# REGULATIONS AND CURRICULUM GOVERNING

# MSW PROGRAM

**(Academic year from which the curriculum is implemented in 2014 and revised in 2018)**

**Name of the Constituent Unit/Centre: Department of Social Work**

**YSAHS Campus, Soorya Infratech, Kayargoli-Mudipu, Mangalore, Karnataka.**

YENEPOYA
(DEEMED TO BE UNIVERSITY)

# NOTIFICATION FROM THE UNIVERSITY

YENEPOYA
UNIVERSITY

Office of the Registrar
University Road,
P.O. Nithyananda Nagar
Deralakatte
Mangalore - 575018
Ph: 0824-2204667/68/69/71
Fax: 0824-2203943

No.YU/REG/ACA/A.Council-13/2013

19.08.2013

**NOTIFICATION**

Sub: Starting of M.S.W. (Medical) Degree Course

Ref: Agenda 13 of the 13th meeting of the Academic Council held on 16.08.2013

*****

The Academic Council at its 13th meeting held on 16.08.2013 and subsequently the Board of Management at its meeting held on 17.08.2013 have approved the proposal to start 2 year M.S.W. (Medical) Degree course under the Faculty of Allied Health & Basic Sciences.

The Regulations & Curriculum for the M.S.W. (Medical) course as drafter by the Expert Committee and recommended by the Faculty of Allied Health and Basic Sciences are approved.

This notification is issued for implementation of the proposed course.

**REGISTRAR**

Copy to:

1. The Dean, Faculty of Allied Health & Basic Sciences
2. The Dean, Faculty of Medicine
3. Controller of Examinations
4. Mr. Mohammed Guthigar, I/c HOD, M.S.W.
5. Medical Superintendent
6. Academic Section

YENEPOYA
(DEEMED TO BE UNIVERSITY)

**Office of the Registrar , Yenepoya (Deemed to be University)**

**NOTIFICATION – 51-ACM/09/2023 dtd. 16.05.2023**

Sub: Revision in the MSW syllabus and regulations

Ref: Resolution of the Academic Council at its 51st meeting held on 16.05.2023 vide agenda -11

******

The Academic Council at its 51st meeting held on 16.05.2023 and subsequently the Board of Management at its 62nd meeting held on 14.06.2023 have resolved to approve the revision in the syllabus and regulations of MSW with effective from the academic year 2023-24.

**REGISTRAR**

mj

To,

Head, department of MSW

Copy to:

1. Controller of Examinations
2. File copy

# CONTENTS


| Sl. No. | Title | Page No. |
|---|---|---|
| | **PART- I** | |
| 1 | Preamble | 7 |
| 2 | Title and Commencement | 8 |
| 3 | Definition of Key Words | 8 |
| 4 | Semester System and Choice-Based Credit System | 9-10 |
| 5 | Eligibility for admission | 10 |
| 6 | Duration of the Program | 10 |
| 6.1 | Maximum period for completion of the Program | 10 |
| 7 | Aim of the Program | 10 |
| 8 | Objectives of the Program | 11 |
| 9 | Outcome of the Program | 11 |
| 9.1 | Program Specific Outcome (PSO) | 12 |
| 10 | Program Structure | 13 |
| | 1) Title of the Program | |
| | 2) Curriculum pattern | |
| | 3) Total Number of Intake | |
| | 4) Admission Period | |
| | 5) Commencement of the Program | |
| 11 | Type of Courses | 13-17 |
| | 1)Core Course (CC) and Elective Course (EC) | 13 |
| | 2)Open Elective Courses | 14 |
| | 3)Assigning Credit Hours per Course | 15 |
| | 4)Assigning Total Credits for a Program | 15 |
| | 5)Semester-wise total courses | 16 |
| | 6)CBCS Program Coding System | 17 |

# CONTENTS


| Sl. No. | Title | Page No. |
|---|---|---|
| 12 | Structure of Syllabus | 17 |
| 13 | Specializations | 18 |
| 14 | Distribution of courses, credits, and scheme of examination | 19-22 |
| 15 | Scheme of Examination and Assessment of a Course | 23 |
| | 15.1.Assessment of Social Work Practicum (Practical) | 24 |
| | 15.2. Assessment of Research Project | 24 |
| | 15.3. Assessment of Internship/ Block placement | 25 |
| 16 | Pattern of Semester-End Examination | 25-26 |
| 17 | Valuation of answer scripts | 26 |
| 18 | Classification of Successful candidates | 26-28 |
| 19 | Carry over provision | 28 |
| 20 | Rejection of Results | 28 |
| 21 | Re-entry after break of the study | 28 |
| | **PART-II** | |
| | **SYLLABUS** (Course Objectives/Course Outcomes/Course Contents | 29-119 |
| | **PART -III ANNEXURES** | |
| | **ANNEXURE-1** | |
| 1) | **Project work/Dissertation** | 121 |
| 2) | **Internship in a designated setting** | |

| | CONTENTS | |
|---|---|---|
| **Sl. No.** | **Title** | **Page No.** |
| 3) | **Social Work Practicum** | |
| | **ANNEXURE-2** | |
| | **Other need based educational activities**<br>1) Orientation Program<br>2) Seminars and Workshops<br>3) Skill Development Workshops<br>4) Research and Extension Projects<br>5) Rural Camp<br>6) Educational Tour<br>7) Student Forum | 123-124 |
| | **ANNEXURE-3** | |
| | **Regulations for the MSW Field work Practicum** | 125-128 |
| | **ANNEXURE-4** | |
| | **Field Work Record Book format** | 129-155 |
| | **Field Work Syllabus** | 155-159 |
| | **ANNEXURE -5** | |
| | **Internal Assessment (Twice in a Semester) Question paper pattern** | 160 |
| | **ANNEXURE -6** | |
| | **Semester End Exam Question paper pattern** | 161 |

# PART-I

# Regulations Governing the Choice Based Credit System (CBCS) for the Two Years Post Graduate Program in Social Work (MSW)

## 1. Preamble

The Master of Social Work (MSW) is a two-year postgraduate professional degree offered by universities worldwide, preparing qualified social work professionals for diverse practice settings. While social work earlier did not require formal training, it has now emerged as a profession demanding specialized education. MSW graduates are eligible for key positions in government departments such as Women and Child Development, Social Welfare, Panchayath Raj, Tribal Development, Human Resources, and Social Justice, as well as roles in healthcare, mental health, public health, education, research, NGOs, and community development. They also find opportunities in national and international organizations, including UN agencies and corporate social responsibility initiatives. Overall, the MSW program develops competent change agents capable of working from grassroots interventions to policy advocacy, contributing to social justice and the empowerment of marginalized communities.

The University Grants Commission, New Delhi, has mandated the implementation of the Choice-Based Credit System (CBCS) across all undergraduate and postgraduate programs to enhance academic quality through innovation in curriculum design, teaching–learning processes, and evaluation systems. CBCS offers a flexible, student-centric learning framework that allows learners to progress at their own pace, choose electives across disciplines, adopt interdisciplinary approaches, and benefit from faculty expertise across departments, while also emphasizing the assessment of analytical and creative skills alongside domain knowledge. In response to globalization and evolving professional demands, Yenepoya (Deemed to be University) has adopted CBCS to strengthen the competencies and employability of social work trainees and ensure wider academic acceptability of its programs. Accordingly, the PG Board of Studies in Social Work has developed a revised syllabus and examination scheme in line with the CBCS regulations of Yenepoya (Deemed to be University), 2018.

## 2. Title and Commencement

- These regulations shall be called “The Regulations Governing the Choice BasedCredit System for the Two Years (four semesters) Post Graduate Degree Program in Social Work.
- The course shall be called ' **Master of Social Work**' leading to '**MSW**' Degree.
- These regulations shall come into force from the academic year 2018-19.
- Revised regulations and syllabi shall come into force from the academic year 2023-24.

## 3. Definitions of Keywords

i. **Academic Year:** Two consecutive (one odd+ one even) semesters constitute oneacademic year.

ii. **Choice-Based Credit System**: CBCS provides choices for students to select fromthe prescribed courses (core, elective or minor, or soft skill courses).

iii. **Course:** Usually referred to as ‘papers’ is a component of a program. The courses shall define learning objectives and learning outcomes. A course shall comprise lectures/tutorials/laboratory work/fieldwork/outreach activities/ project work/vocational training/viva/ seminars/term papers/ assignments/ presentations/self-study etc. or a combination of some of these.

iv. **Credit:** Credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the courses, credits will be assigned on the basis of the number of lectures/tutorial laboratory work and other forms of learning required, to complete the course contents in a 16–20-week schedule: One credit=1 hour of lecture per week/two hours of Laboratory or practical/three hours of clinical rotation, field work practice /posting. All courses need not carry the same credits.

v. **Program:** An educational program leading to the award of a degree, diploma orcertificate.

vi. **Grade Point**: A numerical weight is allotted to each letter grade on a 10-point scale.

vii. **Credit Point**: It is the product of grade points and the number of credits for a course.

viii. **Cumulative Grade Point Average (CGPA**): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places.

ix. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters: O+, O, A+, A,B+, P,F.

x. **Semester Grade Point Average (SGPA):** It is a measure of the performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

xi. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with the SGPA of that semester.

## 4. Semester System and Choice-Based Credit System

Choice-Based Credit System is a flexible system of learning. The distinguishing featuresof CBCS are the following:

- It permits students to learn at their own pace.
- Choose electives from a wide range of elective courses offered by the Institutions/Departments of Yenepoya (Deemed to be University).
- Undergo additional courses and acquire more than the required number of credits.
- Adopt an interdisciplinary and intra-disciplinary approach to learning.
- Make the best use of the available expertise of the faculty across the departments ’ordisciplines.
- Has an inbuilt evaluation system to assess students' analytical and creative skills inaddition to the conventional domain knowledge assessment pattern.

The semester system accelerates the teaching-learning process. The credit-based semester system provides flexibility in designing the curriculum and assigning credits based on the course content and hours of teaching. The choice-based credit system provides a cafeteria- type approach in which the students can take courses of their choice, undergo additional courses and acquire more than the required credit, and adopt an interdisciplinary approach to learning**.**

## 5. Eligibility for admission

- Graduate in any discipline from a recognized University with a minimum of 50% marks in aggregate or passed with a Letter Grade 'P' with 5.0-5-49 CGPA range.
- Candidates will be selected on the basis of written tests, group discussions, and individual counselling. The weightage of marks will be as follows:

i. Written-test -60

ii. Group discussion -20

iii. Individual counselling-20

## 6. Duration of the Program

The duration of the MSW program shall extend over 4 semesters (two academic years) of 16 weeks or more each with a minimum of 90 actual working days of instruction each semester and 2 to 3 weeks of examinations. The successful completion of the post-graduate program would lead to a Master's Degree in Social Work.

## 6.1. Maximum period for completion of the Program

A candidate shall complete the four semesters (two years) of the program within five yearsfrom the date of admission.

## 7. Aim of the Program

It aims to develop professionally competent, ethically grounded, and socially committed social work practitioners with the knowledge, skills, and attitudes required to address complex social issues. The program prepares students as change agents to promote human rights, social justice, and sustainable development through effective social work practice, advocacy, and

social action. It equips learners with competencies in social work methods, NGO management, and research to design, implement, and evaluate need-based interventions, contribute to policy and practice, and strengthen service delivery systems for the empowerment of individuals, groups, and communities.

## 8. Program Objectives

1. To impart quality education and training in social work for developing a cadre of socially concerned, committed, and competent professionals, to work in diversified settings.
2. To prepare students as change agents for the advancement of social, economic, and environmental justice, promote human rights, and engage in social action to eliminateoppressive conditions for all people.
3. To develop competencies among the students to apply Social Work methods as appropriate to their area of specializations.
4. To train social work trainees in the management of NGOs for planning, execution and monitoring social development programs in response to the felt needs of specific clientelein society.
5. To contribute to the social work profession through knowledge building and research activities aimed towards improving social work practice, social policies and programs.

## 9. Program Outcome (PO) **(K=Knowledge, S=Skill, A=Attitude)**

At the end of the program, social work trainees will be able to

**PO 1:** Critically analyze and understand the problems of individuals, groups and communities based on the theoretical understanding of social work and develop need-based interventions to find solutions to these problems. (K, S, A)

**PO 2:** Understand the forms and mechanisms of oppression and discrimination in society and apply strategies of advocacy and social change that advance social and economic justice for vulnerable populations. (K, S, A)

**PO 3:** Practice social work in various settings with an understanding of the existing theories, models, programs and methods of social work. (K, S, A)

**PO 4:** Demonstrate knowledge and skills in the management of social development programsthrough NGOs. (K, S, A)

**PO 5:** Identify gaps in service delivery systems and suggest possible measures to remedy the situation. (K, S, A)

## 9.1. Program Specific Outcome (PSO)

**PSO 1:** Develop theoretical knowledge and skills to practice Case work, Group work,Community organization, and Social work research methods with diverse population.

**PSO 2:** Demonstrate the skills of assessment, planning, implementation, management and evaluation of social work interventions to bring about sustainable development in the lives of the vulnerable population.

**PSO 3:** Develop theoretical knowledge on the policies, programs, regulations and Acts related to Industries, Social welfare, Human resource management, Medical and Mental health settings.

**PSO 4:** Develop knowledge and skills in formation and management of NGOs for thedevelopment of specific target groups in society.

**PSO 5:** Acquire experience and knowledge in empirical research and contributeknowledge to the field of their interests.

## 10. Program Structure

### 1) Title of the Program

The course shall be called 'Master of Social Work' leading to MSW Degree.

### 2) Curriculum pattern

Semester-wise and the Choice Based Credit System (CBCS) pattern has been implemented from 2018 -19 academic years onwards.

### Semesters

The program shall consist of 4 semesters covering 2 academic years. Each academic year shall be divided into 2 semesters and each semester is of 16 weeks duration.

| | |
|---|---|
| Odd Semester 1st& 3rd | August to December |
| Even semester 2nd& 4th | February to June |

### 3) Total number of Intake: 15

### 4) Admission Period: July-August.

### 5) Commencement of the Program: August.

## 11. Type of Courses

### 1) Core Course (CC) and Elective Course (EC)

The program of study will have "Core" and "Elective" Courses. The Core Courses will further consist of "Hard" and "Soft" Core Courses. Hard Core courses will have a maximum of 4 Credits and Soft courses will have 3 credits. Hard Core is a Course that should compulsorily be studied by a candidate whereas there can be a choice between Soft Core courses.

## 2) Open Elective Courses (OEC)

1) Generally, a course that can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study which provides an extended scope or which enables exposure to some other discipline or subject or domain or nurtures the candidate's proficiency skill. A candidate shall have the freedom to choose OE courses during the academic duration of the particular PG program offered by the Yenepoya (Deemed to be University) through the PG Departments or SWAYAM/MOOC external online platforms or a mix of courses offered by Yenepoya (Deemed to be University) and SWAYAM/MOOC as appropriate.

2) A candidate opting for SWAYAM/MOOC courses shall have the freedom to choose the courses of one's own choice and complete such courses before appearing 4$^{th}$Semester end examination.

3)A candidate shall compulsorily submit the pass certificate of each course successfully completed to the Controller of Examinations (COE) of Yenepoya (Deemed to be University) through the proper channel before appearing for the 4$^{th}$ semester-end examination.

4)A candidate opting for Open Elective Courses offered by the Yenepoya (Deemed to be University) through the PG Departments needs to take up these courses generally during the SECOND Semester and **THIRD** Semester of the Program.

5)A candidate shall not take the courses offered by the department in which she/he is enrolled.

6)Registration for the open elective courses offered by the Yenepoya (Deemed to be University) shall be at least one week prior to the commencement of the course with the CBCS Co-Ordinator. The CBCS Unit shall notify the list of courses after being approved by the respective BOS. For SWAYAM/MOOC courses shall be as per the enrolment notification by the respective implementation authorities.

7) Yenepoya (Deemed to be University) shall adopt the regulations of UGC governing SWAYAM/MOOC courses as amended from time to time.

## 3) Assigning Credit Hours per Course

While there is flexibility for the departments in the allocation of credits to various courses offered, the general formula shall be:

- Every Core course shall be restricted to a maximum of 4 credits.
- Projects shall be restricted to a maximum of 25 credits.
- Every Open elective course offered by the Yenepoya (Deemed to be University shall be restricted to a maximum of 3 credits.
- A candidate shall compulsorily complete a minimum of **Two Open Electives** (Total **Six** credits) during the PG program.
- These courses shall be selected either from the **SWAYAM/MOOC** courses notified by the UGC from time to time or from the list of courses offered by the respective PG Departments following the CBCS pattern of the Yenepoya (Deemed to be University).
- Weightage of the credits with respect to **SWAYAM/MOOC** courses shall be **2** or **3** or **4** credits per course as per the course regulations of the implementing authorities. Accordingly, a candidate shall be permitted to take **Two** (2) or **Three** (3) courses with a combination of **3+3**; **4+2** and **2+2+2** credits respectively for a total of **6credits**.
- A candidate who is desirous to add more credits shall be permitted to do so during the academic duration through SWAYAM/MOOC online platform. Extra credits earned by a candidate shall be included in the marks card on submission of the course completion certificate. However, it shall not be considered for awarding the Grade in the PG program.
- The credits assigned to the course are indicated in L: T: P format. For example, for a 4-credit course format could be 4:0:0 or 1:2:1 or 3:1:0 or 0:0:4etc.

## 4) Assigning total credits for a program

The UGC, in its notification No.F.1-1/2015 **(Sec.)** dated 10/4/15 has provided a set of "Model curricula and syllabi for CBCS programs. In conformation with this notification, at YENEPOYA (Deemed to be University), for PG programs with a duration of a 2-year study period or 4 semesters, the total credits assigned shall be a minimum of **90 credits** to a maximum of **110 credits.**

The total credits for the MSW program shall be 94. Of these, Hard Core courses account for 52 credits, including fieldwork practicum and internship, Soft Core courses account for 36 credits, and Open Electives carry a fixed 6 credits.

## 5). Semester-wise total courses

| Semester 1 | Semester 2 | Semester 3 | Semester 4 |
|---|---|---|---|
| **Hard Core**<br>4(including Social Workpracticum) | **Hard Core**<br>3(including SocialWork practicum) | **Specialization-wise Hard Core**<br>2(includingSocial Work practicum) | **Specialization-wise HardCore** 4(including Social Work practicum, Project work & Internship) |
| **Soft Core-**2 | **Soft Core-**2 | **Soft Core-**3 | **Soft Core-**2 |
| | **Open Elective-One** | **Open Elective-**One | |

Social work practicum will be compulsory in all the semesters. The internship is compulsory to complete the course and the total duration is 30 days (including weekly holidays) to be undertaken in any designated settings related to specializations opted by students.

## 6). CBCS Program Coding System

The coding system shall align with the system followed by the Office of theController of Examinations. Presently the following coding pattern is followed.

- The first two letters describe the faculty name (AS), followed by the level of the program (UG-01; PG-02) and two letters represent the program (SW).

- Course code shall have a prefix denoting semester number followed by an alphabet of the respective type of courses such as C = Core, E=Elective, OE=OpenElective

- P=Practical followed by numbers denoting the number of courses taught.

**1stSEM:**1C1, 1C2, 1E1, 1E2, 1P1, 1P2 etc. (AS02SW 1C1, or AS02SW 1P1)

**2ndSEM**:2C1, 2C2, 2E1, 2E2, 2OE1, 2P1, 2P2 etc. (AS02SW 2C1, or AS02SW 2P1)

**3rdSEM**:3C1, 3C2, 3E1, 3E2, 3OE1, 3OE2, 3P1,3P2etc. (AS02SW 3C1, or AS02SW 3P1)

**4thSEM:**4C1, 4C2, 4E1, 4E2, 4P1, 4P2etc. (AS02SW 4C1, or AS02SW 4P1)

## 12. Structure of Syllabus

To ensure uniformity in assigning the credits to a course, a structured and unitized syllabus shall be observed. For PG Programs each course shall have a structured syllabus in the following format:

### a. Syllabus Contents

- Title of the Course-Credits & Total hours
- Course Objectives
- Course outcome
- Units for contents
- References

## 13. Specializations

The following are the specializations students will choose during their admission to the course. The COURSES are common during the first year. COURSES during the second year will be as per the specializations/streams opted by the students.

1. **Medical and Psychiatric Social work (MPSW)**
2. **Human Resource Management (HRM)**

## 14.Distribution of courses, credits, and scheme of examination

### I Semester MSW

| Sl. No | Type | Title of Course | Hrs/W | Credits | Max Marks | | Total Marks |
|---|---|---|---|---|---|---|---|
| | | | | | CIA | SEE | |
| 1 | Hard core | Social Work Profession-History and ideologies | 4 | 4 | 50 | 50 | 100 |
| 2 | Hard core | Social Case Work | 4 | 4 | 50 | 50 | 100 |
| 3 | Hard core | Social Group Work | 4 | 4 | 50 | 50 | 100 |
| 4 | Soft core | Human Growth and Development | 4 | 4 | 50 | 50 | 100 |
| 5 | Soft core | Social Sciences and Health perspectives for social work | 4 | 4 | 50 | 50 | 100 |
| 6 | Hard core | Social Work Practicum-I | 14 | 4 | 50* | 50 | 100 |
| **Total** | | | **34** | **24** | **300** | **300** | **600** |

**CIA**-Internal Assessment, **SEE**– Semester End Examination
**Hrs/W**-Number of hours per week *Viva Voce to be conducted by External Examiner

### II Semester MSW

| Sl. No | Type | Title of Course | Hrs/W | Credits | Max Marks | | Total Marks |
|---|---|---|---|---|---|---|---|
| | | | | | CIA | SEE | |
| 1 | Hard core | Community Organization and SocialAction | 4 | 4 | 50 | 50 | 100 |
| 2 | Hard core | Social Work Research andStatistics | 4 | 4 | 50 | 50 | 100 |
| 3 | Soft core | Organizational Behaviour | 4 | 4 | 50 | 50 | 100 |
| 4 | Soft core | Basics of Counselling | 4 | 4 | 50 | 50 | 100 |
| 5 | Open Elective | Personality Development/ SWAYAM Courses | 3 | 3 | 50 | 50 | 100 |
| 6 | Hard core | Social Work Practicum-II | 14 | 4 | 50* | 50 | 100 |
| **Total** | | | **33** | **22** | **300** | **300** | **600** |

**CIA**-Internal Assessment, **SEE** – Semester End Examination Hrs/**W**-Number of hours per week
*Viva Voce to be conducted by External Examiner

## III Semester MSW

| Sl. No | Type | Title of Course | Hrs/W | Credits | Max Marks | | Total Marks |
|---|---|---|---|---|---|---|---|
| | | | | | CIA | SEE | |
| 1 | **Common course for both Specializations** | | 4 | 4 | 50 | 50 | 100 |
| | Hard core | Management of Non-Governmental Organizations ( NGOs) | | | | | |
| **Specialization- I Medical & Psychiatric Social Work** | | | | | | | |
| 2 | Soft core | Medical Social Work | 4 | 4 | 50 | 50 | 100 |
| 3 | Soft core | Psychiatric Social Work | 4 | 4 | 50 | 50 | 100 |
| 4 | Soft core | Psycho-Social Interventions in Mental Health | 4 | 4 | 50 | 50 | 100 |
| **Specialization – II Human Resource Management** | | | | | | | |
| 2 | Soft core | Human Resource Management & Development | 4 | 4 | 50 | 50 | 100 |
| 3 | Soft core | Management of Industrial Relations | 4 | 4 | 50 | 50 | 100 |
| 4 | Soft core | Management Concepts and Practices | 4 | 4 | 50 | 50 | 100 |
| 5 | Open electives | Human Relations & Communication/SWAYAM course | 3 | 3 | 50 | 50 | 100 |
| 6 | Hard core | Social Work Practicum-III | 14 | 4 | 50* | 50 | 100 |
| **Total** | | | **33** | **23** | **300** | **300** | **600** |

**CIA**-Internal Assessment, **SEE** – Semester End Examination Hrs/**W**-Number of hours per week
*Viva Voce to be conducted by External Examiner

## IV Semester MSW

| Sl. No | Type | Title of Paper | Hrs/W | Credits | Max Marks | | Total Marks |
|---|---|---|---|---|---|---|---|
| | | | | | CIA | SEE | |
| 1 | **Common course for both Specializations** | | 4 | 4 | 50 | 50 | 100 |
| | Hard core | Project Planning & Management | | | | | |
| **Specialization- I Medical & Psychiatric Social Work** | | | | | | | |
| 2 | Soft core | Mental Health Care & Rehabilitation | 4 | 4 | 50 | 50 | 100 |
| 3 | Soft core | Social Work in Public Health | 4 | 4 | 50 | 50 | 100 |
| **Specialization – II Human Resource Management** | | | | | | | |
| 2 | Soft core | Labour Legislations | 4 | 4 | 50 | 50 | 100 |
| 3 | Soft core | Employee Welfare in India | 4 | 4 | 50 | 50 | 100 |
| 4 | Hard core | Social Work Practicum-IV | 14 | 4 | 50 | 50 | 100 |
| 5 | Hard core | Research Project | - | 4 | 50 | 50 | 100 |
| 6 | Hard core | Internship/Block placement | 30 days | 4 | 50* | 50 | 100 |
| **Total** | | | **34** | **24** | **300** | **300** | **600** |

**CIA**-Internal Assessment, **SEE** – Semester End Examination Hrs/**W**-Number of hours per week

*Viva Voce to be conducted by External Examiner

## 12. New CBCS Scheme of Courses – Master of Social Work (MSW)

| Sem | Hard core | | | Soft core | | | Open electives | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | Course | Credits | Total | Course | Credits | Total | Course | Credits | Total | |
| I | 4 | 4 | **16** | 2 | 4 | **8** | - | - | - | **24** |
| II | 3 | 4 | **12** | 2 | 4 | **8** | 1 | 3 | **3** | **23** |
| III | 2 | 4 | **8** | 3 | 4 | **12** | 1 | 3 | **3** | **23** |
| IV | 4 | 4 | **16** | 2 | 4 | **8** | - | - | - | **24** |
| **Total** | | | **52** | | | **36** | | | **6** | **94** |
| | | | **55.31%** | | | **38.29%** | | | **6.4%** | **100%** |

## 13.Attendance

i. Each course (theory, practical, clinical, etc.) shall be treated as an independent unit for the purpose of attendance. Candidates having a minimum of 80% attendance in each of the Courses can only qualify to appear for the Semester End Examination. Candidates shall be required to repeat that Course by attending the semester.

ii. There shall be no provision for condonation of shortage of attendance.

iii. For **SWAYAM/MOOC** it shall be as per the regulations governing the courses of implementing authority.

iv. The HOD/Course Coordinator through the Dean of Faculties shall announce the names of the candidates who will not be eligible to take the Semester End-Examinations (SEE)in the various courses and send a copy of the same to the Controller of Examinations (COE) Office. Registrations of such candidates for those courses shall be treated as canceled.

## 14.Educational process

The educational process uses Credit Based System. Total credits for the course shall be 94 which will be equivalent to 2400 marks. The number of credits for each course will be equal to the number of hours taught for that paper, based on its importance and weightage.

When a student earns the specified number of credits in every semester as given in the respective course structure, he/she is deemed to have completed the requirements of a postgraduate degree.

## 15.Scheme of Examination and Assessment of a Course

i. Evaluation of a course shall be done based on the Continuous Internal Assessment (CIA) model followed by a semester-end university examination (SEE) for each course.

ii. The components of CIA (Continuous Internal Assessment) may include Sessional tests, Seminar /Journal Cub/, Review/Assignment/Micro projects/ Social involvement, and other activities as determined by the Board of Studies in the respective department. The marks for CIA shall be 50% and SEE shall be 50%.

iii. Minimum pass marks for CIA shall be 50% and minimum marks for SEE shall be 50%.

iv. Distribution of Weightage for CIA (Continuous Internal Assessment– Weightage=50)

| Components of CIA | Frequency | Weightage |
|---|---|---|
| 1)Internal tests | 2 | 20 W |
| 2)Assignments: Written | 2 | 10 W |
| 3)Seminar/ Journal paper relevant to the Core | 1 | 10 W |
| 4)Overall Participation | | 10 W |

v. There shall be examinations at the end of each semester ordinarily during December/January for odd semesters and during June/July for even semesters

vi. The SEE duration shall be three hours.

vii. The question paper pattern shall be decided by the Board of Studies (BOS) of the respective Departments.

viii. There shall be a supplementary examination for failed candidates at a specified time of the academic year.

ix. The overall participation marks will be awarded on the basis of : regularity, participation in seminars and workshops both internal and external, completionof tasks in time and active involvement in the learning process.

## 15.1 Assessment of Social Work Practicum (Practical)

The maximum number of credits for a Social Work Practicum shall be 4. Total Social Work Practicum hours per week shall be 14. Therefore, total hours for field work and student's conference shall be 240 hours. The student shall complete 30 days of fieldwork per semester. The performance of the students in the Social Work Practicum shall be assessed in two ways- The internal faculty supervisor will assess the student out of 50 marks for fieldwork. The statement of marks of all students shall be submitted by the HOD of the Department to the Controller of Examination of Yenepoya (Deemed to be University) before the commencement of the University Semester End Examination. The viva-voce examination during every semester shall carry 50 marks each and shall be conducted by a team of two examiners (One External and One Internal) upon completion of the theory examination as approved by the Controller of Examination of the University.

## 15.2. Assessment of Research Project

- The research project offers students an opportunity to plan a study, prepare research tools, collect data in the field, analyze the data, and write up the project under the guidance of the faculty.
- Students shall use any methods of research (quantitative & qualitative). A student selects the research topic in the second semester itself in consultation with the faculty in charge and reports the same to the head of the institution in writing. The tools of data collection should be finalized and data collection shall be completed after getting University Ethics Committee Approval. Data collection, analysis, interpretation, and report writing can be spread in the third and fourth semesters.
- Two bound copies of the research project duly signed by the Research Guide and certified by the Head of the Institution/ Chairman of the Department should be submitted to the Controller of Examination at least one month before the last working day of the IV semester.
- The maximum credit for the project work shall be 4(equal to 100 marks). Of the total marks 30 marks will be awarded by the respective Internal Faculty Guide of the Social

Work Department, 40 marks by the External Examiners based on an independent evaluation of the dissertation, and 30 marks viva-voce conducted after the Semester End Examination. Ordinarily, the viva voce will be conducted by a panel constituted by the Controller of Examination with an External and an Internal Examiner.

## 15.3. Assessment of Internship/ Block placement

The internship/block placement in the fourth semester carries 4 credits (100 marks) and is awarded upon successful completion in a designated setting. Assessment is based on the attendance certificate, daily logbook, evaluation report, completion certificate, and a consolidated internship report outlining objectives. Marks are equally divided, with 50 awarded by the Agency Supervisor as per prescribed criteria and 50 by the Faculty Supervisor based on internship records and an individual viva. The Head of the Department, in consultation with faculty supervisors, awards the credits and marks and submits the statement to the Controller of Examinations as a prerequisite for the declaration of results.

## 16. Pattern of Semester-End Examination

The question paper for the University Semester End Examination is three hours in duration. It will consist of three parts i.e., Long essays, Short essays, and Short answers. The questions from all three parts should be answered by selecting questions as shown in the table given below:

| Pattern and Choices | Marks | Total marks |
|---|---|---|
| **Part I –Long essays**<br>Total two questions of which answer any **ONE** | 15 | 15 |
| **Part II- Short essays**<br>Total three questions of which answer any **TWO** | 10 | 20 |
| **Part III- Short answers**<br>Total FIVE questions of which answer any **THREE** | 05 | 15 |
| **Total Marks** | | **50** |

## 17. Valuation of Answer scripts

- Each theory examination shall be evaluated by one internal and one external examiner. There shall be a third evaluation if the difference is more than 15%.
- Viva-voce conducted for social work practicum shall be conducted at the end of every semester immediately after SEE jointly conducted and evaluated by one internal examiner from the Department recommended by the HOD and one external examiner.

Furthermore, any matter related to conducting of examination, valuation, and announcement of results shall be as per the rules of Yenepoya (Deemed to be University).

## 18. Classification of Successful Candidates-Grading

The results of successful candidates at the end of each semester shall be declared in terms of Grade Point Average (GPA) and Alpha-Sign Grade. The results at the end of the fourth semester shall be classified on the basis of the Cumulative Grade Point Average (CGPA) obtained in all the four semesters and the corresponding overall alpha sign grade.

## 18.1 Letter Grades and Grade Points

| Letter Grade | Grade Point | Range of marks |
|---|---|---|
| O+(Outstanding) | 10 | 90-100 |
| O(Excellent) | 9 | 80-89.99 |
| A+(Very Good) | 8 | 70-79.99 |
| A(Good) | 7 | 60-69.99 |
| B+(Average) | 6 | 55-59.99 |
| P(Pass) | 5 | 50-54.99 |
| F(Fail) | <5 | Less than50 |

## 18.2 Cumulative Grade Point Average (CGPA)

The results at the end of the fourth semester shall be classified on the basis of the Cumulative Grade Point Average (CGPA) obtained in all four semesters and the corresponding overall letter grade. The letter grade as described below shall be adopted.

| CGPA Range | Letter Grade |
|---|---|
| 9.0-10.0 | O+(Outstanding) |
| 8.0–8.99 | O(Excellent) |
| 7.0- 7.99 | A+(Very Good) |
| 6.0- 6.99 | A(Good) |
| 5.5- 5.99 | B+(Average) |
| 5.0–5.49 | P(pass) |
| <5.0 | F(Fail) |

## 18.3 Minimum for a pass

- A candidate shall be declared to have passed the PG program if he/she secures at least a CGPA of 5.0 (Course Alpha-Sign Grade P) in the aggregate of both internal assessment and semester-end examination marks.
- The candidates who pass all the semester examinations in the first attempt in two years are eligible for ranks provided they secure at least a CGPA of 8.0 (at least Alpha- Sign Grade O).

- The results of the candidates who have passed the fourth-semester examination but have not passed the lower semester examinations shall be declared as NCL (Not Completed Lower Semester examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.
- A candidate who passes the semester examinations in parts is eligible for only CGPA and Alpha-Sign Grade but not for ranking.
- There shall be no minimum in respect of internal assessment and viva-voce marks.
- A candidate who fails in any of the project work/ project report/dissertation shall reappear for the same and pass the examination subsequently within the nearest semester-end examination schedule.

## 19. Carry over provision

Carry-over shall be allowed to the candidates for all the semesters.

## 20. Rejection of Results

A candidate who fails in one or more papers of a semester may be permitted to reject the results of the entire semester examination, as paper-wise rejection is not allowed. Such candidates must reappear for all papers of that semester in the next scheduled examination, and the option of rejection can be exercised only once per semester and cannot be withdrawn. An application for rejection, along with the prescribed fee and the original statement of marks, must be submitted to the Controller of Examinations through the department/college within 15 days of the announcement of results. Candidates who reject results are eligible for class declaration but not for ranking.

## 21. Re-Entry after breaking of the study

i) Candidates admitted to a program abstaining for more than 3 monthsmust be re-admission into the appropriate semester.

ii) The candidate shall follow the syllabus in vogue (currently approved/isbeing followed) for the program

iii) All re-admissions of candidates are subject to the approval of the Vice-Chancellor.

# PART-II

## SYLLABUS
## (Course Objectives/Course Outcomes/Course Contents

## FIRST-YEAR

## SEMESTER I

| COURSE: SOCIAL WORK PROFESSION: HISTORY AND IDEOLOGIES | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-1C1 | 60 | 4 | 100(50+50) |

## Course Objectives

1. To help students understand the concepts, features and principles of Social Work.
2. To acquire knowledge about the historical development of social welfare and social work in England, USA and India.
3. To expose students to some ideologies concerning human equity and their significance for social work.
4. To help students understand different approaches, methods and fields of social work.
5. To enable students to appreciate Social Work as a profession and to recognize theneed and importance of Social Work Education, Training, and Practice.

## Course Outcomes

At the end of the course, students will be able to

1. Understand the concepts and basic characteristics of the social work profession.
2. Understand the history and evolution of the Social Work Profession both in India and in the West.
3. Differentiate between professional and voluntary Social Work.

4. Demonstrate the knowledge on methods and fields of Social Work
5. Recognize the trends in Social Work practice and identify various roles of social workers.

## Course Content

### UNIT I: Introduction to Social Work — 10 Hours

- Meaning, concept and features of Charity, Social Welfare, Social Service, Social Reform, Social Development, Social Policy, Social legislation and Social Security.
- Social Work: Definitions, Objectives, Philosophy, Principles, Characteristics, Functions, Fields, Methods, and Scope.
- Difference between professional social work and voluntary social work
- Various Social Work Approaches: Welfare, Relief, Development, Clinical, Rights Based approach.

### UNIT II: Evolution of Social Work in Abroad and India — 15 Hours

- Historical development of Charity to Social Work in England and USA- Elizabethan Poor Law-1601, Poor Law Reform: 1834, Charity Organization Society (COS) 1869, Friendly Visitors, Settlement Houses 1886, New York initiated training program 1896, The Beveridge Report 1941.
- Evolution of Social Work from Charity to Professionalism in India- Ancient period, Medieval and Modern period.
- Social Work Education in India.

### UNIT III: Ideologies for Social Change and Development — 15 Hours

- Indian Ideologies of Social Service: Indian Religions and Social Reformers of the 19$^{th}$ and 20$^{th}$ Centuries and their contribution to Social Service.

- Contributions of Ideologies of M.K. Gandhi and B.S. Ambedkar to Social Change in India.
- Introduction to various Ideologies of Social Change and Development: Capitalism, Socialism, Marxism, Liberalism, Social Justice, and Sustainable Development.
- Social/People's Movements in India: Dalit Movement, Chipko Movement, Narmada Bachao Andolan (NBA), National Alliance of People's Movement (NAPM), Consumer Movement.

## UNIT IV: Social Work as a Profession — 10 Hours

- Concept and Characteristics of Social Work Profession.
- Values and Code of Ethics for Social Workers.
- Role and functions of a Professional Social Worker.
- Concept and functions Professional Social Work Associations and Organizations.

## UNIT V: Recent Trends in Social Work Practice — 10 Hours

- Social Inclusion, Globalization, Human Rights, Gender, Civil Society, Good Governance, Corporate Social Responsibility (CSR), Social Entrepreneurship, Disaster Management, Ecology and Environment.
- Social Work Practice in Educational Institutions and Geriatric settings.

## References


- Prakash V. Social work an introduction. Ishika publishing house;2018.
- Reichert E. Social work & Human rights – a foundation for policy & practice. Rawat publications;2003.
- Choudhry, Paul. Introduction to Social Work., Atma Ram and Sons, Delhi;1964.
- Encyclopaedia of Social Work in India and International Government of India;1987.
- Encyclopaedia of Social Work, New Delhi: Publication Division (Social Welfare Ministry).

- Mishra P.D. Fields and Methods of Social Work. Inter-India Publications1994.
- Desai M. Ideologies and Social Work, Historical and Contemporary Analyses. Rawat Publications, Delhi;2006.
- Bhattacharya S. Social Work-An Integrated Approach. Deep & Deep Publications PvtLtd, New Delhi;2006.
- Mishra PD. Social work philosophy & Methods. Inter – India publications; 1944.
- Bhattacharya S. Social work administration & Development. Rawat Publication; 2017.
- Payne M. What is professional social work. 2nd ed. Rawat Publication; 2007.

| COURSE: SOCIAL CASE WORK | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-1C2 | 60 | 4 | 100(50+50) |

## Course Objectives

1. To understand Case Work as a method of social work.
2. To understand the process of working with individuals/families and equip them with Case Work skills.
3. To gain an understanding of the tools and techniques of Social Case Work.
4. To be familiar with different approaches/models of Social Case Work.
5. To develop the ability of the students to utilize Case Work techniques in different settings.

## Course Outcome

At the end of the course, students will be able to

1. Understand Case Work as a method and its contribution to social work practice.
2. Gain familiarity with the Case Work process.
3. Acquire knowledge and skills in the application of various tools and techniques of Social Case Work.
4. Develop knowledge of different approaches/models of Social Case Work
5. Handle case work with individuals with required knowledge and skills.

## Course Content

### UNIT- I: Introduction of Case Work Method 12 Hours

- Social-Case Work: Introduction, helping process: Definition and Objectives; Nature and scope; values and assumptions of SocialCase Work.
- Historical perspectives: History and development of social casework in U.K, USA and India
- Principles in Case Work: Individualization, Purposeful expression of feelings, controlled

emotional involvement, Acceptance, Non-judgmental attitude, Client's self-determination and Confidentiality.

- Basic components of Social Case Work (Perlman's model): Person – client, significant others and collaterals; Problem – need, impaired social functioning; Place – agency, objectives, functions, policies and resources; process – case work intervention.

## UNIT –II: Process of Case Work 10 Hours

- Social Case Work process: Study and Assessment, Psycho-social diagnosis, Treatment/Intervention, Evaluation, Follow up and Termination.
- Social Case work practice in Indian society; Client-Worker Relationship: Definition, use and characteristics, Transference and Counter Transference.
- Case work format and casework presentation based on fieldwork practice.

## UNIT- III Tools, skills, and Techniques of Social Case Work 16 Hours

- Tools: Case Work Interview: Meaning, Phases, and Techniques; Relationship: Meaning, Types, and Characteristics.
- Observation: Meaning, Aspects for Observation, Home visits and collateral contacts.
- Skills: Communication: Definition, Principles, means of communication; Listening; Paraphrasing; responding; Summarizing; Attending; Questioning; Clarifying.
- Recording: Structure/Format; Types – Narrative, Process, Problem-Oriented Record-Keeping (PORK), Role recording and Summary; Uses.
- Social treatment methods: Administration of concrete and practical services, Indirect treatment, and Techniques of Case Work/Direct treatment.
- Modifying Behaviour, Supportive Techniques, Counselling Techniques, and Resource Enhancement; environmentalmodification

## UNIT- IV: Models / Approaches in Social Case Work 10 Hours

- Psychosocial approach
- Problem solving approach
- Functional approach
- Solution focused
- Crisis -intervention.
- Strength-based approach
- Behavior modification

## UNIT- V: Application of Social Case Work 12 Hours

- Problems and Limitations and Role of caseworker in various settings
- Working with children, adolescents, and Family
- Social Case Work in Medical Hospitals-terminally ill, Psychiatric hospitals, and Psycho-social rehabilitation centers.
- Social Case Work in De-addiction centers; Lack of motivation, relapse, and non-co-operation from family
- Working with Elderly and Old age care homes.
- Social Case Work in an Industrial setting.
- Social Case Work in a Community setting

## References


- Hamilton G. Theory and practice of social Case Work. 2nd ed. Rawat publications;2013.
- Perlman. H. Social Case Work: A problem–solving process. Rawat publications; 2011.
- Upadhyaya RK. Social casework – A therapeutic approach. Rawat publications; 2010.
- Misra PD &Misra B. Social work profession in India. New Royal book company; 2015.
- Singha A. Areas of social work. Ishika; 2020.
- Lynch R. Social work practice. Sage; 2014.
- Vajapayee N. encyclopedia of social work methods social work. Yking books; 2019.

- Paul Chowdary. *Introduction to Social Work.* Atma Ram and Sons, Roopa Printers, Shahdara, Delhi; 1979
- Mathew, Grace. *An Introduction of Social Case Work,* TISS, Mumbai, India;1992.
- Robert W, Roberts Robert H. *Theories of Social Casework.* Univ of Chicago Press, Chicago; 2000.
- Sen SK. Social work practices. Book enclave; 2007.
- Guha R. Social work with individuals & groups. Centrum press; 2012.
- Payne M. What is professional social work. 2nd ed. Rawat publication; 2007.
- Peirson J. Understanding social work: History and context. Rawat publication; 2012.

| COURSE : SOCIAL GROUP WORK | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-1C3 | 50 | 4 | 100(50+50) |

## Course objectives

1. To help students to understand the philosophy and process of social group work.
2. To equip the students with skills of working in social group work settings.
3. Apply group work skills for working with diverse groups for enhancing their social functioning.
4. To develop an understanding of the relevance of Group Work and its contributions as a method in providing social work interventions in various settings.
5. Understand the use and application of various methods which can be used in various group settings.

## Course Outcome

At the end of the course, the student will be able to:

1. Understand the concept, definition, objectives, principles, importance, values, and characteristics of Social Group work.
2. Learn the process, factors of group formation, its stages and types of groups related to social group work and group dynamics found in various groups.
3. Develop insights on the historical development of Social Group work in India and abroad.
4. Ability to distinguish between social group activity and social group work.
5. Able to apply the social group work process and techniques in various group settings.
6. Develop the k n o w l e d g e on various models of social group work and able to use multiple media in group work process.

## Course Content

### UNIT- I Introduction to Social Group Work 10 Hours

- Social Group Work: Definition, characteristics, historical development and scope. Difference between social group work and group activity.
- Values and principles of Social Group Work.
- Types of groups found in social group work- Open and closed groups, social treatment groups: remedial groups, socialization groups and therapeutic groups, task groups: committees, teams and councils,and developmental groups: educational, growth-oriented and self-help groups.
- Factors of group formation: Factors of selection of members, factors of goal formation, factors for contract for work, Stages/steps in group development: Forming,norming, storming, performing and adjourning.

### UNIT- II Social Group Work Process 10 Hours

- Social Group work process: Intake phase – pre-group planning, study phase (analysis and assessment for diagnosis), treatment phase, evaluation phase and termination phase.
- Group dynamics: Interactions, bond, sub groups, roles, leadership, isolates, scapegoats, new-comer, conflict, strategies to deal with conflict, decision-making, group control, hostility, and behavior contagion.
- Practical sessions on group dynamics.

### UNIT- III Social Group Work Models, Basic Skills And Recording

**10 Hours**

- Social group work Models: Social goals model, Remedial model, Reciprocal model, Developmental models, Intake model. Problem solving model and psycho-therapy model, Mutual aid or self help model.
- Basic skills of social group work: Skill in establishing purposeful relationships, skill in analyzing the group situation, skill in participation in groups, skills for facilitating group processes, skills in organizing programme, skills in programme development, skills of

Information gathering , assessment skills, action skills, skill in dealing with the group's feelings, skill in building group cohesion, communication skills, empathetic listening skills, confrontation skills, skills of conflict resolution, critical skills, leadership skills, skills in using agency and community resources and skills in evaluation.

- Recording: Importance, Principles of recording, Contents of group work records- introduction to detailed format of recording, Types of recording-process recording, summary recording, diagnostic summary, problem oriented recording, goal-oriented recording**.**

## UNIT –IV Application and process of Group Work in various settings:

**12 hours**

- Groups work with children.
- Group work with the Elderly.
- Group work with Physically ill.
- Groups in the Rehabilitation setting
- Group work among the victims of Substance abuse.

## UNIT- V Use of programme media in group work 8 Hours

- Programme media –Meaning and importance in social group work .
- Use of various programme media in social group work–games as, various type of group discussions, use of socio-drama: mime, uppet play , role play, Use of singing, music, art, craft.

## References:


- Bhattacharya S. Social Work, an Integrated Approach, Delhi: Deep and Deep
- Publications Pvt. Ltd. 2003
- David Capuzzi, Douglas R. Gross, and Mark D. Stauffer. Introduction to Group Work-(5th Edition Rawat Publications, Jaipur. India. 2009.
- Garvin, Gutierrez, and Galinsky,Hand Book of Social Work with Groups, New Delhi:Rawat Publications.2007.

- Siddique H. Y. Group Work. Theories and Practice, Jaipur: Rawat Publications.2008.
- Singh K. K., and Singh R. S.2010. Encyclopedia of Social Work in Twenty First Century, Delhi: ABD publications.
- Konopka G. Social Group Work a helping process. Prentice, London. . 1963.
- Prakash V. Social work an introduction. Ishika publishing house,2018.
- Peirson J. Understanding social work : History and context. Rawat publication, 2012.
- Lindsay T. Social work interventions. 2nd ed. Sage Publications India Pvt Ltd,2009.
- Corey MC, Corey G & Corey C. Group work process & practice. 9th ed. Cengage learning, 2018.
- Misra PD. Social work philosophy & Methods. Inter – India publications, 1994.
- Lorey G. Theory & Practice of group counselling. Cengage learning, 2018.
- Trevithick P. Social work skills – A practice handbook. 2nd ed. Rawat publication,2009.
- Pradeep M.D. Social group work . Hand book on theory and practice. Notion Press. (2021)
- Guha Ratna. Social Work with Individuals and Groups. Centrum Press, New Delhi. 2012.
- Misra P.D, Bina. Social Group Work – Theory and Practice. New Royal Book Co., Lucknow.2010
- Northern, Helen & Kurland, Roselle. Social Work with groups. Columbia University Press, New York and London.2001
- Roberts W Roberts and Helen Northen ed. Theories of Social Work with groups. Columbia University Press, New York. 1976

# COURSE: HUMAN GROWTH AND DEVELOPMENT

| Course Code | Total Hours | Total Credits | Total Marks (CIA+SEE) |
|---|---|---|---|
| AS02SW-1C4 | 54 | 4 | 100(50+50) |

## Course Objectives

1. To gain an understanding of human growth and development aspects.
2. To understand the interactional nature of growth and behaviour at various stages in the life span.
3. To understand the different concepts of psychology for social work practice.
4. To understand the concept of stress and coping mechanisms.
5. To develop knowledge of the theoretical approaches to human development.

## Course Outcome

At the end of the course, the student will be able to

1. Gain knowledge of human growth development and behaviour in different stages in life span.
2. Knowledge of different concepts of Psychology while practising social work.
3. Understand the concept of stress and coping mechanisms.
4. Acquire knowledge regarding the theoretical approaches to human development and personality

## Course Content

## UNIT – I Introduction to Human Growth, Development and Psychology

**8 Hours**

- Introduction and Meaning of Growth and Development: principles of human development, Domains of human growth and development.
- Introduction to Psychology: Nature and Scope of Psychology, Fields of Psychology
- Relevance of studying human behaviour for social workers

- Basic human needs, Determinants of human behaviour – heredity and environment

## UNIT – II Stages of Development 10 Hours

- Developmental stages – Elizabeth Hurlock
- Psycho-Social development stages – Erickson
- Physical, Emotional, Cognitive and Social aspects of the following developmental stages with special reference to Indian Conditions: Pregnancy, Infancy, Babyhood, Early Childhood, Late Childhood, Issues related to Puberty and Adolescence, Early Adulthood, Late Adulthood, Middle Age, Old Age. Emphasis on the hazards of different stages at individual and societal levels.

## UNIT – III : Concepts of Psychology 14 Hours

- Sensation, Perceptions, Attitude, Memory, Learning, Motivation, Thought and Language. Concept of IQ, Levels of Intelligence, Factors affecting Intellectual Development
- Problems associated with Low I Q , Reaction of the parents , Role of a Social worker
- Emotions -Definition, characteristics of emotions and Effects of emotions on behaviour
- Emotional quotient – meaning and components and methods of improving Emotional Quotient

## UNIT – IV : Stress and Coping 12 Hours

- Stress: Meaning, Characteristics, Causes and effects of Stress, Types, stress, and Health.
- Coping: Categories/groupings among coping responses; coping processes and Common maladaptive coping strategies; Relaxation exercises for coping; Coping with social support.
- Concept of adjustment and maladjustment; Normality and Abnormality; Mechanism – Task-oriented and defense-oriented mechanisms.
- Positive Psychology; History and Concept; PERMA model of positive Psychology

## UNIT – V: Theoretical Approaches for Human Development 10 Hrs

- Basic human needs and Maslow's theory of needs.
- Freudian approach to understanding human behaviour-psychoanalytical approach.
- Learning theories – Bandura, Pavlov and Skinner
- Concept of personality, Personality Theories-Mc Crae and Costa's Big 5 personality theory and Mayer Friedman and Ray Roseman's Type A/B personality theory

## References


- Hurlock BE. Developmental Psychology. 5th ed. Tata McGraw-Hill publishing co.1981
- obinson III & McCormick. Concepts in health & wellness. Delmar Cengage Learning, 2011.
- Manjula M, Herbert H, Singhal M &Sharma M. Stress management manual for college students & parents. Department of clinical psychology.
- Department of pre- University education. Psychology test book. Shree Venkateshwara enterprise, 2013.
- Zastrow C & Ashman KKK. Understanding human behaviour, and the social environment. 5th ed. Thomas learning, 2001.
- A Short textbook of Psychiatry, Himalaya Publishing House, New Delhi, Ahuja, Niraj., 2005.
- ark. J.E & Park. K, Text Book of Prevention and Social Medicine Bansaridas Bhanot, Jabalpur, 2003.
- Davidoff. L.L. Auckland Introduction to Psychology. McGraw Hill Inc
- Saraswathi T.S, Dutta R *Development Psychology in India.* Sage publications Delhi.

# COURSE: SOCIAL SCIENCE AND HEALTH PERSPECTIVES FOR SOCIAL WORK

| Course Code | Total Hours | Total Credits | Total Marks (CIA+SEE) |
|---|---|---|---|
| AS02SW-1C5 | **54** | 4 | 100(50+50) |

## Course Objectives

1. To understand the relationship between social science and social work.
2. To develop the abilities of students to analyze sociological concepts with social work practice.
3. To understand social and health problems and their impact on social development.
4. To develop a basic understanding of health perspectives and their practice in social work.
5. To enhance basic knowledge of health concepts, healthcare delivery systems, health programmes and schemes

## Course Outcome

At the end of the course, students will be able to

1. Understand the relationship between social work and social sciences subjects.
2. Develop a basic understanding of society, social concepts and health concerns.
3. Develop sensitivity towards social and health-related concerns in society.
4. Develop knowledge of various government schemes and programmes.

## Contents

**UNIT- I Social work and its relationship with other social sciences and basic socialconcepts** **10 Hours**

- Social work and its relationship with other social sciences disciplines: Social work and Sociology, Social work and Psychology, Social work and Economics, Social work and Jurisprudence, Social work and Anthropology, Social work and Political science, and Social Philosophy.
- Society: Definition, characteristics. Community: definition and characteristics. Difference between community and society.
- Type of Indian communities: Tribal, Rural and Urban : features and problems.

**UNIT-II Culture, Socialization, Social Stratification and Social change** **12 Hours**

- Social stratification in India: Forms-Class and Caste and gender: definition, characteristics, present trend and its socio-economic impact on the public.
- Concept of Culture, Civilization, Definition, characteristicsand functions.
- Social control: Definition, characteristics, Types- Formal and Informal. Social conformity and deviance.
- Socialization: Meaning, characteristics, Process of Socialization, Role of agencies of Socialization.
- Social Change: Meaning, Characteristics, and factors of social change.

**UNIT –III Social problems: status, causes and measures to combat the problem** **12 Hours**

- **S**ocial problems- Definition, characteristics, cause.
- Definitions, status, causes and preventive measures to combat social problems: Poverty, Illiteracy, Unemployment, Overpopulation, Malnutrition, Gender discrimination, and Human Trafficking. Problems of Children: Children in conflict with the law, Child abuse, Child labor, Street children.

## UNIT –IV Emerging areas of social concern status, causes and measures to combat the problems 10 Hours

- Contemporary social problems: Youth unrest, problems of geriatric population.
- Family discord- domestic violence, marital separation and divorce.
- Problems related to LGBTQ community.
- Problems of addiction: Substance abuse: Alcohol abuse, drug abuse, smoking and tobacco chewing: symptoms, impact and prevention. Technology addictions: Status, types, symptoms and preventive measures.
- Communal violence: Causes and its impact on society and measures to combat.
- Communicable diseases: Types: Airborne diseases, Vector-borne diseases, and waterborne diseases. Sexually transmitted diseases, Lifestyle diseases.

## UNIT-V Concepts, Health care delivery and National Health programs

**10 Hours**

- Concepts of health, perspectives and dimensions of health.
- Introduction to health care delivery model in India.
- Important National Health Programmes- Objectives, Activities. National immunization programme, National vector borne diseases control programme, National Rural health Mission, Revised National Control Tuberculosis programme, National programme for control of blindness.

## References


- Social work: An integrated approach. Sanjay Battacharya. Deep and Deep Publications – New Delhi
- An Introduction to Sociology, Vidya Bhushan, D R Sachdeva. Kitabmahal- Allahabad
- An Introduction to Sociology, First edition. Roshni Jain, 2012. AITBS publishers- New Delhi
- Sociology for

Nurses, Sixth edition. Krishna Gowda, 2010. CBS Publishers &Distributors Pvt Ltd-New Delhi

- Sociology for Social Workers, P.S Rama Raju, 2015. Book Enclave-Jaipur

K. Park, Preventive and social Medicine, 23rd edition, 2015.M/s Banarsidas Bhanot Jaipur

- Applied Sociology, Satish Mittal, Sushil Kumar Saxena, 2012.Commonwealth publishers- New Delhi
- Rural Sociology, Satish Mittal, Sushil Kumar Saxena, 2012. Commonwealth publishers-New Delhi
- Short text book of preventive & social medicine, second edition. GN Prabhakara, 2010. Jaypee brothers medical publishers (P) ltd
- Social problems in India, third edition. Ram Ahuja, 2014. PremRawat for Rawat Publication.
- Sociology of Health, Mohammed Akram, 2014. PremRawat for Rawat Publication-Jaipur
- Textbook of community health for health inspector, B Sridhar Rao, 2011. AITBS publishers-New Delhi
- Handbook of community medicine, S Pruthvish, 2012. Jaypee brothers medicalpublishers (P) ltd- New Delhi

# COURSE: SOCIAL WORK PRACTICUM-I

| Course Code | Total Hours | Total Credits | Total Marks |
|---|---|---|---|
| AS02SW-1C6 | **210** | 4 | **100**(CIA50+SEE 50) |

## Course Outcome

By the end of the course, the student will be able to

1. Learn the functioning of Gram panchayaths, Anganwadi Centres, SHGs, PHCs, NGOs, CBOs, and other educational, and social institutions
2. Understand various facilities available for people from Government, Social institutions and Voluntary organizations
3. Learn the composition and needs of the community
4. Demonstrate knowledge and skills in conducting casework, group work and community organization
5. Gain first-hand knowledge in undertaking micro level studies and understand issuesaffecting the families
6. Learn knowhow of organizing awareness activities benefiting the participants in the group/community
7. Improve knowledge and skills in planning, implementation, communication, and report writing
8. Practice social work principles, ethical values and roles of social workers

## The Social work trainee is expected to work on the following areas

1. Assist the lesser privileged persons to avail of the various Government Welfare schemes.
2. Working with Children in Schools to enhance their Life skills through group work activities.
3. Working with Women through Self-help groups for enhancing their Psychosocial

functioning.

4. Organize awareness programs on Health, Hygiene, Effective Parenting, Environment Protection, Human Rights, Career Guidance, Addiction, Legal awareness etc
5. Practice of Casework method: Identify the individual needs, Understand the application of principles, tools, and treatment techniques and use of community resources
6. Practice of Group work method: Nature of group (Size, Age, Sex, Goal), Understanding and application of the principles, tools, techniques, Observation of dynamics in the group process and Enabling group participation
7. Practice of Community Organization method: Nature and process of community organization, Applications of principles, tools, techniques and Application of innovative ideas in organizing community towards solving problems.
8. Home visits: Understanding the significance of home visits, Observation of environment (social and physical) and Treatment of client in the family
9. Development as a Professional person: Understanding the role of a helper rather than a doer, Professional responsibility by being regular and punctual and being aware of attitudes and feelings in handling individuals and groups.
10. Recording skills: Recording clearly, consistently and neatly, Maintaining punctuality in submitting the reports, Developing various methods of reporting, Concentrating on reporting of nonverbal communication and including copies of letters and documents
11. Use of Field Instruction: Ability and capacity to seek fieldwork instructions from the agency and faculty supervisors and apply instructions into the field practice

## Settings

- Families
- Schools
- Civil society groups/Interest groups
- Rural/urban Governance bodies
- Health/Community Health Centers
- NGOs/CBOs

## Course requirements

- Study the organizational structure and functions of the agency
- Visit Panchayath/Municipal Corporation and Anganwadi to study the functions and their role in the community
- Interaction with all the Community-Based Organizations to study their involvement in the community
- Study the functioning of existing Voluntary Organizations in the community
- Conduct home visits (25 houses to be visited)
- Prepare a profile of the community and highlight the needs of Individuals, groups and the community at large

## Means of Verification & Assessment

- Time sheet signed by the authorized functionary of the fieldwork agency
- Action plan approved by the Faculty Supervisor
- Daily log
- Weekly Field work report
- Individual and group conference
- Interaction with Fieldwork agency and Observation in the field by the Faculty Supervisor
- Written test and Viva-voce

## Required reading


- Guha Ratna. Field Instruction in Social Work, New Delhi: Centrum Press; 2011.
- Lobo T J. Field Work in Social Work Education, Hennur: ATC Publishers;2017.
- Roy Sanjoy. Fieldwork in Social Work, Jaipur: Rawat Publications;2012.
- Subhedar. IS. Field Work Training in Social Work, Jaipur: Rawat Publications;2016.

# FIRST-YEAR

# II SEMESTER

| COURSE: COMMUNITY ORGANIZATION AND SOCIAL ACTION | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-2C1 | 50 | 4 | 100(50+50) |

## Course Objectives

1. To get a clear understanding of the concepts of community, community organization, community development and social action.
2. To gain a clear understanding of the components and systematic process of community organization.
3. To enable the students on participatory skills in community organization and social action.
4. To provide skills in analyzing community problems and developing micro-operational plans.

## Course Outcome

At the end of the course, students will be able to

1. Develop a clear understanding of community structure, community organization process and components.
2. Gain familiarity with community organization and social action as methods of Social Work.
3. Understand various strategies of social action and their use.
4. Develop micro-operational plans through participatory approaches based on the felt needs of community.

## Contents

### UNIT- I Introduction to community organization and social action concepts

**12 hours**

- Community Organization: Definition, Objectives, Philosophy, Scope of community organization.
- Community Organization as a method of social work, historical development of Community organization.
- Concept of community, community development, community organization and social action. Similarities and differences between Community Organization and Communitydevelopment. Concept of Community Based Organizations (CBOs).
- Social Action and Social movement: Definition, Objectives, Principles and Strategies.

### UNIT- II Process and components of community organization 12 hours

- Process of community organization. Study, Analysis, Assessment, Discussion, Organization of Action, Evaluation, Modification and Continuation.
- Components of Community Organization: Planning, Education, Communication, Community participation, Collective decision-making, leadership development, Resource mobilization, Community action.

### UNIT- III Models of community organization, roles, skills, strategies of community organization practitioner 12 hours

- Models of community organization-Locality Development Model, Social planning model, Social action model, Neighborhood development model, System Change model, Structural change model, Democratic model and Gandhian model, Ambedkar Philosophy, Sarvodaya movement, Soul Alinsky Philosophy, Paulo Freire's Pedagogy of the oppressed.
- Roles: Communicator, enabler, animator, guide, counselor, collaborator,

consultant, innovator, model, motivator, catalyst, advocate, facilitator, enabler, facilitator, guide, researcher, moderator, philosopher, activist.

- Skills: Participatory planning skills, Human Relation, problem analysis, Organizing, Communication, training, net working, resource mobilizations, conflict resolution.

## UNIT -IV Participatory rural appraisal methods and social action strategies and skills of problem analysis, developing micro plans 14 hours

- Participatory Rural Appraisal or Participatory Learning for Action. Concept of PRA and RRA : Definition, Importance, Principles and Methods: Space related methods , time related methods, Relation Methods.
- Strategies of social action: Individual contact, conscientization, collaborative strategy, Non-violent social action methods: protest, demonstrations , advocacy, Public interest litigation, enforcement of social legislation through social action, social movements-various illustrations of social movements.
- Skills of Community Problem Analysis: Identification of problems in the community, prioritizing, root cause and effect analysis and developing objectives and developing a operational plan. Developing plan of action for micro-projects related to community concerns.
- Challenges for community engagement.

## References


- Women's Liberation in India, Social Welfare, Agarwal R.C. January, Vol.20, No.10.
- Community Organization, Arthus Dunham Kant.K . New Delhi; Arnold Publications.
- Community Organizing, Berger & Specht. New York University School of Social Work.
- Elements of Social Psychology, Bhatia H.R : 3rd Revised Edition, Somaiya Publications Pvt. Ltd.Bombay.
- Community Organizing - Theory & Practice, Biklen, Bouglas P, Prentice. New Jersey.
- Brager G. and Specht, H.1969: Community Organization, New York: Columbia University Press.
- Cox M. et al (eds) 1974 : Strategies of Community Organization: A book for readings, Illinois: P .E. Peacock
- Gangrade K. D.1971: Community Organisation in India, Bombay: Popula Prakashan.
- John G. Sommer, 2001: Empowering the oppressed: Grassroots Advocacy Movements in India, Sage : New Delhi
- Kumar Somesh, 2002: Methods for Community Participation: A Complete Guide for Practitioners, New Delhi : Visthar
- Nair. K.S. & Ascroft J. (eds)1994: Participatory Communication: Working For Change and Development, New Delhi: Sage Publications
- Nish Chaudhary 2010.Social welfare and Community Development
- Nuijten M, 2003: Power, Community and the State, Pluto Press
- Patel, Vibhuti, ed, 2009: Discourse on Women and Empowerment, Delhi: The Women Press
- Ross, Murray G. 1967: Community Organization: Theory, Principles and Practice, New York: Harper and Row.
- Siddique, M. & R. Khwaja, 2008: The Acrobatics of Change: Concepts, Techniques and Strengths and Execution, London: Response Books
- Vivek Rampal 2009. Social Work and Community Development

# COURSE: SOCIAL WORK RESEARCH

| Course Code | Total Hours | Total Credits | Total Marks (CIA+SEE) |
|---|---|---|---|
| AS02SW-2C2 | 58 | 4 | 100(50+50) |

## Course Objectives

1. To familiarize students with scientific research and method of social work research.
2. To understand the methodology used in social work research.
3. To develop knowledge and skills appropriate for social work research.
4. To acquire knowledge on documentation, reporting and publication and use of software to analyze the statistical data**.**

## Course Outcome

At the end of the course, students will be able to:

1. Understand the concept of scientific research and social work research as a method
2. Gain knowledge of the process of research approaches, and methodology.
3. Gain familiarity with sampling, data collection, and data analysis skills.
4. Develop an understanding and the application of statistics in social work research.
5. Develop an understanding of documentation and publication in research.

## Course Content

### UNIT- I: Introduction to Research 12 Hours

- Scientific Research: Meaning, Definition, Purpose, Characteristics, concept, and application of Scientific method for the study of social phenomena.
- Social Work Research: Meaning, Objectives, Scope of Research in Social work, Distinction between social research and social work research
- Ethical considerations of Social Work Research, limitations of research.

## UNIT- II: Research Process, Approaches, and Methodology 10 Hours

- Social Research Process: Research question and Objectives, Formulation of a Problem, Formulation of Hypothesis: Meaning, importance, and types.
- Review of Literature Types of Research Design: Exploratory, Descriptive, Experimental, Diagnostic..
- Research Approaches- Qualitative and Quantitative Research methods.

## UNIT- III : Sampling and Data collection 14 Hours

- Sampling: Meaning, Purpose of sampling, Concepts related to sampling –population, universe, sampling frame and sampling unit.
- Types of Sampling: Probability and non- probability sampling, Types of probability and non-probability sampling, Techniques and procedures in sample selection.
- Source of data collection: Primary and Secondary data.
- Tools of data collection: Observation, Questionnaire and interview: Types, construction, advantages and disadvantages. Focus group discussion: Types, construction, advantages and disadvantages.
- Types of tools used in social research; Importance and procedure of tool validation.

## UNIT- IV: Statistics and Statistical Applications 12 Hours

- Definition, Meaning, and Application of Statistics; Use of Statistics for social workers.
- Measures of Central Tendency: Arithmetic Mean, Median, and Mode; Measures of Dispersion: Range, Quartile deviation, Standard deviation, and Coefficient of Variation. Tests of Significance, “t” test, and chi-square test.
- Correlation: Different types and uses, Karl Pearson’s Coefficient of Correlation and Rank Correlation.

## UNIT V : Data Analysis, Computer application and Reporting 10 Hours

- Data Processing: Editing, Coding, Classification, Data entry, and Tabulation.
- Data Analysis: Organizing the data, Graphs, tables, charts, and Tables-Univariate, Bivariate, Trivariate, Multivariate; and Interpretation.
- Planning outline of the report, standard formats for referencing, footnotes and bibliographies, preparing research abstract, and dissemination of research findings.
- Writing up research paper/article: steps and importance.
- Computer Applications: Use and application of computers in Social Work research with special reference to Statistical Package for Social Sciences (SPSS).

## References


- Fortune E & Reid W . Research in social work. 3rd ed. Rawat Publications, 2017.
- Kothari CR & Garg G. Research methodology- method and techniques. 3rd ed. New age international Pvt Ltd,2014
- Rao S & Richard J. Introduction to biostatistics & research methods. 4th ed. Prentice-Hall of India Pvt Ltd,2006.
- Gupta P & Singh N. How to write the thesis &Thesis protocol. A primer on medical, Dental & Nursing Courses. Jaypee brothers medical publisher Pvt Ltd,2014.
- Goyal RC. Research methodology for health professionals- Including proposal, thesis & article writing. Jaypee Brothers medical publisher Pvt Ltd,2013.
- Mustafa A. Research methodology. 3rd ed. ABS publishers India, 2015.

| COURSE : ORGANIZATIONAL BEHAVIOUR | | | |
|---|---|---|---|
| | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| **Course Code**<br>**AS02SW-2C3** | 50 | **4** | 100(50+50) |

## Course Objectives

1. To develop an understanding of the concepts and objectives of organizational behaviour (OB) and various models of OB.
2. To expose the concept of motivation, and its relation to behaviour and performance.
3. To gain knowledge and understanding of various types of organizations and organization theories.
4. To understand the concept of power, leadership, organizational change and how to manage organizational change.

## Course Outcome

At the end of the course, students will be able to:

1. Understand the concepts, elements, and models of organizational behaviour
2. Recognize the importance of personality, motivation, and job satisfaction in an organization
3. Distinguish between various types of organizations
4. Recognize sources of power, leadership styles, and organizational change in an organization

## Course Content

### UNIT- I Introduction to Organizational Behaviour 10 Hours

- Organizational Behaviour–Concept, Objectives, Elements, and Scope
- Organizational Behaviour–Models and approaches; challenges and opportunities

- Theories of Organizational Behaviour
- Organizational types, structure, and functions

## UNIT–II-Individual and Group Behaviour 10 Hours

- Personality–Concept and definition, Development of Personality attributes, Transactional analysis, Johari window
- Motivation–Concept, Definition, Importance, and Objectives
- Theories of Motivation–Maslow's Theory, ERG Theory, Herzberg's Two Factor Theory
- Motivation, performance, job satisfaction
- Stress Management–Definition, causes, types, and management of stress

## UNIT –III Dynamics of Organizational Behaviour 10 Hours

- Organizational culture, climate, and effectiveness
- Conflict–Types of conflict-intrapersonal, interpersonal, organizational–Constructive and destructive conflict–Conflict management
- Groups –Nature and type of groups, dynamics of groups, and importance of team building
- Communication in Organizations–Definition, process, principles, forms, levels and barriers

## UNIT- IV Leadership and Power in an Organization 10 Hours

- Power in the organization– Sources and types of power in organizations
- Authority-meaning, sources, delegation, and decentralization of authority
- Leadership-Characteristics, types, and functions
- Theories of Leadership

## UNIT- V Organizational Change and Management — 10 Hours

- Organizational change– Nature and types
- Factors influencing Organizational change
- Managing Organizational Change-Organizational Development Interventions
- Organizational Development-Concept, benefits, process

## References


- Barad DP.Improving communication skills.ParadisePublishers;2017.
- Manjula M, Herbert H, Singhal M, Sharma M. Stress Management manual for college students & parents. Department of clinical psychology.
- RaiU,Rai SM. Effective communication. Himalaya Publishing house; 2009.
- Chhabra TN. Principles & Practice of Management. 10th ed. Dhanpat Rai &Company Pvt Ltd;2018.
- Malhotra J.Organizationtheory&behaviour.NeerajPublication,Delhi;2008.
- Shejwalkar PC. Principles and Practices of Management,Everest Publishing House,India.
- Stephen Robbins,TimothyAJudge,NeharikaVohra.OrganizationalBehaviour,Pearson India Education Services Pvt.Ltd, UttarPradesh-India;2018.
- Ashwatthapa K. Organizational Behaviour.Himalaya publishing house, Gurgaon,Mumbai;2009.

| COURSE : BASICS OF COUNSELLING | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-2C4 | 60 | 4 | 100(50+50) |

## Course Objectives

1. To understand the concepts and related fields of counselling.
2. To understand the process and gain skills in counselling.
3. To know the ethical considerations to practice counselling.
4. To acquire knowledge of the theoretical approaches of counselling.
5. To gain knowledge and skills in the practice of counselling in different settings.

## Course Outcome

At the end of the course, students will be able to

1. Understand the need and importance of counselling.
2. Acquire knowledge of various techniques and skills of counselling.
3. Develop and practice the professional ethics of counseling
4. Develop abilities to select and integrate therapeutic counseling and working with different clients in different settings.

## Course Content

### UNIT- I: Introduction to counselling 12 Hours

- Introduction to Counselling: Meaning, Definition, Need, scope, Goal and expectations and Importance of Counselling. Elements in counselling: counselee, counsellor, counselling setting.
- Counselling and related fields: Guidance counselling, Social Case Work, Psychotherapy. Counselling is a helping relationship and solution to human problems.

- Evolution and development of Counselling and Pre-requisites of counselling.
- Professional Ethics and legal issues in Counselling: Ethical Principles and practices.

## UNIT- II: Process, Techniques, and Skills in counselling 10 Hours

- Counselling Process: Rapport and relationship building, assessing the problem, goal setting, initiating intervention, evaluation, termination, and follow-up
- Importance of records and goal setting in counselling.
- Qualities of an effective counsellor, training of counsellor and professional issues.
- Counselling interview and its significance, communication in counseling.
- Counselling Skills: Attending skills, responding skills, observing skills, listening skills.

## UNIT –III: Theories and approaches in counselling Practice 14 Hours

- Humanistic Approach: Existential therapy and Client Cantered therapy
- Cognitive Approach: Rational emotive therapy, Transactional Analysis, Psychoanalysis
- Behavioural Approach: Behaviour modification and Techniques, Motivational enhancement therapy, Insight oriented therapy
- Eclectic Approach
- Expressive Therapy: Music, Art, Drama, Horticulture therapy, Social Media therapy

## UNIT- IV: Counselling across the life span 14 Hours

- Types of counseling: Individual, group and family; Similarities and differences between individual and group counseling
- Barriers to effective counseling.
- Child and adolescent counseling: child abuse, school counseling, career counseling
- Marriage and family counseling: geriatric counseling, marital counselling, family counselling.

## UNIT-V: Counselling practice in different settings 10 Hours

- Substance abuse (alcoholics) counselling, counselling the Bereaved (Grief).
- HIV/AIDS counselling, counselling at workplace, counselling the sick, suicide prevention counseling.
- Mental health and rehabilitation counselling.
- Counsellor burn out and self-renewal

## References


- John Antony D, OFM.Cap. Types of counselling; A life span developmental and situational approach. Anugraha publications, Assisi Ashram, Nagercoil;1996
- Mcleod J. Counselling Skill. Rawat publication;2009.
- Crawford K & Walker J. Social work with older people. Learning matters Ltd; 2007
- Kapur M. Counselling children with psychological problems. Pearson.
- Patel V, Aronson & Divan G. A school of counselor casebook. Byword book Pvt Ltd; 2013
- Benokraitis NV. Marriages& Families – changes, choices & constraints. 7th ed. PHI Learning Pvt Ltd; 2012.
- Hough M. Counselling skills & Theory. 4th ed. Hodder education &Hachette UK Company; 2017.
- Alam S. Basics of guidance &counselling. Global vision publishing house; 2008.
- Alan. Basics of counselling and guidance. Wolters Kluwer; 2016.
- Alan. Basics of counselling and guidance. Wolters Kluwer; 2016.
- Lorey G. Theory & Practice of group counselling. Cengage Learning; 2018.

| COURSE (OE): PERSONALITY EVELOPMENT | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-2OE1 | 45 | 3 | 100(50+50) |

## Course Objectives

1. To understand the importance of the personality of an individual and recognize its dynamic role in personal and professional endeavors.
2. To develop knowledge of personality traits and personality development.
3. To empower participants to be better communicators by providing them with relevant inputs and also sharpening their skills.
4. To enhance the holistic development of students and improve their employability skills

## Course Outcome

At the end of the course, students will be able to

1. Understand the significance of personality in personal and professional endeviours.
2. Describe basic personality traits.
3. Define the stages of personality development.
4. Describe methods for changing one's own personality.

## Contents

### UNIT I Introduction to Personality Development 10 Hours

- Personality: The concept, definitions, basics of personality, and significance of personality development.
- Dimensions and Determinants of Personality Development.
- Types of Personalities – Openness, Conscientiousness, Extroversion, Agreeableness, and Neuroticism (OCEAN).
- SWOC analysis: Strength, Weakness, Opportunity and Challenges.

## UNIT II Self-awareness, Attitude and Motivation 10 Hours

- Meaning of self-awareness, components of self-awareness, improving self-awareness, benefits of understanding self.
- Attitude: Concept, Significance, Factors affecting attitudes.
- Positive and Negative attitude: Disadvantages and Ways to develop positive attitude
- Motivation: Concept of motivation, Significance, Levels of motivation, Internal and external motives, Importance of self-motivation, Factors leading to de-motivation.

## UNIT III Self-esteem and Self-image 12 hours

- Self-esteem: Concept and importance
- Low self-esteem Symptoms and consequences, traits of low self-esteem, developing and maintaining positive self-esteem.
- Self-image: Concept, types of images, altering self-images.
- Etiquettes: social and official etiquettes, email etiquettes and telephone etiquettes.

## UNIT IV Leadership development 13 hours

- Leadership: Meaning, types and qualities.
- Decision-making: skills and process, team work-process, time management.
- Conflict Management: concept, types, levels and managing conflicts.
- Stress and stress management
- Employability skills: Facing the Personal Interview, Psychometric Analysis, Mock Interview Sessions.

## References


- Hurlock. EB. Personality Development, 28th Reprint. New Delhi: Tata McGraw Hill.2006
- Stephen P. Robbins and Timothy A. Judge. Organizational Behavior 16th Edition:

Prentice Hall.2014

- Andrews, Sudhir. How to Succeed at Interviews. 21st (rep.) New Delhi.Tata McGraw-Hill 1988.
- Heller, Robert.Effective leadership. Essential Manager series. Dk Publishing, 2002
- Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, 2004.
- Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House. 2005.
- Smith, B . Body Language. Delhi: Rohan Book Company. 2004
- Wallace : Personality Development 1st Edition, Cengage Learning India.2008
- Kundu. Cl. Personality development, Sterling Bangalore.

# COURSE: SOCIAL WORK PRACTICUM -II

| Course Code | Total Hours | Total Credits | Total Marks (CIA+SEE) |
|---|---|---|---|
| AS02SW-2C6 | 210 | 4 | 100(50+50) |

## Course Objectives

1. To understand the administrative structure and functioning of the agency- goals, objectives, approach, program activities, functions, geographical location, staffing pattern, organogram etc.
2. To understand the in-depth application of Social Work methods in dealing with individuals (Case Work), groups (Group Work) and Community (Community Organization).
3. To learn the admission process, treatment methods, daily activity schedule, discharge process, rehabilitation and case file maintenance as applicable in the particular setting.
4. To understand the role of a social worker in the designated setting.
5. To plan and conduct education/awareness programmes as applicable to the agency setting.
6. To practice fieldwork documentation - preparation of action plan, maintaining daily log book, report writing.
7. To utilize the fieldwork supervision and conference as a dynamic teaching and learning process to augment knowledge and develop professional skills in social work.

## Course Outcome

By the end of the course, the student will be able to

1. Gained knowledge and skills in practising social work methods appropriate to each institutional setting.
2. Describe the vision, mission and programmes of the field work institution
3. Demonstrated abilities like leadership, communication, planning, organizing and

conducting micro-level programmes.

4. Gained familiarity with the critical role of the Professional Social Worker in the institution.
5. Developed a professional attitude and behaviour in analyzing and solving a given problem situation.
6. Enhanced knowledge and skills in the documentation of fieldwork experience.
7. Acquire knowledge of research project and basic skills of research.
8. Learn the skills of building linkages with Social and government organizations.

## Activities

- Prepare an action plan for the whole semester.
- Meeting the heads of the organization and interacting with them, discussing with staff. Collect different handbills/brochures and collect information from display boards, refer to the reports, and press reports. Use observation, listening and communication skills. Prepare a profile of the institution - Administrative structure, Departments, Services, Activities, Programs etc.
- Conducting 2 case work per posting
- Plan and conduct group work with a minimum of 7 sessions. Groups can be children, self-help groups, parents, youth, elderly, institutionalized clients etc.
- Conducting psycho-educational sessions (Minimum of 10 and maximum of 20 during the posting)
- Plan and conduct at least one common awareness programme (one per posting)
- Conduct any one community awareness programme- Health, hygiene, effective parenting, environment, protection, human rights, career guidance, addiction, legal awareness, life skills etc.
- Formulate a research proposal on topics pertaining to the filed work setting and conduct a pilot study with quantitative/qualitative design
- Actively participating in regular activities of the Institution as approved by the Chief functionary.
- Submit time sheets to the authorized person in the institution for signature, write fieldwork reports in the fieldwork record book and submit to your faculty supervisor

- Attend fieldwork conferences as scheduled by the faculty supervisor.

## Means of Verification & Assessment

- Action plan approved by the Faculty Supervisor
- Time sheet signed by the authorized functionary of the fieldwork agency
- Daily activity log & Weekly Field work report
- Individual and group conference
- Interaction with Fieldwork agency and Observation in the field by the Faculty Supervisor
- Written test, Self-evaluation and Viva-voce

YENEPOYA
(DEEMED TO BE UNIVERSITY)

# SECOND-YEAR

# III SEMESTER

# SPECIALIZATION-1

# MEDICAL AND PSYCHIATRY SOCIAL WORK

| COURSE : MANAGEMENT OF NON GOVERNMENTAL ORGANIZATIONS (NGOs) | | | |
|---|---|---|---|
| **COURSE ODE**: AS02SW-3C1 | **Total Hours** 54 | **Total Credits** **4** | **Total Marks (CIA+SEE)** 100(50+50) |

## Course Objectives

1. To develop an understanding of the role of NGOs in Social Development.
2. To acquire knowledge of different types of service organizations.
3. To help students to understand the procedures and policies involved in establishing and managing Non-Governmental Organizations.
4. To acquire skills to network and participate in the management of resources-human, materials, and finance.
5. To develop skills to plan, implement and participate in the management of programs.

## Course Outcome

At the end of the course, students will be able to:

1. Describe the features, types and roles of NGOs in social development.
2. Understand the procedures and policies involved in establishing and maintaining Non-Governmental Organizations.
3. Identify the differences of various types of service organizations.
4. Acquire skills in networking and public relations to increase visibility of NGOs.
5. Develop skills to plan, implement and participate in the management of development programs.

## Course Content

### UNIT-I: Introduction to NGOs and their functioning 10 Hours

- Non-Governmental Organization: -Concept, definitions, features, types of NGOs, programs.
- Historical background of NGOs in India- Transformation from charity to empowerment.
- Problems and challenges for NGOs in the present context.

### UNIT –II: NGOs-Formation and Registration procedures 12 Hours

- Stages involved in the establishment of NGOs- Initiation, preparation of Byelaws- Governing board, Committees, Programs and Funding.
- Importance and benefits of registration of NGOs
- Registration procedure of NGOs under the Societies Act, Trust Act, and Company's Act
- Tax exemption procedures for NGOs
- FCRA for NGOs- Requirements and compliance

### UNIT- III: Management of NGOs - Processes and Techniques 12 Hours

- AdministrativeProcess in an Organization- Planning, Organizing, Staffing, Directing, Coordination, Training, Allocation of responsibilities, Monitoring, Budgeting, Reporting.
- Public Relations and Networking in NGOs.
- Designing and planning a project -Processes and strategies.

### UNIT- IV: Financial Resources and its Management 10 Hours

- Financial sources: Sources of finance-private, national and international agencies, types of funds, and methods of fundraising.
- Processes of accounting and auditing in human service organizations, rules regarding investments.

## UNIT-V: Government and corporate Initiatives for NGOs 10 Hours

- Government of India schemes/programs for NGOs- NITI Ayog, Darpan, CSWB (Central Social Welfare Board), CAPART, and program-specific funding sources: De-addiction, Elderly welfare, Women welfare, Child welfare, SC & ST welfare, Empowerment of persons with disabilities, Environment protection.
- Corporate Social Responsibility (CSR) initiatives.

## References


- Sachdeva N. Social Work Administration and Development. ABP Publishers, Delhi; 2018.
- Sachdev D. Social Welfare administration in India. 11th ed. Kitab Mahal Agencies, Allahabad; 2015.
- Bhattacharya S. Social Work Administration and Development. Rawat Publication, Jaipur. 2017.
- Rai U, Rai SM. Effective Communication. Himalaya Publishing house, Bengaluru;2009.
- Iqbal SA. An Introduction to Social Welfare. Sublime Publications; 2003.
- Goel SL. Social Welfare Administration. Deep and Deep Publications; 2010.
- Abraham. A. *Formation and Management of NGOs* (4th ed.). New Delhi, Delhi, India: Universal Law Publication;2015.
- Nabhi Handbook for NGOs. India. Nabhi Publications;2019.
- Suresh. Non-governmental Organizations. Rawat Publication, Bangalore; 2015.

| COURSE : MEDICAL SOCIAL WORK | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-3C2 | 54 | 4 | 100(50+50) |

## Course Objectives

1. To enable the students to develop appropriate values, knowledge, skills and techniques for effective Social Work practice in the medical field.
2. To equip the students with sufficient knowledge of the structure and functions of hospitals and their various departments to practice medical social work.
3. To enable the students to understand the psycho-social problems related to various deceases and the preventive, promotive and rehabilitative role of medical social workers.
4. To provide knowledge on services of various Governmental and Non-Governmental health agencies at national and international levels.
5. To enable the students to undertake social work interventions for patient welfare.

## Course Outcome

At the end of the course, students will be able to

1. Understand the concept, objectives, scope, and historical development of Medical social work.
2. Gain familiarity with the services and functioning of the hospital.
3. Perceive the psycho-social problems of patients with long-term hospitalization and conduct appropriate activities for their welfare.
4. Develop the knowledge of various Governmental non-governmental health agencies and organizations at national and international level.
5. Perform the role of medical social worker in various healthcare settings.

## UNIT-I Introduction to Medical Social Work 12 Hours

- Medical social work: Meaning, Definition, Objectives and Historical development of Medical Social Work in India and abroad. Scope of Medical Social Work.
- Structure of Medical College Hospital and functions of hospital.
- Role of Medical social worker in health setting.
- Role and functions of medical social worker in various departments of hospital: Medicine, OBG, Pediatric, Psychiatry, Orthopedics, Super-specialty and emergency departments.
- Importance of Team work and Multidisciplinary approach in health care
- Long term Hospitalization: Impact on the patients and families.

## UNIT-II Communicable And Non-Communicable Diseases: Incidence, Etiology, Symptoms, Prevention of Major Communicable and Non-Communicable Diseases andRole of Medical Social Worker - 15 Hours

- Emerging and Re-emerging Infectious diseases- ZICA, NIPA, EBOLA, SARS, MERS, COVID19.
- Vaccine-preventable diseases: Diphtheria, Tetanus, Measles, Mumps, Poliomyelitis, Hepatitis, Tuberculosis, Chickenpox.
- Waterborne diseases: Acute Diarrheal diseases, Cholera, Typhoid.
- Vector-borne diseases: Malaria, Dengue, Filariasis, Chikungunya,
- Terminal and Chronic Illness: Diabetes, Cardio-Vascular Disorders, HIV/ AIDS, Cancer, Tuberculosis.
- Role and functions of a medical social worker in the prevention of disease, promotion of health, treatment, and rehabilitation of patients and their families.

## UNIT-III Medical Social Worker's Role and Functions in Specific Medical and HealthCare Settings 12 Hours

- Role of the medical social worker in community settings.
- Role of the medical social worker in OBG (Obstetrics and Gynecology) and Pediatrics setting.
- Medical social work with Institutionalized groups: women, children, senior citizens,differently abled,addicts and mentally ill.
- Role of the medical social worker in Blood Banks, Organ Transplant Centers, Accidents and Trauma Care Centers, Hospice and Palliative Care settings**.**

## UNIT-IV Voluntary Health Agencies–National And International Level

**10 Hours**

- Voluntary Health Agencies in India and International level - World Health Organization( WHO), UNICEF, UNDP, FAO, ILO, World Bank.
- Non - governmental and other Agencies - Ford Foundation, CARE, International Red Cross, Indian Red Cross.

## UNIT-V Preventive, Promotive And Rehabilitative Role : Health Education: Strategies,Content And Approaches 6 Hours

- Preventive, Promotive and Rehabilitative roles of a social worker.
- Health Education, principles, strategies.
- Practice of Health education –Approaches, Materials and Methods and contents of Health Communication.

## References


- D Park K. Textbook of Preventive and Social Medicine. (23rd edition) Banarsidas Bhanot Publishers. 2015.
- Dalal AK & Ray S. Social dimensions of health. Rawat publications, 2007.
- Prabhakara GN. Short textbook of preventive & social medicine. 2nd ed. Jaypee brothers medical publisher Pvt Ltd, 2010.
- Rao S. Textbook of community health inspector. ABS publishers India, 2011.
- Subramanian M. Handbook of community medicine. Jaypee brothers medical publishers private limited,2012.
- Thamilarasan M. Medical sociology. Rawat publication, 2016.
- Akram M. Sociology of health. Rawat publication, 2014

| COURSE : PSYCHIATRIC SOCIAL WORK | | | |
|---|---|---|---|
| **Course Code**: AS02SW-3C3 | **Total Hours** 60 | **Total Credits** 4 | **Total Marks (CIA+SEE)** 100(50+50) |

## Course Objectives

1. To comprehend the concepts and perspectives of psychiatric social work.
2. To gain knowledge about the concept of Mental Health.
3. To develop an understanding of minor and major psychiatric disorders.
4. To be equipped with skills as psychiatric social workers to work with mentally ill.
5. To gain knowledge of the policies about mental health.

## Course Outcome

At the end of the course, students will be able to

1. Understand the various aspects of mental health and psychiatric social work.
2. Develop Knowledge of psychiatric disorders and acquire skills to practice Psychiatric Social Work.
3. Acquire knowledge of community mental health and use of community mental health services.
4. Understand the various provisions available for mentally ill persons

## Contents

### UNIT –I Introduction to Psychiatric Social Work 10 Hours

- Introduction to Psychiatric Social Work; Historical Development of psychiatric Social Work in India.
- Introduction Mental health, Mental illness, Characteristics, causes:
- Need and Scope of Psychiatric social work in India.
- Role and functions of a Psychiatric social worker in a Mental Health setting.
- Challenges in psychiatric social work practice.

.

## UNIT-II Adult Psychopathology 15 Hours

- Introduction to Classification of mental disorders according to ICD – 10
- Signs, Symptoms, Aetiology, and Management of Mental Disorders: Organic mental disorders, psychoactive substance use disorders, Schizophrenia; and Mood disorders. Neurotic, Stress- related, and Somatoform disorders, Personality Disorders, sexual disorders, and sleep disorders. Role of Psychiatric social worker in the above areas.
- Psychiatric assessment: Interviewing, Case History taking: Sources of Intake, Mental Status Examination, and Formulation of Psychosocial Assessment

## UNIT-III Child Psychopathology and Practice of Social Work Methods 13 Hours

- Classification and Symptoms of Childhood disorders (ICD-10): Behavioral and Emotional Disorders in Children: ADHD, Conduct Disorders, Pervasive Developmental Disorders, Eating and Elimination Disorders.
- Learning Disabilities and Mental Retardation.
- The role of Psychiatric Social Worker in the treatment and management of childhood disorders.

## UNIT-IV Community Mental Health and Services 12 Hours

- Community Mental Health: Meaning, Need and importance and role of Psychiatric Social Work.
- School Mental health Programs– Life skills
- Role of Psychiatric Social Worker in special settings:
- Inpatient Psychiatric hospital, Out-patient Psychiatric department.
- Family Psychiatry units
- Neurological Departments
- Women and Mental health
- Psychiatric Social worker's need and importance of working with patients and families: Burden of Care, Treatment Compliance and Relapse prevention.
- Present mental health services in India.

## UNIT-V Legal and Ethical Issues in Mental Health 10 Hours

- Legislations and policies related to Mental Health: National Mental Health Program 1982, Mental Health act 1987 and its amendments in 2017
- Rights and responsibilities of mentally ill persons: Basic rights, legal responsibilities, and civil responsibilities.
- Ethical Issues related to mental health.

## References


- Sekar K, Rajaram P, Shekar R & Mubarak. Women and mental health. National institute of mental health and neuroscience, 2010.
- Shetter M &Kakkunje A. Psychiatry case vignettes. The Indian psychiatric society Karnataka chapter, 2018.
- Nagaraja D & Murthy P. Mental health care & Human rights commission, 2008.
- Lalitha K. Mental health & Psychiatric nursing. CBS publishers & distributer Pvt Ltd, 2013.
- Verandanda MN. Promotion of mental health & wellbeing of adolescents in schools usinglife skills approach. 5th ed. National Institute of mental health &neurosciences, 2008.
- Park K. Parks textbook of preventive &social medicine. 17th ed. Bhanavasidasbhanot publisher, 2002.
- Murthy SR. Manual of mental health. NIMHANS, 2008.
- Coleman, James C. Abnormal psychology and modern life. Tarporevala&sons,Bombay.
- Roberts N. Routledge & Kegan Paul. Mental health and Mental illness. London, 1967.
- Ahuja N. A Short Text Book of Psychiatry. 20th ed. Jaypee Brothers Medical Publishers Ltd. 2011.
- D'Souza, A, Psychiatry in India, Bhalani Book Depot Medical Booksellers, Mumbai. 1975.

| COURSE : PSYCHO – SOCIAL INTERVENTIONS IN MENTAL HEALTH | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-3C4 | 54 | 4 | 100(50+50) |

## Course Objectives

1. To gain an understanding of the need and significance of psychosocial interventions in various mental health care settings.
2. To equip the students with behavioral, cognitive-behavioral, solution-focused, Strengths based, crisis intervention, Trauma care techniques and skills.
3. To enable the students with the knowledge and the skills of working with a variety of clients in mental health care settings.

## Course Outcome

At the end of the course, students will be able to

1. Understand significance of psychosocial interventions in various mental health care settings.
2. Equip with techniques and skills with behavioral, cognitive-behavioral, solution-focused, strengths based, crisis intervention and trauma care.
3. Work with knowledge and the skills with a variety of clients in mental health care setting

## UNIT – I An Overview of Psychosocial Interventions 8 Hours

- Meaning, Need and Scope of Psychosocial Interventions
- Life skills Education: Communication, Problem Solving, Decision Making, Coping with Stress.

## UNIT II- Child and Adolescent Mental Health 12 Hours

- Skills in working with children with developmental, learning, emotional and conduct disorders.
- Behavioral Interventions in Children and Adolescents: Assumptions, Steps and Process of Behaviour Therapy; Types of Behaviour Therapy
- Child Abuse and neglect: Causes; Role of parents and Teachers, Social work interventions, Child line services.

## UNIT III-Interventions in Substance Dependence, Psychiatric Disorders

**12 Hours**

- Substance Dependence: Solution focused and strengths based approaches; Working with spouses and families of substance dependents, Relapse prevention and Rehabilitation: Alcoholics Anonymous and Narcotics Anonymous; Group Therapy in Substance Dependence.

- Social Work Interventions in adult psychiatric populations: Individual Counselling, Psycho education; Group Therapy,, Family Counselling, cognitive-behavioural approaches, Half-way homes, Occupational Therapy and Rehabilitation. Community mental Health Services

## UNIT IV Terminal Illness and Dementia 12 Hours

- Psychosocial interventions in Terminal Illness: cancer, COPD, Chronic Heart Conditions and Renal Diseases; Organ donation and transplant, Palliative Care
- Dementia Care and caregiver support
- Grief and Bereavement: Elizabeth Kubler-Ross's Stages of Grief, Skills and techniques of grief work.

## UNIT V Trauma Counseling, Suicide Prevention and Intervention 10 Hours

- Family Violence, Sexual Assault, Disaster management: Psychosocial Interventions
- Suicide: Risk Assessment, Intervention and Prevention; Role of hotline services.
- Crisis Intervention: Assumptions, Steps, Skills and Techniques

## References


- VMD Namboodiri. Concise Textbook of Psychiatry, Second edition.
- Adamec C. How to live with a mentally ill person. New York: John Wiley & Sons. 1996.
- Anthony WA). Social Rehabilitation: changing society's attitudes towards the physically and mentally disabled. Rehabilitation psychology 1972.
- Anthony P.et al .Community based Alcohol Counselling: a randomized clinical trial. Addiction;2002
- Kolbe &Brodie. Modern Clinical Psychiatry, London: W.B. Saunders Co ;1982.
- Priest, Robert &Woolfson, Gerald :Handbook of Psychiatry. Delhi:CBS. S;1986.

- Sarason, Irwin &Sarason, Barbara Abnormal Psychology, New Delhi : Prentice Hall of India Pvt.Ltd. 1998.
- Slater, Eliot & Roth, Martin :Clinical Psychiatry, New Delhi : All India Traveler Book seller.1998.
- Stafford, David, Clark .Psychiatry for Students, London : George Allen &Unwin Ltd. 1964.
- Verma, Ratna .Psychiatric Social Work in India, New Delhi : Sage Publications;1991.
- Bellack, A. S. (Ed.). Schizophrenia: treatment and care. New York: Grunne& Stratton.1984.

YENEPOYA
(DEEMED TO BE UNIVERSITY)

# SPECIALIZATION-2

# HUMAN RESOURCE MANAGEMENT

| COURSE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-3C2 | 55 | 4 | 100(50+50) |

## Course Objectives

1. To develop an understanding of human resource development concepts, policies and practices in organizations.
2. To develop knowledge and skills in human resources management (HRM) in organizations.
3. To impart knowledge on the role and functions of the HR department.
4. To familiarize with various employee engagement programs conducted in organizations.
5. To sensitize on challenges and changing trends in HRM practices.

## Course Outcome

By the end of the course, the student will be able to

1. Understand various concepts and practices of Human Resource management.
2. Demonstrate knowledge and skills in human resources management
3. Describe and analyze the role and functions of the HR Department in an Organization
4. Recognize the need for an employee's training and development for enhancing work performance.
5. Identify the challenges faced by Human Resource professionals and understand changing trends in HRM practices.

## Contents

### UNIT-I Human Resource Management 10 Hours

- Meaning, Concept, definition, objectives and scope.
- International human resource management- concept, definition and importance.
- New Trends in HRM: Changing environment of HRM and contemporary challenges, Emerging HRM Concepts.
- Human Resource Department and its functions.
- Man power Planning: meaning, definitions, objectives, benefits and process.
- Job analysis: Need, process and methods.
- Job description: Characteristics, contents and steps. Job specification

### UNIT-II Functions of Human Resource Management 12 Hours

- Recruitment: Meaning, objectives, methods, sources and process.
- Selection: Meaning, methods and process.
- Placement: Meaning and process.
- Induction: Meaning and process.
- Promotion: Meaning, objectives, principles and bases.
- Transfer: Meaning, objectives, principles and bases.
- Separation: Retirement (VRS), Superannuation &Resignation.
- Exit interview. Terminal benefits

### UNIT-III Wage and Salary Administration 10 Hours

- Meaning, concept, types (Minimum Fair and Living) and methods (Piece and Time rate) of Wage payments.
- Factors influencing in Wage determination and components of wage.
- Job evaluation programme.-Financial and non-financial incentives.

### UNIT-IV Human Resource Development 10 Hours

- Concept, meaning, definitions.
- Performance appraisal -Meaning, purpose, types, methods and tools.
- Training- Meaning, objectives, types, methods and procedures.

- Management techniques- 5S, Kaizen, Six sigma
- ISO standards- Procedure for certification

**UNIT-V Employees' engagement programme** **13 Hours**

- Employee Engagement: Concept, evolution, need and importance of employee engagement programs.
- Approaches to employee engagement and development-, leadership development, action learning, job enrichment, job enlargement, job rotation, recognition and rewards, personal engagement, shadowing, mentoring, study opportunity, family day, workplace parties, organizing sports, recreation, cultural and service events.
- Employees' motivation and morale building and employees' job satisfaction.

## References


- Ashwathappa. K, Human Resource Management Text and cases. New Delhi:McGraw Hill Education (India) Pvt Ltd;2013.
- Bhatia SK. Case studies in Human Resource Management. New Delhi: Deep and Deep Publications;2013.
- Bhattacharyya Deepak Kumar. Human Resource Management. New Delhi: Excel Books;2012.
- Dash, Babita. Job Satisfaction and Motivation. New Delhi: SSDN Publishers and Distributors; 2013.
- Rao, Subba, Rao. Personnel and Human Resource Management. Mumbai: Himalaya Publishing House;2007.
- Sigh MK, Bhattacharya A Ed. Personnel Management, New Delhi : Discovery Publishing House;1990.

| COURSE : MANAGEMENT OF INDUSTRIAL RELATIONS | | | |
|---|---|---|---|
| **Course Code**: AS02SW-3C3 | **Total Hours** 54 | **Total Credits** 4 | **Total Marks (CIA+SEE)** 100(50+50) |

## Course Objectives

- To develop an understanding about industrial relations and factors influencing on industrial relations in India.
- To familiarize with the role and functioning of trade unions in industries.
- To develop knowledge and skills in managing employee problems and maintaining effective relations with trade organizations.
- To develop knowledge on various industrial unrests and settlement of disputes.

## Course Outcome

By the end of the course, the student will be able to

- Understand concepts and importance of Industrial Relations in India
- Gain familiarity with the role and functions of trade unions.
- Understand the various processes and procedures of handling employee relations.
- Be acquainted with the concepts, principles and issues connected with trade unions, collective bargaining, workers participation, grievance redressal, employee discipline and dispute resolution.

## Contents

### UNIT-I Industrial Relations Perspectives 10 Hours

- Industrial Relations: Concept, Meaning, Objectives and approaches to industrial relations.
- Influence of the emerging socio-economic scenario on industrial relations.
- Roles of employer/management, trade union and government in industrial relations.
- IR at the shop floor, Standing Orders, salient features of Industrial Employment (Standing Orders) Act, 1946.

## UNIT-II Trade Union and the employee 12 Hours

- Structure, characteristics and functions of trade unions.
- Trade Union Security; Theories and problems of trade unions.
- Recognition of trade unions as collective bargaining agents.
- Essentials of Trade Unions Act, 1926.
- Principles of Employee disciplining and Grievance handling.

## UNIT –III Industrial Unrests 12 hours

- Causes and cures of industrial disputes.
- Bipartite and Tripartite machineries.
- Collective Bargaining, Conciliation, Voluntary Arbitration and Adjudication.
- Collective Agreements and settlements.
- Authorities for settlement of industrial disputes and relevant provisions under Industrial Disputes Act, 1947.
- Awards and Writ of Certiorari; Productivity Bargaining and Gains Sharing..

## UNIT –IV Method of Direct Action 10 Hours

- Purpose and relevance to other peaceful methods.
- Strikes, Lock out- concept and elements, types and forms of strike, legal, illegal and unjustifiable strikes and lock outs
- Protections to workmen and prohibitions on the right to strike and lock out.

## UNIT –V Employee Empowerment 10 Hours

- Industrial Democracy, Workers Participation in Management
- Industrial Peace and International Labour Organization
- IR Policy, Additional Recommendations of II National Commission on Labour
- IR and Technological Change.

## References


- Bhatia SK, Chandra S. Strategic Industrial Relation and Labor Welfare. Deep and Deep Publications, New Delhi; 2008.
- Punekar S.D. Labour Welfare, Trade Unionism and Industrial Relations (13th edn.), Bombay: Himalaya Publishing House. Delhi: Himalaya Publishing House; 2003.
- Ramesh C. The Code on Social Security, Notion Press; 2020.
- Vittala Rao K. Labour Reforms and Labour Codes in India, Comparative analysis of the Labour Codes with repealed Legislations, Niruta Publications, Bengaluru;2022.

| COURSE TITLE: MANAGEMENT CONCEPTS AND PRACTICES | | | |
|---|---|---|---|
| **Course Code**: AS02SW-3C4 | **Total Hours** 48 | **Total Credits** 4 | **Total Marks (CIA+SEE)** 100(50+50) |

## Course Objectives

- To gain knowledge and process of management in organizations.
- To equip learners with comprehensive knowledge of Management as a profession
- To stimulate thinking on rationale behind management concepts and problems associated with their enforcement.
- To create an awareness of the role and functioning of management in relation to human factor.
- To impart knowledge on planning and administering for the people centered management in the organizations.

## Course Outcome

By the end of the course, the student will be able to

- Students will learn to recognize, discuss, and demonstrate concepts, techniques, and decision tools available to manage projects.
- Students will learn to effectively lead work groups and teams by creating a shared vision, mobilizing energy around the vision, and managing obstacles to its achievement.
- Students will learn to apply human resource management principles and law to evaluate human resource initiatives and manage an organization's human capital.
- Students will learn to utilize principles of effective negotiation to plan, prepare, and manage negotiations and conflicts.

## UNIT-I Basics of management 12 Hours

- Management concepts, definitions and issues.
- Principles of management
- Role of management in organizational setting- Corporate, Government and NGOs.
- Evolution of Management thought: Early contributions: Taylor and Scientific

Management, Fayol's Administrative Management, Bureaucracy, Human Relations, and Modern Approaches.

## UNIT-II Functions of management- POSDCORB — 12 Hours

- Planning and forecasting- concepts, importance, types and techniques
- Organizing: meaning and importance
- Staffing: meaning and importance
- Decision making- importance and relevance
- Coordinating: meaning, nature, types, techniques and importance.
- Controlling: meaning, steps, types, areas, benefits and essentials of effective controlsystem.
- Recording and reporting: meaning types and importance
- Budgeting- types and implication
- Managerial control- meaning, areas and benefits

## UNIT-III Dimensions of Management — 12 Hours

- Departmentalization – need and applicability
- Staff and line relations – meaning and concept
- MBO – Concept, Objectives and applicability
- Strategic Management
- Innovation management- basic concept, types and process
- Conflict management and prevention of unrest

## UNIT- I V Modern perspectives in Management — 12 Hours

- Work place diversity – Types, challenges, initiatives
- Managing in a Global Environment
- Management information system – Basic concepts and trends
- Modern Concepts of Management – 5S, Kaizan and Six Sigma
- Total Quality Management – Demings 14 points system.
- Material management and inventory control- concept, types and process

## References


- Chhabra.TN. Principles and Practice of Management, Delhi: Dhanpat Rai and Co.2003.
- Chandrani Singh, Aditi Khatri. Principles and Practices of Management andOrganizational Behaviour: Sage Publications India Pvt Ltd.2016.
- Sudha GS. Management concepts and Organizational behaviour: Deepak Parnami.2003.
- George RT. Principles of Management: D.B Taraporevala sons & co. Pvt ltd.1983.
- Aquinas P G. Principles of Management. Anmol Publishing House New Delhi

| COURSE (OE) : HUMAN RELATIONS AND COMMUNICATION | | | |
|---|---|---|---|
| **Course Code**: AS02SW-3OE1 | **Total Hours** 45 | **Total Credits** 3 | **Total Marks (CIA+SEE)** 100(50+50) |

## Course Objectives

1. To understand significance and role of human relations and communication in every sphere of human life.
2. To enhance the knowledge of students on human relations skills
3. To introduce the concepts and various methods of communication.
4. To develop the ability of students in application of various communication media in their professional life.
5. To develop practice based effective skills in personal and organizational communication.
6. To develop abilities of students to analyze the modern-day challenges of communications.

## Course Outcome

By the end of the course, the student will be able to

1. Understand the importance of human relations and communication in every sphere of human life.
2. Explain the important human relations skills.
3. Explain concepts and various methods of communication.
4. Apply various communication media in their professional life.
5. Analyze the modern-day challenges of communications and apply techniques to overcome these challenges.

## Course Contents

### UNIT-I Meaning, process, principles and forms of communication 8 Hours

- Introduction to human relations and communication- Meaning, Concept, definition, objectives, importance and skills of human relations and communication in professional and public life.
- Process of communication: Source or sender, encoding (message creation), channel or medium, decoding, receiver and feedback.

- Principles of Communication and essentials of good communication- the 7 Cs of effectivecommunication.
- Forms of communication: Verbal (oral and written) and non-verbal, visual, formal and informal, telecommunication and internet.

## UNIT II- Barriers of communication and overcoming such barriers 6 Hours

- Barriers of communication: Environmental and Physical Barriers, Semantic Barriers, Cultural Barriers, Psychological Barriers, Perception of Reality.
- Barriers to Effective Communication within an Organization and Procedures for overcoming them: Perceptual barriers, emotional barriers, language barriers, cultural barriers, Physical barriers.
- Overcoming communication Barriers- Eliminating Differences in Perception, Use of Simple Language, Reduction and Elimination of Noise Levels, Active Listening, emotional state, Avoid Information Overload, Provide Constructive Feedback, Proper Media Selection, Flexibility in Meeting the Target, Simple Organizational Structure.

## UNIT-III Levels of communication, Group communication, Organizational communication, mass communication 12 Hours

- Levels of communication- intra personal, inter-personal, group and public communication. Types of communication: Intra personal (communicating with oneself), Extra personal communication (communicating with other species-plants, animals), Interpersonal communication (communication between two human beings), Group communication (small and large groups), Organizational communication: (Communication within organization) and Mass communication
- Interpersonal communication: Personal contacts, home visits, personal letters and messages, discussion between two persons.
- Group communication: Lectures, workshop, conference, meetings, group discussions: panel-discussion, focus group discussions, brainstorming, role play, socio-drama, demonstrations, street theatre. Use of audio-visual methods
- Organizational communication: Communication within organization- formal (horizontal, vertical) and informal (grapevine)
- Mass communication: Communication with large audience- Use of Television, radio,

newspaper, printed material, direct mailing, posters, museums, exhibition, folk methods, and social media.

## UNIT-IV Communication skills 13 Hours

- Active listening: Concept, meaning and process. Benefits of active listening, barriers to active listening, qualities of active listening-empathy, respect, acceptance, congruence, concreteness and undivided attention. Listening skills: paraphrasing and perception checking,
- Effective speaking: Public speaking skills: meaning, principles, different type of speeches, speech preparation and presentation, technique of effective speech. Telephone conversation: basic rules and guidelines to use telephone.
- Effective reading skills: word attack skill, comprehension skill, fluency skill, critical reading skill, writing curricula vitae (CV) and resume.
- Effective writing skills: what is a draft, meaning and objectives of written communication, essential of written communication, preparation of reports-different type of reports. Different type of letters and news reporting, preparation of press release, essaywriting, hand bill, pamphlets, newsletters, drafting agenda, writing resolutions. Email – concepts and basic rules.
- Other skills: Master of Ceremony (MC), skills of conducting meeting- preparation of agenda, parliamentary procedures, drafting meeting and programme reports, resolutions etc.

## UNIT-V Development communication and Information technology 6 Hours

- Development communication- Concepts, significance and features of development communication.
- Information technology and social networking
- Challenges to communication and role of media in the changing society.

## References


- Prasad, P. The Functional Aspects of Communication Skills, Delhi.
- Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
- Games People Play: The Basic Handbook of TA: Eric Berne (1964)

- K Madhukar Interpersonal Skills in Organizations: 3rd Ed., Tata- McGraw Hill, NewDelhi Business communication
- Dinesh Singh ,Communication and Interpersonal skills for social work.
- UrmilaRai and S M Rai, Effective Communication
- Rajendra Pal & J S Korlahalli , Essentials of Business Communication.
- Handbook of Practical Communication Skills-Chrissie Wright
- V K Sharma ,How to Write Impressive Letters for all Occasions.

| COURSE: FIELD WORK PRACTICUM-III | | | |
|---|---|---|---|
| **Course Code**: | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-3C6 | 210 | 4 | 100(50+50) |

## MEDICAL & PSYCHIATRIC SPECIALIZATION

## Course Objectives

1. To prepare the students with the required assessment skills to understand the psycho-social problems of the patient and family with respect to the result of the illness
2. To enable the students to develop appropriate intervention skills necessary for working with the client system.
3. To equip the students to practice the methods of Social Work, particularly, Social Case work and Social Group Work in Hospital setting
4. To qualify the students to function as a member of the Multidisciplinary team with respect to the Medical, Physical and Psychological Treatments
5. To allow the students to develop a Rehabilitation Plan with respect to long-term illness & Disability.
6. To equip the students in health communication techniques.

## Course Outcome

By the end of the course the student will be able to

1. Understand the functioning of a health setting
2. Acquire skills in conducting case work (Medical /Psychiatric)
3. Demonstrate skills of working with patient as well as family in the management of Patient
4. Exhibit counselling skills and therapeutic treatment techniques to study and assess clients with psychological and socio-economic conditions
5. Develop skills of planning and conducting health awareness programmes
6. Demonstrate knowledge on documentation of interventions in health setting

## Activities/Tasks to be carried out

| Sl.No | Tasks |
|---|---|
| 1 | Knowing about the hospital-Its administration structure, vision and mission, various departments |
| 2 | Visiting particular department as per the posting, learning it's functioning, understanding the role of Medical/Psychiatric social worker, interacting with minimum 15 patients per day to know the Medico/Psycho social consequence of the disease/illness. |
| 3 | Involve in the preparation of Medico/Psycho-social assessment of the patient in relation to the consequence of the illness-Practice of Case work Medical-2, Psychiatry-2 |
| 4 | Working with family/care takers to implement intervention strategies. |

| | |
|---|---|
| 5 | Group work per semester –One with minimum 5 sessions (Group Wise) |
| 6 | Organize a need based & setting based Community health/Mental Health programme-As a Group program |
| 7 | Involve in 6 Psycho education/Health education program per semester. |
| 8 | Common Health Awareness Programme -One program per semester |
| 9 | Education/Awareness programme (group)- Minimum 2 per posting |
| 10 | Function as a member of the multidisciplinary team |
| 11 | Visiting to any two educational settings/women self-help -groups and giving awareness on Medical /Mental health programs. |
| 12 | Group activity in Psychiatry ward-All days |
| 13 | Conducting the psycho-education classes for patients and family members-5 psycho education class per semester |
| 14 | • Attending medical camp-At least One<br>• Observation of Important days |

## Skills to be acquired by students

Skills in case history taking, diagnosis skills, psycho-social assessment, in planning interventions, rehabilitation, resource mobilization, organizing, therapy, networking and other relevant skills to the profession. Psycho-social Assessment skills, Skills in Case Recording, skills in planning an intervention, rehabilitation skills, knowledge acquisition skill, resource mobilization, collaborative skills, analytical skills, organizational skills, therapeutic skills, networking, etc…

## Required reading


- Ahuja, Neeraj, (2003). A Short Text Book of Psychiatry, New Delhi: Jaypee Brothers Medical Publishers Ltd
- Hurlock, Elizabeth, (2000). Child Growth and Development, New Delhi: Tata McGraw Hill Publishing Company Ltd
- Kavita, Singh, (2001). Counselling Skills for Managers, New Delhi: PHI Learning Ltd
- Samuel, T., Gladding, (2014). Counselling: A Compressive Profession, South Asia: Dorling Kindersley (India) Pvt. Ltd
- Sreevani, (2018). A guide to Mental Health and Psychiatric Nursing, New Delhi: Jayapee

brothers Medical publishers Ltd.

- Taylor,E., Shelly, (2009). Health Psychology, New Delhi: McGraw Hill Education (India) Pvt. Ltd
- World Health Organisation, (2004). The ICD-10 Classification of Mental and Behavioural Disorders- Clinical descriptions and diagnostic guidelines, Delhi: A.I.T.B.S. Publishers and Distributors

| COURSE: FIELD WORK PRACTICUM-III | | | |
|---|---|---|---|
| **Course Code**: | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-3C6 | 210 | 4 | 100(50+50) |

## HUMAN RESOURCES MANAGEMENT SPECIALIZATION

## Course Outcome

By the end of the course the student will be able to

- Understand the structure and functioning of HR Department.
- Exhibit skills of dealing with human resources for Organizational Development.
- Understand the working conditions and mechanisms of Human Resource Development for employee welfare.
- Develop managerial skills in different functional areas of management with practical focus on HRM.
- Develop interpersonal skills/competence and leadership qualities to work in a group with team building approach.
- Develop sound practical base in various concepts and practices to enable the trainee to develop a broad perspective of the management field.
- Enhance the knowledge on organizational performance, role and responsibility.
- Develop the knowledge on various statutory/legal aspects influencing the organizations

## Activities

Trainees should study

- Genesis, vision, mission, structure, service/facilities etc. of the organization/industry.
- Role and functions of HR Department
- Human resource planning
- Recruitment policy and process
- HR Forecasting Techniques
- Recruitment and Selection

- Study procedures on Accreditations
- Report on Occupational Health and Safety Policies
- Compensation Management/Wage & Salary administration
- Staff training and development programme

**Evaluation**: The faculty supervisors through periodic, Individual conferences and Group conferences shall assist students to prepare a plan of action for the respective semester field work activities in consultation with agency supervisors.

- Action plan for the semester
- Time sheet to be signed by the filed work agency supervisor & faculty supervisor
- Daily Activity log
- Weekly Field work report
- Individual field work Conference
- Group Field work Conference
- Agency visit: Simultaneously 2 visits per semester by faculty supervisor, compulsory visitduring extension progranmes.
- Self-Evaluation format: Evaluation of field work practicum through prescribed formatwhich consist of overall evaluation through specific criteria's related to field work.
- Written evaluation
- Viva voce

**Viva Voce:** During end of the semester performance of the students in all above mentioned areas will be assessed by Internal and External Examiners. Field work report, attendance in the field work, individual and group conferences, documentation, presentation and communication, one's own growth assessment of personality will be considered in awarding marks for students.

- **Internal:** Internal Viva Voce and written assessment will be conducted by the Internal faculty members during end of the semester.
- **External** Viva Voce will be conducted by one External faculty member and one internal faculty members during end of the semester examinations.

YENEPOYA
(DEEMED TO BE UNIVERSITY)

## SECOND YEAR

## IV SEMESTER

## SPECIALIZATION-1

## MEDICAL AND PSYCHIATRIC SOCIAL WORK

| COURSE : PROJECT PLANNING AND MANAGEMENT | | | |
|---|---|---|---|
| **Course Code**: AS02SW-4C1 | **Total Hours** 50 | **Total Credits** 4 | **Total Marks (CIA+SEE)** 100(50+50) |

## Course objectives

1. To provide knowledge and skills required to facilitate participatory project planning and management.
2. To develop competency to facilitate processes of participatory planning with variedgroups.
3. To imbibe values and attitudes that are essential for participatory intervention in the community.
4. To acquire a theoretical frame of project preparation and it's various stages inimplementation, monitoring and evaluation.
5. To familiarize with various skills and tools of project planning and management.

## Course Outcome

At the end of the course, the students will be able to

1. Describe various steps of project life cycle.
2. Gained skills in problem analysis and developing micro plans to address the coreproblem.
3. Able to describe skill of developing problem tree, objective tree and Logical frame work for project planning.
4. Preparing a operation plan with relevant tools for project monitoring.
5. Develop the skills of preparing project proposal in a logical method.

## Course Content

### UNIT- 1 Introduction to project planning and management 5 Hours

- Project formulation and management: Concepts of project, planning, and management. Participatory project planning and management, concept, Principles of participation and steps of participatory planning.
- Project cycle: Project (problem) identification, Project design, Project appraisal, Project implementation, Project monitoring and Project evaluation.

### UNIT- II Project Formulation and Analysis 15 Hours

- Process of Project Formulation: Participatory Study /Assessment of Situation. Problem Identification, setting up of priorities/ choice of alternatives, Problem Analysis: Cause/ Effect analysis, developing problem tree and objective tree. Problem Statement, Stake Holder Analysis, Analysis of Alternatives, Force Field Analysis.

### UNIT- III Project Panning Tools and Techniques 15 Hours

- Developing general objectives and specific measurable objectives. (SMART).
- Logical Frame work analysis. Project Matrix: Vertical Logic:Inputs, outputs, purpose and goal Horizontal logic: Narrative summary, Verifiable indicators. Means of Verification, Assumption and Risk factors.
- Project Planning tools and techniques**:** Operational plan, Gantt chart.
- Monitoring: Participatory Monitoring Plan, planning for evaluation, Criteria and means of evaluation, PERT, Uses of PERT in monitoring and evaluation.

### UNIT –IV 15 Hours

- Resource Mobilization and financial management: Fund raising techniques, Cost benefit analysis: Preparation of budget: costing and financial.
- Designing Project Proposal: Content and format of writing Project Proposal.
- Self-learning concepts: Writing Project Proposal: Production oriented Micro Enterprises/ Projects on Education/ Training/ Entrepreneurship Development .

## References


- Mishra S.N:Rural development planning.1984.Satwahanpublication. New Delhi
- Chandra Prasanna: Project: Preparation, appraisal, budgeting and implementation. 1987. Tata McGraw-Hill
- Understanding programme evaluation. SAGE Publications Inc; Illustrated edition (9 September 1983) Leonard RutnamL:
- Young Trevor L. Planning projects. 1992.Sterling publishers limited.
- Young Trevor L. Implementing projects. 1992. Sterling publishers.
- Young Trevor L .Success ful project Management.2016 Sterling publishers.
- Mathew T.K: Project planning, formulation, C.B.C.I, New Delhi.
- Desai Vasanth: Project planning and Management and entreprenurship. 2017.Himalaya Publishing house
- R B Khanna. Project management.2011.PHI learning private Ltd. New Delhi
- Chandra Prasanna: Project: Preparation, appraisal, budgeting, and implementation Leonard RutnamL: Understanding programme evaluation.

| COURSE: MENTAL HEALTH CARE AND REHABILITATION | | | |
|---|---|---|---|
| **Course Code**: AS02SW-4C2 | **Total Hours** 58 | **Total Credits** 4 | **Total Marks (CIA+SEE)** 100(50+50) |

## Course Objectives

1. To learn the history and concept of psychiatric rehabilitation.
2. To acquaint with the knowledge of different areas of rehabilitation and the role of a Social Worker.
3. To study the rehabilitation models and psychiatric rehabilitation process.
4. To acquire knowledge to apply for social work.
5. To understand the welfare and legal provisions available for the mentally ill.

## Course Outcome

At the end of the course, students will be able to

1. Gain knowledge concepts of psychiatric rehabilitation
2. Understand the process of rehabilitation and role of Psychiatry social in rehabilitation ofmentally ill.
3. Acquire knowledge regarding different areas of rehabilitation and role of social worker.
4. Gain familiarity with rehabilitation models and the process of psychiatric rehabilitation.

## Course Content

### UNIT-I: Introduction, History and Concept 12 Hours

- Rehabilitation: Meaning and Definition: Impairment, Disability, Handicap
- Historical Development of Psychiatric Rehabilitation in India.
- Causes of Disability - heredity, acquired and other causes
- Psycho-social rehabilitation: Meaning, Objectives, Principles, Importance, and Need for comprehensive rehabilitation.
- Prevention and management of disability.
- Recovery: Meaning, concepts, and applications.
- Socio-cultural factors influencing mental health and recovery.

## UNIT – II: Fields of Rehabilitation 12 Hours

- Disability and Rehabilitation with specific problem areas: physical handicap: orthopedic, neurological, and Terminal illnesses
- Sensory impairment: vision, hearing, speech, and language difficulties
- Disability and rehabilitation in mental illness: Chronic mental illness: Schizophrenia, Bipolar disorder; alcohol and drug usage.
- Intellectual and Developmental Disabilities and Rehabilitation: Childhood Autism and Learning disabilities, Mental retardation.

## UNIT-III: Psychiatry rehabilitation Models and Process 12 Hours

- Psychiatric rehabilitation program models: Training model, Treatment Model, Recovery model, Assertive community treatment model, Clubhouse model, Individual Placement and Support (IPS) service, , and Job coach model and stress vulnerability model.
- Psychiatry rehabilitation process: Diagnosis Phase, Planning Phase, and Intervention phase (DPI model)
- Tracking the psychiatric rehabilitation process
- Recording the psychiatric rehabilitation process

## UNIT-IV: Rehabilitation settings, approaches, and methods 12 Hours

- Rehabilitation Settings: Hospital-based, day-care, night-care, half-way-home, long-stay homes, vocational guidance center, occupational therapy center, and community-based rehabilitation center.
- Community based rehabilitation approach: Need and importance
- Home-based rehabilitation approach: Role of family in the treatment of mentally ill, training and rehabilitation
- Practice of Social work methods in the process of rehabilitation: Case Work, group work.

## UNIT-V: Social welfare and social security measures 10 Hours

- Review of the health care delivery system: organization and administration of programs for the mentally ill.
- Present welfare measures and legal services for the mentally ill.
- Persons with disability act 1996.
- Role of voluntary organizations in the welfare of the mentally ill.
- Problems and difficulties in delivering mental health services in India.

## References


- Pruthvish S. Community-based rehabilitation of persons with disabilities. Jaypee brother's medical publishers Pvt Ltd, 2006.
- Anthony, William A. *The Principles of Psychiatric Rehabilitation.* Baltimore University Part Press 1980.
- Danda, Amita. *Legal Order and Mental Disorder*. Sage Publications 2000.
- Thakur Hari Prasad. *Instituteenabling the Disabled.* Research and Rehabilitation of the Mentally Handicapped Publication, Hyderabad 1999.
- Ahuja N. A Short Text Book of Psychiatry. 20th ed. Jaypee Brothers Medical Publishers Ltd. 2011.
- Murthy SR. Manual of mental health. NIMHANS, 2008.
- Murthy RS et al. Manual of mental health care for health workers. 3rd ed. National Institute of mental health &Neuroscience, 2004.

| COURSE: SOCIAL WORK IN PUBLIC HEALTH | | | |
|---|---|---|---|
| **Course Code**<br>AS02SW-4C3 | **Total Hours**<br>50 | **Total Credits**<br>4 | **Total Marks (CIA+SEE)**<br>100(50+50) |

## Course Objectives

- To introduce the concepts of health, public health and programmes in India.
- To enable students to identify and analyse various health issues in the community.
- To enable the students to work out suitable interventions for reaching out to the healthcare needs of the community.
- To provide opportunities for the student to practice the role of a social worker to fulfil thehealth needs in the community.

## Course Outcome

At the end of the course, students will be able to

- Understand the concepts of health, public health and programmes in India.
- Identify and analyse various health issues in the community.
- Plan suitable interventions for reaching out to the health care needs of the community.
- Practice the role of a social worker to fulfil the health needs in the community.

## Course Contents

### UNIT-I Conceptual Framework-Public health, Health, Elements of Health care andlevels of Health care 10 hours

- Public Health- Concept and components
- History of public health in India
- Health care of the community: Concept of health care - elements of health care, levels and principles of health care
- Definition and interpretation of demographic indices like birth rate, death rate, growth rate, fertility rates

## UNIT-II Concepts of prevention and Health problems of specific groups

**15 hours**

- Concepts of prevention: level of prevention- hygiene, public health, preventive medicine, community health and social medicine
- Health of groups: Children, Adolescents, Youth, Women, Mothers and Elderly.
- Specific public health issues like maternal and child health, ARSH, HIV/AIDS, mental health, nutrition, water, sanitation and hygiene, prevention from accidents and injuries

## UNIT-III Health problems in rural and urban areas, CBDM, Health Initiatives by the Government

**10 hours**

- Health problems in the rural and urban area
- Government initiatives for protection of health of public
- Community based disaster management (CBDM): issues and alternatives
- Challenges and opportunities in public health

## UNIT-IV Role of NGOs, Health and Social work intervention strategies

**15 hours**

- Role of NGOs in public health
- Public health intervention strategies: Health education through IEC/BCC, Structural interventions, Advocacy and Coalition building and Social marketing.
- Social work interventions with:
  - Communicable and non- communicable diseases
  - Life style diseases
  - Special population-adolescent, children in difficult situations, elderly, victims of violence, SC/ST, differently abled
  - Accident and injuries

## References


- Bajpai PK (Ed.). Social Work Perspectives on Health, Jaipur, Rawat Publications. 1998
- Brody, Elaine M. and A Social Work Guide for Long-Term Contributors. Care Facilities, U. S. Dept. of Health, Education and Welfare, Public Health Service, Maryland: National Institute of Mental Health. 1974

- Butrym, Zofia Health. Doctors and Social Workers, and Horder, John. London: Routledge and Kegan Paul. 1983
- Clark DW. and Preventive and Community Medicine
- Mishra. Indian Health Report, Oxford University Press, Delhi;2000
- Narayana. 1997 Health and Development , Rawat Publications, New Delhi


## Journals


- Health Action, CHAI, Secunderabad
- Health Care Law, ICFAI, Hyderabad
- Health for the Millions, VHAI,New Delhi
- Indian Journal of Social Work, TISS, Mumbai
- Journal of Indian Council of Medical Research


## Resource Sites


- www.who.org - World Health Reports (1995-2005)
- www.tnhealth.org - Annual Report
- www.mohfw.nic.in - Annual Report
- www.nfhsindia.org - National Family Health Survey, India
- www.vhai.org - State of India's health report, Report of independent commission onhealth in India and other reports

# SPECIALIZATION-2

# HUMAN RESOURCE MANAGEMENT

| COURSE: LABOUR LEGISLATIONS | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-4C2 | 50 | 4 | 100(50+50) |

## Course Objectives

1. To understand the basic concepts of labour legislations
2. To familiarize with the recent trends in Industrial Relations
3. To develop conceptual clarity and various legislation pertaining to labour welfare in India
4. To gain knowledge about labour administration and mechanisms
5. To gain knowledge about important labour enactments and their implementation

## Course Outcome

1. Understand various Labour legislations and Industrial Relations in India
2. Interpret and apply relevant laws and acts in specific cases.
3. Critically reflect on issues, limitations and challenges confronting labor laws in India.
4. Gain Insights on labour problems and industrial relations in India and offer meaningful inputs for improvement of labour-industry relations.

## Course Contents

### UNIT-I Labour Legislation in India 10 Hours

- Evolution of Labour Laws, Constitution and labour laws, Principles of Labour laws, Labour laws in India.
- Historical perspective, Philosophy underlying labour legislation before and after independence
- Industrial jurisprudence-meaning and principles need for labour legislation, Judicial setup and Administration of Industrial Judiciary in India.

## UNIT-II Welfare Legislations 12 Hours

- The FactoriesAct1948- Definitions, Objectives, Applicability, Obligations, Provisions, Factories Inspector – Appointment and Powers
- The Contract Labour (Regulation and Abolition) Act 1970- Definition, Applicability, Registration, Licensing, Welfare and Health, Inspecting Staff and Maintenance of Registers
- The Karnataka Shops and Establishment Act1961- Definitions, Objectives, Applicability, Obligations, Provisions, Powers of Inspector and Maintenance of Registers
- Environment Protection Related Legislation: The Environment Protection Act 1986

## UNIT-III Industrial Relations Legislation 8 Hours

- Trade Union Act 1926- Definitions, Applicability, Registration, Provisions
- The Industrial Disputes Act 1947- Definitions, Objectives; Authorities, Committees; Conciliation, Arbitration and Adjudication Procedure, Labour Court and Tribunals; Strikes and Lockouts; Lay-off and retrenchment
- The Industrial Employment (Standing Orders)Act1946- Preamble, Applicability, Provisions.

## UNIT-IV Wage Legislation 10 Hours

- The Payment of Wages Act, 1936: Definitions, Objectives, Applicability and Provisions and deductions
- The Minimum Wages Act, 1948: Definitions, Objectives, Applicability, Fixation, Provisions, Advisory Board, Obligations and Inspectors
- The Payment of Bonus Act, 1965: Definitions, Objectives, Eligibility, Computation
- Equal Remuneration Act, 1976**:** Objectives, Scope, Applicability& Provisions

## UNIT-V Social Security Legislations 10 Hours

- The Workmen's Compensation Act 1923- Objectives, Scope, Applicability& Provisions
- The Maternity BenefitsAct1961- Objectives, Scope, Applicability& Provisions
- The ESI Act1948- Objectives, Scope, Applicability & Provisions
- The EPF and miscellaneous provisions Act 1952- Objectives, Scope, Applicability& Provisions
- The Payment of Gratuity Act1972- Objectives, Scope, Applicability & Provisions

## References


- Achar MR Labour Rules in Karnataka,BangaloreYellamma Publications;1979.
- Kapoor ND. Elements of industrial Law New Delhi : Sultan Chand &Sons;1992.
- Kothari G.M.Lawrelating to Disciplinary matters &standing orders , Bombay NM Tripathi Pvt.Ltd
- Malhotra OP.Industrial Disputes Act1947,Lucknow:Easter low Book Company;1985.
- Mishra, Srikant. Modern Labour Laws & Industrial Relations,New Delhi: Deep & Deep Publications;1989.
- Srivastava KD. Commentaries on payments of Wages Act 1936New Delhi: Deep&Deep Publications;1990.
- Sharma AN.Industrial Relations–Conceptual & legal Frame work : Bombay: Himalaya Publishing House;1989.

| COURSE: EMPLOYEE WELFARE IN INDIA | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-4C3 | 58 | 4 | 100(50+50) |

## Course Objectives

1. To develop knowledge about concept, philosophy and evolution of labour welfare
2. To understand the components of labour welfare and their management in the overall context of human resource development
3. To stimulate thinking on rationale behind the Laws and their enforcement.
4. To acquire knowledge of modern trends in labour welfare
5. To develop knowledge on various types of welfare measures available in organizations.

## Course Outcome

By the end of the course the student will be able to

1. Demonstrate proficiency in the concept of Employee Welfare
2. Relate the role of Human Resource professionals in development of employee conditions
3. Propose and implement employee welfare programmes
4. Interpret labour laws and apply provisions for employee/organizational development

## Course Contents

### UNIT I: Introduction to Employee Welfare 12 Hours

- Employee Welfare: Meaning, Scope, Objectives, Principles and theories
- Evolution of Labour Welfare in India.
- Role of the State in Employee Welfare
- Merits and Demerits of welfare measures

## UNIT II: Social Condition and Development 10 Hours

- Development of Labour conditions in India
- Industrial Working class and its characteristics
- Problem of Recruitment and Employment
- Problems of Unorganized Labour, Bonded Labour and Child Labour

## UNIT III: Employee Welfare facilities and Provisions 12 Hours

- **Statutory Employee Welfare Facilities:** Meaning, importance, and Types of statutory employee welfare facilities for Sitting, Washing, Storing and Drying clothes, First aid appliances, Shelters, Restrooms, Lunch rooms, Canteen, Crèche and Appointment of Labour /Employee Welfare officer.
- **Non-statutory Employee Welfare Facilities:** Meaning, Importance and Types - Education facilities, Medical facilities, Recreation facilities, Consumer co-operative societies and Employee Wellness Programme. Social Security and Social Insurance- meaning and significance, New trends- Flexi time, Moon lighting, Family gathering, Family tours, Leave travel allowance, celebration of birthdays, marriage anniversary.
- **New Labour Policy:** POSH Committee- the role and responsibilities

## UNIT IV: Industrial Problems 12 Hours

- Absenteeism and Job turnover, Problem of Job Commitment, Housing Problems, Indebtedness, and Alcoholism
- Industrial Health and Hygiene, Industrial Accidents and safety, Occupational Diseases
- Occupational Health Hazards: Types, effects on health
- Role and responsibilities of industry in occupational health and safety
- Employee counseling- Role of counselor in organizations

## UNIT V:Employee wellness program 12 Hours

- Employee wellness –Concept, philosophy, principles, scope, importance and relevance
- Employee relations in knowledge based industry-Concepts of self managed teams (SMT)-Changing employee/employer and trade union relationship
- Labour Welfare Officer-Duties and functions
- Welfare of special categories of labour -Child Labour ,Female Labour,Contract Labour , Construction Labour,Agricultural Labour ,Differently abled Labour-BPO & KPO Labour

## References


- Thiruchanuru, Swetha. Effectiveness of Employee Welfare. Lambert Publications;2013
- Moorthy M V. Principles of Labour Welfare. Delhi: Oxford and IBH;2011
- Pandey, Meena. Labour Laws. Mumbai: Himalaya Publishing House'2010.
- Row, Sanyasi, Labour Laws. Vishakapatnam: Andhra Law House;2001
- Panigraphy Human Resource Development and Labour Welfare; New Delhi: AnmolPublications;2002
- Dayarathna, Dushar. (2019). Employee Welfare Management. New Delhi: Anmol Publications

| COURSE: SOCIAL WORK PRACTICUM -IV | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-4C4 | 210 | 4 | 100(50+50) |

## MEDICAL & PSYCHIATRIC SOCIAL WORK SPECIALIZATION

## Course Objectives

1. To understand the administrative structure and functioning of the agency- goals, objectives, approach, program activities, functions, geographical location, staffingpattern, organogram etc.
2. To understand the in-depth application of Social Work methods in dealing with individuals (Case Work), groups (Group Work) and Community (Community Organization).
3. To learn the admission process, treatment methods, daily activity schedule, discharge process, rehabilitation and case file maintenance as applicable in the particular setting.
4. To understand the role of a social worker in the designated setting.
5. To plan and conduct education/awareness programmes as applicable to the agencysetting.
6. To practice fieldwork documentation - preparation of action plan, maintaining daily logbook, report writing.
7. To utilize the fieldwork supervision and conference as a dynamic teaching and learningprocess to augment knowledge and develop professional skills in social work.

## Course Outcome

By the end of the course, the student will be able to

1. Gained knowledge and skills in practicing social work methods appropriate to eachinstitutional setting.
2. Describe the agency profile the field work institution
3. Demonstrated abilities like leadership, communication, planning,

organizing andconducting micro-level programmes.

4. Practice human relations and build rapport with stakeholders.
5. Gained familiarity with the critical role of the Professional Social Worker in theinstitution.
6. Developed a professional attitude and behaviour in analyzing and solving a givenproblem situation.
7. Enhanced knowledge and skills in the documentation of fieldwork experience.
8. Learn the skills of building linkages with Social and government organizations.

## Activities

1. Prepare an action plan for the whole semester.
2. Conducting 4 case work per posting (Medical & Psychiatric- 2 each)
3. Group work- Terminally ill, Geriatric group, Substance abuse group, Life style diseasepatients group, Care givers group etc
4. Psycho education- minimum of 8 programs per posting
5. Recreational activities-every day at psychiatry posting
6. Plan and conduct at least one common awareness programme (one per posting)
7. Conduct any one community awareness programme- Health, hygiene, effective parenting,environment, protection, human rights, career guidance, addiction, legal awareness, life skills etc.
8. Meeting patients-15 per day (in the posted department)

## Means of Verification & Assessment

- Action plan approved by the Faculty Supervisor
- Time sheet signed by the authorized functionary of the fieldwork agency
- Weekly Field work report
- Individual and group conference
- Interaction with Fieldwork agency and Observation in the field by the Faculty Supervisor
- Written test and Viva-voce

| COURSE: SOCIAL WORK PRACTICUM -IV | | | |
|---|---|---|---|
| **Course Code** | **Total Hours** | **Total Credits** | **Total Marks (CIA+SEE)** |
| AS02SW-4C4 | 210 | 4 | 100(50+50) |

## HUMAN RESOURCE DEVELOPMENT SPECIALIZATION

HRD student trainee placed in industrial setting is required to learn and practice thefollowing:

- Types of training in the organization, Training Policy, Training Need Identification Process of Training and development
- Training arrangements, Training Nominations, Selection of trainers andTraining feedbackanalysis
- Performance Appraisal – Type, duration, benefits, appraisal discussion etc
- Application of various Labour Legislations:
- Factories Act 1948 / Karnataka Shops & Commercial Establishment Act 1961; The payment of wages act 1936 and the minimum wages act 1948 considered for wage and salary administration ; The Employee Provident Fund Act: Deductions, benefits, contributions, forms and various returns;The ESI Act: Deductions, benefits, contributions,forms and various returns; Standing Order – formation & changes in the S O; Applicability and confinement to the Contract Labour Act 1961; Application of MaternityBenefit Act; Applicability of Payment of Gratuity Act; Employees Compensation Act; Application of The Payment of Bonus Act 1965 and bonus calculation & negotiation; TheIndustrial Disputes Act 1947; Trade union, Collective bargaining: process, charter of demands, negotiation and settlement; Standing order- formation and periodic changes; Grievance & Grievance Handling; Discipline and Disciplinary policy: Memo, Disciplinary letters, Show-cause letter, Enquiry notices, Domestic enquiry procedure, Disciplinary decisions after enquiry
- Calculation of salary: Net salary, absence, paid leave, statutory deductions, Income Tax deductions, Loan repayment/ Insurance premium deduction, salary advance
- Statutory and Non-statutory staff welfare facilities

- Fringe benefits
- Promotion, transfer and demotion, Policies regarding the same and Procedures
- Retirement, Superannuation
- Resignations, Exit Interviews
- Employee Career Planning and Growth
- Performance Management Rewards and Incentives
- Industrial health: Occupational diseases
- Accidents: Prevention, mock drill, disaster management trainings, accident reporting
- TQM, 5 S, Kaizen,Six Sigma, Competency Mapping
- Business Process Outsourcing
- Talent Management
- Employee Engagement Programme
- OSHAS, POSCH
- Assist HR department in HR/Admin related function

# PART –III

# ANNEXURES

## ANNEXURE- 1

## 1.PROJECT WORK/DISERATION

Each student is required to undertake a research project on a selected topic under the guidance of any faculty allotted to him/her. The student is required to submit the synopsis of the study at the end of second semester for approval. A student can commence the research project at the beginning of the third semester and must complete the project work within the stipulated time in the fourth semester itself. Upon completion of the research project copies of the report shall be submitted as per the proforma prescribed by the university within two months before the final examination. Acceptance of the project is a pre-requisite for a student to be eligible to appear in the final examination.

## 2.INTERNSHIP IN A DESIGNATED SETTING

The student will be placed in an agency / institution for Internship for a period of 30 days (including weekly off) in the **fourth semester**. He/she has to present a comprehensive report on the work to the concerned Faculty Supervisor in the department and appear for an internal viva-voce. Production of the Internship completion certificate from the institution is essential for assessing the student and declaring his/her result

## 3. SOCIAL WORK PRACTIUM

Concurrent Field Work Practice is an integral component of the Social Work programme. Students spend two full days in field agencies and one day in the department for supervision, mentoring, and report presentations. A certificate from the agency supervisor is mandatory for semester-end evaluation.

The practicum aims to help students apply classroom knowledge to real field situations. Each semester, students are placed in specific agencies to develop skills for working with individuals, groups, and communities. The component includes agency work, report

submission, presentations, group work, and viva voce, and is evaluated every semester by internal and external faculty.

.

# ANNEXURE -2

## OTHER NEED BASED EDUCATIONAL ACTIVITIES

### *1.Orientation Programme:*

To induct students in the professional social work, exclusive orientation activities will be organized by the department during the initial period. It benefits students from the diverse graduation background.

### *2.Seminars and Workshops:*

Students will be guided and provided opportunities to participate and present papers in social science seminars, workshops, conferences at National and International levels. Seminar presentation/ Journal review paper presentations through Journal Club are part and parcel of department study.

### *3.Skill Development Workshops:*

Skills Development help learners to acquire social work professional skills to enhance the effectiveness of research, intervention and evaluation. Programmes will be organized in regular intervals like theatre techniques, communication skills, writing skills, research methodology and counselling.

### *4.Research and Extension Projects:*

Research and extension activities are the important component of Social Work Education. To strengthen the students in research skills the department involves students in funded research projects and in the on-going extension programmes of the University on regular basis.

### *5. Rural Camp:*

The students are expected to participate in the rural camps, which will take place in the first year and report to the department on the same in the prescribed structure. The period of the camp will be for one week/ 10 days. The aim of the rural camp is to help the

students understand social, economic, political and health conditions of the rural community and provide hands on experience on a developmental initiative. The students need to write a report on the camp and the learning will be evaluated as part of second semester concurrent field work viva voce.

As the department is already involved in extension activities in the community like camps, awareness programmes it is useful to expose the MSW students to understand the rural realities as well as to get skills in organizing these activities. Participation in these activities can be considered as rural camp training during the course and students' performance need to be integrated into the field work evaluation process for awarding marks.

## ***7.Educational Tour:***

During the academic programme, students must participate in educational tour which will be for one week. The main idea of organizing the tour is to expose the students to different projects, programmes and services being offered by different organizations. They will also get to know about different NGOs/ Institutions working in their area of interest. The students need to write a report on the tour and the evaluation will be integrated along with third semester field work practice viva-voce.

## ***8.Student Forum:***

To develop leadership skills, team work sprit and professionalism, the programme provides professional platforms by creating student forums on specialization wise.

# ANNEXURE -3

## Regulations for the MSW Field work Practicum

### Introduction

Field Work Practicum forms an integral part of Social Work programme. The broad aim of field work isto provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with individuals, groups and communities. Practice learning in social work training plays a pivotal role in providing the students with an opportunity to explore, learn and develop professional skills necessary for working with people, the essence of the profession. Learning is aided through observation, analysis of social realities and experience of participation in designing and providing social work intervention. It has several components that help the students to develop a holistic understanding of the problems, situations, their causative factors and the possible strategies of intervention.

### Objectives of Field Work

The fieldwork programme has been designed to achieve the following objectives:

1) Develop the ability to observe and analyze social realities.
2) Understand the characteristics of social systems and their dynamics.
3) Develop critical understanding of the application of legislation, legal process, and social policy.
4) Develop the ability to examine the process of programme management and participate in the effort at various levels.
5) Use human rights tools, understanding of gender justice and need for equity in all interventions.
6) Develop an understanding of organizational structure, resource management, and day-to-day administration for human service programmes – developmental and welfare programmes
7) Understand the nature of social work practice in different settings.
8) Develop the capacity to integrate knowledge and practice-theory by participating in interventions.

9) Clarify and imbibe values which sustain positive attitude and professional ethics.
10) Enhance writing skills to document practice appropriately. Recordings tobe viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

## Field work settings:

In each semester students will be posted to particular field placement setting. The student is expected to learn/develop skills and insight into working with people at individual, group and community level. Field work settings will be identified by the social work institution depending on the need. Such settings should provide opportunities for students to study and apply principles of case work, group and community work to grow as a social work professional. Settings could be:

- Grama panchayaths
- Schools
- Service organizations
- NGOs
- Old age homes, rehabilitation centres, orphanages etc
- Health care institutions
- Government institutions
- Industries and Corporate settings

## Activities:

Students will be enabled to involve in the following activities:

- Family survey for specific purpose- study, analyse, preparation of reports, planning, implementation and evaluation of suitable interventions.
- Case work- identify
- Individuals with specific problems and needs assess their socio economic back ground and work towards remedying the situation.
- Conduct group work.
- Collect information from different sources on programmes and schemes available for the development of poor and weaker sections of the society.

- Organize micro level programmes in the community- education program, various health camps, seminar, shramadan, cultural events and the like.
- Study the village setting- different institutions, political situation, weaker sections, natural resources, economy, administration etc.
- Study the objectives, functioning and activities of different groups, organizations and institutions in the community.
- Study industries/ corporate entities – vision, mission, product/ services, relevant legal requirements, HR management processes, labour welfare measures, labour relations and such other relevant details.

## Field work process:

- Total Social Work Practicum hours per week shall be 14. Student shall complete 30 days of field work per semester.
- The field work will be for full two days in the field work agency, while third day will be utilized for supervision and mentoring and presentation of reports under the guidance of field work supervisor in the department.
- Each student is required to maintain and work log/diary book which will be verified and signed by the field work supervisor.
- Each student is required to prepare a consolidated report and present it in the student conference with faculty supervisor. Students are encouraged to present these reports using appropriate communication tools.
- Student's performance will be assessed using appropriate evaluation formats by the faculty members.
- Whenever a student is placed in an institution or organization field work agency supervisor's certificate is essential for assessing the student's performance. Each student should obtain this certificate upon completion of the required duration of field work.
- The faculty supervisor who is in charge of student field work supervision pay visits to the field work settings at fixed intervals to observe student functioning and offer guidance to acquire the knowledge and skills of social work.

## Expected outcome of field work practicum:

Each student will be able to

1. Gain familiarity with the functioning of an organization/institution/group/s.
2. Understand and analyze the situations existing in the particular setting.
3. Articulate the driving and restraining forces operating in the community.
4. Gain familiarity with development programmes and schemes in operation in the community level.
5. Identify and document the problems, needs and offer suggestions for improving the situation in a particular setting.
6. Identify at least two individual cases and demonstrate the abilities to help them using the professional social work skills.
7. Plan and organize at least two group work activities in a particular setting.
8. Plan and organize at least one community programme.
9. Articulate the characteristics and differences of case work, group work and community work.
10. Gain knowledge and skills of planning, organizing, implementation, monitoring and evaluation.
11. Gain knowledge and skills of documentation and communication.
12. Understand and articulate the purpose, structure, programmes and characteristics of SHGs, Grama panchayaths, NGOs, health care institutions operating in the community.
13. Understand and articulate various social security programmes available for the weaker sections in the society.
14. Gain familiarity with various health care benefits available for the rural and urban population in the society.
15. Gain knowledge and skills of undertaking a micro study and preparing reports.

## ANNEXURE -4

# MASTER OF SOCIAL WORK PROGRAM

# FIELD WORK RECORD

## PROFILE OF THE STUDENT

Name of the Student……

Registration No……

Semester……Year……

Specialization……

Name of Field Work Agency……

# TABLE OF CONTENTS


| Sl No. | Contents | Page |
|---|---|---|
| 1 | Fieldwork completion certificate | |
| 2 | Fieldwork Time Sheet& Fact Sheet | |
| 3 | Fieldwork Conference Attendance Record | |
| 4 | Field Work Action Plan | |
| 5 | Agency Profile and Orientation Visit Reports | |
| 6 | Weekly Field Work Reports | |
| 7 | Case Work Reports | |
| 8 | Group Work Reports | |
| 9 | Report of Psycho-Educational Sessions &Awareness Sessions | |
| 13 | Formats / Field work Syllabus | |







***Yenepoya (Deemed to be University)***

University Road, Deralakatte-Mangaluru

# DEPARTMENT OF MSW

## FIELD WORK COMPLETION CERTIFICATE

This is to certify that_____

FIRST/SECOND Year MSW Programme has successfully completed the Field Work Practice in

_____

_____.

for the period from_____to_____

His/HerSpecialization_____

| Signature<br>Agency Supervisor | Signature<br>Faculty Supervisor | Signature<br>HOD |
|---|---|---|

## Fact Sheet

| Sl. No | Type of Activity | Total No. |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

YENEPOYA
(DEEMED TO BE UNIVERSITY)

# FIELD WORK TIME SHEET

| Date | Time | | Main Activities | Agency Supervisor Signature | Faculty Supervisor Signature |
|---|---|---|---|---|---|
| | Entry | Exit | | | |
| | | | | | |
| | | | | | |

YENEPOYA
(DEEMED TO BE UNIVERSITY)

# FIELD WORK CONFERENCE ATTENDANCE RECORD

| Date | Student's Signature | Faculty Signature |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## *WEEKLY FIELD WORK REPORT*

Report No_____

## CASE WORK REPORT

(Refer to the Format in the Annexure)

---

## GROUP WORK REPORT

(Refer to the Format in the Annexure)

# GROUP WORK ACTION PLAN

## Selection of the problem

| Objectives | Planned Interventions | Activities (Session-wise) |
|---|---|---|
| | | |
| | | |

# DETAILED REPORT OF THE GROUP WORK

**Introduction & background of participants, problem identified, session wise reports (total 7 sessions), evaluation &termination.**

# Report of
# Psycho Educational Sessions
# &
# Awareness Sessions

(Add photos of programs)

# FORMATS & FIELD WORK SYLLABUS

## Social Case Work Format (Basic)

### I. History of Problem

1. Major complaints (problems)
2. History of the problems
3. Treatment or helps taken so far

### II. Personal History

1. Early development
2. Process of socialization
3. Coping patterns of day-to-day stress
4. Schooling- Likes, dislikes, difficulties, academic achievements, extra-curricular activities, model teachers behaviour, significant incidence.
5. Marital History- age at marriage, willingness for marriage, types of marriage, consanguinity, age of the spouse, personality of the spouse, expectations from marriage, relationship & compatibility with the spouse, with the in-laws and the offspring, sexual gratification, birth of the first child and its impact on the marital life.

Difficulties in communication, role playing, interaction, reinforcement, stress managing patterns and social support system.

**Habits:**

- Drinking, gambling, smoking, addictions, etc.
- Reading, creative activities, music, writing, painting, etc.
- Social habits.

6. Occupational History- when and why started working, job satisfaction in every work, relationship with supervisor and colleagues, promotion, work environment, reasons of changing occupation/job.
7. Income- Income per month, level of satisfaction, needs and income, spouse's attitude towards your income earning, capacity, debt, other problems.
8. Sex experience- sexual perversion if any, failure if any, its effects, etc.

### III. Family History

1. Family structure
2. Economic status in community
3. Educational History
4. Occupational History
5. Marital History
6. Ethical and moral standards
7. Family habits
8. Personality patterns
9. Interaction patterns
10. Patterns of decision making
11. Existing role structure in family

12. Patterns of managing problem
13. Social support system
14. Interaction of the family members with the client.

IV. Analysis and Social diagnosis- Problematic Areas:

V. Establishing treatment goals

VI. Developing Treatment Plan: assessment and establishment of goals, intervention strategy

VII. Preparation for actual treatment.

VIII. Application of treatment methods: Administration of practical services, Indirect treatment method, Direct treatment.

IX. Monitoring and Evaluation

X. Planning follow up and termination.

# Case Study Proforma for Medical Cases

*Confidential*

*Date:*_____

***CASE STUDY PROFORMA***

***Socio-Demographic Information***

- *Name of the client*
- *Address*
- *Contact Number*
- *Age*
- *Sex*
- *Religion*
- *Marital status*
- *Educational Qualification*
- *Occupation*
- *Income*

*Problem referred:*
*Source of Referral:*

***Chief complaints with duration***
***According to patients***

_____

***According to Informants***

_____

***Family History***

***Family Constellation***

| ***Sl. No*** | ***Name*** | ***Age*** | ***Sex*** | ***Relationship with client*** | ***Educational qualification*** | ***Occupation*** | ***Income*** | ***Remark*** |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

***Home Atmosphere and Influence***

- ✓ *Communication pattern*
- ✓ *Range of affectivity*
- ✓ *Cultural and religious values*
- ✓ *Home circumstances*
- ✓ *Attitude of family members towards illness and client*

***Social Position of the Family***

- ✓ *Per capita Income*
- ✓ *Socio-economic*
- ✓ *Leader of the family*

***Family Dynamics observed***

- ✓ *Family cohesion*
- ✓ *Family communication*
- ✓ *Role performance*

- ✓ *Family adaptability*
- ✓ *Decision making*
- ✓ *Family development*

***Personal History***

***Birth:***

- ✓ *Type of birth*
- ✓ *Location of birth-traditional birth at home/hospital birth*
- ✓ *Presence of father at delivery*
- ✓ *Process of birth duration and complications*
- ✓ *Birth weight*

***Social responses of the child:***

*3-4 months- they discover that, people supply their needs*
*4-5 months- react differently to scolding and smiling faces*
*6-7 months- differentiate between friends and stranger's shy age and attachment age*
*8-9 months attempts to imitate the speech, gestures and simple acts or others*
*12months- reaction*

***Schooling***

*Age of beginning and finishing formal education*
*Academic achievement*
*Relationship with peers and teachers*
*School phobia/fears*
*Non attendance*
*Learning difficulties*
*Reasons for termination of studies*

***Occupational history***

*The age at starting work*
*Jobs held in chronological order*
*Reasons for changes*
*Job satisfaction*
*Ambition*
*Relationship with authorities, peers and subordinates*
*Present income*
*Whether job is appropriate to educational and family background*

***Menstrual History (only for female clients)***

*Regularity and duration of menses*
*Length of each cycle*
*Any abnormalities*
*Last menstrual period number of children born*
*Termination of pregnancy if any*

***Sexual history and practices***

*Kind of masturbation is any*
*Sex play*
*Adolescent sexual activity*
*Premarital and extramarital relationship*

*Sexual practices*
*Gender identity disorder*

***Marital History***
*Duration of marriage*
*Time known the partner before the marriage*
*Marriage arrange with without consent of parents*
*Self choice with our or without parental consent*
*Number of marriages*
*Divorce/separation*
*Role in marriage*
*Interpersonal and sexual relationship*
*Contraceptive measures used sexual satisfaction*
*Frequency of sexual intercourse*
*Psycho-sexual dysfunction*

***Habits***
*Food habits*
*Any chemical addiction*

***Previous medical mental illness***
*History of similar or any other mental illness in the past*
*Past history of any serious medical, neurological or surgical illness, accident hospitalization*
*Nature of treatment received*
*Past history of head injury, convulsions, diabetes, B.P. HIV etc.*

***Identification of Psycho Social problems (Psycho social impact due to illness)***

_____

***Psycho- Social Diagnosis***

_____

***Psycho-social management plan***

_____

***Case Summary***
***Process***
*Evaluation*
*Termination*
*Follow up*

## Case History Proforma for Psychiatric Cases

### *Identification Data*

*Name:*_____
*Address with Contact Number*_____
_____
*Age:*_____
*Sex:*_____
*Occupation:*_____
*Marital Status:*_____
*Family type: Nuclear/Joint*
*Education:*_____
*Socio-economic Status: Lower/Middle/Upper*
*Religion:*_____
***Informants:***
*Relationship with Patent:*_____
*Intellectual and observational ability:*----------
*Familiarity with patient and length of stay with patient:*----------
*Degree of concern regarding patient:*----------
***Presenting Chief complaint with duration***
*According to client;*_____
*According to informant:*_____
*Onset of the Illness/symptoms**:** Acute/ Gradual*

*Duration of present illness/symptoms:*
*Course of symptoms/illness:*
*Predisposing factors:*
*Precipitating factors: Present/Absent, if present details*
*Perpetuating and / or relieving factors*
***History of present illness:***----------
---
***Past history of mental illness:***

_____
_____
_____
***Past Medical History:*** ----------
_____
_____
***Treatment History:***----------
***Family history:***----------
---
*Family structure:*----------
*Family history of psychiatric illness:* ----------
*Current social situation:*----------

***Family Tree:***
***Personal and social history:***

- ✓ *Perinatal or Birth & childhood history*

- ✓ *Educational History & performance*
- ✓ *Play History*
- ✓ *Puberty*
- ✓ *Menstrual and obstetric history*
- ✓ *Occupational history*
- ✓ *Sexual & marital history*
- ✓ *Habits*

***Pre morbid personality:***

- ✓ *Interpersonal relationship*
- ✓ *Leisure activities*
- ✓ *Prevailing mood*
- ✓ *Attitude to self and others*
- ✓ *Attitudes to work and responsibility*
- ✓ *Religious beliefs and moral attitudes*
- ✓ *Fantasy life*
- ✓ *Habits*

***Alcohol and Substance history***

***Mental status Examination***

1. ***General Appearance and behavior***
   - *Consciousness*
   - *Dress: appropriate/shabbily dressed/over dressed*
   - *Psychomotor activity: normal/increased/decreased*
   - *Cooperativeness: co-operative/ Non co-operative/indifferent*
   - *Rapport: good/adequate/poor*

2. ***Speech:***
   - *Quantity of speech: normal/increased/decreased*
   - *Relevance: relevant/irrelevant*
   - *Coherence: coherent/incoherent*

3. ***Thought:*** *obsessions, delusions, preoccupation, depressive cognition*

4. ***Mood and affect:****a. subjective*
   *b. Objective:*

5. ***Sense of perception:*** *illusion/hallucination: present/absent-if present, details*
   *Depersonalization/de-realization*
6. ***Higher mental functions (Cognition):***
   - ✓ *consciousness*
   - ✓ *Attention*
   - ✓ *concentration*
   - ✓ *Memory : Immediate*_____*Recent*_____*Remote*_____
   - ✓ *Intelligence*
   - ✓ *Abstract thinking*
7. ***Insight:***
8. ***Judgment:***

***Diagnosis***

_____

_____

_____

_____

_____

***Identification of psycho-social problem (psycho-social impact due to illness)***

_____

_____

_____

_____

_____

***Psycho-social management plan:***

_____

_____

_____

_____

***Case Summary***

***Process***

*Evaluation*

*Termination*

*Follow up*

# Case Study Proforma for Chemical Abuse

***Socio-Demographic Information***

*Name of the client*_____

*Address*_____

*Age*_____ *Sex*_____

*Telephone No.*_____

*Educational Qualification*_____

*Occupation*_____

*Income per month*_____

*Marital status*_____

*Living arrangements*_____

***Name of accompanying family member or support person***_____

***Referral by***

- ✓ *Recovered addict or family members*
- ✓ *NGOs*
- ✓ *Through awareness programmes*
- ✓ *Any other*

***Drinking/drug history***

***Record all details of alcohol/drugs abused***

| ***Drugs*** | ***Age of first use*** | ***Years of excessive use*** | ***Specific type of drug*** | ***Route administration*** | ***Frequency of use in last 30 days*** | ***Quantity used in last 30 days*** | ***Past use if any*** |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

***Prior treatment of addiction***

| ***Year*** | ***Place of treatment*** | ***Days/months of sobriety*** |
|---|---|---|
| | | |

***Withdrawal symptoms:***

***Alcohol***

- *Tremors*
- *Insomnia*
- *Fits*
- *Nausea*
- *Aches/pains*

***Drugs***

*Tremors*
*Insomnia*
*Diarrhea*
*Severe pain*
*Restlessness*

***Psychiatric Complications (****mention if any other)*

- *Depression*
- *Suicidal ideation*
- *Confusion*
- *Aggressive outbursts*

***Chronic Health Problems (****mention if any other)*

- *Skin problems*
- *Diabetes*
- *Any other*

***Family History (****details regarding parents and siblings)*

***Family tree:***

***Experience the following before the age of 15***

| ***Situations*** | ***Present*** | ***Absent*** |
|---|---|---|
| *Poverty* | | |
| *Early parental loss* | | |
| *Extra marital affairs of parents* | | |
| *Broken home/single parenting* | | |
| *Violence* | | |
| *Sexually abused by others* | | |
| *Any other* | | |

***Behavior problems-childhood/adolescence (before the age of 15)***

| ***Behavior problems identified*** | ***Present*** | ***Absent*** |
|---|---|---|
| *Running away from home* | | |

| | | |
|---|---|---|
| *Frequent physical fights* | | |
| *Destruction of other property* | | |
| *Stealing* | | |
| *Scholastic backwardness* | | |
| *Experimenting with drug/alcohol* | | |
| *Any other* | | |

***Marital History:***

1. *Details regarding spouse*
    - ***a.*** *Age*
    - ***b.*** *Religion*
    - ***c.*** *Education*
    - ***d.*** *Occupation*
    - ***e.*** *Income*
2. *Number of year after marriage*_____
3. *Have you separated from spouse due to addiction? Yes No*
4. *Is client is suspicious of spouse? Yes No*
5. *Any instance of violence in the family? Yes No*

*If yes, give detail*_____

_____

6. *Details regarding children*

*Number of children: Male*_____ *Female*_____

7. *Health status of family*

| ***Problem*** | ***Parent/siblings*** | | | | ***Wife/children*** | | | |
|---|---|---|---|---|---|---|---|---|
| *Major depression* | *Yes* | *Relationship* | *No* | *Don't know* | *Yes* | *Relationship* | *No* | *Don't know* |
| *Suicide* | | | | | | | | |
| *Psychiatric illness* | | | | | | | | |
| *Alcohol dependence* | | | | | | | | |
| *Drug dependence* | | | | | | | | |
| *Any other* | | | | | | | | |

8. ***Family damage as seen by the counselor***
    a. *Mild*
    b. *Moderate*
    c. *Severe*

***Sexual history***

1. *Extra marital experience*
    a. *Present*
    b. *Absent*
    c. *NA*
2. *Have you been involved in any high-risk sexual activities?* *Yes* *No*
3. *Have you been tested for HIV?* *Yes* *No*
4. *At present do you have any sexual problems?* *Yes* *No*

***Occupational history:***

1. *At what age did you start working*_____
2. *How long you have been working*_____
3. *Have you received any special awards, recognition, promotions*_____
4. *Did you change your job frequently* *Yes* *No*
5. *Did you have any periods of unemployment* *Yes* *No*
6. *Specify the nature of current work*_____
7. *Occupational damage as perceived by counselor*
    ***a.*** *Mild*
    ***b.*** *Moderate*
    ***c.*** *Severe*

***Financial history:***

***Details of debts:***

1. *Money borrowed from family and friends*
2. *Loans from bank*
3. *Loans from place of work*
4. *Money borrowed from moneylenders*
5. *Mortgaging gold or assets*
6. *Loan from finance*
7. *Any other*

***Religious beliefs:***

***Are you a:***

*Believer*
*Non-believer*
*Indifferent*

***Do you pray at home?***

*Always*
*Sometimes*
*Never*
*Visit temple/mosque*
*Churches*

*Celebrate festivals*

***Case summary:***

_____

***Identification of psycho-social problems (psycho-social problems due to substance abuse)***

_____

***Psycho-social management plan:***

_____

_____***C***

***ase Summary***
***Process***
***Evaluation***
***Termination***
***Follow up***

# Proforma for Social Group work

**Learning Objectives**

- Trainee should apply social group work philosophy and skills
- Trainee should learn systematic method of group work recording

1. Identifying information of the group: (General Information)
   - Name of the group: (Specify type of group: By standers etc.)
   - List of members.
2. Participant's details:

| Sl. No | Name of the participants | Age | Sex | Education/occupation | Abilities & personal attributes | Problems identified |
|---|---|---|---|---|---|---|
| 1. | | | | | | |

3. **Identified Problems and rationale for selection of problems: Brief description of the problem.**
4. **Intervention plan**

- Objectives of the group work
- Planned Intervention : ( Minimum of six- seven sessions including Introductory session and Concluding –Evaluation session)
- Expected outcome:

5. **Intervention: Session wise- Details. Main content of each session. Detailed description of the sessions.**

**Guidelines for recording information of sessions.Following observations need to be observed and recorded during the process of sessions.**

- Member's participation by name: specific
- Role performed: If yes –what role by specific member.
- Conversation occurred, Talks began, Expressed his/her views.
- Sequence of participation in activities.
- Special contribution made.
- Interaction type, level, duration and creativeness.
- Emotional quality of participation.

**Description of the group as a whole:**

- General atmosphere in the group – formal, informal, competitive, cooperative, hostile, supportive, permissive, any other.
- Quantity and quality of work accomplished by the group
- Participation of the group members- mostly all/ few members talked and participated, supported others, took sides/dominated the group etc.

- Positive and negative responses.
- Members feeling about their group.

### Description of the group problems:

- Conflict or fight- nature, type, reason, involvement, level.
- Apathy- nature, level and possible causes.
- Inadequate decision making.

### The relationship and the role of the group worker:

- Material provided by the worker
- Arrangement made
- Agents help taken
- Suggestions given
- Technique, used for problem-solving
- Worker's participation in group processes

## 6. Evaluation of the group work as whole

1. Evaluation of program activities
2. Evaluation of the group member's participation
3. Evaluation of the workers' role.

## 7. Special assistance is given:

1. Member's name
2. Problem
3. Nature of assistance

## 8. Conclusion

# FIELD WORK SYLLABUS

## CONCURRENT FIELD WORK PRACTICUM- I, II Semesters

**The Social work trainee is expected to work on the following areas:**

1. Assist the lesser privileged persons to avail the various Government Welfare schemes.
2. Working with Children in Schools to enhance their Life skills through group work activities.
3. Working with Women through Self-help groups for enhancing their Psychosocial functioning.
4. Organize awareness programs on Health, Hygiene, Effective Parenting, Environment Protection, Human Rights, Career Guidance, Addiction, Legal awareness etc
5. Practice of Case work method: Identify the individual needs, Understanding the application of principles, tools, treatment techniques and Use of community resources
6. Practice of Group work method:

Nature of group (Size, Age, Sex, Goal), Understanding and application of the principles, tools, techniques, Observation of dynamics in the group process and Enabling group participation

7. Practice of Community Organization method:

Nature and process of community organization, Applications of principles, tools, techniques and Application of innovative ideas in organizing community towards solving problems.

8. Home visits:

Understanding the significance of home visits, Observation of environment (social and physical) and Treatment of client in the family

9. Development as a Professional person:

Understanding the role as a helper rather than a doer, Professional responsibility by being regular and punctual and being aware of attitudes and feelings in handling individuals and groups.

10. Recording skills:

Recording clearly, consistently and neatly, Maintain punctuality in submitting the reports, Developing various methods of reporting, Concentrating on reporting of nonverbal communication and including copies of letters and documents

11. Use of Field Instruction:

Ability and capacity to seek the field work instructions from the agency and faculty supervisors and applying instructions into the field practice settings:

- Families
- Schools
- Civil society groups/Interest groups
- Rural/urban Governance bodies
- Health/Community Health Centers
- NGOs/CBOs

## CONCURRENT FIELD WORK PRACTICUM- III SEMESTER

### Medical and Psychiatric Specialization

Student trainee placed in Health settings and Psycho Social Rehabilitation Settings.

### The Social work trainee is expected to work on the following areas:

1. Study the Nature and Functioning of the Organization and its different Units.
2. Observe and study the various therapeutic treatment services offered for the patients.
3. Learn the skill of Case history taking and doing Mental Status Examination of Patients to facilitate assessment and diagnosis of Illness and plan Psycho-social treatment.
4. Learn to make Assessment of Patient's psychological, social & economic conditions associated with illness/disease
5. Practice Interpretation of the illness/disease, its treatment and prognosis to patient/family and educate in a group
6. Liaison with and visit school, home, workplace, Police station, health team members and others, if necessary, as part of the treatment.
7. Use Basic change communication skills with reference to Alcohol dependent patients.
8. Conduct therapeutic, Educational and recreational group work using a method of professional social work with patients and their relatives.
9. Organize and conduct need specific education programs.
10. Participate in health extension activities to learn organization, coordination skills and to understand the various roles played by social workers.
11. Assist in Administrative tasks of the Agency like reports compiling, presenting, maintaining records of patients.
12. Mobilizing Government medical services through PHC, urban health centers and district government hospitals. Advocacy of the government health services to public and motivating them to avail the facilities at these centers.

### Medical and Psychiatric Specialization-IV Semester

Student trainee placed in hospital setting is required to learn and practice the following:

1. Case Work and Assessment of patient's Psychological, Social & economic conditions associated with illness/disease and doing Psycho-social treatment intervention.
2. Interpret the illness/disease, its treatment and prognosis to patient/family and educate in a group
3. Doing Liaoning work by visiting school, home, workplace, police station, health team members and others as need arises in the treatment process.

4. Networking and referral with NGO's, welfare institutions, community and donor, trust for arranging medical/surgical expenses/ material aid etc.
5. Counseling to help empathize with patients. (Special skills which student social worker learns during training)
6. Assessment and evaluation, and interactive skills in communicating the various aspects of Terminal illness e.g. Cancer, AIDS, chorionic illness, e.g. diabetes, tuberculosis its stages, treatment course, consequence etc. and its interpretation to the patient and family
7. Basic change communication skills with reference to STD, HIV/AIDS, Human sexuality, Addiction (alcohol, drugs, smoking,) etc.
8. Working with Mental Health issues of Elderly and facilitating supportive help.
9. Conduct therapeutic, educational and recreational group work using a method of professional social work with patients and their family.
10. Organize and conduct need specific education programs.
11. Participate in health extension activities to learn organization, coordination skills and to understand the various roles played by social workers.
12. Assist in Administrative tasks of the Agency like reports compiling, presenting, maintaining records of patients.

## Human Resource Management Specialization-Semester III

HRD student trainee placed in industrial setting is required to learn and practice the following:

1. Organizational Details:
   Objectives, History of the Organization, Number of board members & designations, Number of departments, Number of working staff in each department, HR Policies of the organization, Structure of HR department, Role & functions of HR Department personnel, Number of HR personnel & their role, Plant layout: blue print of plant, production chart, ERP (disposal) process if ISO 14001 Organization
2. Man power planning:
   Analyzing of manpower and their requirement, Procedure of approval of additional Manpower and Manpower sourcing
3. Job description, job enrichment, job evaluation process
4. Safety & Health Provisions met in the Establishment
5. Role of Labour Welfare Officer
6. Wage and Salary administration/ Leave administration
7. Process of recruitment and selection:
   Recruitment Policy, Sources of recruitment, Recruitment procedure, Selection policy, Fixation of salary and Offer letter/appointment letter
8. Process of Induction and Induction Policy
9. Process of Training and development
   Types of training in the organization, Training Policy, Training Need Identification, Training arrangements, Training Nominations, Selection of trainers and Training feedback analysis
10. Performance Appraisal – Type, duration, benefits, Appraisal discussion etc

## Human Resource Development Specialization- Semester-IV

HRD student trainee placed in industrial setting is required to learn and practice the following:

1. Process of Training and development
   Types of training in the organization, Training Policy, Training Need Identification, Training arrangements, Training Nominations, Selection of trainers and
   Training feedback analysis
2. Performance Appraisal – Type, duration, benefits, Appraisal discussion etc
3. Application of various Labour Legislations:
   Factories Act 1948 / Karnataka Shops & Commercial Establishment Act 1961; The payment of wages act 1936 and the minimum wages act 1948 considered for wage and salary administration ; The Employee Provident Fund Act: Deductions, benefits, contributions, forms and various returns;The ESI Act: Deductions, benefits, contributions, forms and various returns; Standing Order – formation & changes in the S O; Applicability and confinement to the Contract Labour Act 1961; Application of Maternity Benefit Act; Applicability of Payment of Gratuity Act; Employees Compensation Act; Application of The Payment of Bonus Act 1965 and bonus calculation & negotiation; The Industrial Disputes Act 1947; Trade union, Collective bargaining: process, charter of demands, negotiation and settlement; Standing order-formation and periodic changes; Grievance & Grievance Handling; Discipline and Disciplinary policy: Memo, Disciplinary letters, Show-cause letter, Enquiry notices, Domestic enquiry procedure, Disciplinary decisions after enquiry
4. Calculation of salary: Net salary, absence, paid leave, statutory deductions, Income Tax deductions, Loan repayment/ Insurance premium deduction, salary advance
5. Promotion, transfer and demotion, Policies regarding the same and Procedures
6. Fringe benefits
7. Industrial health: occupational diseases
8. Accidents: prevention, mock drill, disaster management trainings, accident reporting

# ANNEXURE -5

**Yenepoya (Deemed to be University)**
**MSW PROGRAM**

**Internal Assessment (Twice in a Semester)**

**Question paper pattern**

**Total marks-** 25 **Duration:** 1 ½ hours

**Semester ---------** **Month----------**

**Subject/Course Name-------**

**Part I**

**(Answer any ONE question)** **1x10=10 marks**

1. .
2. .

**Part II**

**(Answer any THREE questions)** **3x5=15 marks**

1. .
2. .
3. .
4. .

# ANNEXURE -6

**Yenepoya (Deemed to be University)**
**MSW PROGRAM**

**Semester End Exam**

**Question paper pattern**

**Total Marks-50** **Duration:** 2½ hours

**Subject/Course title ---------** **Month----------**

---

**Part I . LONG ESSAYS (Answer any ONE) (1x15=15 Marks)**

1.
2.

**Part II. SHORT ESSAYS (Answer any TWO) (2x10=20 Marks)**

1.
2.
3.

**Part II . SHORT ANSWERS (Answer any THREE) (3x5=15 Marks)**

1.
2.
3.
4.
5.