



PONDICHERY UNIVERSITY

REGULATIONS, COURSE STRUCTURE AND SYLLABUS

FOR

Master of Social Work (MSW)

**REGULATIONS
for
Master of Social Work Degree Programme
(2008 – 2009 onwards)**

1. ELIGIBILITY CRITERIA FOR ADMISSION TO THE M.S.W. COURSE:

- a) Bachelor's Degree in any discipline with a minimum of 50% mark
- b) The basis of selection shall be the marks secured in the entrance examination conducted by Pondicherry University , group discussion and personal interview.
- c) Reservation of seats and other concessions for the SC, ST, M.B.C., O.B.C., B.C. and other special categories of candidates notified by the government shall be in force from time to time.

2. ELIGIBILITY FOR ADMISSION TO THE EXAMINATION:

A candidate can be admitted to appear in the M.S.W. degree end semester examinations only if he / she have undergone the course of study as prescribed by Pondicherry University and having put in not less than 75 percent of attendance.

3. DURATION:

The course of study shall be for duration of **TWO** academic years with **FOUR** semesters.

COURSE STRUCTURE

FIRST SEMESTER

COURSE CODE	TITLE OF THE PAPER	CORE	CREDIT
MSW 411	INTRODUCTION TO SOCIAL WORK	HC	4
MSW 412	INDIAN SOCIAL STRUCTURE AND SOCIAL PROBLEMS	HC	4
MSW 413	PSYCHOLOGY AND PERSONALITY DEVELOPMENT	SC	3
MSW 414	SOCIAL CASE WORK AND COUNSELLING	HC	4
MSW 415	SOCIAL GROUP WORK	HC	4
MSW 416	FIELD WORK & RURAL CAMP	HC	4

SECOND SEMESTER

MSW 511	COMMUNITY ORGANISATION AND SOCIAL ACTION	HC	4
MSW 512	SOCIAL WORK RESEARCH AND STATISTICS	HC	4
MSW 513	SOCIAL WELFARE ADMINISTRATION	HC	4
MSW 514	DISASTER MANAGEMENT	SC	3
MSW 515	FIELD WORK	HC	4

THIRD SEMESTER

MSW 611	HUMAN RIGHTS AND SOCIAL LEGISLATION	SC	3
SPECIALISATION - I (Human Resource Management)			
MSW 612	LABOUR WELFARE AND LABOUR LEGISLATION	HC	4
MSW 613	INDUSTRIAL RELATIONS	HC	4
MSW 614	HUMAN RESOURCE MANAGEMENT	HC	4
SPECIALISATION – II (Medical & Psychiatric Social Work)			
MSW 615	HOSPITAL ADMINISTRATION	HC	4
MSW 616	MEDICAL SOCIAL WORK	HC	4
MSW 617	MENTAL HEALTH	HC	4
SPECIALISATION – III (Community Development)			
MSW 618	RURAL COMMUNITY DEVELOPMENT	HC	4
MSW 619	URBAN COMMUNITY DEVELOPMENT	HC	4
MSW 620	SOCIAL WORK WITH MARGINALISED AND WOMEN	HC	4
MSW 621	FIELD WORK & STUDY TOUR	HC	4

FOURTH SEMESTER

MSW 711	SOCIAL WORK WITH PERSON WITH DISABILITIES	SC	3
	SPECIALISATION - I (Human Resource Management)		
MSW 712	ORGANISATIONAL BEHAVIOUR	HC	4
MSW 713	HUMAN RESOURCE DEVELOPMENT	HC	4
	SPECIALISATION – II (Medical & Psychiatric Social Work)		
MSW 714	PSYCHIATRIC SOCIAL WORK PRACTICE	HC	4
MSW 715	COUNSELLING – THEORY AND PRACTICE	HC	4
	SPECIALISATION – III (Community Development)		
MSW 716	PRA IN RURAL AND URBAN INTERVENTION	HC	4
MSW 717	ENVIRONMENT AND SOCIAL WORK INTERVENTION	HC	4
MSW 718	FIELD WORK	HC	4
MSW 719	PROJECT WORK	HC	4
MSW 720	BLOCK PLACEMENT	HC	4

SYLLABUS

FIRST SEMESTER

MSW 411: INTRODUCTION TO SOCIAL WORK

- UNIT I** **Social Work:** Definition, Objectives, Functions and Values of Professional Social Work. Historical Development of Social Work in India. Related Concepts: Social Service, Social Welfare, Social Reform, Social Action, Social Security, Social Justice and Social Education.
- UNIT II** **Social Work and Profession:** Evolution of Social Work as a Profession. Nature and Scope, Principles, Philosophy, Values, Ethics and Goals. Role of social work in the remedial, preventive and developmental models.
- UNIT III** **Methods and functions of social work.** Nature and importance of field work in social work- importance of field work supervision. Problems of professionalisation in social work. Professional Associations in social work.
- UNIT IV** **Fields of Social Work-** Family and Child Welfare, Industrial Social Work, Medical and Psychiatric Social Work, Community Development, Correctional Social Work, School Social Work and Youth Welfare.
- UNIT IV** **Voluntary Action and Social Work:** Voluntary Action in India – Ideological trends. Voluntary Organizations in Social Welfare in India. Government Measures to strengthen Voluntary Organizations. Social Workers' role in voluntary organization.

References:

1. Zastrow H.C. (2003), The practice of social work, Canada Thomson Learning Academic Centre
2. Robert, W. Roberts and Robert, H. Nee (ed) (1970), Theories of social work Chicago. The University of Chicago Press
3. Skidmore R. A., Milton G. Thackrey and A. William Farley (1991), Introduction to Social Work. Prentice Hall. New Jersey, Englewood Cliffs.
4. Pathak, S.H. (1981), Social Welfare: An Evolutionary and Development Perspective Delhi Macmillan Publication.
5. Sheaffer Bradford (1989), Social Work: A profession of many faces (5th ed.) Boston, Allyn & Bacon
6. Jacob K.K. Social Work Education in India, Himanshu Publishers, New Delhi, 1994.
7. Madan G.R., Indian Social Problems, Vol. 1 & 2, Allied Publishers, 1973.
8. Compton Beulah R: Introduction to Social Welfare and Social Work, The Dosery Press, Illinois, 1980

MSW 412: INDIAN SOCIAL STRUCTURE AND SOCIAL PROBLEMS

- UNIT I** **Social organization:** Society community, Associations, and groups. Social stratification: Caste, class. Social Institutions - Marriage, family, religion, Education
- UNIT II** **Culture:** Major elements of Indian culture- cultural norms, mores, folkways, customs and traditions, values, believes. Cultural lag and cultural change. Social Process - Cooperation, competition, accommodation, assimilation & conflict
- UNIT III** **Social Change:** Meaning and concepts, Urbanization, Industrialization, westernization, Sanskritization, social change in India-causes and consequences.
- UNIT IV** **Major Social Problems:** Poverty, Unemployment, Demographic Transition, Illiteracy, Dowry, Child Labour, Crime, Juvenile Delinquency, Alcoholism, Drug Addiction. (*Discussion related to definitions, types, causes, preventive and remedial measures and the role of Social Workers in rehabilitation*)
- UNIT V** **Contemporary Social Problems:** HIV/AIDS, Cancer, Terrorism, Trafficking among Women and Children, Suicide.

References:

1. Prabhu, PH, Hindu Social Organization, Popular Prakasham, Bombay, 1963.
2. Hutton J.H., Caste in India, Oxford University Press, Bombay, 1983.
3. Kapadia K.M. Marriage and Family in India, Oxford University Press, Bombay, 1966.
4. Ram Ahuja, Indian Social System. Vedam Book House, Jaipur, 1993,
5. Fichter, Joseph H, Sociology, II Ed., The University of Chicago Press, London, 1973.
6. Horton, Paul B. and Hunt, Chester L. Sociology, McGraw-Hill Book Company, 1964.

MSW 413: PSYCHOLOGY AND PERSONALITY DEVELOPMENT

- UNIT I** **Psychology:** Meaning, Definition, Fields and Methods, Introduction to Schools of Psychology, Relevance of psychology to Social Work practice -
- UNIT II** **Human Growth and Development:** Stages of and developmental tasks- Physical, psychological and social aspects of development from conception to old age.
- UNIT III** **Personality:** Meaning, definition, theories, types and factors influencing personality - **Motivation:** Meaning, definition, types and characteristics of motives, theories of motivation. **Intelligence:** Concept, theories and assessment. Important tests for measurement of personality, attitude and intelligence.
- UNIT IV** **Perception:** Concept, characteristics, process and factors influencing perception- **Learning:** Concept, types and theories of learning- **Attitude:** Definition, nature, formation of attitudes and attitudinal change.
- UNIT V** **Abnormal Psychology:** Concept of normality and abnormality- **Mental illness:** Types and causation of mental illness- role of social workers in promoting mental health.

References:

1. Bhatia,H.R.(1969), Abnormal Psychology, Oxford and IBH, New Delhi
2. Desai (1988), Psychology, McGraw Hill, New Delhi
3. Hurlock Elisabeth, B (1995), Developmental Psychology, McGraw Hill, New Delhi
4. Mangal, S.K. (1988), General Psychology, McGraw Hill, New Delhi
5. Page, J.D. (1967), Abnormal Psychology, John Wiley & Sons, New York

MSW 414: SOCIAL CASE WORK AND COUNSELING

- UNIT I** **Case Work:** Definitions, Meaning, Nature, Purpose of Case Work, Principles of Case work, Historical Development of case work and its relationship with other Social Work methods.
- UNIT II** **Tools of Case Work:** Case Worker- Client relationship- Basic Principles of relationship – Skills in establishing relationship and Problems encountered and their solution
- UNIT III** **Case Work Process:** Intake and Exploration, Analysis and Assessment, Psycho Social Diagnosis and Social Treatment, Supportive techniques, Evaluation, Termination and follow-up. Importance of involvement of Collateral contact in the entire process.
- UNIT IV** **Approaches to Practice of Case work:** Psychosocial, Functional, Problem Solving and Crisis Intervention. Interviewing; Definition, meaning, principles, techniques and Skills. Recording; Meaning, Types and importance in Social Case Work.
- UNIT V** **Counseling:** Definition, nature and goals; Counselling process,. Types of Counselling – Individual and Group counseling, Family counseling, Marital counseling, student counselling and Industrial counseling, skills and techniques, Characteristics of an effective counselor. Role of counselor in various settings.

References :-

1. Louise C.Johnson – Social Work Practice
2. Robert W.Roberts. H.Nee – Theories of Social Case Work, University of Chicago press, USA 1970.
3. Howard J.Parod – Crisis intervention, Family Service Association of America, New York USA 1970.
4. Biestex Felix. P – Case Work relationship, Layela University Press,Chicago ILLINORS,1957.
5. Perlman Hulen Harris – Social Case Work, problem Solving Process University of Chicago 1957.
6. Hamilton Gordon – Theory and Practice of Social Case Work. Columbia University Press 1955.
7. Hollis Florence – Case Work A Psychological Therapy, New York Random House 1964.

MSW 415: SOCIAL GROUP WORK

- UNIT I** **Social Group:** Definition, characteristics, types, functions, stages of group development, basic human needs met by groups at different stages of group development. **Group dynamics:** Definition, functions and basic assumptions of group dynamics.
- UNIT II** **Group Process:** New comers, Acceptance, Isolation, Rejection, Group bond, Sub groups, Expectations, Withdrawal, Conflict and Control. Leadership- styles and functions. Models of Group Development.
- UNIT III** **Social Group Work:** Definition. Philosophy and Objectives. **Group work process:** Pre group formation, Beginning phase, Middle phase and Advanced phase and Termination phase.
- UNIT IV** **Programme planning:** Definition of Programme. Principles and Process of Programme planning. Programme media. Programme development process. Uses of programmes. Place of agencies in programme planning.
- UNIT V** **Skills of Group Worker:** Group work and group therapy / group psycho therapy. Use of home visit and collateral contacts. Group Work supervision. Group work recording. Group work evaluation. Limitation of group work practice in India.

References:

1. Cartwright, Dorwin and Zander, Alwin, Group Dynamics (New York Row, Peterson & Co.)
 2. Coyle, Grace, L., Group experience and Democratic values (New York The Women's Press)
 3. Konopka, Gisela, Group Work in the Institution, (New York Whiteside Inc. and William Morrow and Co.)
 4. Konopka Gisela, Social Group Work, A Helping process (New Jersey, Prentice-Hall)
 5. Mills, Theodore, M., The sociology of small groups (New Delhi, Prentice-Hall)
- Wilson, Gertrude and Ryland Gladys, Social Group Work Practice (Boston: Houghton Mifflin Co.)

MSW 416: FIELD WORK & RURAL CAMP

FIELD WORK

The Organization of Field Work Includes observation visits to selected

- Social Welfare Agencies,
- Hospitals,
- Slums,
- Villages,
- Industries.

Pre visit and Post visit discussions (individual conferences) are also included.

RURAL CAMP

All students of the Social Work Programme will be required to undertake a rural camp in every academic year, either I / II semesters.

SECOND SEMESTER

MSW 511: COMMUNITY ORGANISATION AND SOCIAL ACTION

- UNIT I** **Community Work and Social Action:** Definition of Community, Types of Communities. Difference between Rural and Urban Communities, Power Structure in the Community, Community Leaderships, Types of Community Leaders, Role of Community leaders in Community Development.
- UNIT II** **Strategies of Community Work and Social Action:** Approaches to Community Work: Neighborhood Development, Systems and Radical, Politics and Community Work, Role of Community Organiser and Social Activist, Contemporary Social Action Interventions in India
- UNIT III** **Community Organization:** Definition, Objectives, Community Organization as a Method of Social Work, Various approaches to Community Organization – General content approach, Specific content approach, Process content approach. Community organization and Development.
- UNIT IV** **Methods of Community Organization:** Fact Finding, Planning, Group Decision Making, Conference and Committee Practice, Co-operative action – negotiation, consultation, Methods of Conflict Resolutions, Resource Mobilization, Administration, Recording Evaluation, Skill required for Community Organization.
- UNIT V** **Application of Community Organization Methods:** Application in Slums, Rural areas, during Flood, Famine and War. Community Organization for prompting Public Health and Family Welfare.

References:

1. Siddiqui H. Y. (1977), Working with Communities, New Delhi: Hira Publication.
2. Gangrade K. D. (1997), Community Organisation in India, New Delhi: Popular Prakashan.
3. Siddiqui H. Y. (1984) Social Work and Social Action, New Delhi Harnam Publications
4. Kumaran, Hyma, Wood (2004), Community Action Planning, Chennai, T. R. Publications
5. Vasudevamoorthy, M (1996), Social Action, Asia Publishing House
6. Rivera & Erlich (1995), Community Organising in a Diverse Society, Allyn and Bacon
7. Jim Ife (1995), Community Development, Longman
8. UNICEF (1982), Community Participation; Current Issues and Lessons Learned
9. Fred Milson (1974), An Introduction to Community Work, Routledge and Kegan Paul
10. Gupta, Dipankai, (1977), Nativesim in a Metropolis Manohar Publication
11. Dasgupta, Sugata (1980), Social Movements, Encyclopedia of Social Work in India, New Delhi Press Division, G02

MSW 512: SOCIAL WORK RESEARCH AND STATISTICS

- UNIT I** **Social Work Research:** Definition, Objectives of Research and Social Work Research. Social Research as a Scientific Method, Research and its applicability to Social Work. Types of Research: Basic, Action and Applied, Social Survey and Social Research .Qualitative and Quantitative Research.
- UNIT II** **Research Design:** Meaning and Types-Exploratory, Descriptive, Diagnostic, Experimental research designs and Case studies. Hypothesis-Meaning, Sources, Formulation, Types and Functions.
- UNIT III** **Sampling & Data Collection:** Sampling-Meaning, Types-Probability and Non Probability sampling methods. Selection and Formulation of research problem, Use of review of literature, Sources of data collection: Primary and Secondary Sources. Tools of data collection: Interview Schedule, Questionnaire: Construction of questionnaire/interview schedule - Content, types of questions, question format and sequence of questions. Advantages and disadvantages.
- UNIT IV** **Data processing and statistical analysis:** Coding, classification, tabulation of data. Measures of central tendency-arithmetic mean, median and mode, Measures of dispersion- mean deviation and standard deviation, Karl Pearson's co-efficient of correlation, Chi-square test, 't' test. Use of Computers in Statistical analysis-MS-Excel, SPSS.
- UNIT V** **Interpretation:** Meaning, Techniques, Precautions; **Report Writing:** Types of Reports, Mechanics of writing research reports, and precautions; Footnotes and Referencing; Agencies involved in Social Research.

References:

1. Anderson, J. Durston H. S & Pooram (1992) Thesis and Assignment Writing; Wiley Eastern Ltd, New Delhi.
2. Andrew Sayer (1992) Methods in Social Science: A Realistic Approach, Rutledge, London.
3. Baper, L.T. (1988) Doing Social Research, McGraw Hill, Singapore.
4. Bryman, Alan & Duncan Cramer (1990) Qualitative data analysis for Social Scientists, Rutledge, London.
5. Carol, M & Roberts (2004) Dissertation Journey, Sage, California.
6. Denzin, N.K and Lincoln, Y.S. (1998), Strategies of Qualitative Inquiry, Sage, Thousand Oaks.
7. Denzin, N.K and Lincoln, Y.S. (1998), Collecting and Interpreting Qualitative Materials, Sage, Thousand Oaks.
8. Denzin, N.K and Lincoln, Y.S. (2000), Hand Book of Qualitative Research, Sage, Thousand Oaks.

MSW 513: SOCIAL WELFARE ADMINISTRATION

- UNIT I** **Social Welfare Administration:** Definition, Historical Development. Purpose. Principles, functions and areas – Central and State Ministries, Central Social Welfare Board and Other National Institutions.
- UNIT II** **Registration of Welfare agencies:** Registration under Societies Registration Act, Trust Act, Companies Act, Foreign Contribution Regulation Act (FCRA), Provisions in Income Tax Act, Memorandum of Association, Constitution and Bye-Laws.
- UNIT III** **Administrative Processes:** Planning, Organizing, Staffing, Directing, Controlling, Reporting and Budgeting (POSDCORB) Functions of governing body, committees and chief executives. Need and importance of Public Relations. Mobilizing and managing financial resources.
- UNIT IV** **Office Management:** Importance of office management in welfare organizations. Communication system in the office, office procedures. Records management and filing system. Office mechanization and automation. Application of computers in office.
- UNIT V** **Project Administration:** Project identification, Preparation of the Project Proposal, Planning, Appraisal, Implementation, Monitoring and Evaluation. Changing trends of voluntary welfare activities. Problems of voluntary organizations.

References:

1. Bose, A.B., Social Welfare Planning in India, U.N. Pub., Bangkok.
2. Choudry, Paul, Hand Book on Social Welfare, Atma Ram & Sons, Delhi, 1993.
3. Choudry, Paul, Voluntary Social Welfare in India, Sterling Pub., New Delhi, 1979.
4. Dennison. D & Chepman, Valeries: Social Policy and Administration, George Allanond Unwin, London.
5. Dubey S.N., Administration of Social Welfare programmes in India, Somaiya pub., Bombay.
6. Dubey S.N., & Murdia, Administration of Policy and programmes for Backward classes in India, Somaiya Pub., Bombay.
7. Agarwal R.K., Hindu Law.
8. Chatterjee B.B., Impact of Social legislation on Social Change.

MSW 514: DISASTER MANAGEMENT

- UNIT I** **Disaster:** Meaning, factors and significance; effects; a global view; community disaster; disaster profile of India.
- UNIT II** **Typology of Disasters:** Earthquake, Flood, Cyclone, Drought, Famine, Landslide, Avalanches, Fire, Forest fire, Epidemics, Tsunami and Industrial & Technological Disaster. Chemical, Biological and Nuclear Disaster
- UNIT III** Disaster assessment, Disaster mitigation, Relief and Rehabilitation, Psycho – social impact on Women, Children and the Aged, Disaster Mental Health and Disaster Counseling.
- UNIT IV** **Disaster Management and Awareness:** Predictability, forecasting and warning, Planning, Communication, Leadership and Coordination, relief measures, Community health during disasters. Community participation, public awareness programmes, information origination and dissemination. Community based Disaster Management
- UNIT V** Role of Social Worker, Government (State and Central), District Administration INGOs, NGOs, Armed forces, Media, Disaster management Coordination committee, National Institute of Disaster Management,

References:

1. Form William H and Sigmund Nosow (1958), Community in Disaster, Harper and brothers Publishers, New York
2. E.L. Quarantelli, et. al., (1998), What is a Disaster, Routledge, London and New York.
3. Sen Amartya (1981), Poverty and Famines, Oxford University Press, New Delhi.
4. Parida P.K. (2002), “Towards Rebuilding a Post Disaster Society: A Case Study of Super Cyclone Affected Coastal Orissa”, The Indian Journal of Social Work, Vol 63, Issue 2.
5. Sharma Dhirendra (1983), India’s Nuclear Estate, Lancers, New Delhi.
6. Disaster Prevention and Mitigation (1982), United Nations Disaster Relief Coordination, New York.
7. Klinenberg Eric (2002), Heat Wave: A Social Autopsy of Disaster in Chicago, University of Chicago Press, Chicago

MSW 515: FIELD WORK

The Organization of Field Work includes two days of concurrent field work in every week in selected

- Social Welfare Agencies,
- Hospitals,
- Slums,
- Villages,
- Industries.

It includes individual placement of students in various settings. Pre visit and Post visit discussions (Individual Conferences) are also included.

THIRD SEMESTER

MSW 611: HUMAN RIGHTS AND SOCIAL LEGISLATION

- UNIT I** **Human Rights (HR):** Definition and Classification – Civil and Political Rights, Socio – Economic and Cultural Rights. Universal Declaration of Human Rights.
- UNIT II** **Constitution and HR:** Indian Constitution and Relevant Articles relating to HR. The protection of Human Rights Act 1993. Structure and Function of National Human Rights Institutions – National HR Commissions – National SC/ST Commissions – National commission for Women – National commission for Minorities – State Human Rights Institutions – State HR commissions – State commission for women – State commission for Minorities.
- UNIT III** **HR for target population:** SC/ST, Religious Minorities, Physical, Visual and Mentally Handicapped. AIDS victims, Refugees, War victims, Prisoners, Custodial Violence, Women and Children, Senior Citizens and Work situations.
- UNIT IV** **Social Policy:** Definition, need, evolution and constitutional base; Sources and instrument of social policy. **Social Planning and Social Development-** Meaning of social planning, community planning and community participation. Planning machineries at the State & National levels; Five year plans and Social development; Concept and indicators, social change and social development in India.
- UNIT V** **Social Legislations:** Salient Features of Child Labour Act, Right To Information Act, Suppression of Immoral Traffic Act and Prevention of Immoral Trafficking. Domestic Violence Act.

References:

1. Rebecca J. Cook, Human Rights of Women: National and International Perspectives, University of Pennsylvania Press. 1993
2. by James J. Lynch, Celia Modgil, Sohan Modgil, Human Rights, Education and Global Responsibilities Education, Taylor & Francis, 1992
3. O P Chauhan, Human Rights: Promotion and Protection, Anmol Publications Pvt. Ltd. 2004
4. Adamantia Pollis, Peter Schwab, Human Rights: New Perspectives, New Realities, Lynne Rienner Publishers, 2000.

SPECIALISATION - I (Human Resource Management)

MSW 612: LABOUR WELFARE AND LABOUR LEGISLATION

- UNIT I** Labour: concept, characteristics and problems of Indian labour- labour in organized and unorganized sectors. Labour Welfare: concept, scope and classification- Role and functions of Labour Welfare Officer. Objectives and functions of International Labour Organization (ILO) - role of ILO in labour welfare- implementation of ILO recommendations in India.
- UNIT II** Labour Legislations: Concept, need and historical development of Labour Legislation in India. Factories Act, 1948. The Contract Labour (Regulations and Abolition) Act, 1970.
- UNIT III** Concept and types of wages- Legislations relating to Wages: The Payment of Wages Act, 1936- The Minimum Wages Act, 1948- The Equal Remuneration Act, 1976- The Payment of Bonus Act, 1965.
- UNIT IV** Concept of Social security-Legislations relating to social security: The ESI Act, 1948, The Employees Provident Fund and Miscellaneous Provisions Act, 1952- The Payment of Gratuity Act, 1972- The Maternity Benefit Act, 1961, Workmen's Compensation Act, 1923.
- UNIT V** Legislations for labour welfare in different types of industries: The Plantation Labour Act, 1951 – The Mines Act, 1952 – The Motor Transport Workers Act, 1961.

References:

1. Bagga, S.N., The Labour Manual, The Law Book Co., Allahabad
2. Mamoria, C.B & Satish Mamoria, Industrial Labour, Social Security and Industrial Peace in India.
3. Giri, V.V.(1958), Labour Problems in Indian Industry, Asian Publishing House, Mumbai.
4. Moorthy, M.V.(1968), Principles of Labour Welfare, Gupta Brothers, Vishakapatnam.
5. Subramanian, V, Factory Laws Applicable in Tamil Nadu, Vol.I,II & III, Madras Book Company.
6. Yadav, L.B.(ed.) (2000), Reading in Social and Labour Welfare (2 Vol.Set) Institute For Sustainable Development, Lucknow
7. Sarma, A.M. (2005), Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Mumbai
8. Saxena, R. C (1960), Labour Problems & Social Welfare, Jai Prakash Nath & Co., Meerut.
9. Vaid, K. N. (1970), Labour Welfare in India, Sri Ram Centre For Ind. Relation, New Delhi.
10. International Labour Office, Labour Legislations in India, ILO, New Delhi.

MSW 613: INDUSTRIAL RELATIONS

- Unit I** **Industrial Relations.** Meaning scope, Need factors influencing IR. Actors of IR: Employees and their organization, employers and the government- roles and responsibilities of IR's. Approaches to IR- Maxian, Giri, Webbs, Dunlop . Tripartite Machineries: ILC, SLC, Industrial implementation and Evaluation committee, committees on conventions.
- Unit II** **Discipline:** Definition, Meaning – causes for indiscipline and misconducts- Hot stove rule and principles of Natural Justice- Disciplinary Action: Guidelines Process : show cause notices, Explanations, domestic enquiry, Penalties and punishment : fine, Demotion, Suspension, Discharge and Dismissal, Code of Discipline – Worker's participation in Management in India.
- Unit –III** **Conflicts and Disputes:** Meaning, Causes, forms of conflicts: strikes and Lock outs – Grievances: Meaning, Cause Redressal Procedure- collective bargaining: Meaning, Scope, Productive collective a, difficulties encountered in India- Negotiation procedure industrial Democracy- Industrial Peace harmony and unrest. Role of Social Workers in Industry.
- Unit IV** **Trade union Management:** Origin and Growth of TMU in India- Definition, Theories, Objectives, Functions, Structure and Governance- Major Trade unions in India- Social responsibilities of TU. Trade union leadership- Need for one union for one industry.
- Unit V** The trade union Act- 1926, the industrial Employment Standing orders Act -1946, Industrial Disputes act-1947

References:

1. Arun Monappa 1989 Industrial relations, New delhi, tata Magraw
2. Bhagliwel .T.N. 1988 Personnel Management and Industria Relations
Deep and Deep publisher
3. Dewan and 1996 Labour Management, New delhi, discovery, Publishing
Sudharsan House
4. Gaur.L 1986 Trade unionism and Industrial Relations, New Delhi
Deep and Deep publisher
5. Memoria.CB 1985 Dynamics of Industrial relations
& Memaoria .S
6. Puneekar Etal 1988 Labour Welfare, trade unionism and Industrial relations
Mumbai, Himalaya
7. Paril B.R. 1977 Concilliation in India, Allahabad, Chaugh Publication
8. Rao.K 1966 A practical approach to Domestic enquiry, Madras,
Sitaram and Co

MSW 614: HUMAN RESOURCE MANAGEMENT

- UNIT-I Human Resource Management:** Meaning, Definition, objectives and importance- -Role of HR Manager: Personnel, Welfare, Clerical, Legal Roles. Approaches: Process Model And Human Relations Approach- Overview of HRM Functions: Operative and Managerial. Personnel Policy: Meaning, Need and Objectives
- UNIT-II Human Resource Planning:** Definition, Need, Process-Job Analysis: Uses, Content- Job Description, Job Specification-Recruitment: Meaning, Sources of recruitment, Methods of recruitment- Selection: Meaning, Steps, Application Blank, Psychological test, Interviews and Physical Examination- Placement and Induction.
- UNIT-III Training and Development:** Meaning, Importance and Purpose, Types and Methods - Performance Appraisal: Meaning, Methods: Traditional and Modern, problems in Appraisal – 360 degree appraisal, TQM and ISO 9001. Promotion and Transfer: Meaning, purpose and types. Career Planning and Development.
- UNIT-IV Wage and Salary Administration:** Concept, Definition, components of wages, Types of Wages, Methods of wage payment, Incentives-concept and types. Requisites of a successful incentive plan. Employee Benefit Services.
- UNIT-V Personnel Record and Audit:** Usefulness of records, types of information and records, essentials of an effective record system, computerized human resource information system. Reports- types and uses. Personnel Audit- Areas, role and types of audit.

References:

1. Decenzo and Robbins (2001), Personnel/ Human Resource Management, *New Delhi, Prentice Hall*
3. Krishnaswami.O.R (1987), Human Resource Management & Industrial Management, *Coimbatore, rainbow*
4. Lynton and Pareek (1990), Training for Development, *New Delhi, Vistar*
5. Mathur,BL,(Ed.), (1994), Human Resource Management, *Jaipur, Harihani Publishing House*
6. Mamoria, C.B. (1993), Personnel Management (Management of Human Resources), *Bombay, Himalayan*
7. Milkovinch & Boudreau (1990), Personnel and Human Resource Management, *Delhi, All Travellers Book Seller*
8. Prasad and Lalan & Bannerji (1997), Management of Human Resources, *New Delhi, Steerling*
9. Rao, Subba (1996), Essentials of human Resource and Management and Industrial Relation, *Mumbai, Himalaya*
10. Scarpello, Levinika Functions,(1995), Human Resource Management and Environments and & Bergman, *Ohio South, Western College*
11. Subash Garg (1992), Personnel Human Resources, Jaipur, Arihant

SPECIALISATION – II (Medical & Psychiatric Social Work)

MSW 615: HOSPITAL ADMINISTRATION

- Unit I** Meaning of hospital – Evaluation of Hospital from charity to modern hospital classification of hospitals – General, special, public, Trust, Teaching-cum Research Hospital – Small or Large Size Hospital
- Unit II** Planning a Hospital – The planning Process – Choosing a Site, Location and Access, Building – Space Utilization, Physical Facilities- residential facilities requirements of various types of wards, out patients services and in-patients services emergency services in Hospital – Medico legal case – Different departments required in the hospital.
- Unit: III** Hospital Administration – Meaning, Nature and Scope Management of Hospitals- principles of Management need for Scientific management . Human resource management in Hospital personnel policies – Condition of Employment Promotional and Transfers – Performance appraisal. Working hours levels rules and benefits – safety conditions – salary and wages policies, Training and development.
- Unit: IV** Staffing the hospital – selection and requirement of medical professional and technical staff – social workers – physiotherapist and occupational therapist Pharmacist - Radiographers – Lab technicians – dieticians – records officers – mechanics – electricians. Roles of Medical Records in Hospital Administration – Content and their needs in the patient care system.
- Unit V** Hospital Budget – Department budget as a first step – specific elements of a department at budget including staff salary – supply cost- projected replacement of equipment – energy expenditures – contingency funds. Uses of computers in Hospital – purchase centralization – Shared Building system purchase agreements

References:

1. Benjamin Rober-t, etal 1983, Hospital Administration Desk Book Newjerky Prentice hall
2. Davies r lawelyn eta -1966, Hospital planning & administration Geneva WHO
3. Goal S L 1981, Health care Administration A Text Book New Delhi Steling Publishers Pvt.
4. Rabick & Jonathan etal 1983, Hospital Organization and Management London Spectrum Publishers.
5. Who Expert Committee 1975, Role of Hospital in programme of Community health protection WHO technical Report service.
6. Who Expert Committee 1968 Hospital Administration WHO technical Report Services No.395.