspects - Norms, Values, Folkways & Mores - Family, Marriage, Education, Economy, Polity, Religion

Social Problems - Major Social Problems in India- Causes and factors responsible for Social problems, Untouchability, Slavery, Domestic violence ,Dowry, Social Movements

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Vidya, Bhushan., Sachdeva, D.(2005). *Introduction to Sociology*. Allahabad: Kitab Mahal.
2. Haralambos. (2014). *Sociology: Themes and perspectives*. Harper Collins; Eight edition
3. Hurlock, Elizabeth B. (1996). *Developmental Psychology-a life span approach*. Tata New Delhi: Mcgraw-Hill Publishing Co.Ltd.
4. Shankar Rao, C. N. (2007). *Sociology: Principles of Sociology with an Introduction to Social Thought*. New Delhi: S Chand & Co. Ltd.
5. MacIver, R.M., Page, C.H. (2000). *Society an Introductory Analysis*. New Delhi: Macmillan Publishers India

Books for References

1. Madan, G.R. (2002) .Indian Social Problems, Mumbai : Allied Publishers Pvt. Ltd
2. Morgan, C.T., King, R.A., Weisz, J.R., & Schopler, J (2004) *Introduction to Psychology*. New Delhi: Tata Mc Graw-Hill book Co.
3. Ram Ahuja (2014)Social Problems in India ,Third Edition ,Rawat Publications
4. Rawat, H. (2007). *Sociology Basic Concepts*. Jaipur: Rawat Publications
5. Shah, G. 1990. *Social Movements in India: A Review of Literature*. New Delhi: Sage Publications.
6. Zastrow, C. & , K. (2010). *Understanding Human Behavior and the Social Environment*.

Chicago: Nelson-Hall.

7. Elgin, F.H.& David, C.(2017),Social Science- An Introduction to the Study of Society. (13th ed.). Newyork: Pearson
8. Hutchison, E. (2007). *Dimensions of Human Behavior: Person and Environment*. Thousand Oaks: Sage Publications, Inc

Web Resources

1. www.egyankosh.ac.in/handle/123456789/43
2. <https://www.epw.in>
3. <https://onlinelibrary.wiley.com>
4. <https://www.frontiersin.org>
5. <https://sagepub.com>
6. <https://ir.inflibnet.ac.in>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

RURAL CAMP

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | RURAL CAMP | Professional Competence Course | - | - | Y | - | 1 | | | | 100 |
| Year | | I | | | | | | | | | |
| Semester | | I | | | | | | | | | |
| Prerequisites | | Basic Understanding of the Social Work methods | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To understand the socio-economic and cultural conditions of rural life and work collaboratively as a team with a positive approach. | | | | | | | | | | |
| 2 | To integrate into practice, essential life values, like simple living, living with minimal facilities, and putting into practice the concept of dignity of labour and self-discipline. | | | | | | | | | | |
| 3 | To facilitate exposure by working with underprivileged citizens, including children, women, youth, and senior citizens, as well as oppressed groups including dalits, bonded laborers, and tribal people. | | | | | | | | | | |
| 4 | To develop suitable skills in processes like decision-making, planning, Organising, and executing plans of action, coordinating, recording and report writing. | | | | | | | | | | |
| 5 | To utilize street theatre and other types of traditional art forms to create awareness on social issues | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To understand the key features of rural life and its realities

CO2: To illustrate skills for group living and interpret its dynamics.

CO3: To demonstrate skills for organizing, planning, execution of tasks, identifying and mobilizing resources.

CO4 : To be sensitive to the socio-political and cultural implications in rural life, more specifically among the marginalized and vulnerable groups.

CO5 : To design and Create contextual programmes to address rural concerns affecting the locality.

CO 6 : To develop Professional Skills and utilised it in the field.

SYLLABUS

PHASE – I : Pre-Camp and Form Committees

- Identify & Form Committees
- Describe Committee Roles & Member's Responsibilities
- Engage in Committee Tasks
- Involve in Pre-Camp Planning

PHASE – II : Pilot Visits & Finalization of Camp Site

- Prepare for Pilot Visits
- Undertake the Visits
- Present & engage in Critical Evaluation

PHASE – III : Finalization of Camp Theme & Camp Schedule

- Engage in analytical evaluation and finalization of camp theme
- Draft the Camp Schedule
- Demonstrate Leadership Initiatives

PHASE – IV : On-Camp Phase

- Accomplishment of Course Objectives
- Analysis on Rural Socio-Political & Economic Realities
- Hands-on Exposure to Participatory Rural Appraisal
- Inputs on Local Governance & Administration through Local Leaders
- Engage in Manual Labour
- Involve in Community Visits-Interaction with People & Subsequent assessments
- Be part of Various Teams to execute
- Rural Camp related tasks
- Participate in evolving need-based programmes using theatre skills & indigenous folk arts to address concerns
- observed in the community
- Appreciate the need for Group Living

- Practice the art of accommodativereciprocalsymbiosis
- Contextual Self-Reflection Self-Analysis
- & Sharing of consolidated and cumulative understanding of the processand outcome
- Develop for Professional Development

PHASE – V : Post Camp Phase

- Integrative Understanding on the Process and Procedures ofRural Realities & Group Living
- Reflective Evaluation
- Individual Analytical Report
- Group Presentation
- Consolidated Batch Report

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|-------------|-------------|-------------|-------------|-------------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

SEMESTER II

COMMUNITY ORGANIZATION AND SOCIAL ACTION

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|--|---|---|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | COMMUNITY ORGANIZATION AND SOCIAL ACTION | Core Course - V | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | I | | | | | | | | | |
| Semester | | II | | | | | | | | | |
| Prerequisites | | Basic Understanding of Community Organization and Social Action | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To understand the use and practice of community organization in various fields of social work | | | | | | | | | | |
| 2 | To understand various phases and models of Community Organization | | | | | | | | | | |
| 3 | To learn to apply Community Organization and Social Action as Methods of Social work. | | | | | | | | | | |
| 4 | To apply the models of Community | | | | | | | | | | |
| 5 | To develop skills and attitudes for participatory Community work and Social Action | | | | | | | | | | |
| Course Outcomes | | | | | | | | | | | |
| On the successful completion of the course, student will be able: | | | | | | | | | | | |
| CO1 : To be aware of the concepts related to Community Organization | | | | | | | | | | | |
| CO2 : To apply community Organization as a method of Social work in various settings. | | | | | | | | | | | |
| CO3: To understand and apply various Models of Community Organization | | | | | | | | | | | |
| CO4: To understand the role of social work in Social Action and Social Reform for Social Development | | | | | | | | | | | |
| CO5: To critically analyse Social Movements from various dimensions . | | | | | | | | | | | |
| CO6: To apply Social Action as a method of Social Work | | | | | | | | | | | |

SYLLABUS

UNIT – I

(12 Hours)

Community Organisation: Community Organisation: Concept, Definition, History, Objectives, Goals and Components, Principles, community practice and community development.

Community organization as a primary method of social work. Methods of Community Organization, Community Mobilization, Community Identification and diagnosis, Process and Phases of Community Organisation - Community Relationship, Study, Analysis, Assessment, Discussion, Organization, Action, Evaluation, Modification and continuation.

UNIT – II

(12 Hours)

Application of Community Organization Practice in Various Settings: Application of Community Organization : Health, Education, Residential institutions, Livelihood and work, Natural resource management, Sustainable development, Working with tribal population, Disability, Working with rural and urban vulnerable communities, displaced population and rehabilitation, disaster response. Community organisation as a social work process; Role and Skills of Community Organizer; Differentiating Community Organisation and Community Development.

UNIT – III

(12 Hours)

Models of Community Organisation : Models of Community Organisation - Jack Rothman's 3 Models: Locality Development, Social Planning and Social Action; Mary Weil's Eight models; and Neighbourhood development model - System change Model - Structural change model

UNIT – IV

(12 Hours)

Social Action- As a method of Social Work: Social Work and Social Action: Concept, Objectives, Principles of Legitimation, Credibility building, Multiple strategies, Dramatization.

Social Action in relation to Case work, Group Work, Social Work Research ,Community Organisation and Social Welfare Administration ,Methods and Means of Social Action -Research, Propoganda, Use of Mass media. Scope of Social Action in India

UNIT – V

(12 Hours)

Social Problems and Social Action: Role of Social Worker in Social Action: Social Activists and Social Action Groups with their significance of existence in India.

Skills involved in Social Action- Analytical & Research Skills, Managerial, Intervention skills, Problem Skills and Training Skills. Social Movements. Approaches to Social Action- Freire, Gandhi (Sarvodaya), Alinsky, Radical social work; Rights based approach. Strategies for Social Action from various Social Movements. Indian Social Movements - Bhoodan, Satyagraha Gramdan, Narmada Bachao Andolan–The Singur Issue, Bodo and Gurkhaland Issues, Anna Hazare and the Aam Admi Movement

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Christopher, A.J, & William, A.T. (2009). Community Organization and Social Action. New Delhi: Himalaya publishing.
2. Chowdhry, D. Paul (1992), Introduction to Social Work, Atma Ram & Sons, Delhi.
3. .Datar et al. 2010. Skill Training For Social Workers: A Manual. New Delhi: Sage Publications
4. Erlich L, J. (1987). Strategies of Community Organisation. Illinois: F.E. Peacock Publishers
5. Gamble, D. N., and Weil, M. 2010. Community Practice Skills: Local to Global Perspectives. New York: Columbia University

Books for References

1. Gangrade, K.D. 2001. Working with Community at the grass root level: Strategies and programmes. New Delhi: Radha Publications
2. Hardcastle, D., Powers, P. and Wenocur, S. (2011). Community Practice: Theories and Skills for Social Workers. New York: Oxford University Press.
3. Jack Rothman, etal. (2001). Strategies of community interventions & Macro practices – Peacock Publications, 6th Edition
4. Ross Murray G, Community Organisation: Theory and Principles, Harper and Row Publication New York, 1985
5. Siddhiqui, H.Y. (1997). Working with community. New Delhi: Hira Publications.

Web Resources

1. <https://egyankosh.ac.in/handle/123456789/28953>
2. <https://www.ignou.ac.in>
3. <https://www.researchgate.net>
4. <https://www.socialworker.com>
5. <https://ctb.ku.edu>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

SOCIAL WORK RESEARCH AND STATISTICS

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | SOCIAL WORK RESEARCH AND STATISTICS | Core Course - VI | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | I | | | | | | | | | |
| Semester | | II | | | | | | | | | |
| Prerequisites | | Basic Understanding of Social Problems | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | This course will deal with research problems, construction of hypotheses, testing, research designs, sampling concepts, etc. | | | | | | | | | | |
| 2 | The probability and non-probability methods are used to help a researcher make conclusions or arrive at decisions at a larger group. | | | | | | | | | | |
| 3 | This course will help in learning the types of social work research that are commonly used. | | | | | | | | | | |
| 4 | This course is the process that throws light on the research works during data collection, and codification and interpretation of the data. | | | | | | | | | | |
| 5 | This explains and interprets a variety of hypotheses to aid the decision making process in a research context | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To aware an in-depth knowledge on Social Work Research.

CO2: To understand the clarity on the research methods and processes.

CO3: To articulate the student to Identify and Formulate the Research problem and Literature

review and usage of Methodology.

CO4 : To analyze and apply Statistics applications and Software packages, make data entry and interpret the results.

CO5 : To evaluate implications of Research in various settings of Social Work.

CO 6 : To develop the Research Projects in Social Work.

SYLLABUS

UNIT – I

(12 Hours)

Introduction to Social Work Research : Social Work Research: Concept, Definition, Objectives, Scope, Characteristics and Functions –Types of Research: Pure and Applied Research – Difference between Social Work Research and Social Research. Scientific method in Social Work Research – Need and importance of evidence based practice. Ethical issues in Social Work Research – Formation of Ethics Committee.

UNIT – II

(12 Hours)

Basic Elements of Scientific method : Basic Elements of Scientific method: Concept, Variable, Facts and Theory. Cause-Effect relationship and relevance to Social Work Research.. Identification and Formulation of Research Problems, Construction of Hypothesis and testing, Research Designs.

UNIT – III

(12 Hours)

Research Methodology : Sampling: Concept, Definition and Importance – Techniques of Sampling: Probability and Non-Probability sampling – Sources and Types of Data - Methods and Tools of Data Collection – Qualitative and Quantitative Research methods, Participatory Research methods. Pre-test and pilot study, Scaling techniques: Reliability and Validity – Data Processing: Coding, Editing, Tabulation, Analysis and Interpretation – Research Reporting, Preparation of Research Proposals.

UNIT – IV

(12 Hours)

Statistics : Statistics : Meaning, Need, Importance, and limitations of Statistics in Social Work Research – Frequency Distribution - Construction of Frequency Tables- Diagrammatic and Graphical Representation.

Measures of Central tendency: Mean, Median and Mode - Measurers of dispersion: Range, Quartile deviation, Standard deviation - Test of significance: t-test, Analysis of Variance (ANOVA), Chi-Square test – Correlation.

UNIT – V

(12 Hours)

Computer Applications in Social Research: Computer Applications in Social Research - Use of Computers for Data Analysis – Introduction to Statistical Package for Social Sciences (SPSS)/R: Introduction, basic steps, defining data, data entry, data transformation, and data analysis - Statistical application.

Text Books

1. Alston M, Bowles W, 2012, Research for Social Workers, An introduction to methods, 3rd Edition, Australian Publications, Australia.
2. Adams J, Khan, Robert and David, 2007, Research methods for Graduate Business and Social Science Students, SAGE Publications, New Delhi.
3. Chakraborty D, 2009, Research Methodology, Saurabh Publishing, New Delhi.
4. Chandra S, Sharma Kr.M, 2013, Research Methodology, Narosa Publications, New Delhi.
5. Jain G L, 2003, Research Methodology, Methods, Tools and Techniques, Mangal Deep Publications, Jaipur.
6. Kothari C R, 2006, Research Methodology Methods and Techniques, New Age International, New Delhi.
7. Pathak R P, 2007, Statistics in Educational Research, Kanishka Publishers, New Delhi.

Books for References

1. Anand S, 2002, Research Methods and Techniques in Social Science, Commonwealth Publishers, New Delhi.
2. Ahuja R, 2010, Research Methods, Rawat Publications, Jaipur.
3. Anderson, D. R. (2014). Statistics for learners of Economics and Business. Boston: Cengage Learning.

4. Bryman A, 2004, Social Research Methods, Oxford University Press, New York.
5. Babbie E, 2013, The Practice of Social Research, 13th Edition Cengage Learning, USA.
6. Babbie E, Hally F, Zaino J, 2000, Adventures in Social Research, Data Analysis Using SPSS For Windows 95/98, Pine Forge Press, California.
7. Bhandariar P L, Wilkinson T S, Das Lal D K, 2000, Methodology and Techniques of Social Research, 16th Edition, Himalaya Publishing House, Mumbai.
8. Bryderup M I, 2008, Evidence Based and Knowledge Based Social Work: Research Methods and Approaches in Social Work Research, Aarhus University Press, Denmark.
9. Chhapekar R, 2004, A Text book of Social Research, Dominant Publishers and Distributors, New Delhi.
10. Corby B, 2006, Applying Research in Social work Practice, Tata McGraw Hill Education, New Delhi.
11. Cohen L, Manion Land Morrison K, 2007, Research Methods in Education (6th Edition), Routledge, London, UK.
12. Dawson C, 2010, Introduction to Research Methods, A practical guide for anyone undertaking a Research Project, Viva Books, New Delhi.
13. Das Lal, 2008, Research Methods for Social work, Rawat Publications, New Delhi.
14. Deshpabhu S, 2000, Sociological Research, Kanishka Publishers & Distributors, New Delhi.
15. Garg, Renu, Slochana, Umesh, 2002, An Introduction to Research Methodology, RBSA Publishers, Jaipur.
16. Gupta B L, 2010, Research studies in Staff Development, Mahamaya Publishing house, New Delhi.
17. Gupta, S. P., & Gupta, A. (2014). Business Statistics: Statistical Methods. New Delhi: S. Chand Publishing.
18. Gopalan R, 2005, Thesis Writing, Vijay Nicole imprints Pvt. Ltd. Chennai.
19. .
20. Kumar R, 2005, Research Methodology, SAGE Publications, London.
21. Mukherji P N, 2000, Methodology in Social Research, Dilemmas and Perspectives, SAGE Publications, New Delhi.
22. Majumdar P K, 2005, Research Methods in Social Science, Viva Books Pvt. Ltd, New Delhi.
23. Pawar B S, 2009, Theory building for Hypothesis Specification in Organizational Studies, Response Books, New Delhi.
24. Rajathi A, Chandran P, 2010, SPSS for you, MJP Publications, Chennai
25. Ruane JM, 2005, Essentials of Research Methods, Blackwell Publishing, Australia.

26. RavilochananP,2002, Research Methodology, Margham Publications, Chennai.
27. Singh S P 2002, Research Methods In Social Sciences, A Manual for Designing Questrionaires, Kanishka Publishers, New Delhi
28. TripathiPC, 2010, Research Methodology in Social Sciences, Sultan Chand and Sons,New Delhi.
29. Uwe Flick, 2009, An Introduction to Qualitative Research, 4th Edition, SAGE Publications, New Delhi.
30. Vijayalakshmi G, Sivapragasam C, 2008, Research Methods, Tips and Techniques,MJP Publishers, Chennai.

Web Resources

1. www.campbellcollaboration.org
2. www.cochrane.org
3. www.rip.org.uk
4. <https://abhath@usf.edu>
5. <https://www.cengage.com>
6. <https://oxfordbibliographies.com>
7. <https://www.ignou.ac.in>
8. <https://www.jsscacs.edu.in>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

SOCIAL WELFARE ADMINISTRATION, SOCIAL POLICIES AND SOCIAL LEGISLATIONS

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|--|---|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | SOCIAL WELFARE ADMINISTRATION, SOCIAL POLICIES AND SOCIAL LEGISLATIONS | Core Course - VII | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | I | | | | | | | | | |
| Semester | | II | | | | | | | | | |
| Prerequisites | | Basic Understanding of social policies & legislations | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To understand the basic concepts of social welfare administration. | | | | | | | | | | |
| 2 | To make aware of the registration of NGOS | | | | | | | | | | |
| 3 | To acquire knowledge about social work agencies | | | | | | | | | | |
| 4 | To describe social policy, planning and programmes | | | | | | | | | | |
| 5 | To know the social legislation | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : Acquire knowledge about social welfare administration and structure of social welfare administration in India.

CO2 : Acquire application knowledge of the basic process of registering, managing and administrating Welfare Agencies in the context of social work profession

CO3: Describe the structure of social welfare administration in India and social welfare programmes and policies.

CO4: Describe the understanding of the nature of social policy, planning and development in India

CO5 Critical analysis social legislation enforcement and challenges

CO6 : To enhance the knowledge on the government department and NGOs function for development of the people

SYLLABUS

UNIT – I

(12 Hours)

Social Welfare Administration: Meaning and definition of Social Welfare Administration and Social Work administration; Purpose, historical development. principles, functions and areas (Policy making, planning, personnel, supervision, office administration, budgeting, finance, fund raising, accounting, auditing, purchase and stock keeping, record maintenance, co-ordination, public relation, monitoring and evaluation, research, annual report);

UNIT – II

(12 Hours)

Social Welfare Agencies: Development of Social Welfare in India; Voluntary Social Work. Social Agencies: Meaning, definition, type and models of NGOs; Roles of NGOs in National Development. Types of NGO Registration and procedure; Societies Registration Act 1860, Indian Trusts Act 1882 and Companies Act, 2013.

UNIT – III

(12 Hours)

Governmental Schemes on Social Welfare. Social Welfare Administration at national, state and local levels; CSWB (Central Social Welfare Board), State Social Welfare Board, Directorate of Social Welfare and Handicapped Welfare. Social welfare policy: Evolution and Constitutional base, policies & programmes for the Weaker Section of the community (women, Children, Aged, handicapped & other backward caste (OBCs), Scheduled Caste (SCs), Scheduled Tribes (STs) and De-Notified Communities.)

UNIT – IV

(12 Hours)

Social Planning and Social Development: Social planning and community planning, Need and importance. Planning machinery at the state & National levels; Five year plans; Social development: Concept and indicators for social change and social development in India.

UNIT – V

(12 Hours)

Social Legislation: Definition and role legislation in social change, constitutional basis for social legislation: Fundamental Rights and Directive Principles of state Policy; laws related to Laws Related to Marriage: Hindu, Muslim, Christian, and Personal Laws Relating to Marriage.: Laws Relating to Divorce, Minority, and Guardianship; Adoption, Succession, and Inheritance.

Legislation Relating to Social Problems such as Prostitution, Juvenile Delinquency, Women Harassment Child Labour, Untouchability, Physical, and Mental Disabilities.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Karen M. Sowers Catherine N. Dulmus (2008) Comprehensive Handbook of Social Work and Social Welfare, published by united states ISBN 978-0-471-76997-2
2. [Paul D Chowdhry](#) (1992) Social Welfare Administration, Atma Ram & Sons , ISBN-13 : 978-8170431145.
3. [Sachdeva](#), D.R.social welfare administration in India (2018) Kitab Mahal; Standard Edition , ISBN-13 : 978-8122500851
4. Sanjay Bhattacharya (2006) Social Work Administration and Development Rawat Publication, ISBN-13 : 978-8170339267
5. Shunmugavelayutham K (1998) Social Legislations and Social Change, Valga Valamudan pub, Chennai.

BOOKS FOR REFERENCES

1. Choudry, Paul (1979), Social Welfare Administration, Atma Ram & Sons, Delhi.
2. Choudry Paul, (1979) Hand book on social welfare in India, Sterling Pub, New Delhi.
3. Dennison.D & Chepman, Valeries Social policy and Administration, George A and Unwin, London.
4. Dubey S.N. (1973) Administration of social welfare programmes in India, Somaiya Pub,

Bombay.

5. Dubey S.N. & Murdia (1976) Administration of policy and programmes for Backward classess in India, Somaiya Pub, Bombay.
6. Gangrade, K.D(2011) Social legislation in India Vol.I&II, New Delhi: Concept publishing Company
7. Goel. S L & R K Jain (2000) Social Welfare Administration (Vol. I & II); Deep & Deep Publications
8. Jagadeesan.P.(1990) Marriage and Social legislations in Tamil Nadu, Elachiapen Pub, Chennai.

Web Resources

1. <https://socialjustice.gov.in/>
2. <https://vikaspedia.in/social-welfare>
3. <https://rtuassam.ac.in/online/staff/classnotes/files/1624631410.pdf>
4. <https://wcd.nic.in/>
5. <https://main.mohfw.gov.in/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | M | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | M | S |

S – Strong

M – Medium

L - Low

FIELD WORK - II

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|--|---|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CI A | External | Total |
| | FIELD WORK-II | Core Course - VIII | Y | - | - | - | 4 | 6 | 50 | 50 | 100 |
| Year | | I | | | | | | | | | |
| Semester | | II | | | | | | | | | |
| Prerequisites | | Basic Understanding of Non Governmental Organizations | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To observe and understand the dynamics of setting up a social welfare Organisation | | | | | | | | | | |
| 2 | To observe the nature of their functioning and funding resources | | | | | | | | | | |
| 3 | To learn about the staff functioning and of application of Social Work methods | | | | | | | | | | |
| 4 | To document and learn the process of recording | | | | | | | | | | |
| 5 | To Understand basic skills required to practice Social Work | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : . To integrate the classroom learning with field practice - the knowledge related to different field settings- establishment of NGO'S and its work with the beneficiaries

CO2 : To understand the nature of the NGO'S functioning and funding resources

CO3: To apply, evaluate and follow up appropriate methods of Social Work in the field

CO4: To apply and practice skills acquired in the process of dealing with clients and establish rapport

CO5: To assess the concept of field learning and learn about working in different settings

| |
|--|
| CO6: To learn the process of documentation and recording |
|--|

SYLLABUS

UNIT – I

(12 Hours)

Organizational Profile: History of the Agency, Vision, Mission, Organization Chart, funding resources, different types of beneficiaries, its work in the field, networking agencies

UNIT – II

(12 Hours)

Various Methods of Social Work – Skills required in the practice of Case work, Group Work, community organization and Social Research. Evaluation of the effectiveness of methods and critical review.

UNIT – III

(12 Hours)

Expertise of the Agency – Agency's success story, challenges faced, SWOT analysis, vision and mission

UNIT – IV

(12 Hours)

Services provided by the agency to the beneficiaries- Follow up and termination of services, adherence to professional ethics.

UNIT –V

(12 Hours)

Social Legislation : Legislations applicable to the Organization, functioning of free legal aid clinics, legal support services to clients

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | M | S | S | S | M |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | M | S | S |

S – Strong

M – Medium

L - Low

SEMESTER III

HUMAN RESOURCE MANAGEMENT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | HUMAN RESOURCE MANAGEMENT | Core Course – IX | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | III | | | | | | | | | |
| Prerequisites | | Basic Understanding of Management and Industry | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To inculcate the knowledge on Human Resource Management. | | | | | | | | | | |
| 2 | To understand the various sub-system of Human Resource Management | | | | | | | | | | |
| 3 | To gain competencies needed for Human resources professional | | | | | | | | | | |
| 4 | To develop the methods for the Human Capital Development. | | | | | | | | | | |
| 5 | To enhance the knowledge of the process and recent trends in Human Resource Management. | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : To aware an in-depth knowledge on the process of Human Resource Management.

CO2 : To understand the suitable interventions on Human Resource Management practice.

CO3: To articulate the budding HR Professionals to meet the challenges in the Industries in the modern era.

CO4: To analyse the appropriate methods for the human capital development and retention of employees.

CO5: To evaluate the recent trends and advances in Human Resource Management.

CO6 : To adapt the future perspectives of Human Resource Management in Global business world.

SYLLABUS

UNIT – I

(12 Hours)

Management and Human Resource Management : *Management:* Concept, Principle Functions and Management Gurus. *Human Resource Management:* Concept, Definitions, Scope and objectives. Organization Structure and Function – Line and staff relations of Human Resource Management. HR Business Partnering, Qualities and Role of HR Manager.

UNIT – II

(12 Hours)

Human Resource Planning and Talent Acquisition : *Human Resource Planning:* Concept and objectives and Process. Job Analysis, Job Description, Job Specification, Job Design and Job Enrichment. Career planning and Career paths; Job rotation. Talent Acquisition, Talent Development and Talent Engagement.

UNIT – III

(12 Hours)

Recruitment and Selection : *Recruitment* - Concept, Meaning, Objectives, Sources and Process. Employment terms Recruitment Policy. *Selection* - Concept, Meaning and Objectives. Selection Process, Psychometric Assessment. Induction, Placement, probation and confirmation. *Compensation Management:* Salary Structure and Components of Compensation. Factors influencing compensation plans and policies. Types of Pay. Job Evaluation – Fixation of salary, Components of Salary. Pay for performance – Incentive Schemes, Principles and Types, Employees Stock Option Plan, compensation survey/ Review. Types of Employee Categories.

UNIT – IV

(12 Hours)

Human Capital Development : *Learning and Development:* Concept, objectives, steps and Process - Types of Training Methods: On-the Job and Off-the Job. Training need analysis – competencies: Expectation Vs Actual, Identifying gaps. Developmental Needs for current and future jobs. HR Compliances. *Performance Appraisal System:* Concept, Objectives and Importance – Methods of Performance Appraisal: Traditional and

Modern Methods. *Talent Retention and Separation*: Attrition: Concept and Factors influencing Attrition. Transfer: Concept and Types. Talent Retention: Concept, importance and strategies. Separation: concept and methods of Separation – Exit Interviews: Need and Importance. Voluntary Retirement Scheme.

UNIT – V

(12 Hours)

Recent Trends and Advances in Human Resource Management : *Recent Trends in Human Resource Management*: Artificial Intelligence (AI) and Machine Learning, Employee Wellness Programmes, Learning Management System (LMS), Fluid Task Management with Gig Economy, Work From Home (WFH). *Advances in Human Resource Management* : Corporate Social Responsibility, Benchmarking, Balanced Scorecard, Six Sigma, Kaizen, 5 S Method, Human Resource Accounting and Auditing, Human Resource Information System, Business Process Reengineering, Total Productivity Maintenance (TPM), Total Quality Management (TQM), International Organization for Standardization (ISO), Human Resource Management in Global Perspective, Future of Human Resource Management.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Bernadin John H, 2012, Human Resource Management, New York :McGraw Hill.
2. [Dwivedi](#). R.S, 2009, A Textbook of Human Resource Management, New Delhi, Vikas Publication House Pvt Ltd
3. Ivancevich, 2012, Human Resource Management, New York : McGraw Hill.
4. [Mahajan](#). J P & [Reeta](#), 2016, Human Resource Management, Noida, Vikas Publishing house.
5. Rao V.S.P 2000 Human Resource Management, New Delhi : Sage Publications.

Books for References

1. Andrew J. Dubrin, 2012 Essentials of Management, New York: Thomson Southwestern
2. ChatteIjee, Bhaskar 1999 The Executive Guide to Human Resource Management, New Delhi: Excel Books.
3. Ivancevich, 2012, Human Resource Management, New York : McGraw Hill.
4. Gary Dessler, 2018, Fundamentals of Human Resource Management, Noida, Pearson Publications.
5. Gary Dessler and [Biju Varrkey](#), 2020, Human Resource Management, Noida, Pearson Publications.
6. [Mahajan](#). J P & [Reeta](#), 2016, Human Resource Management, Noida, Vikas Publishing house.
7. Mathur, B.L.,1989 Human Resource Development Strategies, Approaches and Experiences. Jaipur: Arihant Publishers.
8. Monir Tayeb. 2007, International Human Resource Management. New York : Oxford University Press.
9. Pareek, Udai and Rao, T. V, 1982, Designing and Managing Human Resources, New Delhi, Oxford & IBH.
10. Rao V.S.P 2000 Human Resource Management, New Delhi : Sage Publications.
11. Rudrabasavaraj, M. N. 1986, Cases in Human Resource Management, Bombay: Himalaya Publishing House.
12. [Sandra M. Reed](#), [Dave Ulrich](#), 2017, A Guide to the Human Resource Body of Knowledge, New Jersey, John Wiley & Sons Publishing Company.
13. Singh PN 1992, Developing and Managing Human Resource, Mumbai, Suchandra Publications.

Web Resources

1. <https://www.thehrdirector.com/>
2. <https://www.whatishumanresource.com/>
3. <https://www.aihr.com/blog/human-resource-basics/>
4. <https://www.shrm.org/>
5. <https://www.citehr.com/>
6. <https://www.hrbartender.com/>
7. <https://www.hrmorning.com/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

MEDICAL SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|---|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | MEDICAL SOCIAL WORK | Core Course – IX | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | III | | | | | | | | | |
| Prerequisites | | Basic Understanding of health and Social Work | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To equip students by imparting knowledge to understand the concept, definition, objectives, of Medical Social Work. | | | | | | | | | | |
| 2 | To apply the models of Health care while working at micro, mezzo and macro level. | | | | | | | | | | |
| 3 | To acquire skills and techniques required for medical social worker, values and ethics of professional social work. | | | | | | | | | | |
| 4 | To develop the ability to critically analyse problems of patients and caregivers in health setting. | | | | | | | | | | |
| 5 | To identify the settings and fields for the practice of medical social work. | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To be aware about the concept, history, scope and trends in Medical Social Work.

CO2: To Identify, analyse, and implement evidence-based interventions for patients and care givers.

CO3: To Critically choose and implement health care models in the practice setting to achieve the goals of medical social work

CO4: To analyse competencies and skills required for medical social worker in different

setting.

CO5: To create and implement empirically-based interventions in a multidisciplinary setting.

CO6: To demonstrate ethical values and able to articulate patients' rights in health care setting

SYLLABUS

UNIT – I

(12 Hours)

Introduction to Medical Social Work: Medical Social Work: Definition, Concept, objectives. Historical Development of medical social work in India and abroad. Trends & Scope of Medical Social work practice in India. Organisation and administration of Medical Social Work in hospitals

UNIT – II

(12 Hours)

Understanding Patient and illness behaviour: Concept of- Acute illness, chronic illness, terminal illness, disability, impairment and handicaps.

Concept of patient as a person. Patient as a whole, Sick role and illness behaviours. Impact of illness on the patient and caregivers. Hospitalization of patient – impact on family. Concept and Impact of long-term hospitalization on the patients and their families.

UNIT – III

(12 Hours)

Healthcare Models: Preventive, Curative, Promotional, Integrative and Development Model. Holistic Approach to Health Alternative System of Health - AYUSH. Health Education: Concept and Principles, Models, Methods and Techniques.

UNIT – IV

(12 Hours)

Medical Social Work Department : Organization and administration; Functions, Public relations in hospital, Medical Social Work in relation to other disciplines, Multidisciplinary approach and teamwork; Medico-Legal issues, Euthanasia, Organ Transplant. Patient's Rights and Medical Ethics in health care.

UNIT – V

(12 Hours)

Medical social work practice in different settings: Role of medical social worker in Out-Patient departments, Emergency / Crisis Care, ART Centers, Hospice, Community Health, Geriatric Department, Pediatric Department and Oncology department. **Rehabilitation:** Definition, Types and principles, Community based rehabilitation. Ambulatory, Palliative care, Hospice and Convalescent care.

Text Books

1. Brandell, J R (1997). Theory and Practice of Clinical Social Work, London: Free Press
2. Brannon & Feist, (2000) Health Psychology, TLARC Publication, Toronto.
3. Dowding & Barr, (2002) Managing in Health Care, Pearson Education Ltd. London.
4. Park and Park, 23 rd (Ed), 2015 Preventive and Social Medicine, Banarsidas Bhanot Publishers, Jaipur.
5. Pathak, S.H., (1961) Medical Social Work in India, Delhi School of Social Work, New Delhi.
6. Sarah Ghelert, 2006 Hand book of Health Social Work, John Wiley & Co., London.

Book for References

1. Kapil, Krishnana (1971) Social Service Opportunities in Hospitals, Bombay, TISS
2. Bajpai P.K. (ed.). (1997). Social Work Perspectives in Health. Rawat Publications. Delhi.
3. Blaxter, Mildred (2004), Key Concepts on Health, Polity Publishers, New Delhi
4. Bradshaw & Bradshaw, (2004) Health Policy for Health Care Professional, Sage Publications, New Delhi.
5. Beder, J. (2006). Hospital social work: The interface of medicine and caring. New York, NY: Routledge.
6. D'Ambruso, S. (Ed.) (2006). Handbook of social work in health and aging. New York, NY: Oxford University Press.
7. Egan, M. (2010). Evidence-based interventions for social work in health care. New York, NY: Routledge.
8. Field M. (1963). Patients are people-A Medical-Social Approach to Prolonged Illness, Columbia University Press, New York.
9. Gehlert, S., & Browne, T. A. (Eds.). (2006). Handbook of health social work. New York, NY:

- Wiley.Gambrill.E. (1997). Delhi Social work in the 21st century, Pine for gepress,New Delhi.
10. GolsteinD.(1955),Expanding horizons in medical social work,The University of Chicago Press, Chicago.
11. Pokarno K.L., (1996), Social Beliefs, Cultural Practices in Health and diseases; Rawat Publications, Delhi.

Web Resources

1. <https://mgcub.ac.in/>
2. <https://rmlh.nic.in/>
3. <https://www.tandfonline.com/>
4. <https://www.ncbi.nlm.nih.gov/pmc/>
5. <https://www.sweducarebd.com/>
6. <http://www.pitt.edu/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | M | M | S | S | L |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | L |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | M |

S – Strong

M – Medium

L - Low

LABOUR LEGISLATIONS

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | LABOUR LEGISLATIONS | Core Course – X | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | III | | | | | | | | | |
| Prerequisites | | Basic Understanding of Human Resource Management | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To learn the basic features of Labour Legislations | | | | | | | | | | |
| 2 | To understand the significance of the working of labour laws in various sectors | | | | | | | | | | |
| 3 | To acquire skills pertaining to the application of labour laws in industries | | | | | | | | | | |
| 4 | To develop a perspective to update the latest legal amendments pertaining to labour | | | | | | | | | | |
| 5 | To enhance the skills of understanding the various case laws | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To identify the significance of labour legislations in human resource management

CO2: To apply the knowledge of labour legislations to regulate the working conditions in the industrial sector

CO3: To apply the knowledge and skills of implementing the wage legislations

CO4: To implement the knowledge of social security legislations

CO5: To analyse and apply the legislations pertaining to Industrial Relations

CO6: To evaluate the working of the legislations in the State of Tamil Nadu

SYLLABUS

UNIT – I

(12 Hours)

Labour Legislation: History of labour legislations in India; Labour in the Indian constitution; Industrial jurisprudence; Industrial law as distinguished from Common law.

UNIT – II

(12 Hours)

Legislations pertaining to working conditions: The Factories Act, 1948. Industrial Employment (Standing Orders) Act, 1946. Apprentices Act, 1961. Contract Labour (Regulations and abolition) Act, 1970

UNIT – III

(12 Hours)

Wage Legislation and Social Security Legislations: Payment of wages Act, 1936. Minimum wages Act, 1948. Payment of Bonus Act, 1965. Workmen's Compensation Act, 1923. Employee's State Insurance Act, 1948. Employee Provident fund and miscellaneous provisions Act. Maternity benefit Act, 1961. Payment of Gratuity Act, 1972

UNIT – IV

(12 Hours)

Industrial Relations Legislations: Trade Unions Act, 1926, Industrial Disputes Act, 1947

UNIT – V

(12 Hours)

Labour Legislation in Tamilnadu: Tamil Nadu shops and establishments Act, 1947. The Tamil Nadu catering establishment Act, 1958. Tamil Nadu Labour welfare fund Act, 1972. The Tamil Nadu Industrial establishments (National and Festival Holidays) Act, 1958.

Text Books

1. Blanpain, R. (2001). Labour law, human rights and social justice. The Hague: Kluwer

Law Intl.

2. Kapoor, N, D. (2001). Elements of Industrial Law. New Delhi: Sultan Chand and Sons
3. Kumar, H.L. (2003). Labour Law (2ndEds). New Delhi: Universal Law Publishing Pvt Ltd.
4. Padhi. P.K (2010). Labour and Industrial Laws. New Delhi. PHI
5. Tripathi, P.C. (1998). Industrial Relations & Labour Laws. New Delhi, Sultan Chand Publication

Books for Reference

1. Ajay, Garg. (2012). Labour Laws One Should Know. New Delhi: Nabhi Publishing House
2. Blanpain, R. (2004). Comparative Labor Law and Industrial relations in Industrialized Market. Kluwar law Intl.
3. Conaghan, J., Fischl, R. M., & Klare, K. (Eds.). (2004). Labour law in an era of globalization: Transformative practices and possibilities. New Delhi. Oxford University Press
4. Grogan, J. (2007). Collective labour law. Juta and Company Ltd.
5. Kumar, H. L. (2013). Labour Laws Everyone should Know. New Delhi: Universal Law Publishing
6. Kumar, H.L. (1997). Employees Rights under Labour Laws. New Delhi: Universal Law Publishing Pvt Ltd.
7. Malik, P. L. (1999). Industrial Law, Vol 1 (18thEds). Lucknow: EBC Publishing Pvt Ltd.
8. Sharma, A. M. (2000). Industrial Jurisprudence and Labour Legislation. New Delhi. Himalaya Publishing House
9. Sinha, P. R. N., InduBala, Sinha, and Seema, Priyadarshini, Shekhar. (2006). Industrial Relations Trade Unions and Labour Legislation(8thEds). New Delhi: Dorling Kindersley India Pvt Ltd.
10. Tripathi, P.C., Gupta, C. B., and Kapoor, N.D. (2009). Industrial Relations and Labour Law (4thEds). New Delhi: Sulthan Chand and Sons

Web Resources

1. <https://labour.gov.in/list-enactments-ministry>
2. https://www.icsi.edu/media/webmodules/Labour_Laws&_Practice.pdf
3. <https://www.mgkvp.ac.in/Uploads/Lectures/47/1424.pdf>
4. <https://www.shrm.org/shrm-india/pages/simpliance.aspx>
5. <https://www.whatishumanresource.com/employment--labour-laws-in-india>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | M | S | M |
| CO2 | S | S | S | S | S |
| CO3 | M | S | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |

S – Strong**M – Medium****L - Low**

MENTAL HEALTH AND PSYCHIATRIC DISORDERS

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|--|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | MENTAL HEALTH AND PSYCHIATRIC DISORDERS | Core Course – X | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | III | | | | | | | | | |
| Prerequisites | | Basic Understanding of Mental illness and Assessment | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To acquire in-depth knowledge on Mental Health and Mental illness. | | | | | | | | | | |
| 2 | To understand the attitudes and belief pertaining to mental illness | | | | | | | | | | |
| 3 | To impart skills on psychiatric assessment | | | | | | | | | | |
| 4 | To acquire knowledge of the phenomenology, symptomatology, and treatment of Common Mental Disorders. | | | | | | | | | | |
| 5 | To acquire knowledge in legislation related to mental health. | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To understand the concept of Mental Health

CO2: To evaluate the client using psychiatric assessment tools

CO3: To know the various mental health issues in the community

CO4: To apply the phenomenology, symptomatology, and treatment of common mental disorders.

CO5: To use legislation appropriate to Mental Health related issues.

| |
|---|
| CO6: To effectively identify Mental Disorders |
|---|

SYLLABUS

UNIT – I

(12 Hours)

Concept of Mental Health: Normality & Abnormality, Concept of Mental Health, History of Psychiatry, Mental Health in India, Biopsychosocial Model. Socio-cultural factors in Psychiatry. Magico-religious practice

UNIT – II

(12 Hours)

Psychiatric Assessment: Psychiatric Interviewing - Case History Taking and Mental State Examination, Psycho-Social and Multidimensional Assessment, Use of Mental Health Scales in assessment. Disability Assessment (IDEAS).

UNIT – III

(12 Hours)

Common Mental Disorders & Classification: Classification of mental Disorders – ICD 10, DSM V, ICF. Clinical Signs, Symptoms, Causes and Treatment of the following Common Mental Disorders: Neurocognitive Disorders, Personality Disorders, Schizophrenia, Bipolar and related disorders and Depressive Disorders

UNIT – IV

(12 Hours)

Neurotic stress related disorders other disorders: Anxiety Disorders, Dissociative & Somatoform Disorders, Eating disorders, Elimination disorders, Conduct Disorders, Sleep-Wake Disorders, Sexual disorders, Substance-related and Addictive Disorders, Neurodevelopmental disorders

UNIT – V

(12 Hours)

Legislations related to Mental Illness: Mental Health Care Act 2017, Rights of Persons with Disabilities (RPWD) Act 2016, Narcotic drugs and Psychotropic Substances Act 1985.

Text Books

1. American Psychiatric Association, 2013, Diagnostic and Statistical Manual of Mental Disorders DSM-5
2. Ahuja Niraj (2011), A short textbook of psychiatry, 7th Edition, Jaypee Brothers Medical Publishers (P) Ltd, New Delhi.
3. Coleman, & James, (1996). *Abnormal Psychology Modern Life*. Mumbai: TaraporeVala and Sons.
4. Francis, Abraham P. (Ed.) (2014) *Social Work in Mental Health – Areas of Practice, Challenges & Way Forward*. Sage.
5. Kaplan, Harold, I., & Sadock, B.J., (1989). *Comprehensive Text Book of Psychiatry*. London: Williams & Wilkins, Baltimore.

Books for References

1. American Psychiatric Association (1994). *Diagnostic Criterion from DSM-IV*. Washington DC: American Psychiatric Association
2. Bhugra, Gopinath., & Vikram Patel., (2005). *Handbook of Psychiatry- A South Asian Perspective*. Mumbai: Byword Viva Publishers Pvt. Ltd.
3. Diagnostic Criteria for Research, AITBS Publishers and Distributors, Delhi
4. Kapur, M., (1995). *Mental Health of Indian Children*. New Delhi: Sage Publications.
5. Mane, & Gandevia., (1998). *Mental Health in India: Issues and Concerns*. Mumbai: Tata Institute of Social Sciences.
6. Mangal S.K(2015), Abnormal Psychology, Sterling Publishers (p) Ltd, New Delhi.
7. The ICD-10 Classification of Mental and Behavioural disorders (2004), A.I.T.B.S. Publishers & Distributors, New Delhi.

Web Resources

1. <https://www.who.int/classifications/icd/en/bluebook.pdf>
2. [https://cdn.website.editor.net/30f11123991548a0af708722d458e476/files/uploaded/DSM%](https://cdn.website.editor.net/30f11123991548a0af708722d458e476/files/uploaded/DSM%205.pdf)

2520V.pdf

3. Hand_Book-Guide_to_Mental_Health_for_Social_Worker.pdf
4. http://nhm.gov.in/images/pdf/programmes/NMHP/Training_Manuals/Hand_Book-Guide_to_Mental_Health_for_Social_Worker.pdf
5. <https://courses.lumenlearning.com/abnormalpsychology/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|-------------|-------------|-------------|-------------|-------------|
| CO1 | S | S | S | S | S |
| CO2 | S | S | S | S | S |
| CO3 | S | S | M | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

FIELD WORK - III

HUMAN RESOURCE MANAGEMENT (Manufacturing Sector)

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | FIELD WORK -III | Core Course – X1 | - | - | Y | - | 4 | 6 | 50 | 50 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | III | | | | | | | | | |
| Prerequisites | | Basic Understanding of Human Resource Management | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To understand the business profile of the industries | | | | | | | | | | |
| 2 | To observe the practice of current trends in HR | | | | | | | | | | |
| 3 | To familiarize with Labour Legislations | | | | | | | | | | |
| 4 | To practically understand the concept of Industrial Relations and to acquire the related competencies | | | | | | | | | | |
| 5 | To observe the application of various Labour welfare measures | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To integrate the classroom learning with field work practice - the knowledge related to types of employees, recruitment, selection, induction and placement, time office, bio- metric etc. in the industry

CO2: To understand the application of the different types of labour welfare measure and the current trends in HR practices

CO3: To demonstrate the knowledge and the skills of HRM, IR, and work as a HR professional in interdisciplinary teams

CO4: To apply and practice in projects of the organization on employees' motivation, employees' absenteeism, collective bargaining and the role of trade unions

CO5: To assess the concept of industrial relations and familiarize with labour legislation towards supportive business environment

CO6: To develop the competencies required for the practice of Human Resource Management

SYLLABUS

UNIT – I

(12 Hours)

Organizational Profile: History of the Agency, Organization Chart, The Products, services, Branches/units, workforce, Line and Staff management, structure and functions of the Human Resource Department

UNIT – II

(12 Hours)

Areas of Personnel Functions: Manpower Planning (Need Analysis), Recruitment (Advertisement/consultancies/Campus/other Bureaus/Sources), Types of Employees (Contract/Temporary/Permanent/part-time, Selection (interview/Written Test/Group Discussion/Physical examination, Induction and Placement, Promotion and Transfer, Training and Development (Need analysis/Types/outourcing), Disengagement – Retention, Resignation/Termination and Retirement (Exit interviews), Time Office (Daily Attendance/swiping Cards/Attendance Register), Hours of Work (Time in/Break/Movement Register/Period of Rest/Time out), Leave and Holidays (Casual Leave/Medical Leave/National and Festival Holiday etc), Employee Service Register, Communication, Employee Appraisal(Ranking/Free Essay/360 degree Appraisal), Balance Score Card, Succession Planning

UNIT – III

(12 Hours)

Interviews:

Industrial Relations Functions: Industrial Relations at Shop Floor & Plant Level (Works Committee/Joint Production Committee/ Management Councils, Grievance Handling – Grievance Settlement Procedure Works, Standing Orders (Employee Discipline/ Domestic Enquiry/ Absenteeism/ Alcoholism/ Punishment), Employers Association, Trade Unions, Collective Bargaining - The Agreements, Strikes/Lock outs and Retrenchment

UNIT – IV

(12 Hours)

Labour Welfare Measures: Intra Mural and Extra Mural / Statutory and Non-Statutory Measures - Housing/ Crèche/Canteen/Credit and Consumer Cooperatives, Safety and Accident Prevention, Industrial Health and Hygiene (Occupational Diseases/Hazards), Industrial Mental Health (Screening and Detection/Stress/Fatigue/Burnout) Employee Counselling, Workers' education, Recreation, Other Welfare Measures

UNIT – V

(12 Hours)

Labour Legislations: Legislations applicable to the Organization

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | S | S |
| CO3 | S | S | S | S | M |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |

S – Strong

M – Medium

L - Low

SEMESTER III

FIELD WORK FOR MEDICAL SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | FIELD WORK | Core Course | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | III | | | | | | | | | |
| Prerequisites | | Basic Understanding of different medical setting | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To know and understand the functions of hospital | | | | | | | | | | |
| 2 | To make the students aware of different settings for Medical Social Work. | | | | | | | | | | |
| 3 | To understand and analyze the role of person and patient in the environment | | | | | | | | | | |
| 4 | To train the students on Community based rehabilitation services. And provide professional intervention skills. | | | | | | | | | | |
| 5 | To improve the skills to work in health setting. | | | | | | | | | | |

COURSE OUTCOMES:

CO 1: Understanding the different types of health issues.

CO 2: knowing the different kinds of NGOs working for the different kinds of communities in solving the problem in the personal environment context.

CO 3: To be able to understand the role of social worker in health setting.

CO 4: Evaluate the role, characteristics and skills of a social work and critically evaluate the same.

CO5: Develop theoretical expertise and knowledge in health setting.

CO6: Understanding the role of multidisciplinary team in a hospital.

UNIT I

(12 Hours)

Orientation Phase

1. Field work orientation on structure of the programme
2. Explaining the skills is required for social workers in health care setting.
3. Identification of the field of interest to develop the aptitude for the same.

UNIT II

(12 Hours)

Induction Phase I

To understand the Structure and functions of administration in Medical Setting.

To identify the role of Medical Social Work

Identify the needs of the patients and caregivers in hospital.

UNIT III

(12 Hours)

Induction Phase II

Applying their skill in Medical Social Work.

Assessment on the role of Social Worker in Hospital.

UNIT IV

(12 Hours)

Implementation Phase

Apply the theoretical knowledge for solving the problems of patients and Application of Medical Social Work practice.

UNIT V

(12 Hours)

Case study analysis and apply problem solving and strength based approach.

Feedback and Evaluation

1. The students will be evaluated based on their contribution and participation in the agency's activities.
2. Detailed report on the community where they worked.
3. Report writing and documentation
4. Attendance (Field work and conferences attended by the trainee
5. Internal & external Viva Voce examination

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | S | S |
| CO3 | S | S | S | S | S |
| CO4 | S | S | S | M | S |
| CO5 | S | S | S | M | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

CORPORATE SOCIAL RESPONSIBILITY

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|----------------------------|---|--|----------|----------|----------|----------|----------|-----------|-----------|-----------|------------|
| | | | | | | | | | CIA | External | Total |
| | CORPORATE SOCIAL RESPONSIBILITY | Elective Course - III | Y | - | - | - | 3 | 4 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | III | | | | | | | | | |
| Prerequisites | | Basic Understanding of Corporates | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To learn the models and strategies of Corporate Social Responsibility. | | | | | | | | | | |
| 2 | To enhance understanding of the basic concepts, tools and techniques in Community Participation and Corporate –Community Collaboration working. | | | | | | | | | | |
| 3 | To Acquire knowledge on legal Provision related to CSR. | | | | | | | | | | |
| 4 | To enrich the knowledge on Business ethics and Corporate Governance. | | | | | | | | | | |
| 5 | To obtain skills and understand the role of Social Worker in the field of CSR. | | | | | | | | | | |

Course Outcomes

The Successful completion of this course shall enable the student;

CO1 :To learn the concept and Model of Corporate Social Responsibility

CO2 :To understand steps and strategies in attaining CSR.

CO3: To examine the various norms and Standards on CSR(National and International).

CO4 :To appraise the various CSR Programmes in an Organization

CO5:To Reflect on various Ethical standards on consumer, Environmental and Social aspects of CSR.

SYLLABUS

UNIT – I

(9 Hours)

Introduction to CSR: Corporate Social Responsibility – Meaning, Definition and Concepts. Historical evolution of CSR at Global and Indian contexts. Arguments for and against CSR Scope for CSR in India. Need to be Socially Responsible. Models of CSR- Carroll's model, CSR through triple bottom line and Sustainable Business. Steps to attain CSR. Drivers of CSR. CSR Strategies. CSR in Indian and International context.

UNIT – II

(9 Hours)

CSR-Legislation In India & the world. Indian Companies Act(2013):Section 135 of Companies Act 2013.Scope for CSR Activities under Schedule VII, Appointment of Independent Directors on the Board, and Computation of Net Profit's Implementing Process in India. International standards and norms on CSR. Social Accounting: Definition, Objective, Scope. Social Audit: Definition, Approaches & Need.SA:8000 and Corporate Social Reporting.

UNIT – III

(9 Hours)

Business ethics and Corporate Governance: Business ethics: Meaning and definitions of Ethics. Nature of business ethics; the relationship between business ethics, corporate governance and ethical leadership; Kohlberg's six stages of moral development; levels of ethical analysis; concept of corporate integrity. Corporate Governance – meaning, significance, principles and dimensions. Issues in corporate governance— Theoretical basis of corporate governance. Consumer Protection, Environment Protection, Gender issues in multiculturalism, Ethics and Corruption.

UNIT – IV

(9 Hours)

CSR and Community Participation: Corporate and Community Participation. Corporate, NGO, Government and Citizen Participation, Need and types of participation, Corporate –Community Collaboration (CCC) and Social Development. Challenges and barriers to Corporate-Community Collaboration – CCC as CSR process and Product-Socio-Economic Impact of CCC – Community Investment

and Corporate Citizenship Programmes.

UNIT – V

(9 Hours)

Role and Skills of Social Worker: Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting and Supervising. Format for Annual report on CSR activities. CSR Audit & Reporting Guidelines by Companies act 2013. **Case Studies :** Ashok Leyland, Hyundai Foundation, Srinivasan Service Trust, Titan Foundation, Tata Sustainability Group, A.M.M.Foundation, CPCL, Wipro Foundation, Infosys Foundation, NIIT.

Text Books

1. Benn & Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.
2. Chatterjee, M. (2015). Corporate Social Responsibility. Delhi: Oxford University Press
3. Maya. R. J., Vanitha, S., Kamala, Padmavati, D., SangarMithirai and Padmavathy, M.(2008). Issues and Challenges of Sustainable Development in India. New Delhi: Serials publications.
4. Reddy, Sumati and Stefan Seuring. (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.
5. Werther, W. B. & Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage publications.

Books for References

1. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company
2. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.
3. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.
4. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.
5. Das, Chandra, Subash. (2010). Corporate Governance. New Delhi: PHI Learning Pvt.Ltd.
6. Ellington. J. (1998). Cannibals with forks: The triple bottom line of 21st century business.

New Society Publishers

7. Grace, D. and S. Cohen (2005). Business ethics: Australian problems and cases. Oxford: Oxford University Press.
8. Neil, H. (1973). Corporate Power Social Responsibility. New York: Macmillian Publishing Co., Inc.

Web Resources

1. <https://indiaccsr.in/>
2. <https://csrcfe.org/about-csr-in-india-public-policy/>
3. <http://csr.gov.in/>
4. <https://bthechange.com/csr-in-india-is-now-a-law-2502aa6d0daa>
5. <https://csrbox.org/CSR-in-India>
6. <https://thecsrjournal.in/top-100-companies-india-csr-sustainability-2021/>
7. <https://www.financialexpress.com/industry/corporate-social-responsibility-how-indias-csr-rules-ensure-strict-compliance/2392017/>
8. <https://thecsr.universe.com/csr-in-india-csr-definition-and-csr-eligibility-in-companies-act-2013/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | S | S | M |
| CO2 | M | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

COUNSELLING IN SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|--|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | COUNSELLING IN SOCIAL WORK | Elective Course – IV | Y | - | - | - | 3 | 4 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | III | | | | | | | | | |
| Prerequisites | | Basic understanding of Counselling, techniques & process of Counselling in different settings. | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To understand Counselling Basics | | | | | | | | | | |
| 2 | To learn the Process and Skills in Counselling | | | | | | | | | | |
| 3 | To gain Theoretical Foundations of Counselling | | | | | | | | | | |
| 4 | To aware about Counselling in different settings | | | | | | | | | | |
| 5 | To learn Counselling in Special Situations | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To demonstrate ethics in Counselling.

CO2: To use various Counselling skills required and Counselling process.

CO3: To design Counselling techniques based on the social background of the client.

CO4: To use Counselling as a tool for managing changes and situations.

CO5: To apply Counselling skills at different settings.

CO6: To apply Counselling in emergency situations

SYLLABUS

UNIT – I

(9 Hours)

Introduction to Counselling: Counselling – Definition, Objectives, Goals, Principles of Counselling, Difference between Counselling, Case Work & Psycho-therapy, Code of Ethics.

UNIT – II

(9 Hours)

Process & Skills in Counselling: Steps for Counselling, Types of Counselling: Directive, Non-Directive & Eclectic. Qualities of an effective counselor, Counselling skills & techniques.

UNIT – III

(9 Hours)

Theoretical foundations of Counselling: Psychoanalytic theory (Freud), Person Centered (Roger), Cognitive Behaviour Therapy (CBT), Rational Emotive Behavioural Therapy, Gestalt Therapy, Humanistic approach (Carl Rogers & Maslow).

UNIT – IV

(9 Hours)

Counselling in different Setting: Industrial/Work place, Martial, Family, De-addiction Counselling. Terminal Illness (Palliative, Hospice, AIDS, Cancer), School Counselling, Career Counselling, Grief Counselling. Suicidal Counselling.

UNIT – V

(9 Hours)

Crisis & Trauma Counselling: Counselling in emergency and Disaster Situations (Migrants, Refugees, Trauma CARE, Victims of Communal Riots, Pandemic), Crisis Intervention

Text Books

1. Antony John (2003) Skills of Counselling, Guru Publications
2. Egan, Gerard, 2006. The skilled helper: A problem management opportunity, Development Approach to helping, Wadsworth publishers, Boston
3. Ramanth, Sharma. & Rachana, Sharma. (2004). *Guidance and Counselling in India*. New Delhi: Atlantic publishers and Distributions.
4. Rao, Narayana, 2003 Counselling and Guidance, Tata McGraw Hill, New Delhi. India
5. Ray, Wolfe & Windy Dryden. (1996). *Handbook of Counselling Psychology*. New Delhi, New Delhi: Sage Publications

Books for References

1. Dave, Mearns. (1997). Person Centered Counselling Training. New Delhi, New Delhi: Sage Publications.
2. David Murphy · 2017, Counselling Psychology: A Textbook for Study and Practice, John Wiley & Sons Ltd.
3. Joyce & Charlotte, Sills; (2002). Skills in Gestalt Counselling & Psychotherapy. New Delhi, New Delhi: sage publications.
4. Michael, Carroll. (1996). Workplace Counselling: A systematic approach to employee care. New Delhi, New Delhi: Sage publications.
5. Palmer, 2004 Counselling, The BAC Counselling reader, British Association for Counselling, Vol.1&2, Sage publications, New Delhi, India

Web Resources

1. <https://www.scitechnol.com/international-journal-of-mental-health-and-psychiatry.php>
2. <https://journals.sagepub.com/home/HPO>
3. <https://journals.sagepub.com/home/JHV>
4. <https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry>
5. <https://www.apa.org/pubs/journals/abn/index>
6. <https://www.scitechnol.com/traumatic-stress-disorders-treatment.php>
7. <https://www.journals.elsevier.com/journal-of-experimental-social-psychology>
8. <https://www.journals.elsevier.com/mental-health-and-physical-activity>
9. <http://learnmem.cshlp.org/>
10. <https://journals.sagepub.com/toc/SPP/7/1>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | S | S | S |
| CO2 | S | S | S | S | S |
| CO3 | S | S | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | S | M | S |
| CO6 | S | S | M | S | S |

S – Strong

M – Medium

L - Low

SUMMER INTERNSHIP TRAINING

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|---|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | SUMMER INTERNSHIP TRAINING | Internship | - | - | Y | - | 2 | | | | 100 |
| Year | | II | | | | | | | | | |
| Semester | | III | | | | | | | | | |
| Prerequisites | | Basic Understanding of the Social Work Specialization | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To understand the social issues in the contemporary field. | | | | | | | | | | |
| 2 | To enable the students to recognize and display professional attitudes, workplace behaviours and communication skills appropriate to their setting. | | | | | | | | | | |
| 3 | To develop an understanding of the role of Social Workers in the respective field. | | | | | | | | | | |
| 4 | To facilitate the students to understand the connection of theories to practice with their respective specialized setting. | | | | | | | | | | |
| 5 | To learn and apply the methods of Social Work practice in their field work settings | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To acquire professional Social work skills in their respective social work setting.

CO2: To analyse the need and importance the role of Social Workers in professional practice.

CO3: To practice and demonstrate the Social Work methods in their respective settings.

CO4 : To associate and integrate the Social Work theory in to practice in their field work organization.

CO5 : To understand the application of Social Work approaches to handle the challenges in the field.

| |
|--|
| CO 6 : To utilise the professional knowledge and skills in their respective field. |
|--|

SYLLABUS

PHASE – I : Orientation and Commencement

- Orientation on respective specialized fields.
- The objectives of summer placements are explained.

PHASE – II : Approval and Confirmation of Summer placement organization

- Confirmation/Approval of summer placement organizations.
- Commencement of Summer placement training in the approved organization.
- The summer training program falls between Semester II and III.

PHASE – III : Induction and Learning

- Induction of students in the organization.
- Submission of Letter of induction to the respective guide.
- Submission of weekly reports (Learnings & Observations) along with daily time sheets.

PHASE – IV : Social Work Practice in the Field

- Students gain knowledge about the Vision, Mission & objectives of the organization, organizational structure, functions of the organization, Dynamics of the organization, Skills Required to be a professional, laws pertaining to their specialized field, etc.
- Constant contact with the students to regulate the learning process.

PHASE – V : Termination and Evaluation

- Monitoring the performance of the student.
- Submission of letter of completion from the organization duly signed by the authorities.

- After the Completion of training, the process of evaluation (Self & Staff) is executed based on the performance of the students through the submitted weekly Reports.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|-------------|-------------|-------------|-------------|-------------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

SEMESTER IV

INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|--|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE | Core Course – XII | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | IV | | | | | | | | | |
| Prerequisites | | Basic Understanding of Industrial relations and Employee Welfare | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To Understand Contemporary Industrial relations practices | | | | | | | | | | |
| 2 | To be aware of the challenges faced by workers in various industries | | | | | | | | | | |
| 3 | To apply the knowledge of employer- employee dynamics and the role of various stakeholders concerned with industrial relations | | | | | | | | | | |
| 4 | To be aware of Industrial disputes, Prevention and settlement. | | | | | | | | | | |
| 5 | To Learn about Employee welfare measures | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : To be aware of the concept and evolution of Industrial Relations

CO2 : To understand the mechanisms behind IR scenario in India.

CO3: To understand the role of various stakeholders in maintaining peaceful Industrial Relations in India .

CO4: To analyse various statutory and Non statutory employee welfare measures .

CO5: To evaluate various approaches to Employee welfare

CO6 : To apply social work methods in delivering Employee welfare services

SYLLABUS

UNIT – I

(12 Hours)

Introduction to Industrial Relations: *Industrial Relations:* Background to Industrial Relations- Scope, Evolution and Development, Approaches and forms of Industrial relations in India.

UNIT – II

(12 Hours)

Mechanism of Industrial Relations: *Mechanism of Industrial Relations:* Collective Bargaining, Joint Management Councils, works committee, Workers Participation in Management, Grievance handling procedures.

Industrial Disputes: Factors, Forms, Trends, Prevention and Settlement, Role of State and Central Labour Administration, Strikes and Lockouts

UNIT – III

(12 Hours)

Industrial Relations machinery in India: *Industrial Relations machinery in India:* Conciliation, Arbitration and Adjudication, Code of discipline- Recent trends, Role of Government, Employers and Trade Unions in maintaining Industrial Relations.

UNIT – IV

(12 Hours)

Employee Welfare: *Employee Welfare:* Concept, principles, scope, theories, approaches and philosophy of employee welfare, Areas of Employee Welfare, Statutory welfare programmes, Non-statutory welfare programmes

Major problems experienced by employees ; Migration, wages, poor housing, absenteeism, employee turnover, tardiness Alcoholism, diseases,accidents and Working conditions

UNIT – V

(12 Hours)

Practice of Employee Welfare: *Employee Welfare:* Occupational health and safety -concept, challenges. Roles, functions and appointment of of the Labour Welfare Officer- Workers awareness Programs. Need and application of Social Work methods in delivering employee welfare services, new paradigms in Employee welfare.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Dwivedi. R.S (1997) ‘Human Relations & Organisational Behaviour’, Macmillan India Ltd, New Delhi
2. Joseph, Jerome (2004) Industrial relations: Towards a new theory of negotiated connectedness, New Delhi: Response Books
3. Malhotra O.P (1985). Industrial Disputes Act 1947, Lucknow: East law book company
4. Mamoria C.B. and Mamoria. Satish (1998)‘Dynamics of Industrial Relations’, Himalaya Publishing House, New Delhi
5. Paul Edwards (2009)Industrial Relations: Theory and Practice, 2nd Edition

Books for References

1. Ratna Sen, (2003)‘Industrial Relations in India’, Shifting Paradigms, Macmillan India Ltd., New Delhi
2. Rosen bloom Jerry(2014) The Handbook of Employee Benefits -Health and Group Benefits,7th Edition,Mc Graw Hill
3. Sarma. A.M (2014),Employee Welfare and Social Security,Himalaya Publishing House.
4. Saxena, R.C. (1961). Labour Problems and Social Welfare, Meerat: Jaiprakashnath and

company

5. Srivastav, K.N (1954). Industrial Peace & Industrial Relations Allahabad:Kitab Mahal
6. Srivastava (2000) 'Industrial Relations and Labour laws', Vikas, 4th edition.
7. Subba Rao.P., (2010) Essentials of Human Resource Management and industrial Relations: Text, Cases and Games
8. Venkata Ratnam.C.S., 'Globalisation and Labour Management Relations', Response Books, 2001.

Web Resources

1. <https://www.researchgate.net>
2. <https://labour.gov.in>
3. <http://www.ignou.ac.in>
4. <https://www.ilo.org>
5. <https://www.greythr.com>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|-------------|-------------|-------------|-------------|-------------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

PSYCHIATRIC SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | PSYCHIATRIC SOCIAL WORK | Core Course – XII | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | IV | | | | | | | | | |
| Prerequisites | | Basic Understanding of Psychiatric Social Worker in special settings | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To aware on historical development of psychiatric Social Work | | | | | | | | | | |
| 2 | To understand the social Work models and methods. | | | | | | | | | | |
| 3 | To gain indepth knowledge on Psychiatric hospitals. | | | | | | | | | | |
| 4 | To understand the role of Psychiatric Social Worker in special settings. | | | | | | | | | | |
| 5 | To acquire knowledge and skill in the practice of Community Psychiatry and Rehabilitation | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To compare international Psychiatric Social Work standards and adopt suitable standards.

CO2: To apply methods of social work among psychiatric patients, family and people with mental illness.

CO3: To understand Psychiatric Hospital

CO4: To identify the role of social worker in clinical practice and help accordingly

CO5: To demonstrate high knowledge and skill as a Psychiatric Social Worker.

CO6: to formulate and design community mental health programs to address issues of mental health among communities

SYLLABUS

UNIT – I

(12 Hours)

Introduction to Psychiatric Social Work: Psychiatric Social Work- Definition, Scope, Psychiatric Social Work as a field of Social Work in India. Current trends in Psychiatric Social Work, Changing trends in Psychiatric Social Work, Historical Development of Psychiatric Social Work in U.K., U.S.A. and India.

UNIT – II

(12 Hours)

Social Work models and Methods: The concept of psychiatric patient, Family and Mental Illness. Diagnosis in Psychiatric Social Work. Multi-Dimensional Approach, Psychosocial Education in Psychiatric Social Work, Models in Psychiatric Social Work. Social Case Work, Social Group Work and Family Therapy in Psychiatric setting.

UNIT – III

(12 Hours)

The Psychiatric Hospital as a Social System: Partial hospitalization. Concept of Milieu Therapy & Therapeutic Community, Admission Pattern, Vocational training Program (Industrial Therapy). Role of Psychiatric Social Worker in multidisciplinary team in inpatient & outpatient setting, (General Hospital Psychiatry)

UNIT – IV

(12 Hours)

Psychiatric Social Work practice in special settings: Day Hospitals, Child Guidance Clinic, Epilepsy Clinic, Adolescent Clinic, Mental Health Clinics, Geriatric Clinics. Deaddiction clinic, Crisis Intervention clinics, School Mental Health, Family Counselling Centre, Industrial setting.

UNIT – V

(12 Hours)

Rehabilitation and Community Psychiatry: Rehabilitation in Psychiatry; Concept, Principles, Process & Programmes, Role of Psychiatric Social Worker in Rehabilitation, Concept of Community Psychiatry and Community based Rehabilitation, Rehabilitation of Chronic Mentally ill Patients. Community Psychiatry: Role of the Psychiatric Social Worker in Community Mental Health Programmes, National Mental Health Program (NMHP) 1982, Revised Version 2002, District Mental Health Programs (DMHP) and their implementation. Health Mission. National Alliance, Supportive, Advocacy. Challenges and limitations in Psychiatric Social Work Practice, Innovations and trends in Psychiatric Social Work

Text Books

1. Park & Park. (2003). Textbook of preventive and social medicine.
2. Revised School Health Manuel, 2010, Central Board of Secondary Education.
3. Sekar, Parthasarathy, Muralidhar (2011), Handbook of Psychiatric Social Work, NIMHANS Publication.
4. Verma, Ratna, (1991). Psychiatric Social Work in India. Sage Publications, New Delhi
5. Francis, Abraham P.(2014), Social Work in Mental Health – Areas of Practice, Challenges & Way Forward, Sage Publications

Books for References

1. Daver, Bhargavi, (1999). Mental Health of Indian Women, Sage Publications, New Delhi
2. Daver, Bhargavi, (2001). Mental Health from a Gender Perspective. Sage Publications, New Delhi
3. Dhanda, Amita, (1999). Legal Order and Mental Disorder. Sage Publications, New Delhi
4. Kapur, Malavika, (1997). Mental Health in Indian Schools. Sage Publications, New Delhi
5. Online Manual NIMHANS Training Manuel for Psychologists, 2016, National Mental Health Programme and National Institute of Health and Family Welfare, New Delhi.
6. WHO, 1991 Innovative Approaches in Mental Health Care, Psychosocial Interventions and Co-management, Geneva.
7. World Health Organization, 1986 Prevention of Mental, Neurological and Psychosocial problems

Web Resources

1. www.who.org
2. <https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry>
3. <https://www.apa.org/pubs/journals/abn/index>
4. <https://www.scitechnol.com/traumatic-stress-disorders-treatment.php>
5. <https://www.journals.elsevier.com/journal-of-experimental-social-psychology>
6. <https://www.journals.elsevier.com/mental-health-and-physical-activity>
7. <http://learnmem.cshlp.org/>
8. <https://journals.sagepub.com/toc/SPP/7/1>
9. <https://www.sciencedirect.com/journal/personality-and-individual-differences>
10. <https://onlinelibrary.wiley.com/journal/19383703>
11. <https://www.india.gov.in/topics/health-family-welfare>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | M | S | S | S | S |
| CO2 | S | S | S | S | S |
| CO3 | S | S | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | S | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

NGO MANAGEMENT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|---------------------------------------|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | NGO MANAGEMENT | Core Course – XIII | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | IV | | | | | | | | | |
| Prerequisites | | Basic Understanding of NGO Management | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To deliver the application for organisation development | | | | | | | | | | |
| 2 | To impart necessary skill for the management of organizations | | | | | | | | | | |
| 3 | To provide an understanding of the policies and procedures involved in establishing and maintaining Non-governmental organisation | | | | | | | | | | |
| 4 | To inspire students to adopt a critical perspective on NGO management | | | | | | | | | | |
| 5 | To provide an understanding about legal aspects of NGO management. | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : Classify the fundamentals of Management and distinguish between Profit and Non-Profit organisations.

CO2 : Explain the different legislations for Non-profit organisation.

CO3: Describe the NGO Registration procedure and identify how to run the NGOs effectively.

CO4: Prepare the fund raising techniques and develop proposal writing skills.

CO5: Critically analyse and understand the key issues and challenges facing NGOs.

CO6 : Apply a variety of tools to the development of NGO structure, personnel management, and other key areas in NGO management.

SYLLABUS

UNIT – I

(12 Hours)

Fundamentals of Management: Introduction Management: Definition, Nature, Functions (Planning, Organizing, Staffing, Directing, Leading, Controlling and Coordination), Levels of Management – Top, Middle and low level and Market). Managerial skills: Conceptual, Technical and Human Relation Skills. Introduction to NGO management: Concepts, History and Characteristics and categories of NGO and Difference between the profit and non-profit organisation.

UNIT – II

(12 Hours)

NGO Registration Procedure: Memorandum and Article of Association, Formation of NGO as Trust, Formation of NGO as Society and Formation of NGO under section 25 of Company act, Foreign contribution (regulation) Act & amendment rules 2022.

UNIT – III

(12 Hours)

Governance of NGOs: Principles for NGOs Management, Governing Body, Resolution, Minutes, AGBM, and Organizational Culture. Financial Management and budgeting, Maintenance of Accounts and assets. Basics of office administration, Documentation of activities and projects.

UNIT – IV

(12 Hours)

Management of NGO: Strategic planning: Vision, Mission, Goal, Objective and activities. Project planning of the organisation, monitoring and evaluation of the project, Project Proposal writing, Daily Monthly, Quarterly, Annual Report, Research Report, Training Module Design

UNIT – V

(12 Hours)

Funding for NGOs & Role of NGOs: 1 Internal Source of Fund, External Source of Fund, Foreign Source and FCRA and Funding Under CSR Income tax exemption for NGO. Role of NGO in national development.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. David Lewis (2014) Non-Governmental Organisation, Management & Development, Routledge, ISBN-13 : 978-0415816502
2. [Laila Brenner & Darian Rodriguez Heyman](#) (2019), Nonprofit Management 101: A Complete and Practical Guide for Leaders and Professionals, Wiley; 2nd edition, ISBN-13 : 978-1119585459
3. Nabhi Board of Editors (2020) HB for NGOs an Encyclopaedia for Non Govt. Organisation & Volunt, ISBN: 8172747657
4. Puri V.K, (2010) Handbook on Formation and Management of NGOs & NPOs, JBA Publishers, ISBN: 9789380082295
5. [Snehlata Chandra](#), (2003), Guidelines for NGOs Management in India, Kanishka Publishers Distributors, ISBN: 8173916039, 9788173916038

Books for References

1. Clark, John, (1991) Voluntary Organisations: Their Contribution to Development. London, Earth Scan.
2. Drucker, Peter, (1993) Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.
3. Julie Fisher, (2003) Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.
4. Kandasamy, M., (1998) Governance and Financial Management in Non-Profit Organizations. New Delhi: Caritas India.
5. Lawant, B. T., (1999) NGOs in Development. Jaipur: Rawat Publications
6. Nabhi, (2005), Handbook of NGOs Publication New Delhi, ISBN-13 : 978-8172749644
7. Natani Shobha (2011) Non-Government Organization-Management and Structure, Prism Publication Jaipur

Web Resources

1. https://pria-academy.org/pdf/ngom/NGOM_1.pdf
2. https://www.researchgate.net/publication/341089166_INTRODUCTION_TO_NGO_MANAGEMENT_Compiled_Lecture_Notes
3. <https://vakilsearch.com/online-ngo-registration/start-ngo-india>
4. <https://www.pkpconsult.com/setting-up-ngos.html>
5. https://www.researchgate.net/publication/341089166_INTRODUCTION_TO_NGO_MANAGEMENT_Compiled_Lecture_Notes

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | M | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

ORGANISATIONAL BEHAVIOUR

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|--|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | ORGANISATIONAL BEHAVIOUR | Core Course – XIII | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | IV | | | | | | | | | |
| Prerequisites | | Basic Understanding of how people work in Organizations. | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To enrich the knowledge about the basics of people management in Organizations | | | | | | | | | | |
| 2 | To apply techniques of working effectively with people | | | | | | | | | | |
| 3 | To understand the causes of conflict in Organisations and ways to manage them | | | | | | | | | | |
| 4 | To understand the factors that motivate people at work | | | | | | | | | | |
| 5 | To acquire knowledge on Organizational Change and resistance to Change | | | | | | | | | | |
| 6 | To identify the latest trends in Organizational Development | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : To be aware of the relation between various disciplines and Organizational Behaviour

CO2 : To be aware of the concept of Individual and group behaviour in Organizations

CO3: To apply suitable theories and models of Motivation to enhance the work motivation of People in Organizations

CO4: To analyse the competencies and skills required for overcoming resistance to change in Organizations

CO5: To identify the skills required for Interventions in Organizational Development

CO6: To understand latest trends in Organizational Development

SYLLABUS

UNIT – I

(12 Hours)

Organizational Behaviour: *Organizational Behaviour* - Definition, Scope, Approaches to Organizational Behaviour, Foundations & Contributing disciplines to OB

History of OB, Hawthorne Studies, Human Relations Movement, Models of OB, Importance of Organizational Behaviour, Relevance of OB in Social Work. Challenges involved in the application and practice of OB.

Current Trends in OB Practices: Quality of Work Life, Just-in-time (JIT), 5S model, Six Sigma and Lean Six Sigma, Total Productivity Management, Total Quality Management.

UNIT – II

(12 Hours)

Human Behaviour at Work: *Individual behaviour*, Attitudes and values; Perception ;concept, process, errors and applications; Personality concept, determinants, theories and applications; Group behavior – concept, types of group, group development, group dynamics; Teams – types, creating effective teams.

Organizational Conflict-concept, sources, types, management; Organizational power and politics, Behavioral changes in individuals and teams.

UNIT – III

(12 Hours)

Motivation at Work : *Motivation* - Meaning, Theories of Motivation –Maslow's Hierarchy of Needs, Herzberg's Two factor Theory, McGregor's Theory X and Theory Y, Alderfer's ERG Theory Systems

Theory, Emotional quotient at Work. Stress and anxiety management. Job Satisfaction, Job Rotation, Job Clarification, Employee Morale. Job Satisfaction, Organizational Citizenship Behaviour

UNIT – IV

(12 Hours)

Organizational change:*Concept of Organizational Change*, resistance to change, managing resistance to change, Lewin's three step model of change, Stress – sources, consequences and management.

Organizational culture and climate – Factors affecting organizational climate – Organizational processes and structure & design

UNIT – V

(12 Hours)

Organizational Development :*Concept of Organizational Development-* Definition, theories and practice: Organizational Development and Organizational Behaviour, OD Intervention techniques: Sensitivity Training. Quality Circles. Survey Feedback, Management of change. Individual behaviour, Foundations of individual behaviour.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Ahuja K.K. (1990) Organization Behaviour, Kalyani publication, New Delhi
2. Bhonsle, Y.B. (1999). Personnel Management Indian Scene. Mumbai: Deborah Prayer House.
3. Frence, Wendell and Cecil (1995). Organisation Development. New Delhi: Prentice-Hall of India Ltd.
4. Ghorpade M.B. (1980) Industrial Psychology, Himalaya publishing house, Mumbai
5. Ghosh P.K. and Ghorpade M.B. (1991) Industrial and Organizational Psychology, Himalaya publishing house, Mumbai

Books for References

1. Gilmer (1961) Industrial Psychology, McGraw hill, London
2. Gupta, Ananda Das (2014). Organizational Behaviour design, Structure and Culture: Biztantra
3. Margie Parikh and Rajan Gupta (2010), Organizational Behavior, Tata McGraw Hill Education Private Limited
4. Sinha Durganand (1992) Studies in Industrial Psychology, Sriram Mehar and co, Agra
5. Stephen P. Robbins (2002) Organizational Behaviour, Pearson education Asia New Delhi
6. Udai Pareek (2010) Understanding Organizational Behavior, Second Edition, Oxford University Press

Web Resources

1. <http://www.tmv.edu.in/pdf>
2. <http://www.ignou.ac.in>
3. <https://www.researchgate.net>
4. <https://onlinelibrary.wiley.com>
5. <https://www.frontiersin.org>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |

| | | | | | |
|------------|----------|----------|----------|----------|----------|
| CO6 | S | S | S | S | S |
|------------|----------|----------|----------|----------|----------|

S – Strong

M – Medium

L - Low

SEMESTER IV

FIELD WORK FOR PSYCHIATRIC SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | FIELD WORK | Core Course | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | III | | | | | | | | | |
| Prerequisites | | Basic Understanding of different Psychiatric setting | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To know and understand the functions of hospital | | | | | | | | | | |
| 2 | To make the students aware of different settings for Psychiatric Social Work. | | | | | | | | | | |
| 3 | To understand and analyze the role of person and patient in the environment | | | | | | | | | | |
| 4 | To train the students on Community based rehabilitation services. And provide professional intervention skills. | | | | | | | | | | |
| 5 | To improve the skills to work in health setting. | | | | | | | | | | |

COURSE OUTCOMES:

CO 1: Understanding the different types of health issues.

CO 2: knowing the different kinds of NGOs working for the different kinds of communities in solving the

problem in the personal environment context.

CO 3: To be able to understand the role of social worker in health setting.

CO 4: Evaluate the role, characteristics and skills of a social work and critically evaluate the same.

CO5: Develop theoretical expertise and knowledge in health setting.

CO6: Understanding the role of multidisciplinary team in a hospital.

UNIT I

(12 Hours)

Orientation Phase

4. Field work orientation on structure of the programme
5. Explaining the skills is required for social workers in health care setting.
6. Identification of the field of interest to develop the aptitude for the same.

UNIT II

(12 Hours)

Induction Phase I

To understand the Structure and functions of administration in Medical Setting.

To identify the role of Psychiatric Social Work

Identify the needs of the patients and caregivers in hospital.

UNIT III

(12 Hours)

Induction Phase II

Applying their skill in Psychiatric Social Work.

Assessment on the role of Social Worker in Hospital.

UNIT IV

(12 Hours)

Implementation Phase

Apply the theoretical knowledge for solving the problems of patients and Application of Psychiatric Social Work practice.

UNIT V

(12 Hours)

Case study analysis and apply problem solving and strength based approach.

Feedback and Evaluation

6. The students will be evaluated based on their contribution and participation in the agency's activities.
7. Detailed report on the community where they worked.
8. Report writing and documentation
9. Attendance (Field work and conferences attended by the trainee
10. Internal & external Viva Voce examination

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|-------------|-------------|-------------|-------------|-------------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | S | S |
| CO3 | S | S | S | S | S |
| CO4 | S | S | S | M | S |
| CO5 | S | S | S | M | S |
| CO6 | S | S | S | S | S |

S – Strong

M – Medium

L - Low

RESEARCH PROJECT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---------------------|---|--|---|---|---|---|---------|-----------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |
| | RESEARCH PROJECT | Project with Viva-Voce | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |
| Year | | II | | | | | | | | | |
| Semester | | IV | | | | | | | | | |
| Prerequisites | | Enhance the abilities to prepare project report. | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To develop Research Attitude and Aptitude in basic research process | | | | | | | | | | |
| 2 | To develop an ability to see the linkages between practice, research, theory and their roles. | | | | | | | | | | |
| 3 | To develop Research Attitude and Aptitude in basic research process | | | | | | | | | | |
| 4 | To develop ability to conceptualize, formulate and conduct research projects | | | | | | | | | | |
| 5 | To understand the research process, meaning, scope, and importance of social work research | | | | | | | | | | |
| 6 | To develop skills for use of statistics, library (inclusive of ICT) and documentation services for research | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To students will be able to conceptualize, formulate and conduct research project.

CO2: To enable to see the linkages between practice, research, theory and their roles

CO3: To apply skills for use of library and documentation services for research.

CO4: To acquire analytical skills within the field of Social Work research

CO5 : To understand the application of Statistics in Social Work Research

CO6: To enhance abilities to prepare project report.

SYLLABUS

UNIT – I

(12 Hours)

Aspects that need to be considered in designing and conducting a research study:

Selection and formulation of a Research problem

Identifying and defining concepts, variables Formulation of hypothesis and testing hypothesis Preparation of a study proposal Understanding Research Design patterns

Scope and Coverage

Population/Universe of a study. Need for studying a cross section of the Universe (Sample) Study of the Available

Sampling patterns (Probability/Non-Probability, Deciding the sample size and assessing error, Problems and advantages of sample studies.

UNIT – II**(12 Hours)****Planning and Implementation of data collection**

Identification of data need, Use of secondary data

Primary data collection schemes and choice of a scheme

Preparation of a tool of data collection, and Problems in data collection

Data processing methods

Steps involved in data processing Preparing a data processing scheme, Taking decision on how the data are to be organized and presented, Analysis of data and use of Statistics in data analysis, Use of technological tool in data processing and analysis.

Application of Logical Reasoning and Statistics

Use of logical reasoning, Application of Statistical modules

Study of available statistical programme and their application on research data, Understanding the uses and misuse of statistical procedures Study Designs (A student can carry out research by using one of the following methods or combination of methods: Case study, Survey and Experimental study)

UNIT – III**(12 Hours)****Format of the Research Report**

Each research shall consist of the following sections.

Section I Preliminaries

Section II Body of the Report

Section III Annexures

Section I Preliminaries: It is a formal general section and shall have following details

1. Title page
2. A Face sheet having details regarding the title of the study, name of the researcher, name of the guide, Head of the department, institution through which the study has been undertaken university and year of the work
3. Forward/ Acknowledgement
4. Table of contents with page Nos
5. List of tables charts and graphs
6. Certification from the guide

Section II Body of the Report: It is a formal technical section which shall consist of following chapters.

1. Introduction
2. Review of Literature
3. Methodology
4. Data presentation and Analyses
5. Major Findings and conclusion

However, the number of Chapters appearing in the body of report can be more, if the student decides to increase chapters. The aim of each chapter shall be considered while preparing the chapter

Section III Annexure: This section shall consist of all such additional information that are not disclosed in the body of the report

- a) A copy of the tool/tools of data collection.
- b) Additional statistical tables
- c) Bibliography
- d) Photographs etc.

UNIT – IV

(12 Hours)

CHAPTER 1 Introduction: The purpose of this chapter is to introduce the problem/topic of research. Here the student has to discuss the problem under analysis in relation to its importance and highlight need for undertaking the study. The concepts, variables, hypothesis used in the study have to be explained in this Chapter.

CHAPTER 2 Review of Literature: The purpose of this chapter is to gather information review literature and studies conducted earlier on the same topic based on which one can draw out the relevance of the present study.

CHAPTER 3 Methodology: In this chapter the student has to outline as clearly as possible the, procedure used by him/her in the project undertaking.

1. The objectives of the research should be clearly stated following which the other issues are to be discussed
2. Coverage i.e. Population and Sample.
3. Data collection: Time duration; methods and tools used, difficulties faced in data collection.
4. Scheme involved in data processing and mode of data presentation. (Editing, classification, coding tabulation, graphs). If processed by the computers, a brief discussion on the scheme has to be explained
5. Report Design: A brief discussion on the arrangement or chapterisation of the report could be included here.

UNIT – V

(12 Hours)

CHAPTER 4 Data Presentation and Analysis: This chapter shall present the findings of research. Appropriate mode of data presentation such as charts, graphs and diagrams and descriptive analysis/interpretations of data are undertaken here.

CHAPTER 5 Major Findings and Conclusion: This chapter shall present in a summarized form, the major findings as well as the conclusions arrived at, along with recommendations and suggestions if any for further research and intervention in the area of the study.

Text Books

1. Ahuja, Ram (2001), Research Methods , Rawat publications, Jaipur
2. Alston, M Bocoles, W (Indian Edition 2003), Research for Social Workers- An Introduction to Methods, Rawat Jaipur.
3. Chauthary, C, M (1991), Research Methodology, Jaipur, RBSA Publishers
4. Costello, Patrick (2005), Action Research, London Continuum
5. Gillham,Bill (2000), Case Study Research Methods, London, Continuum
6. Kothari, C, R (2004), Research Methodology: Methods and Techiques, New Delhi, New age International
7. Krishnaswamy, O.R (1993), Methodology for Research in Social Science, Himalaya, Bombay

Books for References

1. Baker, Therese, I (1994) Doing Social Research, McGraw Hill, Singapore
2. Laldas, D, K (2000) Practice of Social Research, Rawat, Jaipur.

3. Mikkelsen, Britha (2005), Methods for Development Work and Research – A new Guide for
4. Practioners, Sage Publications, New Delhi.
5. Singh, Jaspal (2001), Methodology and Techniques of Social Research , New Delhi, Kanishka.

Web Resources

1. https://onlinecourses.nptel.ac.in/noc20_ge01/preview
2. https://onlinecourses.nptel.ac.in/noc20_hs78/preview
3. <https://academic.microsoft.com/>
4. <https://www.refseek.com/>
5. <https://core.ac.uk/>
6. <https://www.base-search.net/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|----------|----------|----------|----------|----------|
| CO1 | S | M | S | S | S |
| CO2 | S | S | S | S | M |
| CO3 | S | S | S | S | S |
| CO4 | S | S | S | S | M |
| CO5 | S | S | M | S | S |

S – Strong

M – Medium

L - Low

BLOCK FIELD WORK TRAINING

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|-------------|-------------|----------|---|---|---|---|---------|--------------|-------|----------|-------|
| | | | | | | | | | CIA | External | Total |

| | | | | | | | | | | | |
|----------------------------|--|--|---|---|---|---|---|--|--|--|------------|
| | BLOCK FIELD WORK TRAINING | Block Field Work | - | - | Y | - | 2 | | | | 100 |
| Year | | II | | | | | | | | | |
| Semester | | IV | | | | | | | | | |
| Prerequisites | | Basic understanding to apply suitable Social Work Methods in the respective Field | | | | | | | | | |
| Learning Objectives | | | | | | | | | | | |
| 1 | To develop enhanced practice skills and integrate learning. | | | | | | | | | | |
| 2 | To practice and greater understanding of reality situations through involvement in day to daywork. | | | | | | | | | | |
| 3 | To extend appreciation of other’s efforts and develop sensitivity to gaps in theprogramme. | | | | | | | | | | |
| 4 | To enhance awareness of self in the role of professional social worker in the respective field. | | | | | | | | | | |
| 5 | To utilize the professional knowledge and skills in the respective field. | | | | | | | | | | |

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To explain the competencies required for practicing social work methods

CO2: To evaluate challenges faced by clients and formulate social work intervention strategies based on specialization settings

CO3: To demonstrate professional skills during on-the-job training

CO4: To develop professional competence by adhering to professional standards

CO5 : To take initiative in the Block Field for the development of the Institution / Organization..

CO 6 : To prepare a module and report for the Block Field Work.

SYLLABUS

PHASE – I : Identification of Organization

- The objectives of Block placements are explained.

- The agency for the placement has to be finalized appropriately before the end of the IV semester.
- In consensus with the specialization course teachers the student will identify the right organization for one month Block placement

PHASE – II : Approval for the Organization

- Approaching the organization and getting Confirmation for Block Placement with a formal Confirmation Letter from the Organization.
- Submission of Letter of induction to the respective guide.

PHASE – III : Induction and Training

- Induction of trainees in the organization with a formal orientation by the organization.
- The trainee will work in the organization for 30 working days.
- The day today supervision will be done at the agency/organization.
- Submission of weekly reports (Learning & Observations) along with daily time sheets

PHASE – IV : Termination

- Monitoring the performance of the student will be done at the organization
- Submission of letter of completion from the organization duly signed by the authorities will be submitted

PHASE – V : Evaluation and Report Preparation

- After the Completion of training, the process of evaluation is executed based on the performance of the students through the submitted weekly Reports.
- After the completion of the block placement the student has to submit a consolidated report of the activities undertaken and the experiences gained during the training period.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------|-------------|-------------|-------------|-------------|-------------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |

| | | | | | |
|------------|----------|----------|----------|----------|----------|
| C03 | S | M | S | S | S |
| C04 | S | S | S | S | S |
| C05 | S | S | M | S | S |
| C06 | S | S | S | S | S |

S – Strong

M – Medium

L - Low



DEPARTMENT OF COMPUTER APPLICATIONS (BCA)

PROGRAMME OUTCOME

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

PROGRAMME OUTCOME:

The college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

- ❖ Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students
- ❖ The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting
- ❖ The students are also made aware of the same through Tutorial meetings
- ❖ Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level

The distinction between learning outcomes and learning objectives is not universally recognized, and many instructors may find that the term ‘learning outcomes’ describes what they have already understood by the term ‘learning objectives’. Some scholars make no distinction between the two terms; those who do usually suggest that learning outcomes are a subset or type of learning objective.

Learning objectives, for example, may outline the material the instructor intends to cover or the disciplinary questions the class will address. By contrast, learning outcomes should focus on what the student should know and realistically be able to do by the end of an assignment, activity, class, or course. The same goals addressed by learning objectives can be equally addressed by learning outcomes, but by focusing on the application and integration of the course content from the perspective of the student, learning outcomes can more explicitly and directly address expectations for student learning.

Many instructors may find that the reflective process of developing learning outcomes is something that they have already incorporated into their course planning processes. The phrase ‘learning outcomes’ thus simply offers a more precise term for discussing the creation of learning aims and expectations that centre on application and integration of course content.

the Learning Outcomes Network explains that learning outcomes are more than simply several sentences appended to existing lesson plans or curricula; instead, the development of learning outcomes and their use within a unit of instruction shapes learning and assessment activities and can enhance student engagement and learning.

Because of their ability to benefit many groups in postsecondary education, the development of learning outcomes has become an increasing priority for instructors and institutions over the course of the last decade. Establishing a focus on integrated, generalizable, and transferable skills complements contemporary demands on graduates and builds a foundation for lifelong learning. As government and public attention on the products of higher education increases, learning outcomes help to define the goals and essential aspects of higher education within the institution, to students, and to the general public.



FOR STUDENTS

- By focusing on the application of knowledge and skills learned in a course and on the integration of knowledge and skills with other areas of their lives, students are more connected to their learning and to the material of the course.
- The emphasis on integration and generalizable skills helps students draw connections between courses and between coursework and other kinds of knowledge, enhancing student engagement.
- Students understand the conditions and goals of their assessment.

FOR INSTRUCTORS

- The process of developing learning outcomes itself offers an opportunity for reflection on the content of the course in the context of its potential applications. Developing learning outcomes means that the context of the learning will always be emphasized, and courses focus on the knowledge and skills that will be most valuable to the student now and in the future.
- Learning outcomes point to useful methods of assessment.
- Learning outcomes allow instructors to set the standards by which the success of the course will be evaluated.

FOR INSTITUTIONS & ADMINISTRATORS

- In order to determine what is essential for students to know, an instructor must consider the particular course or unit in the context of future coursework and the curriculum as a whole. This contributes to the development of a coherent curriculum within a decentralized institution while maintaining instructor autonomy, and helps to ensure that students are prepared for future work and learning.
- The application and integration of learning emphasized by learning outcomes reflect and support the contemporary nature and priorities of the university, enhancing student engagement, uncovering opportunities for interdisciplinary, and providing guidance and support for students with many different kinds of previous academic preparation.
- Learning outcomes provide structures from which courses and programs can be evaluated and can assist in program and curricular design, identify gaps or overlap in program offerings, and clarify instructional, programmatic, and institutional priorities.

PROGRAMME SPECIFIC OUTCOME:

Benefits for learners

- They give learners a better understanding of the specific knowledge and skills they will acquire during the course.
- Focusing on outcomes from the beginning places greater emphasis on the relevant, practical knowledge and skills to be gained.
- This makes learning more effective because learners have a clear sense of what the desired outcome looks like.
- Clear learning outcomes also help learners see why content and assessments are relevant to them.



Benefits for educators

- Focusing on learning outcomes puts trainers more in touch with the learner’s perspective. It also gives them a clearer sense of purpose when creating their course.
- They help course creators choose the best assessment techniques.
- With them, trainers have a measurable standard for judging the success of their course.

Benefits for administrators and management

- When learning outcomes are defined, it gives managers a clear mark for measuring whether a specific course, resource, or activity has delivered a good return on investment.
- They enable administrators to evaluate the effectiveness of their training program as a whole.
- They act as a guide for evaluating the performance of course creators, so they can improve methods and achieve better results when needed.

Lastly, focusing on learning outcomes allows administrators to create a learner-focused training program, in which all activities are centered on giving learners the knowledge and tools they need for success.

| S.NO | COURSE NAME | COURSE CODE | COURSE OUTCOME |
|------------------------------|-------------|----------------------------------|--|
| I YEAR – ODD SEMESTER | | | |
| 1 | 7BCA1C1 | Core – I – C and Data Structure | Understanding a functional hierarchical code organization. • Ability to define and manage data structures based on problem subject domain. • Ability to work with textual information, characters and strings. • Ability to work with arrays of complex objects. • Understanding a concept of object thinking within the framework of functional model. • Understanding a concept of functional hierarchical code organization. • Understanding a defensive programming concept. Ability to handle possible errors during program execution. |
| 2 | 7BCA1P1 | Core-II-C and Data Structure Lab | Understand the usage of variables, constants, operators in programs 2. Develop programs for manipulating decision making and looping constructs 3. Perform operations on functions, arrays and structures 4. Apply pointers for developing simple programs 5. Handle file for real time application |

**I YEAR – EVEN SEMESTER**

| | | | |
|---|---------|--|---|
| 3 | 7BCA2C1 | Core – III – Programming in C++ | Understand Encapsulation, Inheritance and Polymorphism. Utilize Object Oriented approach to solve problems .Examine problem statements and build object oriented models to solve the problems after analyzing the objects that constitute the system. Demonstrate function overloading, operator overloading and virtual functions. Identify advantages of object oriented programming over procedure oriented programming. After completion of the course the student should able to: 1. Understand the basic concepts of OOP 2. Acquire the knowledge about data types, operators, expressions and control structures 3. Know the basics of Functions, Overloading, Class and Objects 4. Apply the concept of Constructors, Destructors and Overloading Operators 5. Understand Inheritance, Pointers and Virtual Functions 6. Use Console I/O operations, Stream Classes and Files |
| 4 | 7BCA2P1 | Core –IV – Programming in C++ Lab | The student should able to: 1. Understand how to write and use simple programs using functions and inline functions 2. Use classes and objects for implementing banking applications 3. Develop programs using the concept of overloading, friend functions, arrays of objects and constructors 4. Apply the concept of unary and binary operator Overloading 5. Familiar with the concept related pointers, inheritance and file |
| 5 | 7BES2 | (3) Environmental Studies | <ul style="list-style-type: none"> • Identifies simple observable features (e.g. shape, colour, texture, aroma) of leaves, trunk and bark of plants in immediate surroundings. • Identifies simple features (e.g. movement, at places found/kept, eating habits, sounds) of animals and birds) in the immediate surroundings. • Identifies relationships with and among family members. • Identifies objects, signs (vessels, stoves, transport, means of communication, transport, signboards etc.), p laces (types of houses/shelters, bus stand, petrol pump etc.) activities (works people do, cooking processes, etc.) at home/school/ neighbourhood. • Describes need of food for people of different age groups, animals/birds, availability of food and water and use of water at home and surroundings. • Describes roles of family members, family influences (traits/ features /habits / practices), need for living together, through oral/ written/other ways. |



| | | |
|--|--|---|
| | | <ul style="list-style-type: none">• Groups objects, birds, animals, features, activities according to differences/similarities using different senses. (e.g. appearance/place of living/ food/ movement/ likes - dislikes/ any other features) using different senses.)• Differentiates between objects and activities of present and past (at time of the elders). (e.g. clothes /vessels /games played/ work done by people).• Identifies directions, location of objects/places in simple maps (of home/ classroom/ school) using signs/symbols/verbally.• Guesses properties, estimates quantities; of materials/activities in daily life and verifies using symbols/non - standard units (hand spans, spoon/mugs, etc.).• Records observations, experiences, information on objects/activities/places visited in different ways and predicts patterns (e.g. shapes of moon, seasons).• Creates drawings, designs, motifs, models, top, front, side views of objects, simple maps (of classroom, sections of home/school, etc.) and slogans, poems, etc.• Observes rules in games (local. indoor, outdoor) and other collective tasks.• voices opinion on good/bad touch , stereotypes for tasks/play/food in family w.r.t gender, misuse / wastage of food and water in family and school• Shows sensitivity for plants, animals, the elderly, differently abled and diverse family set ups in surroundings. (For the diversity in appearance, abilities, choices - likes/dislikes, and access to basic needs such as food, shelter, etc.)• Identifies simple features (e.g. shape, colour, aroma, where they grow/any other) of flowers, roots and fruits in immediate surroundings.• Identifies different features (beaks/teeth, claws, ears, hair, nests/shelters, etc.) of birds and animals• Identifies relationship with and among family members in extended family.• Explains the herd/group behaviour in animals (ants, bees, elephants), birds (building nests), changes in family (e.g. due to birth, marriage, transfer, etc.).• Describes different skilled work (farming, construction, art/craft, etc.), their inheritance (from elders) and training (role of institutions) in daily life. |
|--|--|---|



| | | |
|--|--|---|
| | | <ul style="list-style-type: none">• Explains the process of producing and procuring daily needs (e.g. food, water, clothes) i.e. from source to home. (e.g. crops from field to mandi and to home, water from local source and ways of its purification at home/ neighbourhood).• Differentiates between objects and activities of past and present. (e.g. transport, currency, houses, materials, tools, skills - farming, construction, etc.)• Groups the animals, birds, plants, objects, waste material for observable features. (e.g. on appearance (ears, hair, beaks, teeth, texture of skin/surface), instincts (domestic/wild, fruit/ vegetable/ pulses/ spices and their shelf life) uses (edibility, medicinal, decoration, any other, reuse), traits (smell - taste/, likes, etc.)• Guesses (properties, conditions of phenomena) , estimates spatial quantities (distance, weight, time, duration) in standard/local units (kilo,gaj, pav etc.) and verifies using simple tools/set ups to establish relation between cause and effect. (e.g. evaporation, condensation, dissolution, absorption; for places; near/far, objects; size and growth; shelf life of flower, fruit, vegetables)• Records her observations /experiences/information for objects, activities, phenomena, places visited (mela, festival, historical place) in different ways and predicts patterns in activities/phenomena.• Identifies signs, location of objects/places and guides for the directions w.r.t a landmark in school/neighbourhood using maps etc.• Uses the information on signboards, posters, currency (notes/coins), and railway ticket/time table.• Creates collage, designs, models, rangolis, posters, albums, and simple maps (of school / neighbourhood etc.) using local/waste material.• Voices opinion on issues observed/ experienced i n family/ school/ neighbourhood e.g. on stereotypes (making choices/ decision making/ solving problems), discrimination practices on caste in use of public places, water, MDM/community eating, child rights (schooling, child abuse, punishment, labour.)• Suggests ways for hygiene, reduce, reuse, recycle and takes care of different living beings (plants, animals, and the elderly, differently abled people), resources (food, water, and public property). |
|--|--|---|



| II - YEAR ODD SEMESTER | | | |
|-------------------------------|---------|---|--|
| 6 | 7BCA3C1 | Core - V - Database Management Systems | The student should able to: 1. Understand the features of database management systems and Relational database. 2. Design conceptual models of a database using ER modeling for real life applications and also construct queries in Relational Algebra. 3. Understand the storage techniques and indexing mechanism 4. Analyze the existing design of a database schema and apply concepts of normalization to design an optimal database. 5. Retrieve any type of information from a data base by formulating complex queries in SQL. 6. Use the SQL in Procedural Language for simple applications. |
| 7 | 7BCA3P1 | Core - VI - Oracle Lab | <ul style="list-style-type: none"> • Develop efficient PL/SQL programs to access Oracle databases • Use some of the Oracle supplied PL/SQL packages to generate screen and file outputs • Design modular applications using packages • Invoke native dynamic SQL to build runtime SQL statements • Manage data retrieval with cursors and cursor variables • Enhance performance using collection data types and bulk operations • Manage dependency issues and collect PL/Scope data • Improve performance with native compilation • Create triggers to solve business challenges and enforce business rules • Write code to interface with LOBs and Secure Files • Investigate techniques for tuning your PL/SQL code |
| II- YEAR EVEN SEMESTER | | | |
| 8 | 7BCA4C1 | Core - VII - Java Programming | <p>Use the syntax and semantics of java programming language and basic concepts of OOP</p> <p>2. Develop reusable programs using the concepts of inheritance, polymorphism, interfaces and packages</p> <p>3. Apply the concepts of Multithreading and Exception handling to develop efficient and error free codes. 4. Demonstrate how the java program communicates with the console and disk files using the concept of streams. .</p> |



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|--------------------------------|---------|-----------------------------------|--|
| 9 | 7BCA4P1 | Core-VIII-Java Programming Lab | <p>Learn the Internet Programming, using Java Applets 2. Create a full set of UI widgets and other components, including windows, menus, buttons, checkboxes, text fields, scrollbars and scrolling lists, using Abstract Windowing Toolkit (AWT) & Swings 3. Apply event handling on AWT and Swing components. 4. Learn to access database through Java programs, using Java Data Base Connectivity (JDBC) 5. Create dynamic web pages, using Servlets and JSP. 6. Make a reusable software component, using Java Bean. 7. Invoke the remote methods in an application using Remote Method Invocation (RMI) 8. Understand the multi-tier architecture of web-based enterprise applications using Enterprise JavaBeans (EJB). 9. Develop Stateful, Stateless and Entity Beans. 10. Use struts frameworks, which gives the opportunity to reuse the codes for quick development. 11. map Java classes and object associations to relational database tables with Hibernate mapping files</p> <p>1. Understand the basic concepts such as function Overloading, array and string manipulation in Java 2. Use utility classes in the real time applications 3. Understand the types of inheritance 4. Implement packages; manipulate threads and exception handling techniques 5. Develop Applet programs and manipulate the IO streams</p> |
| III – YEAR ODD SEMESTER | | | |
| 10 | 7BCA5C1 | Core – IX – .NET Programming | <ul style="list-style-type: none"> • Design, formulate, and construct applications with VB.NET • Integrate variables and constants into calculations applying VB.NET • Determine logical alternatives with VB.NET decision structures • Implement lists and loops with VB.NET controls and iteration • Separate operations into appropriate VB.NET procedures and functions • Assemble multiple forms, modules, and menus into working VB.NET solutions • Create VB.NET programs using multiple array techniques |



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| 11 | 7BCA5P1 | Core X • NET Programming Lab | Students will understand .NET Framework and describe some of the major enhancements to the new version of Visual Basic. • Students will describe the basic structure of a Visual Basic.NET project and use main features of the integrated development environment (IDE) • Students will create applications using Microsoft Windows Forms • Students will create applications that use ADO. NE |
| 12 | 7BCA5C2 | Core – XI – Computer System Architecture | 1. Understand the theory and architecture of central processing unit. 2. Analyze some of the design issues in terms of speed, technology, cost, performance. 3. Design a simple CPU with applying the theory concepts. 4. Use appropriate tools to design verify and test the CPU architecture. 5. Learn the concepts of parallel processing, pipelining and inter processor communication. 6. Understand the architecture and functionality of central processing unit. 7. Exemplify in a better way the I/O and memory organization. 8. Define different number systems, binary addition and subtraction, 2's complement representation and operations with this representation. |
| 13 | 7BCAE1A | Elective-I-A) Web Design Technology | Vocational Outcomes: Upon successful completion of this course, the student will: • Create an Information Architecture document for a web site. • Construct a web site that conforms to the web standards of today and includes e-commerce and web marketing • Publish the website to a remote server using FTP. • Perform regular web site maintenance (test, repair and change). Essential Employability Skills • Communicates clearly, concisely and correctly in written, spoke and visual for that fulfills the purpose and meets the needs of the audiences • Apply an organized approach to trouble shooting and solving problems • Select and use appropriate technology tools to efficiently and effectively complete a task or project • Be flexible; respect, be open to , and supportive of the thoughts, opinions and contributions of others • Take responsibility for own actions, decisions and consequences • Manage the use of time and other resources |



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| 14 | 7BCAE2A | Elective-II- A) Computer Graphics | Design and implement algorithms for 2D graphics primitives and attributes. Illustrate Geometric transformations on both 2D and 3D objects. Apply concepts of clipping and visible surface detection in 2D and 3D viewing, and Illumination Models. Decide suitable hardware and software for developing graphics packages using OpenGL. Design interactive programs. a) Understand the basics of computer graphics, different graphics systems and applications of computer graphics. b) Discuss various algorithms for scan conversion and filling of basic objects and their comparative analysis. c) Use of geometric transformations on graphics objects and their application in composite form. d) Extract scene with different clipping methods and its transformation to graphics display device. e) Explore projections and visible surface detection techniques for display of 3D scene on 2D screen. f) Render projected objects to naturalize the scene in 2D view and use of illumination models for this. |
| III – YEAR | | | EVEN SEMESTER |
| 15 | 7BCA6C1 | Core – XII – Data Mining and Warehousing | 1. Understand warehousing architectures and tools for systematically organizing large database and use their data to make strategic decisions. 2. Understand KDD process for finding interesting pattern from warehouse. 3. Remove redundancy and incomplete data from the dataset using data preprocessing methods. 4. Characterize the kinds of patterns that can be discovered by association rule mining. 5. Discover interesting patterns from large amounts of data to analyze for predictions and classification. 6. Develop a data mining application for data analysis using various tools. |
| 16 | 7BCA6C2 | Core – XIII – Computer Networks | Build the network services, protocols and architectures. Choose key Internet applications and their protocols to develop their own applications using the sockets API. Develop effective communication mechanisms using techniques like connection establishment, queuing theory and recovery. Examine various congestion control techniques. Inspect the concept of resource allocation. a) Understand computer network basics, network architecture, TCP/IP and OSI reference models. |



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| | | | b) Identify and understand various techniques and modes of transmission c) Describe data link protocols, multi-channel access protocols and IEEE 802 standards for LAN d) Describe routing and congestion in network layer with routing algorithms and classify IPV4 addressing scheme e) Discuss the elements and protocols of transport layer f) Understand network security and define various protocols such as FTP, HTTP, Telnet, DNS |
| 17 | 7BCA6C3 | Core – XIV – Software Engineering | Outline the software engineering principles and illustrate the activities involved in building large software and also illustrating the process of requirements, requirements classification. Analyze system models, Develop and construct UML diagrams and make use of design patterns to come with solutions for open source development. Choose the appropriate testing type, also identifying the importance of software maintenance. Identify the right software pricing and measurements of software metrics. Also to identify the software quality parameters .Illustrate the need for agile software development and to show the agile practices. |
| 18 | 7BCA6PR | Core – XV – Project | 1. Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems. 2. Problem analysis: Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences. 3. Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations. 4. Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions. |



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| | | | <p>5. Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations. 6. The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice. 7. Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development. 8. Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice. 9. Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings. 10. Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions. 11. Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments. 12. Lifelong learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change</p> |
| 19 | 7BCAE3A | Elective-III-A) Open Source Lab | <p>1. Understand the features of OSS over Commercial s/w 2. Develop simple shell programs using simple commands 3. Apply the DDL and DML commands for their simple Applications with MySQL as backend 4. Classify the usage of different operators and functions in PHP 5. Implement the web pages for manipulating files. 1. Understand the installation of Android Development Kit 2. Design GUI for their simple applications 3. Perform multiscreen applications 4. Working with images and text files 5. Develop client server application using Server Socket and Socket classes</p> |



The College follows the Choice Based Credit System (CBCS) to widen the teaching and learning activities by which students have the flexibility to opt for courses of their choice. The curricula under CBCS have been strengthened with the introduction of OBE and the courses have been reinforced with desirable outcomes. Evaluation system has been modified to evaluate the courses with respect to the desirable outcomes. OBE helps the learners to achieve higher order learning levels based on Revised Bloom’s Taxonomy, master the courses, and develop different skills as expected in each course. Moreover, it inculcates employability and entrepreneurial skills in the students. OBE enriches the courses offered in each programme, equips the teachers with knowledge and skill, and, empowers the learners with attainable outcomes of the programme. It develops the optimistic attitude in the learners towards vertical development in their future endeavours.




Principal
Ananda College
Devakottai - 630 303,
Sivagangal Dist.

PG DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS

2020-2021

PROGRAMME OUTCOMES

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| PO1 | Enables learners to get theoretical and practical exposure in the commerce sector and Computers Which includes Accounts, Commerce, Marketing, Management, Economics, Environment, Tally ,Java , C,C++ and the like etc. |
| PO2 | Develops communication skills and build confidence to face the challenges of the Corporate world. |
| PO3 | Enhances the capability of decision making at personal and professional levels. |
| PO4 | Makes students industry ready and develop various managerial and accounting skills for better professional opportunities. |
| PO5 | Develops entrepreneurial skills amongst learners. |
| PO6 | Strengthens their capacities in varied areas of commerce and industry aiming towards holistic development of learners. |
| PO7 | Provides basic understanding of how communication occurs in computing environment with knowledge of Internet and Network |
| PO8 | Thus, after completing their graduation learners develop a thorough understanding of the fundamentals in Commerce and Computers |

COURSE OUTCOMES:

(2020-2021)

| I-BCOM CA | |
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| Subject | Course Outcome |
| Advanced Accountancy– I | Inculcates knowledge of various accounting concepts and policies. |
| Relational Database Management System (RDBMS) | Understand the basic concepts and the applications of database systems. |
| Secretarial Practice – I | Conceptualize the nature and principles of regulatory requirements on a company and interpret and practice in the sector to ensure compliance |
| Advanced Accountancy – II | Understands the techniques of consignment, Branch and Accounting methods |
| Computer Networks | Understand and describe the layered protocol model |
| Secretarial Practice – II | Have a thorough understanding of the role of the company secretary and the differing responsibilities of shareholders, the company secretary, the board of directors or governing body, the executives, management and stakeholders |

| II BCOM CA | |
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| Tally | Students will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. |
| C Programming | Ability to work with textual information, characters and strings |
| Business Statistics | statistics to undergraduate students of commerce so that they can use them in the field of commerce & industries to solve the real life problems |
| Advanced Accountancy – III | To know about the Partnership accounting. |
| Advertising and Sales Promotion | Creates understanding of the construction of effective advertisement. |
| E-commerce & Internet | Understand the usage of multimedia systems for e-commerce |
| C++ Programming | a) Understand the basic concepts of computer graphics. b) Design scan conversion problems using C++ |
| Advanced Accountancy – IV | Inculcates the techniques, methods and practice of preparing final accounts, hire purchase accounting and Departmental accounting |
| Business Mathematics | a)Introduces financial maths and develops skill to solve financial problems. b)Enables understanding the concept of shares, mutual funds and investment management. |
| Customer Relationship Management | Able to understand and explain Introduction to customer relationship management |
| III BCOM CA | |
| Corporate Accounting | a) Creates awareness about company accounts with provision of various companies act. b)Provides knowledge about the buyback of shares, investment account with their accounting treatment |
| Income Tax - Law & Practice – I | Creates an understanding of the basic concept of Direct Tax and basic definition related to Direct Tax and assesses. |
| Web Technologies | Create web pages using XHTML and Cascading Style Sheets |
| Cost Accounting | a) Impacts the knowledge of various costs on the basis of element behavior and functions. b) Helps in ascertaining the cost of material and labour. |

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| Java Programming | |
| Income Tax – Law & Practice – II | Provides learners an idea of the process and techniques of calculation of taxability and tax liability. |
| Special Accounts | Identifies the financial transactions of Banking & Insurance companies & studies systematic recording of books of accounts |
| Management Accountancy | Enables understanding of functions, advantages, limitations of Management Accounting |
| Industrial Law | Provides an overview of the basic concepts relating to industrial law. |
| I MCOM CA | |
| Management Practice | Conceptualize the nature and principles of regulatory requirements on a company and interpret and practice in the sector to ensure compliance |
| Financial Accounting and Reporting | a)Helps students in preparing Final Accounts in vertical form. b)Provides knowledge about the procedure and Provision of Redemption of Preference Shares and Debenture |
| Marketing Management | Intercepts and familiarizes students with different and basic concepts of marketing mix, MIS and Marketing Research. |
| Business Information Technology | Analyze and model the flow of information through business processes. |
| Operating Systems | Understands the different services provided by Operating System at different level |
| Business Research Methodology | Delivers to students research oriented study and brings applicability of research in practical application. |
| Financial Management | Enables learning of the basic concept of financial management, investment and capital investment options. |
| Management Accounting | Enables understanding of functions, advantages, limitations of Management Accounting |
| E-Business – Models and Practice | Impart the students with higher level knowledge and understanding of contemporary trends in e-commerce and business |
| Data Base Management System | Understand the basic concepts and the applications of database systems. |
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| II MCOM CA | |
|-----------------------------------|---|
| Practical Cost Accounting | a) Impacts the knowledge of various costs on the basis of element behavior and functions. b) Helps in ascertaining the cost of material and labour. |
| Innovation and Entrepreneurship | Enhances the Entrepreneurial abilities of the students and develops creativity for better functioning of the organization |
| Quantitative Methods | Prepares students to learn to apply commonly used mathematics concepts and statistical methods in business context and how to interpret analyses performed by others. |
| Practical Computerized Accounting | Students will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. |
| Software Models and Engineering | Basic knowledge and understanding of the analysis and design of complex systems |
| Income Tax Law and Practice | a) Creates an understanding of the basic concept of Direct Tax and basic definition related to Direct Tax and assesses. b) Provides learners an idea of the process and techniques of calculation of taxability and tax liability. |
| Human Resource Management | Creates understanding of the importance of HRM in today's scenario |
| Enterprise Resource Planning | To provide a contemporary and forward-looking on the theory and practice of. Enterprise Resource |
| Computer Networks | Understand and describe the layered protocol model |

PROGRAMME SPECIFIC OUTCOMES(2020-2021)

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| PSO 1 | Understand the application of business Knowledge in both theoretical and practical aspects. |
| PSO 2 | Determine the procedures and schedules to be followed on preparing financial statements of Companies. |
| PSO 3 | Understand the basic concepts and functions of accounting, trade and computer software |
| PSO 4 | Develop proficiency in the management of an organization |
| PSO 5 | Attain skills in conducting business transactions online |
| PSO 6 | Analyze the scope of the business by adopting modern technology in the business practice |
| PSO7 | Follow the ethics pertaining to business transactions |