



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence

(Linguistic Minority Institution)

Re-accredited with A++ Grade by NAAC (3rd Cycle)

Under the management of Shri Vallabhacharya Vidya Sabha

Affiliated to University of Madras

Arumbakkam, Chennai - 600 106

P.G Department Social Work

**CHOICE BASED CREDITSYSTEM (CBSE)
OUTCOME BASED EDUCATION/LEARNING (OBE)**

Academic year 2022-2023/ 2023-2024



PRINCIPAL
Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.

Institution

VISION

To impart value based quality academia; to empower students with wisdom and to change them with rich Indian traditions and culture; to invoke the self; to broaden the same towards nation building , harmony and Universal brotherhood.

MISSION

To impart knowledge, enable the students acquire skills and imbibe values, develop their personality, mould their character, evoke a sense of empathy and social concern, and thereby help them evolve into humane and responsible citizens.

DEPARTMENT OF SOCIAL WORK

VISION

To transform young minds into competent professionals with social and managerial acumen who would uphold humane and ethical values directed towards human rights and social justice

MISSION

To create social work and managerial skills both at the conceptual and the practical level, leading to improved decision-making abilities and managerial competence while developing the overall personality of the students.

PROGRAM EDUCATION OBJECTIVES (PEOs)

PEO1	To enable students to evolve as social work practitioners who can apply their domain knowledge and skills in the various fields of social work
PEO2	To develop the students to engage in life-long learning and to experience professional growth through creativity and innovation in the prevention and intervention of social problems
PEO3	To inculcate in the students to uphold social work ethics and values while working with individuals, families, groups, organizations and communities in a variety of cultural contexts
PEO4	To create the students as social work professionals in the field of Human Resource Management with explicit leadership and managerial skills
PEO5	To evolve the students as responsible citizens who contribute to the society and responsibly participate in the nation building process

PEO TO MISSION STATEMENT MAPPING

MISSION STATEMENTS	PEO1	PEO2	PEO3	PEO4	PEO5
M1	2	1	1	3	2
M2	3	2	1	3	3
M3	3	2	3	2	1

CORRELATION: 3- Strong

2- Medium

1- Low

PROGRAMME OUTCOMES (PO):

At the end of the MSW Programme, the students will be able to:

PO1: Professionalism with Scientific Knowledge

Identify with the social work profession and demonstrate professionalism with adequate scientific knowledge at various levels of work in social welfare, development and allied fields.

PO2: Problem Analysis

Apply critical thinking through professional use of self for engagement with analysis of problems, situations and issues of development within micro, meso and macro systems in order to identify elements that hamper the enhancement of the social functioning of individuals, groups and communities.

PO3: Design/ Development of Solutions

Assess and evaluate with individuals, families, groups, organizations, and communities and design/ develop informed intervention plans/ actions with professional judgments for their empowerment and development.

PO4: Conduct Investigations of Complex Problems

Conduct scientific social work research to investigate into complex problems in varied fields of social work to engage in research-informed practice and practice-informed research

PO5: Modern Tool Usage

Demonstrate competency in the adoption of modern social work tools such as advocacy, lobbying and networking to restore human rights and social and economic justice; apply modern Information and Communication Technology (ICT) tools and skills to improve the social work service delivery systems.

PO6: Link with Society

Engage with commitment and flexibility in practice in an environment of diversity with varied specific population groups defined in terms of age, class, colour, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation in order to acknowledge and integrate them into the mainstream society.

PO7: Environment and Sustainability

Promote responsible interaction with the environment in the modern ecological context and framework to demonstrate sustainable development.

PO8: Ethics

Apply social work ethical principles to guide professional practice – appreciating the diverse social structures, ideologies, value systems and moral dimensions of actions of the various clientele systems.

PO9: Individual and Team Work

Create a professional identity as an individual through self-awareness, demonstrate leadership qualities and act as an effective team player in the accomplishment of the goals of the social work profession.

PO10: Communication

Communicate (listen, read, comprehend, speak and write) effectively in person and through electronic media with the clientele systems, fellow social workers and other stake holders at large; engage in effective recording, reporting and documentation with sound knowledge in the social work domain.

PO11: Project Management and Finance

Demonstrate the knowledge of Management including financial management in public and voluntary welfare organisations and engage in policy practice to advance social and economic well-being and to deliver effective social work services.

PO12: Life-long Learning

Engage in independent and life-long learning in the context of socio-economic and technological changes to respond to realities that shape practice.

PROGRAM OUTCOMES (PO) IN RELATION TO GRADUATE ATTRIBUTES

PROGRAMME OUTCOMES

SI. NO	GRADUATE ATTRIBUTES	PROGRAMME OUTCOMES
1.	Knowledge	Identify with the social work profession and demonstrate professionalism with adequate scientific knowledge at various levels of work in social welfare, development and allied fields (PO 1, PO 6)
2.	Critical Thinking	Apply critical thinking through professional use of self for engagement with analysis of problems, situations and issues of development within micro, meso and macro systems in order to identify elements that hamper the enhancement of the social functioning of individuals, groups and communities (PO 2)
3.	Problem Solving	Assess and evaluate with individuals, families, groups, organizations, and communities and design/ develop informed intervention plans/ actions with professional judgments for their empowerment and development. Conduct scientific social work research to investigate into complex problems in varied fields of social work to engage in research-informed practice and practice-informed research (PO3, PO 4)
4.	Usage of modern tools	Demonstrate competency in the adoption of modern social work tools such as advocacy, lobbying and networking to restore human rights and social and economic justice; apply modern Information and Communication Technology (ICT) tools and skills to improve the social work service delivery systems (PO 5)
5.	Communication	Communicate (listen, read, comprehend, speak and write)

		effectively in person and through electronic media with the clientele systems, fellow social workers and other stake holders at large; engage in effective recording, reporting and documentation with sound knowledge in the social work domain (PO 10)
6.	Life-long Learning	Engage in independent and life-long learning in the context of socio-economic and technological changes to respond to realities that shape practice (PO 12)
7.	Ethical Practices and Social Responsibility	<p>Apply social work ethical principles to guide professional practice – appreciating the diverse social structures, ideologies, value systems and moral dimensions of actions of the various clientele systems.</p> <p>Promote responsible interaction with the environment in the modern ecological context and framework to demonstrate sustainable development. Engage with commitment and flexibility in practice in an environment of diversity with varied specific population groups defined in terms of age, class, colour, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation in order to acknowledge and integrate them into the mainstream society. (PO 7, PO 8)</p>
8.	Independent and Reflective Learning	<p>Create a professional identity as an individual through self-awareness, demonstrate leadership qualities and act as an effective team player in the accomplishment of the goals of the social work profession.</p> <p>Demonstrate the knowledge of Management including financial management in public and voluntary welfare organisations and engage in policy practice to advance social and economic well-being and to deliver effective social work services. (PO 9, PO 11)</p>

Mapping of POs TO PEOs

<u>PEO/PO</u>	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
PEO 1	3	2	2	1	2	2	1
PEO 2	3	3	2	1	1	3	2
PEO 3	2	3	3	2	2	3	3
PEO 4	2	3	2	3	3	3	2
PEO 5	2	3	3	1	1	3	3

3-Strong Correlation 2- Medium Correlation 1- Low Correlation

PROGRAM SPECIFIC OUTCOMES

PSO1:

Demonstrate the knowledge, skills and attitude upholding the ethics and values of the social work profession in the various fields of social work specifically in the Industrial sector in the domain of Human Resource Management.

PSO2:

Practice the methods of social work with individuals, groups, communities and organizations through critical thinking and reflexive/ informed social work interventions.

PSO3:

Apply knowledge of human behaviour and the social environment during the engagement with diverse population groups.

PSO4:

Engage in critical/ challenging roles in the domain of Human Resource Management and the allied/ support services such as Industrial Relations and Labour Welfare.

PSO5:

Utilize, analyze and synthesize the knowledge of Human Resource Management and Development, Labor Legislations, Organizational Behavior, Organizational Development to

strategically develop leadership competencies in the organizations and to evolve as entrepreneurs.

Mapping of PO v/s PSO:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7
PSO1	3	2	1	3	2	1	3
PSO2	3	3	3	3	1	3	3
PSO3	3	2	3	2	1	3	3
PSO4	2	3	3	2	3	1	2
PSO5	2	3	3	3	2	1	2

Correlation levels: 1- Weak 2-Medium 3-High

DEPARTMENT OF SOCIAL WORK

ELIGIBILITY FOR ADMISSION

The Candidate should have a Bachelor degree from the University of Madras or from any other university as per the rules and regulations by the University of Madras. Admission is based on the entrance test, group discussion and panel interview, which would take into consideration the candidate's past academic performance, proficiency in the English language, general knowledge, experience, interest and aptitude for the profession. Community Quota allotment is followed as per Tamil Nadu Government rules.

The candidates who have passed the qualifying examination from any university other than University of Madras have to obtain a Provisional eligibility Certificate

DURATION OF THE COURSE

The duration of the course for two academic years consisting of four semesters and each semester comprises of 90 days.

MSW CURRICULUM

Social work is endeavor to serve human concerns, social work practitioners applied knowledge and techniques derived from varied fields of art and science to the resolve the social problems besetting individuals, groups and communities.

In the course of helping, social work professionals use a wide range of social work methods through the application of skills and techniques. Therefore, social work graduates are expected to learn primary methods of social work that includes case work, group work and community work and auxiliary methods that includes social work research, social action and social welfare administration. The Curriculum helps the students to learn and imbibe the various social work attributes such as Scientific knowledge, Communication Skills, Problem solving, Analytical reasoning, research skill, team work, reflective thinking, diversity management, moral and ethical awareness and lifelong learning.

Adopting the CBCS pattern, the course of study for the MSW degree programme is offered the specialization in Human Resource Management. The course shall consist of Core, Specialized/Advanced Course, Generic Elective, Discipline specific Elective Course, Extra Disciplinary, and Open Elective, Field work in 4 semesters, Summer Internship, Corporate Social Responsibility Internship, Research project and Soft-Skills courses. The students are encouraged to enroll the MOOC for the skill enhancement for career enhancement.

The curriculum transaction will involve Lectures, interactive discussions, Group assignments/discussions, Case Studies, Book review Video review, Skill lab, Participation in meetings of professional bodies Guest Lectures, organizing Community Outreach programmes, etc.

ELIGIBILITY FOR THE AWARD OF DEGREE

A candidate shall be eligible for the award of the degree only if he/she has undergone prescribed course of study for a period of not less than two academic years, passed the examination of all the four semesters prescribed earning 91 credits fulfilled such conditions as have been prescribed there for.

SCHEME ON EXAMINATIONS

SCHEME OF I TO IV SEMESTER MSW PROGRAM (ESE)

PART A -ANSWER ANY 10 QUESTIONS EACH question carries 2 marks (10x2=20 Marks)

PART B ANSWER ALL 5 QUESTIONS IN EITHER OR PATTERN. EACH QUESTION CARRIES 7 MARKS (5X7 MARK=35 MARKS)

PART -C ANSWER 3 QUESTIONS .16TH QUESTION IS COMPULSORY AND 17TH AND 18TH QUESTIONS ARE IN EITHER OR PATTERN. EACH QUESTION CARRIES 15 MARKS (3x15=45 MARKS (3x15=45 MARKS)

Internal Assessment for the Core, Specialized/Advanced Course, Generic Elective, Discipline specific Elective Course, Extra Disciplinary, Open Elective

ASSESSMENT PATTERN - Continuous Internal Evaluation (50 Marks) as per the controller of Examination guidelines or instructions

(i) SPLIT UP FOR INTERNAL AND EXTERNAL MARKS FOR THEORY AND FIELD WORK PRACTICUM:

Sl. No.	Paper	Internal	External	Total
1.	Core	50	50	100
2.	Field Work Practicum	50	50	100

Question Paper Pattern for CIA – PG

Portions – 2 Units

Maximum Marks – 50 Marks

Section-A (10 X 1 = 10 Marks)

Answer in 1 or 2 Sentences

5 Questions from each Unit

All 10 Questions – K2 Level

- | | | |
|-----|---|-----------|
| 1) | } | K2 |
| 2) | | |
| 3) | | |
| 4) | | |
| 5) | | |
| 6) | | |
| 7) | | |
| 8) | | |
| 9) | | |
| 10) | | |

Section-B (4 X 5 = 20 Marks)

2 Questions from each Unit – Either OR Pattern

1 Question – **K3 Level**

1 Question – **K4 Level**

11) a) ***** K3

or

b) ***** K3

12) a) ***** K4

or

b) ***** K4

13) a) ***** K3

or

b) ***** K3

14) a) ***** K4

or

b) ***** K4

Section-C (2 X 10 = 20 Marks)

1 Question Compulsory from any Unit depending on the importance of the topic – **K6 Level**

1 Question from the other Unit in Either OR Pattern – **K5 Level**

15) ***** (compulsory question) K6

16) a) ***** K5

or

b) ***** K5

DEPARTMENT OF SOCIAL WORK

FIRST SEMESTER

Sl. N O	Course Category	Course Code	Course	Hours Distribution				Over all Credits	Total Contact Hours/ Week	Marks		
				L	T	P	S			CI A	ESE	Total
1	Core	2333101	PAPER I – Social Work Profession	4	0	0	0	4	4	50	50	100
2	Core	2333102	PAPER II–Working with Individuals	4	0	0	0	4	4	50	50	100
3	Core	2333103	PAPER III – Working with Groups	4	0	0	0	4	4	50	50	100
4	Core	2333105	Paper IV- Field Work Practicum – I	0	1	15	0	4	16	50	50	100
5	Specialized/Advanced Course	2333104	Paper V- Human Behaviour	4	0	0	0	3	4	50	50	100
6	Soft Skill I	2350107	Effective Communication in English	2	0	0	0	2	2	50	50	100
Total								21	34	300	300	600

SECOND SEMESTER

Sl. No	Course category	Course Code	Course	Hours Distribution				Over All Credits	Total Contact Hours/Week	Marks		
				L	T	P	S			CI A	ESE	Total
1	CORE	2333206	Paper VI- Social Work Research	4	0	0	0	4	4	50	50	100
2	CORE	2333207	Paper VII-Working with Communities	4	0	0	0	4	4	50	50	100
3	CORE	2333208	Paper VIII- Social Welfare Administration and Social Legislation	4	0	0	0	4	4	50	50	100
4	CORE	2333210	Paper IX- Field Work Practicum – II	0	1	1	0	4	16	50	50	100
5	GENERIC ELECTIVE COURSE	2333209(A)/2333209(B)	Paper X- Entrepreneurship/Managerial Business Communication	4	0	0	0	3	4	50	50	100
6	SOFT SKILL-II	2350207	Life Skills - A Primer	2	0	0	0	2	2	50	50	100
Total								21	34	300	300	600

***Summer Internship 2 Credits (with Duration of a Month /26 Working days)**

Course Code: 2360301

THIRD SEMESTER

Sl. No	Course Category	Course Code	Course	Hours Distribution				Overall Credits	Total Contact Hours/Week	Marks		
				L	T	P	S			CI A	ESE	Total
1	CORE	2233311	Paper XI- Specialization Paper – I (Labour Legislation)	4	0	0	0	4	4	40	60	100
2	CORE	2233312	PAPER XII- Specialization Paper – II (Human Resource Management)	4	0	0	0	4	4	40	60	100
3	CORE	2233316	Paper XIII Field Work Practicum – III	1	0	1	0	4	16	50	50	100
4	Discipline specific elective course	2233313(A)/2233313(B)	PAPER XIV- Work Place Counseling /Industrial Social Work /	4	1	0	0	3	3	40	60	100
5	CORE	2233314	PAPER XV-Employee Relations Management	4	0	0	0	4	4	40	60	100
6	Soft Skills-3	2250309	Enhancing employability skills	1	0	1	0	2	2	50	50	100
7	Open Elective	223315	NGO Management	4	0	0	0	3	3	40	60	100
Total								24	36	300	400	700

**** Winter Internship on Corporate Social Responsibility carries 2 credits. (With the duration of 1 month /26 working days) Course Code:2233422**

FOURTH SEMESTER

Sl. No	Course category	Course Code	Course	Hours Distribution				Over All Credits	Total Contact Hours/Week	Marks		
				L	T	P	S			CI A	ESE	Total
1	CORE	2233417	PAPER XVI Specialization paper III Strategic Human Resource Management	4	0	0	0	4	4	40	60	100
2	Specialized/Advanced Course	2233418	PAPER XVII Specialization Paper - IV (Trends in Human Resource Development)	3	1	0	0	3	4	40	60	100
3	CORE	2233419	PAPER XIX (Organisational Behaviour & Organisational Development)	4	0	0	0	4	4	40	60	100
4	CORE	2233420	Paper XVIII Field Work Practicum – IV	0	1	1	0	4	16	50	50	100
5	CORE	2233421	Paper XX Research Project	0	4	0	0	4	15	100	100	200
6	Soft Skills-4	2250410	Soft Skills for Managers	1	0	1	0	2	2	50	50	100
Total								21	45	320	380	700

ESE- Semester End Examination (100 Marks; weightage 50%)

Value Added Course: 213396401(A) Total Quality Management

213369402(B) Organizational Counselling

FIRST SEMESTER

Course Title: Social Work Profession

Course Code : 22-23/33101	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To develop knowledge of History and Development of Social Work in India.
- To acquire knowledge on the fields and methods of Social Work,
- Understand domains in Social Work Education in India,
- Understand the Concept of personal and professional Self.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Recognize the historical background of social work to assess the developments in social work education.
CO2	Identify the key social work values, principles, code of ethics and ethical frame work.
CO3	Acquaint with the basic concepts and related concepts in social work like social welfare, social service, social development and social policy etc.
CO4	Become socially responsible and value driven social workers and committed to sustainable development in the society.
CO5	Gain skills in social work and analyze the developments in the society.
CO6	Demonstrate the knowledge on religion, social and political movements for the practice of social work.

CO and PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO 1	3	2	3	2	2	3	3	3	2	3	2	3
CO 2	3	3	2	3	3	3	3	3	3	2	2	3
CO 3	3	2	3	2	2	2	3	3	3	3	3	3
CO 4	3	2	2	3	3	3	3	3	3	3	2	3
CO 5	3	2	1	3	3	3	3	3	3	2	2	3
CO 6	2	2	3	3	2	3	3	3	3	3	3	3

Mapping of Course Outcomes to Program Outcomes:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	1	1	2	2
CO2	3	3	3	1	1
CO3	1	2	2	2	1
CO4	2	3	2	1	3
CO5	3	1	2	3	2
CO6	1	1	1	2	2

Sl. No	CONTENTS OF MODULE	Hrs	COs
1	Social work Definition, Objectives, Philosophy, Principles and their application. Profession: Meaning, Definitions, Attributes of a Profession. Social Work as a Profession, Professional Traits in Social Work, Nature, Goal & Functions of professional Associations (NASW, IFSW, IASW) Social work-related concepts: Social Service, Social Welfare, Social Security, Social reform, Social Policy, Social Defense, Social Development, and Social Justice.	9	CO1 CO 2
2	History and Development of Social Work in India and Abroad: History of Social Work in India Methods of Social Work; Social Case Work, Social Group Work, Community Organisation, Social Work Research, Social Welfare Administration, Social Action. Fields of Social Work: Family & Child Welfare, Mental Health, Correctional, Rural and Urban, Women Welfare. Models of Social	9	CO2 CO 4

	Work: Relief model, Welfare model, Clinical model, Systems model, Radical model- relevance and application in practice.		
3	Religion and Ideology: Religion: Hindu, Islam. Christian, Sikh, Buddhism, Jainism. Social Movements, Gandhian Ideology, Liberalism, Humanism, Socialism, democracy. Social reform movements. Values and Code of Ethics in Social Work Profession.	9	CO3, CO6 CO 2
4	Development of Social Work Education in India: Evolution of social work education, American Marathi mission, Nagpada Neighbourhood House, Mumbai, Sir Dorabji Graduate School Social Work, Mumbai, Various Levels of Training in Social Work Education, Domains in Social Work Education (Core domain, supportive domain, elective and interdisciplinary domain); Emerging trends in Social Work Education. Field work and importance of Field work Supervision.	9	CO4, CO5
5	Personal and professional development Self and Self Awareness: - Significance of understanding self, Meaning of Self, Self-esteem, Self-image and Self-acceptance. Self as “being” and “becoming, Factors affecting Self, Attitudes and Values. Development of Professional Self: Concept of professional Personality, Professional Values and value Conflict. Professional Ethics and Ethical dilemmas Professional Integrity, Competence and Internalization of professional values. Honesty, Professional knowledge, Lifelong Learning, Critical thinking, Ethical decision Making, Self –Understanding, Acceptance of Self and others, Self-control.	9	CO5 CO6

REFERENCE BOOKS:

1. Ahuja, R. (1993). *Indian social system*. New Delhi: Rawat Publications
2. Chowdhry, D. P. (1976). *Introduction to Social Work: History, Concept, Methods, and Fields*. Atma Ram.
3. Dasgupta, S. (Ed.). (1967). *Towards a philosophy of social work in India*. New Delhi: Popular Book Services for the Gandhian Institute of Studies.
4. Desai, M. (2002). *Ideologies and social work: Historical and contemporary analyses*. New Delhi: Rawat Publications.
5. Dominelli, L. (2004). *Social work: theory and practice for a changing profession*. USA. Polity Press.
6. Friedlander, W. A. (Ed.). (1976). *Concepts and methods of social work*. New Delhi: Prentice Hall of India Pvt. Ltd.

7. Ife, J. (2012). *Human rights and social work: Towards rights-based practice*. UK. Cambridge University Press.
8. Reamer, F. G. (1999). *Social work values and ethics*. New Delhi: Rawat Publications
9. Thompson, N. (2000). *Understanding Social Work*. London: Macmillan.

Course Title: Working with Individuals

Course Code : 22-23/33102	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To understand the values and principles of working with individuals.
- To enhance understanding of the basic concepts, tools and techniques in working with individuals in problem-solving and in developmental work.
- To understand the different models of helping and applying them in social work practices with individuals.
- To develop the ability to work independently as a professional Case Worker.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Describe the meaning of social case work, its goal, historical development, importance of case work relationship and the subsequent problems arising during the process of case work.
CO2	Explain different tools and techniques of case work including genogram and eco maps, case work documentation and its uses in practice.
CO3	Prepare an outline on the different phases of case work helping process.
CO4	Distinguish different models of case work where the problems of individuals can be solved using its principles and methods.
CO5	Practically apply case work method in different settings like schools, industries, with aged people, disabled and the LGBTQIA community to make best use of this method of social work.

CO and PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO 1	3	3	3	3	2	3	2	3	3	3	3	3
CO 2	3	2	3	2	3	2	2	3	2	2	2	3
CO 3	3	3	3	3	3	2	2	3	2	2	3	3
CO 4	2	3	3	3	2	1	2	2	3	3	1	3
CO 5	3	3	3	3	3	3	2	2	2	3	3	3

Mapping of Course Outcomes to Program Outcomes:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	3	3	3
CO2	2	2	3	3	3
CO3	2	2	3	3	3
CO4	2	1	2	3	3
CO5	2	1	2	3	3

Sl. NO	CONTENTS OF MODULE	Hrs	COs
1	Social Case Work: Social Case Work: Definition, Objectives and its Importance, Historical development of Social Case Work. Values, Principles and Relationship. Problems in professional relationship – transference and counter transference.	9	CO1
2	Social Case Work Tools and Techniques Tools and techniques in Case work: listening, observation, Interview – Home Visits, Collateral Contacts, Referrals – techniques in practice – Ventilation, Emotional Support, Action Oriented Support, Advocacy, Environment modification, Modelling, Role-playing and confrontation. Recording in Case Work. Uses, Principles, types, structure and content. Use of genograms and eco-maps.	9	CO2
3	Phases of Case Work: The Helping Process: - Components and Phases. Components – Person and family, problem, agency, resources and process. Phase 1: Exploration of person-in-environment. Phase 2: Multidimensional assessment and planning multidimensional Intervention Phase 3: Implementing and goal attainment Phase 4: Termination and evaluation: follow up	9	CO3
4	Models of Social case work practice: Psycho social, Functional, Supportive and modificatory, Problem solving, Crisis intervention, Family centered approach, classified treatment method; Competence based approach, Eclectic approach and Eco-system perspective in Social Casework. Casework and Psychotherapy, Case work and Counselling– Similarities and Differences	9	CO4
5	Case work practice in different settings in India: Working with schools / education, Family and Children, Clinical Settings, Community Development, Correctional and Industrial settings, Working with older, Adults, Persons with Disability and LGBT.	9	CO5

REFERENCE BOOKS:

1. Aptekar, H. H. (1962). Basic concepts in social case work. Chapel Hill, University of North Carolina Press.
2. Banerjee, G. R. (1973). *Papers on social work: An Indian perspective* (No. 23). [Bombay]: Tata Institute of Social Sciences.

3. Bhattacharya, S. (2003). *Social work: An integrated approach*. New Delhi: Deep and Deep Publications.
4. Biestek, F. P. (1957). *The casework relationship*. Chicago: Loyola University Press.
5. Garrett, A. M. (1960). *Interviewing: Its Principles and Methods*. New York: Family Service Association of America.
6. Hamilton, G. (1955). *Theory and Practice of Social Case Work*. New York, Columbia University Press.
7. Hollis, F. (1976). *Case Work: A Psychosocial Theory*. New York: Random House.
8. Kasius, Kora. (1952). *Principles and Techniques of Social Case Work*. New York. Family Service Association.
9. Mathew, G. (1992). *An Introduction to Social Case Work*. Bombay: TISS.
10. Pearlman, H. H. (1995). *Social Case Work: A Problem-Solving Process*. Chicago, The University of Chicago Press.

Course Title: Working with Groups

Course Code : 22-23/33103	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To acquire knowledge of Working with Groups
- To understand the different models of helping and applying them in social work practices with groups
- To develop the ability to work independently as a professional Group Worker.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Identify with the basic concepts of Social Group Work.
CO2	Explicate group dynamics.
CO3	Outline the process of Social Group Work.
CO4	Classify the different types of recording in relation to groups.
CO5	Apply Group Work in various settings.

CO and PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO 1	3	3	3	2	2	3	3	3	3	3	2	3
CO 2	3	3	2	2	3	3	3	2	3	3	2	3
CO 3	3	2	2	3	2	2	3	2	3	3	2	3
CO 4	3	2	2	3	2	2	3	2	3	3	1	3
CO 5	3	2	2	2	2	2	3	3	3	3	1	3

Mapping of Course Outcomes to Program Outcomes:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	3	1	1
CO2	3	3	3	2	3
CO3	2	3	3	1	1
CO4	1	2	1	1	1
CO5	3	3	3	2	3

SL.NO	CONTENTS OF MODULE	Hrs	COs
1	Understanding Groups and Group Processes: Group – Definition, Group Dynamics - Influence of groups and individuals, Group processes, Isolation, Rejection, Group bond, sub-groups. Models of group development, group membership, group cohesiveness, group norm, group culture, group control, group morale, group attraction, communication and interaction pattern, sociometry and other tools in assessing group interaction, problem solving, decision-making, conflict resolution.	9	CO1
2	Concept of Social Group Work: Definition, Objectives, Characteristics, Significance of Group to the individual, Models and Approaches to Social Group Work - Remedial, Recreational Preventive and Developmental. Functions of Group Work, Principles and Historical Development of Social Group Work in India.	9	CO1 CO2

3	Social Group work Process: Pre-group formation: a) Planning Phase - purpose, new members, composing Groups, b) Beginning phase – Defining purpose of Group, Goal Setting, Contracting, Motivation, Assessment Process c) Middle phase – Functioning of Members, intervention and problem solving as team, d) Ending phase - Programmes Evaluation in groups and Termination of Group. Role of Group Worker: as Enabler, Stimulator, Supporter, Guide, Educator, Resource Person, Therapist and supervisor.	9	CO2, CO5
4	Group Work Programme Planning and Development: Programme content, Programme Media, Programme Development, Resources for programme. Recording: Importance, Functions, Different types of recording in relation to groups - process, Block summaries and summary.	9	CO4
5	Group Work in various Settings: Group work settings: Application of Group Work practice in NGO, Educational Institutions, Hospitals, Rehabilitation centres, Industries, community centres and in Recreational Camps	9	CO5CO2

REFERENCE BOOKS:

1. Balagopal & Vassily. (1983). *Groups in Social Work*. New York. Macmillan
2. Brown, L.N. (1991). *Groups for growth and change*. New York: Longman
3. Doel, M., & Sawda, C. (2003). *The Essentials of Group Worker*. London: Jessica Kingsley.
4. Glassman, R & Kates, L. (1990). *Group Work: A Humanistic Approach*. Newbury, C.A.: Sage
5. Konopka, G. (1983). *Social Group Work: A Helping Process*. New Jersey: Prentice Hall
6. Northen H. & Kurland, R. (2001). *Social work with groups*. New York: Columbia University Press
7. Norther, H. (1988). *Social Work with Groups*. New York: Columbia University Press
8. Shulman, L. (1992). *The Skills of Helping: Individuals, families and groups*. Itasca: FE Peacock.
9. Toseland, R. W., & Rivas, R. F. (2005). *An introduction to group work practice*. Boston, Allyn and Bacon

Course Title: Field Work Practicum I

Course Code : 22-23/33105	Credits: 04
L: T:P:S : 0:1:15:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To get exposed to wider area of social realities at the micro level.
- To develop analytical and assessment skills of social problems at the level of individual, group and community and local, regional, national and international dimensions
- To acquire documentation skills to ensure professional competence
- To develop the right values and attitudes required for a professional social worker.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Identify through Observation Visits to various fields in social work, the functioning of the organisation, projects and role of social worker in different specializations.
CO2	Apply and integrate social work theories and methods in the fieldwork service setting - in line with the generalist orientation and in relation to the specific practice setting of their fieldwork placement.
CO3	Identify the agency administration and functions of the organisation.
CO4	Analyse and assess the various Government and Non-government welfare programmes in a specific field work setting.
CO5	Develop the personal and professional skills in Social Work Profession.
CO6	Work with self-awareness, apply self-assessment and uphold professional social work standards, values and ethics and face challenges in the current society.

CO and PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO 1	3	3	3	3	3	3	3	3	3	3	3	3
CO 2	3	3	3	3	3	3	3	3	3	3	3	3
CO 3	3	3	3	3	3	3	3	3	3	3	3	3
CO 4	3	3	3	3	3	3	3	3	3	3	3	3
CO 5	3	3	3	3	3	3	3	3	3	3	3	3
CO 6	3	3	3	3	3	3	3	3	3	3	3	3

Mapping of Course Outcomes to Program Outcomes:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	1	2	2	3
CO2	3	3	3	3	3
CO3	2	3	2	3	2
CO4	1	2	2	2	1
CO5	2	3	1	3	3

Field Work Components:

Observational Visits -The first-year students during the first semester go for observational visits to various NGOS working at different fields of social work like Correctional services, Women and Child Welfare, Rural and Urban Community Development, Industrial setting etc

NGO Placement Each student is placed in an NGO under the supervision of agency and faculty to learn the social Work practicum for two days in a week and expected to spend a minimum of 15 hours per week in the field for practice-based learning. Every week the students write a report of their activities and submit to the concerned field work supervisor on Thursdays. The supervisor conducts individual and group conference regularly. The CA marks are awarded by the supervisor out of 50 marks for the quality, regularity, initiatives, leadership, participation and team worker. The agency Supervisor evaluate the student based on the skill development over a period of 3 months.

Assessment Pattern

Internal Assessment: The components are Field Work Record writing, Submissions, theory into practice, Weekly Individual and Group conferences with respective faculty supervisor. (Max. Mark: 50)

External Evaluation: Assessment by the supervisor from the organization based on the professional requirements in Social Work Profession. (Max. Mark: 50)

Total Max. Mark: 100

References:

Field Work Manual by Department of Social Work. DGVC Specialized/Advanced Course

Course Title: Human Behaviour

Course Code : 22-23/33104	Credits: 03
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To help the student to understand the dynamics of human and social behaviour.
- To know basic concepts and establish the linkage between psychology, sociology, social work and economics for effective social work practice.
- To sensitize the students on understanding dynamics of human behaviour with reference to emotional and social issues.
- To identify economic factors related to psychosocial problems with reference to Indian and global economy.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Apply the concepts, models and theories human behavior in real situations through social work practice.
CO2	Demonstrate knowledge of various stages of human development.
CO3	Develop an insight into the theories of personality.
CO4	Critically analyze the existing theories of society through the basic concepts of culture, social stratification, socialization & social institutions.
CO5	Apply sociological theories to conceptualize social problems.

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	2	2	3	2	3	2	2	3	3	3	3
CO 2	3	2	2	2	2	3	3	3	3	3	1	3
CO 3	3	3	3	3	3	3	2	3	3	3	2	3
CO 4	3	2	2	2	2	3	3	3	3	3	3	3
CO 5	3	2	2	3	3	3	3	3	3	3	3	3

Mapping of Course Outcomes to Program Outcomes:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	3	2	3
CO2	1	2	2	3	2
CO3	3	2	3	3	3
CO4	2	2	3	3	2
CO5	2	2	3	3	3

Sl. No	CONTENTS OF MODULE	Hrs	COs
1	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 - Intelligence: Nature	6	CO1
2	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 stage such as: Prenatal period, infancy and babyhood - Childhood, Puberty & Adolescence - Adulthood – Middle Age and Old Age	6	CO2
3	Theories of Personality: Definition of Personality, Type & trait Theories - Basic concepts of Psychoanalytic theory, Psychosocial Theory - Cognitive theory: Bandura's Social learning model – Maslow's Hierarchy of Needs - Carl Roger's Client Centered Theory	6	CO3, CO5
4	Introduction to Sociology and concepts Definition - 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:	6	CO4, CO5

	Definition, Characteristics, Caste, Class & Race. Social Change: Meaning, Characteristics, Change.		
5	Social Groups and institutions: 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. - Social Institutions: Structural aspects - Norms, Values, Folkways & Mores - Types of Social institutions: Family, Marriage, Education, Economy, Polity, Religion	6	CO5

REFERENCE BOOKS:

1. Bhushan, V., & Sachdeva, D. R. (2005). *Introduction to sociology*. Allahabad: Kitab Mahal.
2. Hurlock, E. B. (1996). *Developmental Psychology-a life span approach*. New Delhi: Tata New Delhi: McGraw-Hill Publishing Co. Ltd.
3. Hutchison, E. (2007). *Dimensions of Human Behavior: Person and Environment*. Thousand Oaks: Sage Publications, Inc.
4. Mac Iver, R.M, Page, C.H. (2000). *Society an Introductory Analysis*. New Delhi, Macmillan Publishers India.
5. Misra, S. K, Puri, V. K. (2004). *Indian economy: its development experience*. Mumbai: Himalaya publishing house.
6. Morgan, C.T, King, R. A, Weisz, J. R, & Schopler. J. (2004). *Introduction to Psychology*. New Delhi, Tata Mc Graw-Hill book Co.
7. Rawat, H. K. (2007). *Sociology: basic concepts*. Jaipur: Rawat Publications.
8. Ruddar, D., & Sundharam, K. P. M. (2008). *Indian Economy*. New Delhi: S Chand & Co Ltd.
9. Shankar Rao, C. N. (2007). *Sociology: Principles of Sociology with an Introduction to Social Thought*. New Delhi: S Chand & Co Ltd.
10. Zastrow, C., & Kirst-Ashman, K. K. (2012). *Brooks/Cole Empowerment Series: Understanding Human Behavior and the Social Environment*. Chicago: Nelson Education.

Soft Skill Course Code:

Semester I

EFFECTIVE COMMUNICATION IN ENGLISH

Credits 2; Number of Hours/weeks – 2 hrs; Teaching hours - 30 hrs

Course Code: 233350107

Objectives

The students will be able to

- Understand the nuances of public speaking
- Learn the skills of group discussion, writing a CV and attending interviews
- Develop a perspective on different types of professional writing

Unit I

Public Speaking - Power of public speaking - Developing Confidence - Planning - Preparation - Successful and effective delivery of Speech

Unit II

Group Discussion - What is a group discussion - Why are group discussions held? - Preparation for group discussions- Skills for effective preparation - Traits tested in a group discussion - Initiating the group discussion - Non-verbal communication in group discussion -Types of group discussions

Unit III

Interviews - Interviews in the 21st century - Developing an Interview strategy - Taking care of details -Practising for interviews - Stress Interviews -Traditional interviews

Unit IV

Writing skills - Basics of writing - Writing paragraphs - Writing research articles - Report writing -Writing a CV

References

1. Adams, Katherine H.; Brilhart, John K.; Galanes, Gloria J. (2021). Effective group discussion: theory and practice. New York. McGraw-Hill Education
2. Mathur, Dinesh. (2018). Mastering Interviews and Group discussion. Chennai. CBS Publishers
3. Moideen, Manzoor., & Jain, Girish. (2021). Decoding Communication: A Complete Handbook for Effective Communication. Chennai. Notion Press.
4. Ross, Bella. (2021). Writing skills for Social Work Students. New Delhi. Red Globe Press. Blooms Berry Publishing.

5. William, Lynn. (2021). Ultimate Job Search: Master the Art of Finding Your Ideal Job, Getting an Interview and Networking (6 ed). UK. Kogan Page.

Second Semester

Course Title: Social Work Research

Course Code : 22-23/33206	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To understand the nature and importance of the scientific method.
- To apply principles of social work research in definition and solution to social problem.
To develop the research capacity to conceptualize and execute research projects.
- To build technical competence to assess and analyse social problems, needs and services.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Demonstrate a scientific temperament in social work research with knowledge in the basics of research methodology.
CO2	Formulate and design systematically and scientifically social work research studies in definition and solution to social problems.
CO3	Apply quantitative and qualitative research methods and combine these methods to present a complete analysis of the problem situation.
CO4	Analyse/ process research data using statistical tools and modern statistical techniques using Information Technology competence.
CO5	Use computer applications in the presentation of data and prepare social work research reports with skills in thesis writing.

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	3	3	3	3	3	3	2	3	3	3	3
CO 2	3	3	3	3	3	2	3	3	2	3	3	3
CO 3	3	3	3	3	3	2	2	3	3	3	3	3
CO 4	3	3	3	3	3	3	3	3	3	3	2	3
CO 5	3	2	2	3	3	3	3	3	3	3	2	3

Mapping of Course Outcomes to Program Outcomes:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	3	1	2	2
CO2	2	2	1	3	3
CO3	1	1	3	3	3
CO4	1	1	1	3	2
CO5	1	1	1	2	1

SL.NO	CONTENTS OF MODULE	Hrs	COs
1	Introduction to Social Work Research Scientific Inquiry – Meaning, assumption. Research- Concepts and constructs, variables, conceptual and operational definition - Social Work Research: Definition and objectives, functions and limitations - Scope of Social Work Research in India. Hypothesis- Meaning, Importance, types, uses and requirements - Testing of Hypothesis – Type 1 & Type 2 Error. Ethics in Research.	9	CO1
2	Research, Design and Sampling Basic research questions, Problem formulation in research. Types of Research Design – Exploratory, Descriptive, Experimental, and Participatory Research – Case Study as a research design as well as tool of data collection. Sample and population – Sampling principles and methods – Probability & Non-Probability Sampling – Errors in Sampling. Qualitative research: Characteristics & Tools: Focus Group Discussion, Ethnography, In-depth / Key Informant Interviews.	9	CO2
3	Data Collection: Sources, Types and Tools Definition - Types - Primary and Secondary, Quantitative and Qualitative data, their limitations. Secondary data- Problems in the use of secondary data Methods / tools of data collection: Observation - structured and unstructured - participant and non – participant observation. Questionnaire - meaning – Construction, Interview & Interview schedule - types and process. Measurement Scales: Nominal – Ordinal – Interval – Ratio. Scaling Techniques/ methods: Definition - Scaling methods: Comparative Scales: Paired Comparison Scaling, Rank Order Scaling, Constant Sum Scaling, Q-Sort Scaling. Non comparative Scales: Continuous Rating Scale, Itemized Rating Scale - Attitude Scale: Likert scale and Semantic differential - Concept of validity and reliability - Importance of Pre – test	9	CO3, CO5

4	Data Processing and Presentation: Processing of data - Content checking, editing of data and Classification, Coding, tabulation of data. Computer Applications Presentation - diagrammatic and graphic presentation of data. Content of Research report, References - Bibliography. Writing Research proposals, writing research abstracts, Thesis writing.	9	CO4, CO3
5	Statistical Tools and Their Use: Statistics: definition, importance, uses, functions and limitations. Measures of Central tendency - Arithmetic Mean, Median, Mode. Measures of Dispersion- range, quartile, Standard Deviations - Chi square test - uses and applications. Normal Curve and Degrees of Freedom - Use of modern methods of statistical techniques: Definition and concept of SPSS – Brief Introduction to software of Python & R – Programming Language for statistical analysis – Use of Computers and I T in Social Science Research	9	CO5

REFERENCE BOOKS:

1. Babbie, E. (2007). *The Practice of Social Research (11 ed)*. USA: Thomson/Wadsworth
2. Bhattacharyya, D. K. (2009). *Research Methodology*. New Delhi: Excel Books.
3. Khan, J, A. (2011). *Research Methodology*. New Delhi: APH Publishing.
4. Kothari, C. R. (2004). *Research methodology: Methods and techniques (2 ed)*. New Delhi: New Age International.
5. Lal Das, D.K. (2004). *Practice of Social Research*. Jaipur: Rawat Publications
6. Panneerselvam, R. (2004). *Research Methodology*. New Delhi, Prentice Hall of India Pvt Ltd.
7. Ranjit Kumar. (2011). *Research Methodology: A Step-by-Step Guide for Beginners (3 ed)*. New Delhi: Sage Publications.
8. Sekaran, U., & Bougie, R. (2016). *Research methods for business: A skill building approach*. USA: John Wiley & Sons.
9. Yin, R. K. (2009). *Case study research: design and methods (4 ed)*. New Delhi, Sage Publication.

Course Title: Working with Communities

Course Code : 22-23/33207	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To develop an understanding of the concepts related to working with Community.
- To gain knowledge of various approaches, Skills and techniques of working with Communities.
- To understand social Action as a method in solving social problems in the community.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Identify the types of community - Rural, Urban, Tribal and social systems in the society.
CO2	Analyze the power structure and dynamics in the community.
CO3	Outline the pr-ocess and principles of Community Organization and Social Action.
CO4	Demonstrate the skills in community organization and Social Action like Communication, Advocacy, Networking, Assessment etc.
CO5	Apply the theoretical knowledge to a rapidly changing environment with learned and applied skills.
CO6	Compare and contrast community development and community organization and identify the methods for the development of the community.

CO and PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO 1	2	2	2	3	3	3	3	3	3	3	3	3
CO 2	3	3	3	2	3	3	2	1	2	3	3	3
CO 3	3	2	2	3	3	3	3	3	3	3	3	3
CO 4	3	2	2	2	2	3	3	3	3	3	3	3
CO 5	3	3	3	3	3	3	3	3	3	3	3	3
CO 6	3	2	2	2	2	2	2	2	2	2	2	2

Mapping of Course Outcomes to Program Outcomes:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	3	2	1	1
CO2	2	3	3	3	2
CO3	2	3	3	2	1
CO4	3	3	2	3	2
CO5	2	3	3	2	1
CO6	1	2	3	1	2

SL.NO	CONTENTS OF MODULE	Hrs	Cos
1	Analysis of Community: Concept of Community - Definition, Sociological concept of Community, Community as a social system, subsystems in the community, types of communities and their characteristics - Rural, Urban and Tribal communities. Community Power Structure: Concept of Power, Dimensions of community power relevant to community organisation. Community Dynamics: Integrative and disintegrative forces, Participative groups and Gender Empowerment.	9	CO1, CO2
2	Community Organisation: Community Organisation: Definition, History, Principles, Approaches, Scope of Community Organisation in India. Community Organisation as a method of social work, and Community Dynamics, Community Organisation and Community Development, Community Organisation Process - Problem Identification (study), Discussion (Assessment and Analysis), Action Plan, Determination of Strategy, Implementation and Evaluation, Modification and Continuation.	9	CO3
3	Models of C O and Application of C.O: General Content, Specific Content and Process content, (Murray G. Ross Model) Locality development model, social planning model social action model. (J. Rothman's Model) Community Organisation methods - Public Interest mobilization, Litigation, Protest and Demonstrations. Community Organisation in Slums and Disaster Situations. Recording - Principles, Uses and Types.	9	CO3, CO6
4	Models of Social Action: Definition, Objectives, Principles, strategies, Models of Social Action, Approaches to Social Action - Paulo Freire, Saul Alinsky Model, Mahatma Gandhi, Martin Luther King, Women Centered Model.	9	CO4, CO5

5	Skills in Community Organisation and Social Action: Organizing, Communication, Training, Consultation, Public Relation, Resource Mobilization, Liaising, Facilitating, Participatory skills, Networking, Advocacy, Legislative Promotion.	9	CO5, CO6
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REFERENCE BOOKS:

1. Clinard, M. B. (1970). *Slums and community development: Experiments in self-help*. New York: Free Press.
2. Dunham, A. (1958). *Community welfare organization: principles and practice*. New York: Thomas Y. Crowell Company.
3. Gangrade, K.D. (1971). *Community Organisation in India*. Bombay: Popular Prakashan.
4. Harper, E. H. and Arthur Dunham. (1959). *Community Organisation in Action*. New York: Association Press.
5. Harper, E. & Arthur Dunham. (1959). *Community Organisation in Action*. New York: Association Press.
6. Khinduka, S.K. & Coughlin, B. (1965). *Social Work in India*. New Delhi: Kitab Mahal.
7. Krammer, R., & Harry, S. (1975). *Community Organisation Practice*. New Jersey, Prentice Hall, Engelwood Cliffs.
8. Kuppusamy, B. (1989). *Social Change in India*. New Delhi. Vikas Publishing House (P), Ltd.
9. Murphy, C. (1954). *Community organisation Theory and Principles*. Mumbai: Harper and Brothers.
10. Ross, M. G. (1955). *Community organization: theory and principles*. New York: Harper and brothers.
11. Siddiqui, H.Y. (1984). *Social Work and Social Action: A Developmental Perspective*. New Delhi: Harnam Publications.
12. Siddiqui, H.Y. (1997). *Working with Communities. An introduction to Community Work*. New Delhi: Hira Publication.

Second Semester
Course Title: Social Welfare Administration and Social Legislation

Course Code : 22-23/33208	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To gain knowledge on Social Welfare Administration in an Organizations.
- To understand the Welfare policies and programmes of the Government.
- To gain knowledge on Social Legislation.
- To develop insights about legal provisions for underprivileged and marginalized.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Explain the meaning, characteristics of social welfare administration, relate to the functions and classification of Trust, Society and Company.
CO2	Describe programme management, write project proposal, evaluate and understand the importance of public relations in the organisation.
CO3	Establish a clear outline of social work with respect to social policy related to women, children, youth, disabled, aged and under privileged including social planning.
CO4	Examine social legislation as an instrument of social control and social justice with respect to fundamental rights and directive principles.
CO5	Interpret and appraise legislation related to Hindu, Christian and Mohammedan law pertaining to marriage, divorce and maintenance. Apply critical thinking on Indian social problems related to social, women and disability Acts in Indian society.

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	2	2	3	2	3	3	3	3	3	3	3
CO 2	3	3	3	3	2	3	3	2	3	3	3	3
CO 3	3	3	2	2	2	3	2	3	2	3	3	3
CO 4	3	2	2	2	3	3	3	2	2	3	2	3
CO 5	3	2	2	2	3	3	3	3	3	3	2	3

Mapping of Course Outcomes to Program Outcomes:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	3	2	2
CO2	3	3	2	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

SI. No	CONTENTS OF MODULE	Hrs	COs
1	Social Welfare Administration Concept of administration, Social Welfare Administration - meaning, Definition, Principles and Characteristics, Types of administration: Organisation and Development, POSDCORB, Registration of organizations – Formulation of Trust, Society, Section (8) of Companies Act	9	CO1
2	Programme Development Programme management: long term, short term and documentation; Project proposals based on for needs, Nature of Resources, Eligibility Criteria, Records, Evaluation and Research, SWOT analysis. Public Relations need and its promotion by all in the organization	9	CO2
3	Social Policy Definition, need and Importance, Evolution, Social work role in Policy Practice- Social Welfare Policy: its relation to the Constitution –Values and Different models underlying social policy. Analysis framework to Social Welfare Policies – a Historical perspective regarding Backward classes, Scheduled Classes. Scheduled Tribes, Women, Children, Youth, Handicapped, Aged, Education and Health. Rural development, Tribal Development and Poverty Alleviation Programmes, Social Planning and Social Development, Indian Planning Commission	9	CO3
4	Introduction to Social Legislation: Definition of social legislation, social legislation as an instrument of social control and social justice. The constitutional perspective: Fundamental rights and Directive principles Para Legal Systems: Legal Aid: concept, need for legal aid, Lok Adalat, Consumer's protection and Consumer courts.	9	CO4, CO5

	Cruelty to Animal Act 1960, Wildlife (protection) Act 1972, The National Green Tribunal Act 2010, The Environment Protection Act 1986.		
5	Overview of major social legislation in India The Hindu Marriage Act (1955) The Hindu Succession Act (1956) The Hindu Minority and Guardianship Act (1956). Indian Christian Marriage Act, Provision regarding Marriage and Divorce in Mohammedan law. Legislation pertaining to Children: Child labour (Prohibition & Regulation) Amendment Act 2016, The Juvenile (Care and Protection of Children) Act, 2015 Legislation pertaining to social problems: Protection of Civil rights Act (1976), SC/ST Prevention of Atrocities Act 1989, Dowry prohibition Act (1961), Immoral traffic prevention Act (1956), Tamil Nadu Slum areas improvement (and Clearance) Act (1971) Transplant of Human Organs Act 1994, Right to Information Act 2005. Tamil Nadu prohibition of Ragging Act 1997, Tamil Nadu Prohibition of Harassment of Women Act, 1998. Persons with Disabilities Act 1995. The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013.	9	CO5, CO4

REFERENCE BOOKS:

1. Bhattacharya, S. (2006). *Social work administration and development*. New Delhi: Rawat Publications.
2. Brayne, H. (2008). *Law for social workers*. New Delhi: Rawat Publications
3. Chambers, D. E. (1993). *Social policy and social programs: A method for the practical public policy analyst*. Macmillan College.
4. Coulshed, V. (1990). *Management in social work*. Macmillan International Higher Education.
5. Cull, L. A., Roche, J., & Stringer, D. (2001). *The law and social work: contemporary issues for practice*. Palgrave Macmillan.
6. Donnison, D. V., & Chapman, V. (1965). *Social policy and administration* (No. 3). G. Allen & Unwin.
7. Hudson, J., & Lowe, S. (2009). *Understanding the policy process: analysing welfare policy and practice*. Policy Press.
8. Jacob, K.K. (1989). *Social policy in India*. New Delhi: Rawat Publications
9. Paul Choudhary, D (1983). *Social Welfare Administration*. New Delhi: Atma Ram and Sons.
10. Reichert, E. (2003). *Social Work and human Rights: A foundation for policy and practice*. New York: Columbia University Press.
11. Shanmugavelayutham, K. (1998). *Social Legislation and Social Change*. Chennai. Vayha.

12. Slavin, S. (Ed.). (1985). *Social Administration: Managing finances, personnel, and information in human services* (Vol. 1). Psychology Press.

Second Semester

Course Title: Field Work Practicum II

Course Code : 22-23/33210	Credits: 04
L: T:P:S : 0:1:15:0	CIA Marks: 50
Exam Hours : -	ESE Marks: 50

LEARNING OBJECTIVES:

- To understand the agency as an organisation, its structure, functions, activities and sources of funding.
- To understand and make a commitment to the basic humanistic values and principles of social work practice in a secular democratic society.
- To develop an understanding of the application of the methods of social work practice in the field.
- To develop practicing skills appropriate to each phase of the problem-solving process and apply them in direct service.
- To develop an understanding of the problems and opportunities in working with diverse populations.
- To develop the self –awareness necessary to assess one’s own values, attitudes, feelings, strengths, limitations, and interests and performance.
- To develop the readiness to seek and accept help from the fieldwork supervisors and others, and from professional and scientific literature for self-improvement.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Apply social work theories and methods to real life practice in line with the generalist orientation and in relation to the practice setting.
CO2	Evaluate and select from their knowledge base for application in practice - in making assessment, planning intervention, and formulating programmatic design.
CO3	Develop the skills required for the professional development.
CO4	Demonstrate the capacity for self-direction.
CO5	Demonstrate appropriate record maintenance and reporting.
CO6	Assess the overall service delivery system and its administration in the greater society.

CO and PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO 1	3	3	3	3	3	3	3	3	3	3	3	3
CO 2	3	3	3	3	3	3	3	3	3	3	3	3
CO 3	3	3	3	3	3	3	3	3	3	3	3	3
CO 4	3	3	3	3	3	3	3	3	3	3	3	3
CO 5	3	3	3	3	3	3	3	3	3	3	3	3
CO 6	3	3	3	3	3	3	3	3	3	3	3	3

Mapping of Course Outcomes to Program Outcomes:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	3	2	2
CO3	2	3	2	1	2
CO4	2	2	2	2	2
CO5	3	1	1	1	1
CO6	3	3	3	2	1

Field Work Components Weekly 2 days agency visit, Record Writing, Faculty Student Individual and group Conferences regularly, Rural Camp, Viva Voce

Assessment Pattern

Internal Assessment 50 Marks which includes Rural Camp for 25 marks and Faculty supervisor assessment is based on the record writing, Submissions regularly, Attendance and contribution towards the skill development of the student.

External Assessment 50 Marks.in that 25 marks are allocated for the Evaluation by Agency Supervisor and 25 marks for the external Viva Voce conducted at the end of the field work training period.

REFERENCE BOOKS: Field Work Manual

Second Semester
GENERIC ELECTIVE COURSE
Course Title: Entrepreneurship

Course Code : 22-23/33209(A)	Credits: 03
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- This paper will facilitate the learners to understand the role of entrepreneurs in the economy, acknowledge the traits of successful entrepreneurs.
- To understand the entrepreneurial quality, to know the environmental set up relating to establishing new industry.
- To understand the process and procedure involved in setting up small units.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Identify the feasibility of entrepreneurship in India.
CO2	Diagnose entrepreneurial environment in promoting entrepreneurship.
CO3	Explicate the small-scale industries/ small units planning.
CO4	Examine the capital structure and working capital for starting a new business.
CO5	Determine the marketing feasibility to sell the products.
CO6	Develop himself/ herself to be a successful entrepreneur.

CO and PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO 1	3	3	2	2	3	3	2	2	2	3	3	3
CO 2	3	2	3	3	2	3	3	3	2	2	2	3
CO 3	2	2	2	2	2	2	1	1	2	3	3	3
CO 4	3	2	3	3	3	3	2	2	2	2	3	3
CO 5	3	3	3	3	2	2	2	2	2	2	3	3
CO 6	3	3	3	3	2	3	3	3	3	3	3	3

Correlation levels: 1- Weak 2-Medium 3-High

Mapping of Course Outcomes to Program Outcomes:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	2	3
CO2	3	3	3	3	3
CO3	3	1	3	3	3
CO4	3	1	2	2	3
CO5	3	1	3	3	1
CO6	3	3	3	3	3

Sl. No	CONTENTS OF MODULE	Hrs	COs
1	The Entrepreneur – Definition – Characteristics of Successful entrepreneur. Entrepreneurial scene in India: Analysis of entrepreneurial growth in different communities – Case histories of successful entrepreneurs. Identification of potential entrepreneurs. Feasibility of entrepreneurship in India. Intellectual Property Rights (IPR).	9	CO1
2	Development and Training of Entrepreneur – Cultural and Social environment in promoting entrepreneurship – Entrepreneurial environment.	9	CO2
3	Small Scale Industries – Definition – Classification of Small Industries – Organisation structure and plant location of small-scale industries. Planning for production, Formulation of a Business Plan and technical feasibility. The significance in the Indian Economy – Problems and possibilities of ancillary industries – Sickness in small scale industries – Causes and Remedies.	9	CO3, CO5
4	Capital structure and working capital: Financial appraisal of new project, Role of Banks – Credit appraisal by banks. Institutional Finance to Small Industries – Incentives – Institutional arrangement and encouragement of entrepreneurship.	9	CO4, CO5
5	Marketing Feasibility – New Product ideas and evaluation – Marketing Methods – Pricing policy and distribution channels – Exports – Problems of Small-Scale Units. Issues in small business marketing	9	CO5, CO6

REFERENCE BOOKS:

1. Bornstein, D., & Davis, S. (2010). *Social entrepreneurship: What everyone needs to know®*. Oxford University Press.
2. Carsrud, A. L & Brännback, M. E. (2007). *Entrepreneurship*. USA. Greenwood Press
3. Durkin, C., & Gunn, R. (Eds.). (2016). *Social entrepreneurship: A skills approach*. Policy Press.

4. García, A. C., Cuervo, Á., Ribeiro, D., & Roig, S. (Eds.). (2007). *Entrepreneurship: Concepts, theory and perspective*. Springer Verlag.
5. Gasparski, W. W., Ryan, L.V., & Kwiatkowski, S. (2011). *Entrepreneurship Values and Responsibility*. New Jersey: Transaction Publishers.
6. Nicholls, A. (Ed.). (2008). *Social entrepreneurship: new models of sustainable social change*. OUP.
7. Radha. (2010). *Entrepreneurial Development*. Chennai. Prasanna Publishers & distributors.
8. Ramachandran, K. (2009). *Entrepreneurship Development: Indian Cases on Change Agents*. Tata McGraw-Hill Pub
9. Suresh, J. (2002). *Entrepreneurial Development*. Chennai. Margham Publications.

Second Semester

GENERIC ELECTIVE COURSE

Course Title: Managerial Business Communication

Course Code : 22-23/33209(B)	Credits: 03
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To understand the conceptual framework of management and its relationship with administration.
- To understand the concept of organization structure - both formal and informal aspects.
To understand Business Environment and Management Finance.
- To understand how information systems provide aid in exercising controls.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Explore the meaning, principles and scope of Management, relate organisational planning and policy making with respect to Management.
CO2	Understand the concept Business Environment, Goal of Finance Management and Blocks of Modern Finance.
CO3	Relate Management with communication, essentials of MIS and its Role in Management.
CO4	Determine the areas of control in the Organization, importance of performance standards, its comparisons and corrective actions.
CO5	Appraise the functions and application of Managerial Economics and challenges in Decision Making.

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	2	2	2	2	3	3	3	3	3	3	3
CO 2	3	3	3	3	2	2	2	3	3	3	3	3
CO 3	3	2	2	2	3	3	2	2	2	3	3	3
CO 4	3	2	2	3	3	3	2	2	3	3	3	3
CO 5	3	2	2	3	3	2	2	3	3	3	3	3

Mapping of Course Outcomes to Program Outcomes:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2	3	3
CO2	2	2	3	3	3
CO3	2	2	3	2	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

Sl. No	CONTENTS OF MODULE	Hrs	COs
1	MANAGEMENT: Definition, Principles, Nature and Scope of Management – Approaches to Management. Planning: Meaning and Definition, factors involved in planning, Making Effective Planning, Strategic consideration in planning. Concept of Organizing, Organisation systems - line organisation, functional organisation, line and staff, project organisation, factors to be considered in the establishment of an organisation - Matrix organisation, Committee organisation. Delegation of authority - Authority relationship - Basics of delegation of authority, Centralization and De-Centralization and their pros and cons.	9	CO1
2	Business Environment: Meaning and Objectives of Business, Dimensions of Business Definition, Objectives of Business, Dynamic factors of Business Environment, Role of Government in Business, Industry Environment: Customer, Supplier and Competitor Sector. Financial Management: An Overview, Capital Structure, working Capital Management, Goal of Financial Management. The Fundamental principles of Finance, Building Blocks of Modern	9	CO2

	Finance, Finance Blocis of Modern Finance.		
3	Communication: Formal and Informal Communication system, Internal and External Communication, MIS- Role, Information needs of Management, Essentials of Sound MIS. Co-ordination: Need for Co-ordination, Requisites for Co-ordination and Techniques of Effective Co-ordination. Economic Planning in India: Objectives and Strategies of Planning in India, Instrument of Planning.	9	CO3, CO5
4	Corporate Strategy: Basics of Corporate Strategy, Components of Strategic Management, Classification of Corporate Strategies. Control: Meaning and Definition, Areas of control in the Organisation - Performance Standard, Measurement of Performance, Comparison of Performance with Standards - Corrective Action.	9	CO4, CO5
5	Managerial Economics: Definition of Managerial Economics, Nature, Characteristics, Scope, application of Managerial Economics, Functions of Managerial Economics. Managerial Decision Making: Meaning, Theories of Decision Making, Challenges in Decision Making, Environment and Decision Making.	9	CO5

REFERENCE BOOKS:

1. Allen. L. A. (1958). *Management and organisation*. New York. McGraw Hill publishing co. Ltd.
2. Arya Shree (2018) *Fundamentals of Management*. New Delhi. McGraw Hill Publications
3. C.B. Gupta (2017) *Management – Theory and Practice*. New Delhi. McGraw Hill Publications
4. Certo, C. M. (2002). *Modern Management (9 ed)*. New Delhi. PHI
5. Chandra Bose. D. (2012) *Principles of Management and Administration*. New Delhi. PHI
6. Drucker, P.F. (2006). *The practice of Management*. USA. Harper Business.
7. Durai, P. (2019). *Principles of Management*. Chennai. Pearson Publication
8. Gill, P. S., & Kaur, P. (2017). *Principles of Management*. New Delhi. Atlantic Publisher
9. Hannagan, T. (2007) *Management concepts and practices (5 ed)*. New Delhi. Financial Times/ Prentice Hall.
10. Hannagan, T., & Bennett, R. (2007). *Management: concepts & practices*. Pearson Education.
11. Hellriegel, D., Jackson, S. E & Slocum Jr, J.W. (2007). *Management - A competency-based approach (11 ed)*. USA. South Western.
12. Hill, C. W., & McShane, S. L. (2008). *Principles of management*. McGraw-Hill/Irwin.
13. Koontz, H & O'Donnell, C. (1972). *Principles of Management: An Analysis of Managerial Functions (5 revised ed)*. USA. McGraw Hill
14. Prasad. L. M. (2019). *Principles and practices of Management*. New Delhi. Sultanchand & sons

15. Prasanna Chandra (2019) *Financial Management (10 ed)*. Chennai, McGraw Hill Education
16. Robbins, S & Coulter, M. A. (2003). *Management (7 ed)*. New Delhi. PHI
17. Sathya Raju. R. (2002). *Management Text & cases*. New Delhi. PHI
18. Stephen P. Robins, Mary Kultur and David De *Fundamentals of Management* Cenzo Publications
19. Stoner, J.F., Edward Freeman. R., & Gilber, D. R. (1994). *Management (6 ed)*. New Delhi. PHI

Semester II

LIFE SKILLS - A PRIMER

Credits 2; Number of Hours/weeks – 2 hrs; Teaching hours - 30 hrs

Course Code:22-23/50207

Objectives

The students will be able to

- Develop the knowledge of life skills and its practice
- Understand the importance of stress management
- Enhances the human values, self-awareness and healthy lifestyle

Unit I

Life Skills- Definition. Need and importance of Life skills. Life skills identified by UNICEF and WHO, Evolution of Life Skills.

Unit II

Stress Management-Coping Strategies of Stress- Emotions-Meaning, Types of emotions, Handling emotions

Unit III

Universal Human Values- Love and compassion, Truth, Peace, Service, Renunciation Behaviour Skills - Trustworthiness, Responsibility, Caring, Fairness, Respect

Unit IV

Self-Awareness - Definition, Types of Self - Self Concept, Body Image, Self Esteem- Johari Window, SWOT Analysis

Unit V

Concept and strategies to promote Healthy Life Style Skills, Communication – Verbal and Non-verbal. Interpersonal communication

References

1. Gaur, R.R. (2019). A foundation in human values and professional ethics. New Delhi. Excel Books.
2. Kumar, Kul Bhushan., & Salaria, R.S. (2018). Effective Communication Skills. New Delhi. Khanna Publishing.
3. May, Michelle. (2019). Basic Life Skills course student workbook. UNICEF
4. Moideen, Manzoor., & Jain, Girish. (2021). Decoding Communication: A Complete Handbook for Effective Communication. Chennai. Notion Press.
5. UGC. (2019). Life Skills (Jeevan Kaushal). New Delhi. UGC

Second Semester Course Title: Summer Placement

Course Code : 22-23/60301	Credits: 02
L: T:P:S : 0:1:15:0	CIA Marks: -
Exam Hours : -	ESE Marks: -

LEARNING OBJECTIVES:

- To get introduced to the industrial setting and the role of Human Resource Management.
- To familiarize with the manufacturing process in view of understanding its implications on personnel policies and programmes.
- To understand the relevance of the structure and functions of the Human Resource Department from the Employee and Labour perspective.
- To cultivate relevant Human Resource skills to contribute to the strategic functions of the organisation.
- To familiarize with the governing Labour Legislations.
- To acquire knowledge about the various Labour Welfare measures.
- To develop insight into the value addition by the Human Resource Department to further the business goals of the organization

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Demonstrate familiarity with the industrial setting and the role/ functions of human resource management.
CO2	Prepare for transition from the generic social work to the specialization of human resource management.
CO3	Analyze the personnel policies and functions, labour welfare measures and the industrial relations functions.
CO4	Demonstrate the knowledge of labour legislations related to working conditions, wage, social security and industrial relations.

CO5	Utilize the field work experience in the acquisition and strengthening of the theoretical knowledge of human resource management.
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Mapping of Course Outcomes to Program Outcomes:

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2	3	2
CO2	2	2	2	1	1
CO3	1	3	1	2	3
CO4	2	3	2	3	3
CO5	3	3	3	2	2

During the summer holidays the first-year students go for one month Summer Internship at Manufacturing industries in Tamil Nadu. The students are expected to learn the Vision, Mission, History of the Organisation, HR and IR functions, culture and organization Development strategies etc. Hands on experience in various functions of HR/IR/ER. The student has to submit the report regularly on every Monday before 10 AM to the respective faculty supervisor through electronic media like Email, Submission of Reports in Google Classroom. 2 Credits are given for the successful completion of the Internship

REFERENCE BOOKS:

Field Work Manual II Year

Third Semester Course Title: Labour Legislation

Course Code : 2233311	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To help students learn the basic facts concerning labour law.
- To assist the students to acquire attitude that is apt in the practice of labour law.
- To enable them to realize the need to have suitable skills for the practice of labour law

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Identify the significance of labour legislations in the management of human resources.
CO2	Apply the knowledge of labour legislations to regulate the working conditions in the industrial sector.
CO3	Demonstrate the knowledge of working of the legislations in the State of Tamil Nadu.
CO4	Apply the knowledge and skills of implementing the wage legislations and social security legislations.

CO5	Analyse and apply the legislations pertaining to Industrial Relations.
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Mapping of Course Outcomes to Program Outcomes:

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	2	2	3	3	3	3	3	2	3	2	3
CO 2	3	3	3	3	3	3	3	3	3	3	1	3
CO 3	3	3	3	3	3	3	3	3	3	3	1	3
CO 4	3	2	2	3	3	3	3	3	3	3	2	3
CO 5	3	2	2	3	3	3	3	3	3	3	2	3

Mapping of Course Outcomes to Program Outcomes:

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	1	2	2	1
CO2	3	2	2	3	3
CO3	3	2	1	2	3
CO4	3	1	1	3	3
CO5	3	3	1	3	2

Sl. No	CONTENTS OF MODULE	Hrs	COs
1	Labour Legislation: History of labour legislations in India; Labour in the Indian constitution; Industrial jurisprudence; Industrial law as distinguished from Common law.	9	CO1
2	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	9	CO2
3	Shops and Establishment legislation: 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.	9	CO3, CO5
4	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	9	CO4
5	Industrial Relations Legislations Trade Unions Act, 1926, Industrial Disputes Act, 1947	9	CO5 CO4

REFERENCE BOOKS:

1. Blanpain, R. (2001). *Labour law, human rights and social justice*. The Hague: Kluwer Law Intl.
2. Blanpain, R. (2004). *Comparative Labor Law and Industrial relations in Industrialized Market*. Kluwer 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. Datar, B. N. (1978). *Constitution Labor legislation and International Conventions*. Bombay. Tata Institute of Social Sciences
5. Davis, C. A. (2004). *Perspectives on Labor Law*. UK. Cambridge university Press
6. Grogan, J. (2007). *Collective labour law*. Juta and Company Ltd.
7. Padhi. P.K (2010). *Labour and Industrial Laws*. New Delhi. PHI.
8. Puri, S. K. (1984). *Introduction to Labour Law & Industrial Law*. Allahabad. Agricultural Institute
9. Sharma, A. M. (2000). *Industrial Jurisprudence and Labor Legislation*. New Delhi. Himalaya Publishing House
10. Tripathi, P.C. (1998). *Industrial Relations & Labour Laws*. New Delhi, Sultan Chand Publication.

Course Title: Human Resource Management

Course Code : 2233312	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To help students build a knowledge base appropriate to human resource management.
- To enable the students to perceive the attitudes required for the successful applications of human resource management.
- To assist them to perceive and develop the skills appropriate to the field practices

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Demonstrate an understanding of key terms, theories/ concepts and practices in the field of HRM.
CO2	Develop the skill set for recruitment, selection, job analysis, job evaluation, induction and placement.

CO3	Design & formulate HR process such as employee compensation systems, models of compensation & performance linked incentive programmes.
CO4	Develop, analyze and apply advanced training & development strategies, methods & techniques for the delivery of training programmes.
CO5	Demonstrate appropriate implementation, monitoring and assessment procedures of performance appraisal & modern management practices.

Mapping of Course Outcomes to Program Outcomes:

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	2	2	2	2	3	3	3	3	3	2	3
CO 2	3	3	3	3	3	2	2	2	3	3	3	3
CO 3	3	2	3	2	3	3	3	3	3	3	3	3
CO 4	3	2	3	2	3	3	3	3	3	3	3	3
CO 5	3	2	3	2	3	3	3	3	3	3	3	3

Mapping of Course Outcomes to Program Outcomes:

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	2	3	3
CO3	2	3	3	3	3
CO4	2	2	2	2	3
CO5	2	2	1	2	3

Sl. No	CONTENTS OF MODULE	Hrs	COs
1	Management: Principles and functions, concept of business management, POSDCORB. Human Resource Management: Concept, History, Role and importance as part of general Management objectives and classification of function.	9	CO1
2	Human Resource Planning: Concept and process of Human Resource Planning, Recruitment, using modern technology for Recruitment, Selection, Job design, Job analysis, Job description, Job Specification, Job evaluation, Induction and Placement. Reward systems: Employee Compensation systems and models of Compensation, Over view of compensation benefits in industry, Compensation bench marking. ESOP,	9	CO2 CO3

	perks and benefits, Flexible pay, Variable pay, Performance linked Incentive programme		
3	Training and Development: Objectives, principles of Learning. Distinction between Training, Education & Development. Training policy: Methods and techniques of training. Training Evaluation. Professional Training organizations: (ISTD, HRD Network and NIPM)	9	CO4
4	Modern Management Practices: JIT, 5S, TPM, TQM, Quality control, Kaizen, ISO, PCMM, BPR, BPO, Balance score card	9	CO1 CO3
5	Performance Management System. Purpose of Appraisal, Methods- Traditional VS Modern methods of Performance Appraisal, MBO, BARS, Steps in performance Counselling, Evaluation of a Performance Appraisal System. Performance Appraisal in Indian Industries.	9	CO5

REFERENCE BOOKS:

1. Balakrishnan, V & Sivasubramanian, M (Eds). (2006). *Behavioural Dimension in Human Resource Management*. New Delhi. Excel Books.
2. Bernardin, H. J & Rusell J. E. (2002). *Human Resource Management*. New York, McGraw Hill
3. Burton, G., & Thakur, M. (2002) *Management Today Principles and Practice*. New Delhi. McGraw – Hill Education
4. Dessler, G. (2002). *A Frame works for Human Resource Management (2 ed)*. Delhi. Pearson Education
5. Dessler, G. (2008), *Human Resource Management (11 ed)*. New Delhi. Prentice Hall of India Pvt. Ltd,
6. Dickmann, M., Brewster, C., & Sparrow, P. (2008). *International Human Resource Management*. New York. Routledge
7. Lyton, R. P & Pareek, U. (2011). *Training and Development*. New Delhi. Sage India.
8. Rao, V.S.P. (2008). *Human Resource Management (2 ed.)*. New Delhi. Excel Books.
9. Storey, J (Eds). (2001). *Human Resource Management. (4 ed)*. New York. Routledge.
10. Werther, W.B & Davis, K. (1995). *Human Resources and Personnel Management*. New York. McGraw Hill.

Course Title: Industrial Social Work

Course Code : 2233313(B)	Credits: 03
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To understand the complexities, benefits, and challenges of incorporating social responsibility into corporate strategy
- Find information about an organization's CSR activities and critically evaluate it
- Understand the role-played Corporates in development of the Society.
- To learn various tools in social Responsibility

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Identify the scope of social work and the application of social work methods in industries.
CO2	Design and implement strategies for corporate sustainability.
CO3	Demonstrate the knowledge and skills for the organization and management of corporate responsibility practices.
CO4	Utilize the knowledge of corporate social responsibility in designing CSR policies and managing corporate social responsibility programmes.
CO5	Identify the best corporate social responsibility initiatives and evaluate the effectiveness of corporate governance of various organisations.

Mapping of Course Outcomes to Program Outcomes:

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	2	3	3	3	3	3	3	3	3	3	3
CO 2	3	2	2	2	2	2	3	2	3	3	3	3
CO 3	3	3	2	2	3	3	3	3	3	3	3	3
CO 4	3	2	3	3	3	3	3	3	3	3	3	3
CO 5	3	1	2	1	2	3	3	3	3	3	3	3

Mapping of Course Outcomes to Program Outcomes:

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	3	3	1	1
CO2	3	2	1	3	2
CO3	3	3	1	2	3
CO4	3	2	2	3	3
CO5	2	3	2	3	2

Sl. No	CONTENTS OF MODULE	Hrs	COs
1	Industrial Social work - Concept, Historical perspective, Scope of Social Work in Industry, Applicability of Social work methods in industry	9	CO1
2	Corporate sustainability meaning-Leadership and Strategy for Corporate sustainability, organizing for Sustainability	9	CO2
3	Social Responsibility - Concept-Pillars of SR, Tools-SR integration of SR in organisation in Organisation and management system-Role of social partners in SR activities	9	CO3, CO5
4	Corporate Social Responsibility : Definition, Approaches, Corporate social accountability, designing a CSR policy, Factors influencing CSR policy, Managing CSR in an organization, social auditing, Global Recognitions of CSR- ISO 14000, SA 8000, AA 1000, Codes formulated by UN Global Compact, UNDP, Global Reporting Initiative, Sustainable Reporting initiatives. CSR and Law. (With specific reference to The Companies Act 2013)	9	CO4, CO5
5	Corporate governance - Meaning- Scope, Emerging areas of Corporate Governance, Corporate Participation, corporate citizenship. Case studies of CSR initiatives of, ITC, TATA, Aditya Birla and by the multinational corporate	9	CO5 CO3

REFERENCE BOOKS:

1. Beauchamp, T. L., Bowie, N. E., & Arnold, D. G. (Eds.). (2004). *Ethical theory and business*. London, UK: Pearson Education.
2. Corporate Social Responsibility. Series Editors: Guler Aras, Yildiz Technical University, Istanbul, Turkey and David Crowther, Leicester Business School, De Montfort University, Leicester, UK
3. Crowther, D. (2008). *Corporate social responsibility*. Bookboon.
4. Kotler, P., & Lee, N. (2008). *Corporate social responsibility: Doing the most good for your company and your cause*. John Wiley & Sons.
5. Ruggie, J. G. (2013). *Just business: Multinational corporations and human rights (Norton global ethics series)*. WW Norton & Company.

6. Sanford, C. (2011). *The responsible business: Reimagining sustainability and success*. John Wiley & Sons.
7. Skidmore, R. A., Balsam, D., & Jones, O. F. (1974). Social work practice in industry. *Social Work*, 280-286.

Course Title: Workplace Counselling

Course Code : 2233313(A)	Credits: 03
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To help students distinguish between counselling, Case Work and Psychotherapy and to acquire the required knowledge in this regard.
- To sensitize the students to the attitudes required for the practice of counselling.
- To engage the students to identify and practice the appropriate skills

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Describe the concept of counselling, its characteristics, history and foundations of counselling.
CO2	Identify the importance of counselling relationship, relationship issues, clarify professional social worker's and social work trainee's attributes in a counselling set up.
CO3	Classify different approaches to counselling and distinguish counselling, case work and psychotherapy as treatment methods.
CO4	Explain and paraphrase the steps in counselling process.
CO5	Apply counselling practice in different settings like counselling with children, counselling with delinquents, counselling with family and in health setting.

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	2	2	2	2	3	2	2	3	3	3	3
CO 2	3	3	3	3	3	3	2	3	3	3	3	3
CO 3	3	2	2	2	3	3	2	3	3	3	3	3
CO 4	3	3	3	3	2	2	2	3	2	3	3	3
CO 5	3	3	3	3	3	3	3	3	3	3	2	3

Mapping of Course Outcomes to Program Outcomes:

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	3	2	3
CO2	2	2	3	2	3
CO3	2	2	3	2	3
CO4	2	2	3	2	3
CO5	3	2	3	2	3

SI. No	CONTENTS OF MODULE	Hrs	COs
1	Counselling: Definition, Element, Characteristics and Goals. Emergence and growth of counseling, counseling movement in India. Present status of counseling. Types of counseling, Group counselling: Its importance and process. Foundations of counselling: Philosophical foundation, Sociological & Psychological foundations.	9	CO1
2	The Counselling Relationship Regard and respect – Authenticity –Empathy Personal Growth and Effectiveness of the Counsellor Concerns of self, attitudes, Values, beliefs, counselling relationships, Transference and counter Transference. Personality characteristics and portrait of an effective counsellor The portrait of a trainee.	9	CO2
3	Theoretical approaches to counselling a. Behaviour Modification and Behavioural therapy - classical and operant conditioning	9	CO3, CO5

	b. Client centered therapy c. Transactional Analysis d. Cognitive Behaviour Therapy e. Directive, Non-directive & Eclectic Approach f. Motivational Theory – Maslow’s theory, g. Psychodynamic theory – Sigmund Freud h. Psychosocial theory - Erik Ericson.		
4	Counselling process Similarities and differences between counselling, Case Work and Psychotherapy. Stages of Counselling Process; Relationship Building, Problem Assessment, Goal Setting, Evaluation, follow up, Termination or referral.	9	CO4, CO5
5	Counselling Practice in Workplace & Other different settings – An Overview Understanding Work place counselling: concept, history, functions, Setting up counselling in the workplace, Ethics in workplace counselling. Significant areas of counselling – counselling with families & Children. Counselling in School, Counselling reluctant client, counselling the delinquent. Counselling in industry & Medical Psychiatry setting.	9	CO5

REFERENCE BOOKS:

1. Burnard, P. (1999). *Counselling skills training: source book of activities for trainers*. Chennai. Viva Books
2. Feltham, W. D. C., & Feltham, M. C. (1994). *Developing the practice of counselling* (Vol. 1). Sage.
3. Jayaswal, S. (2000). *Guidance and Counselling*. Lucknow. Prakashan Kendra
4. Langs, R. (2003). *Fundamentals of adaptive psychotherapy and counselling: An introduction to theory and practice*. Macmillan International Higher Education.
5. McLeod, J. (2008). *An introduction to counselling (3 ed)*. New Delhi. Rawat Publication.
6. Menon, L. (2002). *A Study on Workplace Counselling*.
7. Mishra R.C (2011). *Guidance & Counselling (Vol II)* New Delhi. APH Publication Corporation.
8. Mishra, R. C. (2004). *Guidance & Counselling*. New Delhi. APH Publication Corporation.
9. Patri, V. R. (2001). *Counseling psychology*. New Delhi. Authors Press
10. Safaya, B.N., (2002). *Guidance & Counselling*. Chandigarh. Abhishek Publications.
11. Slattery, J. M. (2003). *Counseling diverse clients: Bringing context into therapy*. Cengage Learning.

12. Tudor, K. (1999). *Group Counselling*. New York. Sage.
13. Vani Priya. (2007). *A study on the Need for Performance Counselling at Brakes India*
14. Michael, C. (1996). *Workplace counselling – a Systematic approach to employee care*, Sage Publications.

Semester III

ENHANCING EMPLOYABILITY SKILLS

Credits 2; Number of Hours/weeks – 2 hrs; Teaching hours - 30 hrs

Course Code:2250309

Objectives

The students will be able to

- Understand the Tools and Techniques to improve the employability quotient
- Develop personal attributes pertaining to self-management
- Build the ability to network and establish professional relationships

Unit I

Interview Skills: Preparation and Presentation - Meaning and types of interviews (F2F, telephonic, video) Dress code, background research, dos and don'ts. Situation, task, action, and response (STAR concept) for facing an interview. Interview procedure (opening, listening skills, and closure). Important questions generally asked at a job interview

Unit II

Cognitive Skills: Meaning, Types of Cognitive Skills, Strategies to Develop Cognitive Skills - Critical Thinking Skills, Problem-solving skills and developing the ability to Learn

Non-cognitive Skills: Meaning and Types of Non-cognitive Skills, Strategies to Develop Non-cognitive Skills - Empathy, Creativity, Teamwork.

Unit III

Resume Writing-use of digitalization, Understanding of Aptitude test, Group Discussion

Unit IV

Personal attributes-Personal presentation, time keeping and personal organization, Teamwork, Collaboration and cooperation, Self-Management Skills

Unit-V

Professional Networking- Need and Importance - Facebook – LinkedIn- Professional associations, Technological Skills

References

1. Cottrell, still. (2021). *Skills for Success: Personal Development and Employability* (4ed). New Delhi. Red Globe Press. Blooms Berry Publishing.

2. Khattar, Dinesh. (2019). Quantitative Aptitude for Competitive Examinations (4ed). New Delhi. Pearson Education.
3. Rao. M.S. (2019), Soft skills: Enhancing Employability: Connecting Campus with Corporate, IK International Publishing House Pvt Ltd
4. SAGE. (2021). Soft Skills for Workplace Success. New Delhi. SAGE Publications.
5. Sullivan, Da. (2020). Who Not How: The Formula to Achieve Bigger Goals Through Accelerating Teamwork? New Delhi. Hay House Publishers.

II Year

Third Semester

Course Title: Field Work Practicum III (Manufacturing Internship)

Course Code : 2233316	Credits: 04
L: T:P:S : 0:1:15:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES:

- To practically understand the concept of Industrial Relations and to acquire the related competencies.
- To familiarize with the Labor Legislations.
- To learn to apply the various methods of Social Work in various Industrial Settings.
- To observe the application of various Labor welfare measures.
- To observe the practice of current trends in HR.
- To provide opportunity for the integration of class room learning and field practice
- To acquire human resource management skills.
- To observe the CSR activities.
- To develop skills to organize people to meet their needs and solve their problems.
- To make innovative contributions to the organization functioning.
- To represent HR profession in inter disciplinary terms.
- To carry out application oriented mini research projects.
- To utilize field instructions for enhancing and integrating professional growth in Human Resource

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Apply the classroom learning and integrate with field work practice - the knowledge related to types of employees, recruitment, selection, induction and placement, time office, bio- metric etc. in the industry.
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CO2	Analyse the different types of labour welfare measure and the current trends in HR practices.
CO3	Demonstrate the knowledge and the skills of HRM, CSR, and work as a HR professional in interdisciplinary teams.
CO4	Apply and practice application oriented mini research project in the organization on employees' motivation, employees' absenteeism, collective bargaining and the role of trade unions.
CO5	Explain the concept of industrial relations and familiarize with labor legislation towards supportive business environment.

Mapping of Course Outcomes to Program Outcomes:

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	3	3	3	3	3	3	3	3	3	3	3
CO 2	3	3	3	3	3	3	3	3	3	3	3	3
CO 3	3	3	3	3	3	3	3	3	3	3	3	3
CO 4	3	3	3	3	3	3	3	3	3	3	3	3
CO 5	3	3	3	3	3	3	3	3	3	3	3	3

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	1	2	2	2	2

During the third semester field work, the students are placed in an Industry to get a hand on experience in day today activities of HR/IR/ER /L&D departments. The student is expected to submit the Record on Every Monday before 8.15 am and regular for the Field Work Conference allotted by the department.

Assessment Pattern

Internal Assessment is based on the Record, Attendance, learning and practice of theory for 50 Marks

External Assessment is based on the Evaluation from the supervisor and Viva Voce for 25 marks each.

REFERENCE BOOKS: Field Work manual

Course Title: Employee Relations Management

Course Code : 2233314	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

LEARNING OBJECTIVES: This paper will facilitate to learn the ways and means of interaction by the company with the staff, the way it delivers policy information and works to create a more productive workplace. To understand the social security measures and worker participation at various levels in an organization

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Perceive the concept, scope and approaches of employee relations.
CO2	Explain the social security measures for Industrial employees.
CO3	Interpret the causes and prevention of Industrial accidents and need for safety measures to ensure safety in Industries.
CO4	Explicate worker's participation in management in India, employee discipline and grievance redressal mechanism of employees in Industries.
CO5	Recognize the concept, scope, philosophy, principles, history, policies and government programmes of Labour Welfare in India.
CO6	Analyze the impact of ILO on Labour Welfare in India.

CO and PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO 1	3	2	2	2	2	2	2	2	3	3	2	3
CO 2	3	2	2	2	3	2	3	3	3	3	3	3
CO 3	3	3	3	3	3	3	2	2	3	3	3	3
CO 4	3	3	3	3	3	3	3	3	3	3	3	3
CO 5	3	2	2	3	3	3	3	3	3	3	3	3
CO 6	3	2	2	2	2	3	3	3	3	3	3	3

Mapping of Course Outcomes to Program Outcomes:

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	1	3	3	2
CO2	1	1	1	2	1
CO3	3	3	2	3	2
CO4	3	3	3	3	3
CO5	3	1	3	3	3

Sl. No	CONTENTS OF MODULE	Hrs	COs
1	Employee Relations: Concept and scope of employee relations. Tripartite Scheme. Approaches to employee relations: a. Sociological Approach b. Psychological Approach c. Gandhian Approach d. Marxian Approach, Difference between ER and IR, Emerging trends in ER Employee Empowerment-Meaning, Dimensions and mechanisms.	6	CO1
2	Social Security: Concept and Scope; Social Assistance and Social Insurance, Development of Social Security in India; Social Security measures for Industrial Employees, Health and Occupational safety programs. Industrial Accidents-causes and prevention. Need for safety and measures to ensure safety in Industries, Organizational Environment & Stakeholders	6	CO2
3	Employee Relations at Shop Floor and Plant Level: Worker's participation in Management in India, Shop floor, plant level, aboard LEVEL. Worker's welfare in Indian scenario. Worker's education, aligning individuals and organizations- Motivation, Team cooperation, Reward and Recognition. Employee Discipline and Grievance Redressal mechanism. Role of Trade Union in maintaining Employee Relations. Collective Bargaining – Process and agreement. Dispute – Bipartite and Tripartite approaches	6	CO3
4	Labour Welfare: Concept, Scope; Philosophy and Principles of Labour Welfare; Indian constitution and Labour Welfare; Labour Welfare Policy and Five-Year Plans, Historical Development of Labour Welfare in India	6	CO4
5	Impact of ILO on Labour Welfare in India; Agencies of Labour Welfare and their Roles, Labour Welfare Programmes: Statutory and Non-Statutory, Extra Mural and Intra Mural. Welfare Centers; Welfare Officer: Role, Status and Functions. IR case laws-Impact for HR	6	CO5

REFERENCE BOOKS

1. Arun Monappa. (2003) *Industrial Relations*. New Delhi. TMH
2. Aswathappa, K. (2013). *Human resource management: Text and cases (7 ed)*. New Delhi. Tata McGraw-Hill Education.
3. Dwivedi. R.S. (2002). *Managing Human Resources/Personnel Management in Indian enterprises*, New Delhi. Galgotia Publishing Company.
4. Moorthy, M. V. (1968). *Principles of Labour Welfare*. New Delhi. Gupta Bros

5. Pattanayak, B. (2003). *Human Resource Management*. New Delhi. Prentice Hall of India Pvt. Ltd.
6. Rao, V.S.P. (2008). *Human Resource Management (2 ed.)*. New Delhi. Excel Books.
7. Robbins, S.P. & Coulter, M. (2012), *Management (11th edition) - Ch. 3: Organizational Culture and the Environment: The Constraints*
8. Sinha, P. R. N., Sinha, I. B., & Shekhar, S. P. (2017). *Industrial Relations, Trade Unions and Labour Legislation*. New Delhi. Pearson Education India.
9. Vaid, K.N. (1970). *Labour Welfare in India*. New Delhi. Sree Ram Centre for Industrial Relations and Human Resources

II Year
Third Semester
Course Title: CSR Block Internship

Course Code : 2233422	Credits: 02
L: T:P:S : 0:1:15:0	CIA Marks: -
Exam Hours : -	ESE Marks: -

LEARNING OBJECTIVES:

- To learn the relevance of the CSR policy of the company to understand the CSR's short-term, mid-term and long-term strategy.
- To study the when, how and where the CSR Programmes were carried out.
- To plan, organize the CSR activities.
- To undertake the evaluation/monitoring of the programmes

Course Outcomes: At the end of the Course, the Student will be able to:

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	3	2	3
CO2	2	1	3	3	3
CO3	3	1	3	2	3
CO4	3	1	3	3	3
CO5	2	3	3	3	3

CO1	Identify the relevance of the CSR policy of the company.
CO2	Interpret the CSR's short-term, mid- term and long-term strategy.
CO3	Analyze when, how and where the CSR programmes can be carried out.
CO4	Apply the theoretical knowledge in practice in the CSR wing.
CO5	Evaluate the CSR programmes.

Mapping of Course Outcomes to Program Outcomes:

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	3	3	3	3	3	3	3	3	3	3	3
CO 2	3	3	3	3	3	3	3	3	3	3	3	3
CO 3	3	3	3	3	3	3	3	3	3	3	3	3
CO 4	3	3	3	3	3	3	3	3	3	3	3	3
CO 5	3	3	3	3	3	3	3	3	3	3	3	3

During the winter period the students are placed at CSR Department or wing at across industries like manufacturing, Service Industries, IT and ITES industries to get hand on experience in corporate Social Responsibility for the period of 4 to 5 weeks (Total of 26 to 28 Sessions). The students have to send the reports regularly on Every Monday before 10am and attend the Internship Conference regularly, 2 credits are given for the successful completion of Internship.

REFERENCE BOOKS: Open Elective**Course Title: Non-Government Organizations Management**

Course Code : 2233315	Credits: 03
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

Learning Objectives:

- Student is able to understand the functioning of the NGOs, Enhances skills and techniques in Project proposal, Evaluation and resource mobilization.
- Develops the ability to form and manage NGO.
- Acquires the knowledge on NGO functions, develops observation skill and understands Disadvantage group in the Society.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Understand the functioning of the NGOs.
CO2	Enhances skills and techniques in Project proposal, Evaluation and resource mobilization.
CO3	Develops the ability to form and manage NGO
CO4	Acquires the knowledge on NGO functions.
CO5	Develops observation skill and understands Disadvantage group in the Society.

Mapping of Course Outcomes to Program Outcomes:

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	2	2	2	2	2	2	2	2	1	2	3
CO 2	3	1	2	2	2	3	2	3	3	3	3	3
CO 3	3	3	3	3	3	3	3	3	3	3	3	3
CO 4	3	2	2	2	3	3	3	3	3	3	3	3
CO 5	3	3	3	3	3	3	3	3	3	3	3	3

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	1	3	2	2
CO2	2	3	2	2	1
CO3	2	3	2	1	3
CO4	2	2	3	1	2
CO5	2	1	3	2	3

Sl. No	CONTENTS OF MODULE	Hrs	Cos
1	NGO-An Introduction Concept: Charity. Volunteerism, Welfare and NGO. Historical perspective of Volunteerism in India, Types of NGOs, Functions of NGOs Capacity Building in NGOs, Communication dynamics in an organisation. NGO Governance-Governance Concept, Challenges, Perspectives and Ethical Concerns	10	CO1
2	Legal Procedures of Establishment of NGOs: Overview of Societies Registration Act, Indian Companies Act (related sections to NGOs) Charitable Endowment Act, Foreign Contribution Regulations Act. Central Social Welfare Board, State Social Welfare Advisory Board	10	CO2
3	Project Management in NGO: Meaning, Project Matrix. Project Cycle Management, Identification and formulation of detailed Reports, Monitoring and Evaluation, Tools of Rural Appraisal, Project Budget, Fund requirement and Types of Funds	10	CO3
4	Practical Orientation of NGOs: Orientations on welfare setting and Visit to the NGO	7	CO4
5	Perspectives over Marginal Communities: Women, Children, Youth, LGBTQ, Scheduled Caste and Scheduled Tribes. Visit to the NGO	8	CO5

REFERENCE BOOKS:

1. Nabhi Board of Editors. (2019). *Formation and Management of a society*. Nabhi Publications 2019
2. Ohri. S. (2019). *I am NGO: Identifying 7.7 billion NGO's*. Chennai. Notion Press
3. Rahman, M., & Stough, R. R. (2017). *NGO Management, Concept and Cases – A South Asian Perspective: Evolution of Effectiveness*. USA. Createspace Independent Publications.
4. Shah, I. (2017). *A Practical guide to NGO and Project Management*. Independently Publishing.
5. Srivasthav, S. (2018). *A practical approach to NGO Management*. USA. Createspace Independent Publications.
6. Virendra, C. V & Pamecha. K. (2018). *How to start, Promote and Manage NGO and NPO*. Madhya Pradesh. XcessInfostore Pvt Ltd
7. Xavier, S. J. (2019). *Organisation and Management of NGOs: Non-Governmental Organisation*. Educreation Publishing.

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Fourth Semester

Course Title: Strategic Human Resource Management

Course Code : 2233417	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

Learning Objectives:

- To acquire a basic knowledge of the fundamental concepts in Strategic Management to get acquainted with strategy formulation and competitive analysis, tools and techniques of Strategic Human Resource Management
- To learn the contribution of Strategic Human Resource Management to Organizational growth to learn the link between HR functions and the Corporate Strategies.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Develop an understanding of the concept of strategic management and its relevance in organizations.
CO2	Describe the trends in the labor force composition and their impact on human resource management practice.
CO3	Analyze the strategic plan for the human resources needed to meet organizational goals and objectives.
CO4	Analyze the strategies required to identify the Human Resource Management challenges facing multinational corporations, including staffing, training & development, performance management, and compensation.
CO5	Exhibit a global mindset and sensitivity to cultural issues in organizations.

Mapping of Course Outcomes to Program Outcomes:

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	2	2	2	2	3	3	3	3	3	2	3
CO 2	3	3	3	3	3	3	3	3	3	3	2	3
CO 3	3	2	2	2	3	3	2	3	3	3	3	3
CO 4	3	2	2	3	3	3	3	3	3	3	3	3
CO 5	3	3	3	3	3	3	2	2	3	3	2	3

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	2	3	3
CO2	3	2	3	3	3
CO3	3	1	2	2	3
CO4	3	1	3	3	3
CO5	3	3	2	3	3

Sl.NO	CONTENTS OF MODULE	Hrs	COs
1	Introduction to Strategic Management: Strategic Management: Concept, Objectives, Components, Importance, Benefits; Evolution of Strategic Management; Approaches to Strategic Management – Strategic Fit - Best Fit, Best Practice, HR Bundles, Indian Systems Model; Strategic Planning Process;	9	CO1
2	Strategic Human Resource Management: Role of HRM in Strategic Management – Traditional Vs. Strategic HRM; Strategic Human Resource Planning – Assessing, Forecasting, Gap Analysis, Developing HR Strategies; Recruitment and Selection Strategies; Outsourcing and Collaboration Strategies; Investment Perspective of HR – Training and Development, Improved Retention, Job Secure Workforce, Non-Traditional Investment Approaches	9	CO2
3	Strategic Planning and Implementation: Implementing HR Policies; Integrating Human Resource Strategies with Corporate Strategies; Core Competencies and Competitive Advantages of Strategic Implementation; Human Resource Strategy Formulation; HR Strategy in Workforce Utilization - Strategic Performance Management, HR Strategy for Training and Development, Retention and Separation.	9	CO3
4	International Human Resource Management and Emerging Trends: E-HRM: Types, E- Employee Profile, E- Recruitment, E- Learning, E- Training, E-Performance Management, HRIS, HR Portals; Alternative HR Systems - Universalistic, Contingency, Configurational, Congruence and Integrated HR Systems, Designing Congruent HR Systems. Managing Global Human Resources - International and Comparative Strategic Human Resource Management, Evaluating HR functions in International Context, Multinational, Global, and Transnational Strategies in HRM; Globally Competent Managers; Expatriation and repatriation management in global HRM – Cross-cultural Training, Global Leadership, Outsourcing.	9	CO4
5	Future of Strategic Human Resource Management: HR Strategy in Workforce Diversity; HR Strategy for Corporations of Tomorrow; Organizational HR in the future: (i) The corporations of tomorrow (ii) Information Age, (iii) Virtual Corporation, (iv) Diversity, and (v) Social Responsibility; Virtual Teams; Flexitime and Telecommuting; HR Scorecard; Employee Engagement Strategies -Talent Management and Retention. Strategic Management of Employee Relations: HRM approach to Employee relations - Change Management; Creating Employee Commitment through the HRM Approach; HRM and Culture	9	CO5

	Management; Employees involvement and participation in decision-making; Negotiating Employee Relations: HRM and Trade Unions.		
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REFERENCE BOOKS:

1. Armstrong, M. (2000), *Strategic Human Resource Management*, London, Kogan Page
2. Azhar Kazmi, *Strategic Management and Business Policy (2008)*, New Delhi, Tata McGraw Hill
3. Boselie, P. (2011). *Strategic Human Resource Management*. New Delhi. Tata McGraw Hill
4. Boxall, P & Purcell, J (2016). *Strategy and Human Resource Management (4 ed)*. London. Palgrave
5. Dessler (2003), *Human Resource Management*. New Delhi. PHI
6. Dowling, P.J., Welch, E. D., & Schuler, R. S. (1998). *International Human Resource Management. Managing People in a Multinational Context (3 ed)*. South-western College Pub.
7. Gomez-Mejia, L.R., Balkin, D.B., Cardy, R. L. (2001), *Managing Human Resources (3 ed)*. New Delhi. PHI
8. Greer, C. R. (2003). *Strategic Human Resource Management*. NJ. Prentice Hall
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10. Miller, A & Dass, G. G. (1996). *Strategic Management*. New Delhi: McGraw – Hill Companies.

Fourth Semester

Course Title: Trends in Human Resource Development

Course Code : 2233418	Credits: 03
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

Learning Objectives:

- To build a knowledge base appropriate to Human Resource development to integrate theoretical understanding with practical application into the field of HRD
- To equip students to develop themselves into a critically reflective and capable HRD Practitioner, or a manager who can facilitate the learning of others.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Apply the basic concepts, principles and functions of Human Resource development.
CO2	Demonstrate a basic understanding of different HR Instruments used in forecasting and planning human resource needs.
CO3	Develop an insight into the recent trends in the field of HR & Technology.
CO4	Prepare and analyse HRD Programme Applications.
CO5	Recognize, outline and illustrate the enduring global contexts of International HRM.

Mapping of Course Outcomes to Program Outcomes:

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	3	3	3	3	2	2	2	2	3	2	3
CO 2	3	2	2	3	3	2	2	3	3	3	2	3
CO 3	3	3	3	3	3	3	2	3	3	3	3	3
CO 4	3	2	3	3	3	3	3	3	3	3	3	3
CO 5	3	2	2	2	3	3	3	3	3	3	3	3

Mapping of CO/PSO

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	2	3	3
CO2	3	2	2	3	3
CO3	3	1	1	3	3
CO4	3	1	1	3	3
CO5	3	2	2	3	3

SL.NO	CONTENTS OF MODULE	Hrs	COs
1	Introduction: Introduction to Human Resource Development: Definitions, Evolution of HRD, Theoretical foundations of HRD, Nature and concept of HRD, scope of HRD, Objectives of HRD, Principles of HRD, functions, approaches to HRD.	9	CO1
2	HRD Department & Functions: Qualities and Functions of HRD managers, HRD Practices in Indian Organizations -Human Resource Development in various sectors-IT, Manufacturing and service sectors, HRD Subsystems, HRD strategy and Action plans.	9	CO2

3	Career Management: Concept of Career and Career Management, Succession Planning, Career Development from Individual and Organisational perspective, Role of HRD function in career planning and development of employees, Potential Appraisal, steps in setting up a Potential Appraisal System.	9	CO3
4	HRD Processes and Instruments: Role Analysis, Performance Management System, Personal Growth Laboratories, Quality Circles and team-based activities. 360 Degree feedback, Effectiveness of 360-degree feedback, Multirater Assessment and Feedback systems (MAFS), Management by Objectives (MBO), Performance Counselling, HRD Managers responsibilities in Performance Counselling.	9	CO4
5	HRD Applications: Coaching and mentoring; Employee counselling; Competency mapping; PCMM, Balanced Score Card, Appreciative inquiry; HRD Audit, The Balanced Score Card Approach, Writing HRD Audit report, HRD Styles and Culture- OCTAPACE Culture, HRD Climate, Steps involved in building up an HRD Climate. Emerging Trends in HRD – Introduction to HR Software: People Soft, Work Day, Introduction to HR Software solution providers: Bamboo HR, Breezy HR, Interface between HR and Technology-HRIS, Basics of HR analytics. need and Types of HRIS. International Human Resource Management (IHRM): Organisational context of IHRM, IHRM and Sustainable Business, Functions of IHRM.	9	CO5

REFERENCE BOOKS:

1. Bernardrin. H, J. (2007). *Human Resource Management- An experiential approach*. New York, Tata Mc Graw Hill
2. Deb, T. (2006). *Human Resource Development - Theory and practice*. New Delhi, Ane books India.
3. Ivancevich, J, M., Konopaske, R., & Matteson, M. (2006). *Organizational Behaviour and Management*. New Delhi, Tata Mc Graw Hill
4. Ivancevich, J. M. (2006). *Human Resource Management (10 ed)*. New Delhi. Tata McGraw Hill publishing company Ltd.
5. Kaplan, R. S., & Norton, D. P. (2005). The balanced scorecard: measures that drive performance. *Harvard business review*, 83(7), 172.
6. Rao, T.V. (2008). *HRD Score Card 2500: Based on HRD audit*. New Delhi. SAGE Response.
7. Stewart, J., McGoldrick, J., & Watson, S. (Eds.). (2001). *Understanding human resource development: a research-based approach*. Psychology Press.
8. Tripathi. P.C. (2010). *Human Resource Development*. New Delhi. Sultan Chand& Sons.

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10. Wilson, J. P. (2005). *Human Resource Development- Learning and training for Individuals and Organisations*. New Delhi, Kogan Page Ltd.

Fourth Semester

Course Title: Organisational Behaviour and Organisational Development

Course Code : 2233419	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : 03	ESE Marks: 50

Learning Objectives

- To help the students build a knowledge base appropriate to personal management and organizational behaviour.
- To enable the students to perceive and develop the attitude required for the successful application of Personal management and organizational behaviour
- To assist them to develop the skills appropriate to the field practices.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Recognize the concept, evolution and Behavioural sciences of Organizational behavior.
CO2	Perceive the dynamics of Organizational Behaviour.
CO3	Analyze human behaviour at work.
CO4	Explain Organizational Development and organizational change.
CO5	Explicate operations research like network analysis, PERT- CPM and Process Mapping.

Mapping of Course Outcomes to Program Outcomes:

CO and PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	3	2	2	2	2	2	2	2	3	3	2	3
CO 2	3	3	3	3	3	3	3	3	3	3	2	3
CO 3	3	2	2	3	3	3	2	3	3	3	2	3
CO 4	3	3	3	3	3	3	3	3	2	3	3	3
CO 5	3	3	3	3	3	3	3	3	3	3	2	3

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	3	2	3
CO2	3	2	3	2	3
CO3	3	2	3	3	2
CO4	3	2	3	3	3
CO5	2	2	1	2	1

SLNO	CONTENTS OF MODULE	Hrs	Cos
1	Organizational behaviours: Evolution, concept, behavioural sciences, Organizational types, conceptual models, types of personality.	9	CO1
2	Dynamics of organizational behaviour: Perception, managerial leadership, types and theories, group dynamics, team building, work groups.	9	CO2
3	Human behaviour at work: Models and theories of motivation; attitude, Job satisfaction, Morale, frustration, conflict and stress management, sources and consequences of stress.	9	CO3
4	Organizational Development: concept, organizational change - Resistance to change, Lewin's change model, organizational design and organizational culture- Determinants of Organizational culture, types, Societal Cultural and Cross-Cultural Dynamics.	9	CO4
5	Operations research- Network analysis, PERT-CPM, Process mapping	9	CO5

REFERENCE BOOKS:

1. Fred, L. (2011). *Organizational behaviour – an evidence-based behaviour (12 ed)*. New York. McGraw-Hill & Irwin.
2. Nair, S. R. (2005). *Organizational behaviour*. Mumbai. Himalaya Publishing House.
3. Newstrom, J. W. (2007). *The dynamics of people and organisations (12 ed)*. London. Tata McGraw Hill.

4. Pinder, C. C. (2014). *Work motivation in organizational behavior*. New York. Psychology Press.
5. Prasad L.M, (2019). *Organisational behavior*. New Delhi. S. Chand & Company
6. Sanghi. S., Robbins, S. P., Judge, T, A. (2009). *Organisational behaviour (13 ed)*. New Delhi. Pearson Education.
7. Sekaran, U. (2004). *Organisational behaviour text & cases*. New Delhi. Tata McGraw Hill Publishing Company Ltd
8. Tripathi. P. C. (2010). *Human Resource Development*. New Delhi. Sultan Chand and Sons.

Semester IV

SOFT SKILLS FOR MANAGERS

Credits 2; Number of Hours/weeks – 2 hrs; Teaching hours - 30 hrs

Course Code:2250410

Objectives

The students will be able to

- Develop the soft skills required for effective management
- Understand the significance of interpersonal skills for effective functioning in teams
- Improve the technical skills for productivity

Unit I

Soft skills vs Hard skills, Basic skills - Learning from experience - Communication, listening, assertiveness, providing constructive feedback - Effective stress management - Building technical competence - Building an effective relationship with superiors and peers

Unit II

Managing key issues in Teams - Conflict Management- Sources, Impacts of Conflict and Conflict Resolution. Problem Solving Approaches, Techniques. Life skills for successful Team Management.

Unit III

Interpersonal skills: Definition; understanding, analysis and response to the needs. Goal Setting Skills: Introduction; relevance of SWOT on goal setting. Career roadmap - competitive work environment and utilizing opportunities.

Unit IV

Time Management Skills: Planning, Scheduling, Prioritizing; multitasking. Negotiation Skills

Unit V

Technical skills - practical orientation on MS Office. Online Platform - use and its importance

References

1. Forsyth, Patrick. (2019). Successful Time Management. London. Kogan Page
2. Habraken, Joe. (2021). Microsoft Office Inside Out (Office 2021 and Microsoft 365). USA. Microsoft Press
3. Levitt, Joel. (2020). Leadership Skills for Maintenance Supervisors and Managers. New York. CRC Press.
4. Proctor, Tony. (2019). Creative problem solving for managers: developing skills for decision making and innovation (5ed). UK. Routledge.
5. SAGE. (2021). Soft Skills for Workplace Success. New Delhi. SAGE Publications.

Fourth Semester

Course Title: Field Work Practicum (Service Sector Block Internship)

Course Code : 2233420	Credits: 04
L: T:P:S : 0:1:15:0	CIA Marks: 50
Exam Hours :-	ESE Marks: 50

Learning Objectives:

- To develop an understanding of the nature and structure of the Organisation.
- To develop an understanding of the Strategic HR functions in the Service Sector.
- To gain practical understanding of the Business functions in the Service Organizations gain insight into the process of policy formulation and implementation

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Demonstrate an understanding of the nature, structure and role of organisations of the service sector.
CO2	Analyse the business operations and functions of organisations of the service sector.
CO3	Identify the strategic HR functions of the service sector.
CO4	Demonstrate knowledge, skills, attitude and values required for working in service sector in the areas of personnel management, labour welfare, industrial relations.
CO5	Undertake projects unique to the service sector.

Mapping of Course Outcomes to Program Outcomes:

CO and PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO 1	3	3	3	3	3	3	3	3	3	3	3	3
CO 2	3	3	3	3	3	3	3	3	3	3	3	3
CO 3	3	3	3	3	3	3	3	3	3	3	3	3
CO 4	3	3	3	3	3	3	3	3	3	3	3	3
CO 5	3	3	3	3	3	3	3	3	3	3	3	3

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	3	3	3
CO2	3	2	3	3	3
CO3	3	2	1	3	3
CO4	3	2	3	3	3
CO5	3	2	2	2	3

During IV semester the students are placed in service sector to learn the functions of HR and understand the Business. The service sector includes IT, ITES, Banks, Hotels, Hospital, dot com etc. The students are placed for a period of 5 weeks in an industry to work along with HR/IR/ER/Training department. On every Wednesday students are expected to report to the College for the submission of Record and field Work Conference.

Assessment Pattern**Internal For 50 Marks****External Viva Voce 25 Marks****Field work Evaluation form filled by the Supervisor at Industry -25 Marks****Total 100 Marks**

REFERENCE BOOKS:

Field Work Manual

Course Title: Research Project

Course Code : 2233421	Credits: 04
L: T:P:S : 4:0:0:0	CIA Marks: 50
Exam Hours : -	ESE Marks: 50

Learning Objectives:

- To develop ability to initiate and conduct research
- To develop research Skills of identifying and selecting a research area and preparing research proposal
- To develop skills of doing literature review and steps of research methodology
- To be familiarized with the process of data analysis and report writing,
- To understand ethical considerations of research.

Course Outcomes: At the end of the Course, the Student will be able to:

CO1	Demonstrate proficiency in writing research proposals on varied areas of social work research.
CO2	Investigate independently in a chosen area of research with a systematic and a scientific approach.
CO3	Review relevant literature and adopt suitable research methods.
CO4	Analyse and interpret data with technical competence through the application of statistical tools.
CO5	Design research reports with relevant findings through tables and diagrammatic presentations, present suggestions for suitable social work interventions.

Mapping of Course Outcomes to Program Outcomes:

CO and PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO 1	3	3	3	3	3	3	3	3	3	3	3	3
CO 2	3	3	3	3	3	3	2	2	3	3	3	3
CO 3	3	3	3	3	3	3	2	2	3	3	3	3
CO 4	3	3	3	3	3	3	2	2	3	3	3	3
CO 5	3	3	3	3	3	3	2	2	3	3	3	3

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	3	1	3	3
CO2	2	3	3	3	3
CO3	1	3	1	2	2
CO4	1	1	1	2	1
CO5	1	2	1	3	1

Each student has to report to the assigned research supervisor by the faculty Coordinator. The students have to get the guidance and carry out the steps in Social Work Research and complete the research project. The bound copy has to be submitted to the faculty coordinator on a specific date given by the department. Viva Voce will be conducted by the external examiner along with faculty guide and Marks are distributed equally with internal and external Examiners.

Internal Evaluation 50 Marks

External Evaluation 50 Marks

Total Marks -100
