

DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)

ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

Department of Social Work

(MSW 2020 – 22)

SEMESTER - III

ACADEMIC YEAR - (2021-22)

III Semester MSW (2020 - 22)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	MSW3C09 SOCIAL LEGISLATION	Mr. Albin Thomas	5
2.	MSW3C10 SOCIAL WORK RESEARCH AND STATISTICS	Fr. Sojan Pananchickal	5
3.	MSW3E03 COUNSELING SKILLS AND TECHNIQUES	Ms. Shamroc D'coutho	5
4.	MEDICAL & PSYCHIATRIC SOCIAL WORK (MPSW) MSW3C11 HOSPITAL ADMINISTRATION	Ms. Aneesha Siby	5
5.	HUMAN RESOURCE MANAGEMENT (HRM) MSW3C11 HUMAN RESOURCE INFORMATION SYSTEM	Ms. Lisbel manikutty	5
6.	RURAL AND URBAN COMMUNITY DEVELOPMENT (RUCD) MSW3C11 GANDHIAN PHILOSOPHY OF COMMUNITY DEVELOPMENT	Ms. Aiswarya Thomas	5
7.	RURAL AND URBAN COMMUNITY DEVELOPMENT (RUCD) MSW3C12 DEVELOPMENTAL ECONOMICS	Mr. Zaviarkutty Francis	5
8.	MEDICAL & PSYCHIATRIC SOCIAL WORK (MPSW) MSW3C12 MEDICAL INFORMATION FOR MEDICAL & PSYCHIATRIC SOCIAL WORKERS	Ms. Shamroc D'coutho	5
9.	HUMAN RESOURCE MANAGEMENT (HRM) MSW3C12 INDUSTRIAL RELATIONS AND LABOUR WELFARE	Mr. Vipin K J	5
	Name of Class Incharge	Ms. Aneesha Siby	

TIME TABLE

Day	09.50 Am - 10.45 Am	10.45 Am - 11.40 Am	11.55 Am - 12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm	03.35 Pm - 04.30 Pm
1	Social Work Research and Statistics	Specialization 1	Counseling skills and Techniques	Social Legislation	Specialization 2	Library/Research
2	Social Work Research and Statistics	Specialization 1	Counseling skills and Techniques	Social Legislation	Specialization 2	Library/Research

3	Social Work Research and Statistics	Specialization 1	Counseling skills and Techniques	Social Legislation	Specialization 2	Library/Research
4	Social Work Research and Statistics	Specialization 1	Counseling skills and Techniques	Social Legislation	Specialization 2	Library/Research
5	Social Work Research and Statistics	Specialization 1	Counseling skills and Techniques	Social Legislation	Specialization 2	Library/Research

Subject Code:	MSW3C09
Subject Name:	SOCIAL LEGISLATION
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Albin Thomas

Module-1

Social Legislation: Meaning and scope.

Indian Constitution and Social Legislations.

Fundamental rights and directive principles of State policy.

Social Legislations as an instrument for social control, social change and social justice. Social defense.

Module-2

Indian Penal Code, Criminal Procedure Code.

Courts, Prisons, correction homes etc. Laws relating to probation and parole.

Legal Aid: Meaning, organization. Uses.

Public Interest Litigation. Women's commission (National & State).

Consumer courts and Family courts. Consumer Act: Objectives and Activities.

Human Rights commission, rights of the Child. Laws related to atrocities against women and children.

Module-3

Personal Laws: Laws relating to marriage, divorce, dowry, widow remarriage, child marriage and inheritance.

Laws relating to children. Adoption, guardianship and maintenance.

Module-4

Laws relating to immoral traffic, sexual offences, prostitution, untouchability, corruption.

Laws relating to beggary, juvenile Delinquency, mentally sick.

Laws relating to disability. Laws relating to atrocities against SC/ST and social security: social justice

Module-5

Legislation on social security measures:

Workmen's Compensation Act 1923, ESI Act 1948.

Medical Termination of pregnancy Act 1971, The Pre – Natal Diagnostic Technique (Regulation and Prevention of Misuse) Act 1994.

Protection of Children from Sexual Offences Act, 2012, JJ Act, RTI, RTE,

MNREGA, Maintenance and Welfare of Parents and Senior

Citizens Act, 2007, Issues relating to transgender Persons

– Constitutional Safeguards.

References:

1. Gangrade KD: Social Legislation in India Vol .I & II
2. India Government: Constitution of India
3. Kulkarni PD: Social Policy and social development in India

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Orientation
		2	Introducing course
		3	Module 1: Social Legislation: Meaning and scope.
		4	Indian Constitution and Social Legislations.
		5	Fundamental rights and directive principles of State policy.
		6	Social Legislations as an instrument for social control,
2	19-07-2021	7	Social defence.

No of Weeks	Dates	Session	Topic
	To 24-07-2021	20 July	Bakrid- Holiday
		8	Social change and social justice.
		9	Revision
		10	Revision
		11	Class test
3	26-07-2021 To 31-07-2021	12	Module 2: Indian Penal Code,
		13	Criminal Procedure Code.
		14	Courts, Prisons, correction homes.
		15	Laws relating to probation and parole.
		16	Legal Aid: Meaning, organization. Uses.
		17	Public Interest Litigation.
4	02-08-2021 To 07-08-2021	18	Women's commission (National & State).
		19	Consumer courts and Family courts.
		20	Consumer Act: Objectives and Activities.
		21	Human Rights commission
		22	Rights of the Child
		23	Laws related to atrocities against women and children.
5	09-08-2021 To 14-08-2021	24	Revision
		25	Revision
		26	Class test
		27	Module 3: Personal Laws,
		28	Laws relating to marriage
		29	Divorce
6	16-08-2021 To 21-08-2021	30	Dowry
		31	Widow remarriage
		32	Child marriage and inheritance.
		19 August	Moharam/Onam Vacation
		20 August	Onam Vacation
		21 August	Onam Vacation
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
8	30-08-2021	30 August	Onam Vacation

No of Weeks	Dates	Session	Topic
	To 04-09-2021	33	Revision
		34	Revision
		35	Class test
		36	Assignment
		37	Assignment
9	06-09-2021 To 11-09-2021	38	Seminar presentation
		39	Seminar presentation
			STUDY LEAVE
			STUDY LEAVE
			STUDY LEAVE
10	13-09-2021 To 18-09-2021		STUDY LEAVE
			STUDY LEAVE
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
11	20-09-2021 To 25-09-2021		I SEMESTER PG EXAMINATION
		21 September	SreeNarayana Guru Samadhi
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
		40	Seminar presentation
12	27-09-2021 To 02-10-2021	41	Seminar presentation
		42	Module 4: Laws relating to immoral traffic,
		43	Sexual offences
		44	Prostitution
		45	Untouchability
		2 October	Gandhi Jayanthi
13	04-10-2021 To 09-10-2021	46	Corruption
		47	Laws relating to beggary
		48	Juvenile Delinquency
		49	Mentally sick
		50	Laws relating to disability.
		51	Laws relating to atrocities against SC/ST
14	11-10-2021 To	52	Social security
		53	Social justice
		54	Revision

No of Weeks	Dates	Session	Topic
	16-10-2021	14 October	Mahanavami
		15 October	Vijayadasami
		55	Revision
15	18-10-2021 To 23-10-2021	56	Class test
		19 October	Milad-i-Sherif
		57	Module 5: Legislation on social security measures
		58	Workmen's Compensation Act 1923
		59	ESI Act 1948.
16	25-10-2021 To 30-10-2021	60	Medical Termination of pregnancy Act 1971
		61	INTERNAL EXAMINATION
		62	INTERNAL EXAMINATION
		63	INTERNAL EXAMINATION
		64	INTERNAL EXAMINATION
		65	INTERNAL EXAMINATION
17	01-11-2021 To 06-11-2021	66	The Pre – Natal Diagnostic Technique (Regulation and Prevention of Misuse) Act 1994.
		67	Protection of Children from Sexual Offences Act 2012
		68	JJ Act
		69	RTI
		4 November	Diwali
		70	RTE
18	08-11-2021 To 13-11-2021	71	MNREGA
		72	Maintenance and Welfare of Parents and Senior Citizens Act, 2007
		73	Issues relating to transgender Persons
		74	Constitutional Safeguards.
		75	Revision
		76	Revision
19	15-11-2021 To 19-11-2021	77	Class test
		78	INTERNAL EXAMINATION
		79	INTERNAL EXAMINATION
		80	INTERNAL EXAMINATION
		81	INTERNAL EXAMINATION
		82	INTERNAL EXAMINATION
20	22-11-2021 To 26-11-2021	83	Q&A Discussion
		84	Q&A Discussion
		85	Q&A Discussion
		86	Q&A Discussion
		87	Q&A Discussion

No of Weeks	Dates	Session	Topic
		88	Final revision
		89	Final revision
21	29-11-2021 To 03-12-2021	90	Final revision
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
22	06-12-2021 To 10-12-2021		II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
23	13-12-2021 To 17-12-2021		
24	20-12-2021 To 24-12-2021		
25			

Subject Code:	MSW3C10
Subject Name:	Social Work Research and Statistics
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5

Subject Code:	MSW3C10
Name of the Teacher:	Fr. Sojan Pananchickal

Social Research and Social Work Research

1. Scientific Method, Social Research: Meaning and characteristics of scientific method, Goals of research, Basic elements of social research- concepts, constructs, variables, Levels of measurements –nominal, ordinal, interval and ratio, hypothesis, theoretical frame work for research, operational definitions.

2. Social Work Research :Use of research in social work : intervention research and practice based research, Types of social work research – need assessment studies, situational analysis, monitoring and evaluation, impact assessment, policy research, Steps in Social Work Research: identification of problem; need assessment; selection of social work research design; baseline study; intervention; assessment of intervention effects/impact. , Ethics in Social Work Research

3. Research Designs in Social Work Research : Scientific Social Surveys, Experimental study design, logic of experimentation, causation and control, randomization and matching internal validity, Types of experimental design (pre-experiment, true experiment, quasi experiment, external validity), Qualitative and quantitative research designs- grounded theory, case study, ethnography and phenomenology, Other research approaches supportive to social work research: Action research; Participatory research

4. Methods of data collection: Scales and Scaling techniques, reliability, Validity, Interview schedule, Guides, Questionnaires, Projective technique, Content analysis, Sociometry, Participatory Research.

5. Statistical applications and Report Writing

A---Data Processing, Classification and Analyses Plan and Use of Statistics i Quantification of qualitative data, Coding, master sheet, tabulation plan ii Univariate, bivariate, trivariate and multivariate analyses of data iii Measures of central tendency (mean, median, mode) and dispersion iv Inferential Analyses: measures of association, tests of significance (chi square, t-test,) analysis of variance (ANOVA) v Statistical Package for Social Sciences (SPSS) – introduction, basic steps, defining data, data entry, data transformation, data analysis, graphical (diagrammatic) presentation, statistical application using SPSS.

B---Report:ing Research Structure of reports for differing readership, planning outline of report, editing for accuracy and neatness, standard formats for referencing, footnotes and bibliographies, preparing research abstract. Dissemination of research findings

Bibliography

1. Ahuja, Ram (2001) Research Methods, Jaipur : Rawat
2. Alston, M. Bocolos, W. (Indian Edition 2003) Research for Social Workers-An Introduction to Methods, Jaipur : Rawat
3. Baker, Therese L. (1994) Doing Social Research, Singapore : McGraw Hill
4. Goode, W.J., Hatt, P.K. (1981) Methods in Social Research, Singapore: McGraw Hill
5. Grinell, Richard M. (Jr.) (1988) Social Work Research and Evaluation, Illinois F. E. Peacock Pub. Inc.
6. Jacob, K. K. (1965) Methods & Fields of Social Work in India, Bombay: Asia Publishing
7. Kothari, C. R. (2004 2nd edition reprint) Research Methodology: Methods & Techniques, New Delhi, New Age International
8. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Himalaya, Bombay
9. Laldas, D. K. (2000) Practice of Social Research, Jaipur: Rawat
10. Mikkelsen, Britha (2005) Methods for Development Work and Research- A New Guide for Practitioners, New Delhi : Sage
11. Ramchandran, P. (1968) Social Work Research and Statistics, Bombay : Allied Publishers
12. Rubin, Allen & Babbie Earl (4th Ed. 2001) Research Methods for Social Work, USA : Wadsworth, West, Brooks/Cole and Schirmer
13. Sarantakos, Sotirios (2005) Social Research, New York : Palgrave Macmillan
14. Sharma, B. A. V., Prasad, R. D. & Satyanarayana, C. (2002) Research Methods in Social Sciences, New Delhi: Sterling
15. Sharma, K. R. (2002) Research Methodology, Jaipur : National Publishing House
16. Wilkinson, T.S. & Bhandarkar, P. L. (1984) Methodology and Techniques of Social Research, Bombay: Himalaya
17. Young, Pauline (Asian students edition 1960) Scientific Social Surveys and Research, Japan: Asia Publishing House
18. Chaudhary, C. M. (1991) Research Methodology, Jaipur : RBSA Publishers

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Research- Introduction
		2	Scientific Method, Social Research: Meaning
		3	characteristics of scientific method
		4	Goals of research
		5	Basic elements of social research
		6	Concepts
2	19-07-2021	7	Constructs
		20 July	Bakrid- Holiday

No of Weeks	Dates	Session	Topic
	To 24-07-2021	8	Variables
		9	Levels of measurements
		10	Nominal, ordinal
		11	Interval and ratio
3	26-07-2021 To 31-07-2021	12	Hypothesis
		13	Theoretical frame work for research
		14	Operational definitions
		15	Discussion
		16	Social Work Research
		17	Use of research in social work
4	02-08-2021 To 07-08-2021	18	Class Test
		19	Intervention research
		20	Practice based research
		21	Types of social work research
		22	Need assessment studies
		23	Situational analysis
5	09-08-2021 To 14-08-2021	24	Monitoring and evaluation
		25	Impact assessment
		26	Policy research
		27	Steps in Social Work Research
		28	Identification of problem; need assessment
		29	Selection of social work research design
6	16-08-2021 To 21-08-2021	30	Baseline study
		31	Intervention; assessment of intervention effects/impact
		32	Ethics in Social Work Research
		19 August	Moharam/Onam Vacation
		20 August	Onam Vacation
		21 August	Onam Vacation
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
8	30-08-2021 To 04-09-2021	30 August	Onam Vacation
		33	Discussion
		34	Research Designs in Social Work Research
		35	Scientific Social Surveys

No of Weeks	Dates	Session	Topic
		36	Experimental study design
		37	Class test
9	06-09-2021 To 11-09-2021	38	Logic of experimentation
		39	Causation and control
			STUDY LEAVE
			STUDY LEAVE
			STUDY LEAVE
10	13-09-2021 To 18-09-2021		STUDY LEAVE
			STUDY LEAVE
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
11	20-09-2021 To 25-09-2021		I SEMESTER PG EXAMINATION
		21 September	Sree Narayana Guru Samadhi
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
		40	Randomization and matching internal validity
12	27-09-2021 To 02-10-2021	41	Types of experimental design (pre-experiment, true experiment, quasi experiment, external validity)
		42	Qualitative and quantitative research designs
		43	Grounded theory
		44	Case study
		45	Ethnography and phenomenology
		2 October	Gandhi Jayanthi
		13	04-10-2021 To 09-10-2021
47	Participatory research		
48	Discussion		
49	Methods of data collection: Scales and Scaling techniques		
50	Reliability, Validity		
51	Interview schedule		
14	11-10-2021 To 16-10-2021	52	Guides
		53	Questionnaires
		54	Projective technique
		14 October	Mahanavami

No of Weeks	Dates	Session	Topic
		15 October	Vijayadasami
		55	Content analysis, Sociometry, Participatory Research.
15	18-10-2021 To 23-10-2021	56	Class test
		19 October	Milad-i-Sherif
		57	Statistical applications and Report Writing
		58	Discussion
		59	Data Processing, Classification and Analyses Plan and Use of Statistics i Quantification of qualitative data, Coding, master sheet, tabulation plan
		60	ii Univariate, bivariate, trivariate and multivariate analyses of data
		61	INTERNAL EXAMINATION
16	25-10-2021 To 30-10-2021	62	INTERNAL EXAMINATION
		63	INTERNAL EXAMINATION
		64	INTERNAL EXAMINATION
		65	INTERNAL EXAMINATION
		66	iii Measures of central tendency (mean, median, mode) and dispersion
		67	iv Inferential Analyses: measures of association, tests of significance (chi square, t-test,) analysis of variance (ANOVA)
17	01-11-2021 To 06-11-2021	68	v Statistical Package for Social Sciences (SPSS) – introduction, basic steps, defining data, data entry, data transformation, data analysis, graphical (diagrammatic) presentation, statistical application using SPSS.
		69	Study Tour
		4 November	Diwali
		70	Study Tour
		71	Study Tour
		72	Study Tour
18	08-11-2021 To 13-11-2021	73	Study Tour
		74	Study Tour
		75	Study Tour
		76	Study Tour
		77	Study Tour
		78	INTERNAL EXAMINATION
19			

No of Weeks	Dates	Session	Topic
	15-11-2021 To 19-11-2021	79	INTERNAL EXAMINATION
		80	INTERNAL EXAMINATION
		81	INTERNAL EXAMINATION
		82	INTERNAL EXAMINATION
		83	Discussion
20	22-11-2021 To 26-11-2021	84	Reporting Research
		85	Structure of reports for differing readership
		86	Planning outline of report
		87	Editing for accuracy and neatness, standard formats for referencing
		88	Footnotes and bibliographies, preparing research abstract. Dissemination of research findings
		89	Discussion
21	29-11-2021 To 03-12-2021	90	Revision
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
22	06-12-2021 To 10-12-2021		II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
23	13-12-2021 To 17-12-2021		
24	20-12-2021 To 24-12-2021		
25			

Subject Code:	MSW3E03
Subject Name:	COUNSELING SKILLS AND TECHNIQUES
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	6
Name of the Teacher:	Shamroc dcouto

MSW3E03 COUNSELING SKILLS AND TECHNIQUES

Module--1

Counselling: Definition, meaning, goal, principles, scope and process, report maintaining, differences between counselling and guidance, qualities and skills of counsellor.

Module—II

Counselling process, steps in Counselling process Counselling Process Recording, strategies and skills in counselling process, interview techniques. Counsellor counseee relationship: factors influencing the relationship, principles and techniques of counselling: observation, listening, non – verbal Behaviour, communication, questioning, silence, transference. Group counselling, referral services. Research in counselling, legal and Ethical aspects of counselling. .

Module--III

Counselling in different setting

- a. Family counselling: premarital, marital, sex education, family planning counselling, abortion counselling, HIV/AIDS counselling etc.**
- b. Educational counselling: scholastic backwardness, emotional disturbances, problems of the adolescences, sex education etc.**
- c. Vocational counselling: career guidance, jib adjustment, placement counselling etc.**
- d. Industrial counselling: Absenteeism, accident proneness, occupational stress, inter – personal conflicts etc.**
- e. De – addiction counselling.**

Module--IV

Counselling in different Contexts: Crisis, Sudden illness, loss of employment, marital brake down, accident, death and dying, bereavement, disaster counselling. Counselling Practices in India: an overview.

UNIT V

Transactional Analysis, SWOT Analysis, Gestalt Therapy, Johari window, Mirror Reflection Techniques NLP, Behaviour Modification techniques.

REFERENCES

- 1. Theories of counseling and psychotherapy, NY: Haper & Row.**
- 2. Indu D (1983) the basic essential of counseling, New Delhi:-Sterling.**
- 3. Richard Nelson, Jones (1996) practical counseling and helping skill. London, casual**
- 4. Ricky-L-George Teal (1989)-Theory methods and process of counseling and psychotherapy, University of Missouri.**
- 5. Meharaj Uddit (1997) Diny Addiction. Sri.Nagar**

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Counselling: introduction
		2	Counselling: Definition, meaning
		3	Counselling: goal
		4	Counselling: principles 1
		5	Counselling: principles 2
		6	Counselling: principles 3 and scope
2	19-07-2021 To 24-07-2021	7	counselling and guidance introduction
		20 July	Bakrid- Holiday
		8	Guidance: meaning and concept
		9	Guidance : goals
		10	Guidance : process
		11	Difference between counselling and guidance
3	26-07-2021 To 31-07-2021	12	Qualities and skills of counsellor.
		13	Qualities and skills of counsellor.
		14	Qualities and skills of counsellor.
		15	Group activity
		16	Group activity
		17	Group activity
4	02-08-2021 To 07-08-2021	18	Class test 1
		19	Counselling process: introduction
		20	Counselling process: stage 1
		21	Counselling process: stage 1
		22	Counselling process: stage 2
		23	Counselling process: stage 3

No of Weeks	Dates	Session	Topic
5	09-08-2021 To 14-08-2021	24	Counselling process: stage 4
		25	Counselling process: stage 5
		26	strategies and skills in counselling process 1
		27	strategies and skills in counselling process 2
		28	strategies and skills in counselling process 3
		29	strategies and skills in counselling process 4
6	16-08-2021 To 21-08-2021	30	Counsellor counselee relationship
		31	techniques of counselling: introduction
		32	observation, listening, non – verbal Behaviour
		19 August	Moharam/Onam Vacation
		20 August	Onam Vacation
		21 August	Onam Vacation
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
8	30-08-2021 To 04-09-2021	30 August	Onam Vacation
		33	Class test 2
		34	Revision
		35	Revision
		36	Revision
		37	Revision
9	06-09-2021 To 11-09-2021	38	Revision
		39	Revision
			STUDY LEAVE
			STUDY LEAVE
			STUDY LEAVE
10	13-09-2021 To 18-09-2021		STUDY LEAVE
			STUDY LEAVE
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
11	20-09-2021		I SEMESTER PG EXAMINATION
		21 September	Sree Narayana Guru Samadhi

No of Weeks	Dates	Session	Topic
	To 25-09-2021		I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
		40	communication, questioning, silence, transference
12	27-09-2021 To 02-10-2021	41	Group counselling
		42	Ethical aspects of counselling. .
		43	Legal aspects of counselling. .
		44	referral services
		45	Research in counselling
		2 October	Gandhi Jayanthi
		13	04-10-2021 To 09-10-2021
47	Counselling in different Contexts: introduction		
48	Crisis counselling		
49	Marital counselling		
50	Educational counselling		
51	Vocational counselling		
14	11-10-2021 To 16-10-2021	52	Industrial counselling
		53	De – addiction counselling
		54	Counselling Practices in India: an overview
		14 October	Mahanavami
		15 October	Vijayadasami
		55	Transactional Analysis,
15	18-10-2021 To 23-10-2021	56	SWOT Analysis
		19 October	Milad-i-Sherif
		57	Gestalt Therapy
		58	Mirror Reflection Techniques
		59	Behaviour Modification techniques
		60	Johari window
16	25-10-2021 To 30-10-2021	61	INTERNAL EXAMINATION
		62	INTERNAL EXAMINATION
		63	INTERNAL EXAMINATION
		64	INTERNAL EXAMINATION
		65	INTERNAL EXAMINATION
		66	CBT
17	01-11-2021 To 06-11-2021	67	REBT
		68	TC
		69	NLP
		4 November	Diwali

No of Weeks	Dates	Session	Topic
		70	Subject presentation
		71	Subject presentation
18	08-11-2021 To 13-11-2021	72	Subject presentation
		73	Subject presentation
		74	Subject presentation
		75	Subject presentation
		76	Subject presentation
		77	Subject presentation
19	15-11-2021 To 19-11-2021	78	INTERNAL EXAMINATION
		79	INTERNAL EXAMINATION
		80	INTERNAL EXAMINATION
		81	INTERNAL EXAMINATION
		82	INTERNAL EXAMINATION
		83	Subject presentation
20	22-11-2021 To 26-11-2021	84	Subject presentation
		85	Subject presentation
		86	Subject presentation
		87	Subject presentation
		88	Revision
		89	Revision
21	29-11-2021 To 03-12-2021	90	Revision
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
22	06-12-2021 To 10-12-2021		II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
23	13-12-2021 To 17-12-2021		
24	20-12-2021		

No of Weeks	Dates	Session	Topic
	To 24-12-2021		
25			

Subject Code:	MSW3C11
Subject Name:	Hospital Administration
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Ms. Aneesha Siby

Module-I

Hospital: Definitions, meaning, functions, history, growth and classification of hospitals in India. Hospital Administration: Concept, Definition, general principles, importance, functions and ethics. Hospital Management: Concept, Meaning and Significance. Managerial Functions in a Hospital: Management Process, Managerial Skills, Levels of Management, Application of managerial functions in Hospital.

Module-II

Organization of Hospital Departments: Roles of departments and managers in Outpatient services, Inpatient Services, Nursing Services, Laboratory services, Radiological services, Causality and emergency services, human resource management (HRM) department. Concept of patient Care, Patient centric management in Hospital and Hospital Ward Management

Module- III

Patient safety and risk management: Clinical issues for managers, Patient safety, medication safety, adverse drug event, safety of surgery and invasive procedures, pre operative / Procedure planning, intra- operative and post operative safety. Occupational hazards, health care associated infections, environmental safety, privileging and credentialing medical professionals. Errors: Medical, Diagnostic, Sentinel event, Hazard, National safety goals.

Module- IV

Medical Ethics: Definition, Principles, rules and core concepts. Indian Medical Council, Doctor Patient Relationship, Professional Secrets and Privileged Communication – Birth, Death, Abortion, MTP, Helsinki Declaration on Medical Research, ICMR Guidelines of medical Research, Death, Dying and Incurable ill Patient. Euthanasia – ethical frame work on decision making.

Module- V

Hospital Information System – Genesis, scope, basic management cycles in hospitals, categories of information system in hospitals, sources of health information, uses of health and hospital data, managing information system, and need of information in hospital. Medical Records, Utility & functions of Medical Records in Health care delivery System. Organizations & management of Medical Records Department. Role of Hospital managers & MRD personnel in Medical record keeping. Reports & returns in Medical Record System. Procedures of Medical Auditing & its importance. Government Regulations & requirements.

REFERENCES:

1. A.G. Chandorkar, Hospital Administration & Planning , Paras Medical Publisher.
2. Anand, KK, 1996, Hospital Management : A New perspective , New Delhi, Vikas publishing House Pvt.,.
3. B.M. Sakharkar, Principles of Hospital Administration & Planning Jaypee Brothers.
4. B.M.Sakharkar, Principles of Hospital Administration & Planning —, Jaypee Brothers
5. C.M. Francis & D’Souza. Hospital Administration & Management
6. Desai, VA ,1985, Hospital Administration I,Miraj,Wanless Hospital
7. Francis, CM, 1995, Hospital Administration, 2nd edition ,New Delhi , Jaypee Brothers.
8. G.D. Mogli, Medical Records, Jaypee Brothers
9. G.P. Mogli, Medical Records, Organisation & Management , Jaypee Brothers, New Delhi.
10. Goel & Kumar, Management of Hospitals, Deep & Deep
11. Goel, SL 1981, Health Care Administration: A text Book, New Delhi,Sterling Publishing House Pvt Ltd.
12. Goyal, RC, 1994, Hand Book of Hospital Personal Management, New Delhi, Prentice,Hall of India
13. Haywood, SC 1974, Managing the Health Service, London,George Allen & Unwin Ltd.,
14. Kunders & Gopinath. Hospitals Planning, Design & Management
15. Manisha Saxena, Hospital management, CBS Publishers and Distributers, New Delhi
16. Sridhr Bhat, Total Quality Management, Mimalaya Publications, Mumbai;l
17. Syed Amin Tabish, Hospital Administration —Hospital and Health Services Administration: Principles and Practice, , Oxford University Press, 2001, Mc Graw Hill, New Delhi, 1988

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Module-I Hospital: Definitions
		2	Meaning, functions
		3	History
		4	Growth and classification of hospitals in India
		5	Hospital Administration: Concept
		6	Definition, general principles

No of Weeks	Dates	Session	Topic
2	19-07-2021 To 24-07-2021	7	Importance, functions and ethics.
		20 July	Bakrid- Holiday
		8	Hospital Management: Concept
		9	Meaning and Significance
		10	Managerial Functions in a Hospital
		11	Management Process
3	26-07-2021 To 31-07-2021	12	Managerial Skills
		13	Levels of Management
		14	Application of managerial
		15	functions in Hospital
		16	Discussion
		17	Module-II Organization of Hospital Departments
4	02-08-2021 To 07-08-2021	18	Roles of departments and managers in Outpatient services
		19	Inpatient Services
		20	Nursing Services
		21	Laboratory services
		22	Radiological services
		23	Causality and emergency services
5	09-08-2021 To 14-08-2021	24	Class Test
		25	human recourse management (HRM) department
		26	Concept of patient Care
		27	Patent centric management in Hospital and Hospital Ward Management
		28	Discussion
		29	Module- III Patient safety and risk management
6	16-08-2021 To 21-08-2021	30	Clinical issues for managers
		31	Patient safety
		32	medication safety
		19 August	Moharam/Onam Vacation
		20 August	Onam Vacation
		21 August	Onam Vacation
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
8	30-08-2021	30 August	Onam Vacation

No of Weeks	Dates	Session	Topic
	To 04-09-2021	33	Adverse drug event, safety of surgery and invasive procedures
		34	Pre operative / Procedure planning
		35	Intra- operative and post operative safety
		36	Occupational hazards
		37	Health care associated infections
9	06-09-2021 To 11-09-2021	38	Environmental safety
		39	Privileging and credentialing medical professionals
			STUDY LEAVE
			STUDY LEAVE
			STUDY LEAVE
10	13-09-2021 To 18-09-2021		STUDY LEAVE
			STUDY LEAVE
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
11	20-09-2021 To 25-09-2021		I SEMESTER PG EXAMINATION
		21 September	Sree Narayana Guru Samadhi
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
		40	Errors: Medical, Diagnostic
12	27-09-2021 To 02-10-2021	41	Sentinel event, Hazard, National safety goals
		42	Discussion
		43	Module- IV Medical Ethics: Definition, Principles
		44	rules and core concepts
		45	Indian Medical Council
		2 October	Gandhi Jayanthi
13	04-10-2021 To 09-10-2021	46	Doctor Patient Relationship
		47	Professional Secrets and Privileged Communication
		48	Birth, Death, Abortion, MTP, Helsinki Declaration on Medical Research
		49	ICMR Guidelines of medical Research
		50	Death, Dying and Incurable ill Patient
		51	Euthanasia – ethical frame work on decision making
14	11-10-2021	52	Discussion

No of Weeks	Dates	Session	Topic
	To 16-10-2021	53	Presentation
		54	Presentation
		14 October	Presentation
		15 October	Presentation
		55	Presentation
15	18-10-2021 To 23-10-2021	56	Presentation
		19 October	Milad-i-Sherif
		57	Module- V Hospital Information System – Genesis, scope
		58	basic management cycles in hospitals
		59	categories of information system in hospitals
	25-10-2021 To 30-10-2021	60	sources of health information
		61	INTERNAL EXAMINATION
		62	INTERNAL EXAMINATION
		63	INTERNAL EXAMINATION
		64	INTERNAL EXAMINATION
		65	INTERNAL EXAMINATION
16	25-10-2021 To 30-10-2021	66	uses of health and hospital data
		67	managing information system
		68	need of information in hospital
		69	Study Tour
		4 November	Diwali
		70	Study Tour
17	01-11-2021 To 06-11-2021	71	Study Tour
		72	Study Tour
		73	Study Tour
		74	Study Tour
		75	Study Tour
		76	Study Tour
18	08-11-2021 To 13-11-2021	77	Study Tour
		78	INTERNAL EXAMINATION
		79	INTERNAL EXAMINATION
		80	INTERNAL EXAMINATION
		81	INTERNAL EXAMINATION
19		82	INTERNAL EXAMINATION

No of Weeks	Dates	Session	Topic
	15-11-2021 To 19-11-2021	79	INTERNAL EXAMINATION
		80	INTERNAL EXAMINATION
		81	INTERNAL EXAMINATION
		82	INTERNAL EXAMINATION
		83	Medical Records, Utility & functions of Medical Records in Health care delivery System.
20	22-11-2021 To 26-11-2021	84	Organizations & management of Medical Records Department
		85	Role of Hospital managers & MRD personnel in Medical record keeping. Reports & returns in Medical Record System
		86	Procedures of Medical Auditing & its importance
		87	Government Regulations & requirements
		88	Discussion
		89	Discussion
21	29-11-2021 To 03-12-2021	90	Revision
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
22	06-12-2021 To 10-12-2021		II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
23	13-12-2021 To 17-12-2021		
24	20-12-2021 To 24-12-2021		
25			

No of Weeks	Dates	Session	Topic

Subject Code:	MSW3C12
Subject Name:	MEDICAL INFORMATION FOR MEDICAL & PSYCHIATRIC SOCIAL WORKERS
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Shamroc dcouto

**MEDICAL & PSYCHIATRIC SOCIAL WORK (MPSW)
MSW3C12 MEDICAL INFORMATION FOR MEDICAL & PSYCHIATRIC
SOCIAL WORKERS**

Module-1

The basic concepts in health: Health Definition and Meaning. The concept of Positive Health, Changing concepts of health, Dimensions of Health, Determinants of Health, Ecology of health, Right to health, Responsibility for health. Indicators of health and various health service philosophies. Population medicine, Preventive medicine, social medicine, community medicine, hygiene, public health, Community health,

Module- II

The concept of Disease: Definition and Meaning. Concept of Causation, Natural history of disease: The pre pathogenic phase, pathogenic phase, Agent factors, Host factors, Environmental factors, Risk factors, Risk Groups, Spectrum of disease, iceberg of disease. The Concept of disease control: disease elimination, Disease eradication, monitoring and surveillance, sentinel surveillance, evaluation of control. Concept of Prevention: Levels of prevention.

Module- III

Basics of Anatomy and Physiology of the human body

- a) **Respiratory System**
- b) **Digestive System**
- c) **Nervous System**
- d) **Cardio Vascular System**
- e) **Skeleto-Muscular - System**
- f) **Geneto- Urinary System**
- g) **Reproductive System (male and female)**
- h) **Endocrine System (in brief)**

Module- II. Common Communicable and Infectious diseases

Etiology, prevention, presentation, investigations and treatment of Tuberculosis, Leprosy,

Sexually Transmitted Diseases (bacterial and viral) HIV,AIDS, Hepatitis, Poliomyelitis, Amoebiasis, Diarrhea and Dysentery and Worm infection, Rabies, Pellagra Jaundice (conceptual + alcohol + neonatal). Etiology, prevention, presentation, investigations and treatment of Infectious Diseases of Childhood:

a) Chicken Pox, Mumps, Rubella, Roseola, Diphtheria, Tetanus, Meningitis, Encephalitis

b) Respiratory infections – common cold, influenza, pneumonia

c) Skin infections.

d) Nutrition and Health - Protein calorie malnutrition, Kwashiorkor, Marasmus, Vitamin

a) A and D deficiency diseases/conditions/Arithmia

Module-IV.

Diseases of Cardio Vascular System

Myocardial infarction, Ischemic Heart disease, Hypertension, Stroke/paralysis, Diabetes, Congenital heart disease, Coma.

Module- V

Genetic disorders and Degenerative Diseases

Epilepsy, Asthma, Mental deficiency, Minimal brain damage: Social work intervention for management of genetic disorders. Importance of genetic counselling. Pre-Natal and neo-natal conditions, trauma at birth leading to: Spasticity, Retarded intellectual development and other traumatic neuropathies.

Degenerative Diseases and Geriatric Medicine : Management of Arthritis, Parkinson's disease, Cataract, Glaucoma , Retinal detachment, Senile dementia, Alzheimer's diseases

Recommended Readings :

1. Anderson Clifford R. (1977) Your guide to health.- Oriental Watchman, Pune : Publishing House

2. Christopher Haslett, Edwonn Chilvere, Nicholas Boon, Nicki Colledge (2003) Churchill Living Stone

General References :

1. Alison Freeland (1990) Journey to Motherhood, New York : Prentice Hall Press

2. Arya, Subhash (1990) Infant & Child Care, New Delhi : Vikas Publishing House Pvt, Ltd.

3. Darvey, David (1986) A new life – Hamlyn

4. Davidson Stanley, Passmore R., Brock J. F., Truswell A. S. (1959) Human Nutrition &

5. Dietetics, Churchill Living stone

6. Davidson Stanley, Passmore R., Brock J. F., Truswell A. S. (1979) Human Nutrition &

7. Dietetics, London : Edinburgh, Churchill Living stone

8. Fait Hollis F. (1961) Health & Fitness for modern Living, Boston : Allyn and Bacon, Inc.

9. Gupte, Suraj (1991) Speaking of child care, New Delhi : Sterling Publishers Pvt, Ltd.

10. Harris R. J. C. (1970) What we know about cancer, London : George Allen & Unwin Ltd.

11. ICSSR (1981) Health for All, New Delhi

12. Kakar, D. N. Kakar, S. N. (2002) **Combating AIDS in the 21st Century**, Sterling Publishers Pvt. Ltd.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	The basic concepts in health – subject introduction
		2	Health Definition and Meaning
		3	The concept of Positive Health,
		4	Changing concepts of health
		5	Dimensions of Health 1
		6	Dimensions of Health 2
2	19-07-2021 To 24-07-2021	7	Dimensions of Health 3
		20 July	Bakrid- Holiday
		8	Determinants of Health 1
		9	Determinants of Health 2
		10	Determinants of Health 3
3	26-07-2021 To 31-07-2021	11	Ecology of health
		12	Right to health
		13	Responsibility for health
		14	Indicators of health 1
		15	Indicators of health 2
		16	Indicators of health 3
4	02-08-2021 To 07-08-2021	17	health service philosophies – introduction
		18	Population medicine
		19	Preventive medicine
		20	social medicine
		21	community medicine
		22	public health, Community health
		23	community medicine, hygiene
5	09-08-2021 To	24	Class test 1
		25	The concept of Disease – introduction
		26	Disease: Definition and Meaning

No of Weeks	Dates	Session	Topic
	14-08-2021	27	Concept of Causation 1
		28	Concept of Causation 2
		29	Concept of Causation 3
6	16-08-2021 To 21-08-2021	30	Natural history of disease
		31	pre pathogenic phase
		32	pathogenic phase
		19 August	Moharam/Onam Vacation
		20 August	Onam Vacation
		21 August	Onam Vacation
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
8	30-08-2021 To 04-09-2021	30 August	Onam Vacation
		33	Revision
		34	Revision
		35	Revision
		36	Revision
		37	Revision
9	06-09-2021 To 11-09-2021	38	Revision
		39	Revision
			STUDY LEAVE
			STUDY LEAVE
			STUDY LEAVE
10	13-09-2021 To 18-09-2021		STUDY LEAVE
			STUDY LEAVE
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
11	20-09-2021 To 25-09-2021		I SEMESTER PG EXAMINATION
		21 September	Sree Narayana Guru Samadhi
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION

No of Weeks	Dates	Session	Topic
		40	Spectrum of disease
12	27-09-2021 To 02-10-2021	41	Iceberg of disease.
		42	The Concept of disease control
		43	disease elimination, Disease eradication,
		44	monitoring and surveillance
		45	Surveillance, evaluation of control.
		2 October	Gandhi Jayanthi
13	04-10-2021 To 09-10-2021	46	Class test 2
		47	Concept of Prevention
		48	Levels of prevention
		49	Respiratory System
		50	Digestive System
		51	Nervous System
14	11-10-2021 To 16-10-2021	52	Cardio Vascular System
		53	Reproductive System
		54	Endocrine System
		14 October	Mahanavami
		15 October	Vijayadasami
		55	Common Communicable and Infectious diseases
15	18-10-2021 To 23-10-2021	56	Etiology, prevention, presentation, investigations and treatment of diseases
		19 October	Milad-i-Sherif
		57	Class test 3
		58	Diseases of Cardio Vascular System 1
		59	Diseases of Cardio Vascular System 2
		60	Diseases of Cardio Vascular System 3
16	25-10-2021 To 30-10-2021	61	INTERNAL EXAMINATION
		62	INTERNAL EXAMINATION
		63	INTERNAL EXAMINATION
		64	INTERNAL EXAMINATION
		65	INTERNAL EXAMINATION
		66	Degenerative Diseases
17	01-11-2021 To 06-11-2021	67	Management of Arthritis, Parkinson's disease,
		68	Importance of genetic counselling
		69	Genetic disorders
		4 November	Diwali
		70	Subject presentation

No of Weeks	Dates	Session	Topic
		71	Subject presentation
18	08-11-2021 To 13-11-2021	72	Subject presentation
		73	Subject presentation
		74	Subject presentation
		75	Subject presentation
		76	Subject presentation
		77	Subject presentation
19	15-11-2021 To 19-11-2021	78	INTERNAL EXAMINATION
		79	INTERNAL EXAMINATION
		80	INTERNAL EXAMINATION
		81	INTERNAL EXAMINATION
		82	INTERNAL EXAMINATION
20	22-11-2021 To 26-11-2021	83	Subject presentation
		84	Subject presentation
		85	Subject presentation
		86	Subject presentation
		87	Subject presentation
		88	Revision
21	29-11-2021 To 03-12-2021	89	Revision
		90	Revision
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
22	06-12-2021 To 10-12-2021		II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
23	13-12-2021 To 17-12-2021		
24	20-12-2021 To		

No of Weeks	Dates	Session	Topic
	24-12-2021		
25			

Subject Code:	MSW3C11
Subject Name:	HUMAN RESOURCE INFORMATION SYSTEM
No. of Credits:	3
No. of Contact Hours:	108
Hours per Week:	6
Name of the Teacher:	Lisbel Manikutty

Module- I

Introduction to HRIS: HRIS in organization, role and benefits of HRIS, HRIS in decision making, HRIS in organization, role and benefits of HRIS, HRIS in decision making. Strategic advantages of HRIS. Systems approach of functioning in an organization. Computers and Computer Based Information Systems / Introduction to Computer Based Information Systems –TPS/MIS/EIS/ES/DSS/OA; Management Concepts and CBIS

Module- II

Management Information Systems; Functional Applications

Module-III

HRIS Life Cycle/HR responsibility in each phase of HRIS development; Pre implementation stage of HRIS: HRIS Planning, HRIS Expectation, Productivity Through HRIS, HRIS Cost-benefit Value Analysis, Getting Management Support for HRIS, Limitations of Computerization of HRIS

Module- IV

Implementation of HRIS: Tools in HRIS Development; Human Resources Information Systems in large and small organizations

Module- V

Packaged Human Resources Information Systems / Business Process Re-engineering, Enterprise Resource Planning Systems; Emerging Trends in HRIS, Networking, Internet, Intranet, Technology Implications, etc.

References

1. Rampton Dlen, Tumbullian, and Doran J Allen: Human Resources
2. Management Systems (2nd edition)
3. Walker Alfred, Handbook of Human Resources Information Systems. Managing Human Resources, 2nd ed. Gomez Luis R.-Mejia, Balkin David B. and Cardy Robert L (Prentice Hall), 1998
Sharma A.M. Aspects of Labour Welfare and Social Security, Himalaya Publishing House, 1999.
4. Wayne Cascio F. : Managing Human Resources – Productivity, Quality of Work Life, Profits, McGraw-Hill Inc. 1993.
5. John Bernardin H. & Russell E.A. Joyace, Human Resource Management – An Experimental Approach, McGraw-Hill Inc. 1993.
6. Environmental Management- N.K. Uberoi
7. Environmental Management- H.M. Saxena
8. Environmental Management- G.N. Pandey
9. Environmental Management- S. Vigneswaran
10. Environmental Impact Assessment: Dr Sunny Joseph, SAFF, Ernakulam
11. How Environmental Provision Affect Developing Countries – Aparna Sawhaey
12. Revisiting the limits to growth: An energy white paper by Mathew R. Simmons
13. The Limits to growth: Donella H. Meadows et al.
14. ISO Protocol documents.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Introduction to HR
		2	Syllabus discussion
		3	Module 1- Introduction
		4	Introduction to HRIS: HRIS in organization
		5	Role of HRIS
		6	Benefits of HRIS
2	19-07-2021	7	HRIS in decision making- 1

No of Weeks	Dates	Session	Topic
	To 24-07-2021	20 July	Bakrid- Holiday
		8	HRIS in decision making
		9	HRIS in organization- Introduction
		10	HRIS in organization- Examples
		11	Strategic advantages of HRIS
3	26-07-2021 To 31-07-2021	12	Systems approach of functioning in an organization
		13	Computer Based Information Systems
		14	Computer Based Information Systems
		15	Introduction to Computer Based Information Systems
		16	Introduction to Computer Based Information Systems - TPS/MIS
4	02-08-2021 To 07-08-2021	17	Introduction to Computer Based Information Systems EIS/ES
		18	Introduction to Computer Based Information System- DSS/OA
		19	Management Concepts and CBIS
		20	Conclusion
		21	Module 2 – introduction
		22	Management Information Systems- definition
5	09-08-2021 To 14-08-2021	23	Management Information Systems- advantages and disadvantages
		24	Functional applications
		25	Functional applications
		26	Functional applications
		27	Module-III- Introduction
		28	HRIS Life Cycle- definition and steps
6	16-08-2021 To 21-08-2021	29	HR responsibility in each phase of HRIS development
		30	First phase
		31	Second Phase
		32	Third phase
		19 August	Moharam/Onam Vacation
		20 August	Onam Vacation
7	23-08-2021 To 28-08-2021	21 August	Onam Vacation
		23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation

No of Weeks	Dates	Session	Topic
8	30-08-2021 To 04-09-2021	30 August	Onam Vacation
		33	Pre implementation stage of HRIS
		34	HRIS Planning
		35	HRIS Expectation
		36	Productivity Through HRIS
		37	HRIS Cost-benefit Value Analysis
9	06-09-2021 To 11-09-2021	38	HRIS Cost-benefit Value Analysis
		39	Getting Management Support for HRIS
			STUDY LEAVE
			STUDY LEAVE
			STUDY LEAVE
10	13-09-2021 To 18-09-2021		STUDY LEAVE
			STUDY LEAVE
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
11	20-09-2021 To 25-09-2021		I SEMESTER PG EXAMINATION
		21 September	Sree Narayana Guru Samadhi
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
		40	Limitations of Computerization of HRIS
12	27-09-2021 To 02-10-2021	41	Limitations of Computerization of HRIS
		42	Presentation
		43	Presentation
		44	Module 4- introduction
		45	Implementation of HRIS
		2 October	Gandhi Jayanthi
13	04-10-2021 To 09-10-2021	46	Implementation of HRIS
		47	Tools in HRIS Development
		48	Tools in HRIS Development
		49	Tools in HRIS Development
		50	Human Resources Information Systems in large and small organizations
		51	Human Resources Information Systems in large and small organizations

No of Weeks	Dates	Session	Topic
14	11-10-2021 To 16-10-2021	52	Class test
		53	Class test
		54	Assignment
		14 October	Mahanavami
		15 October	Vijayadasami
		55	Library discussion
15	18-10-2021 To 23-10-2021	56	Module 5- Introduction
		19 October	Milad-i-Sherif
		57	Packaged Human Resources Information Systems
		58	Packaged Human Resources Information Systems
		59	Library discussion
		60	Library discussion
16	25-10-2021 To 30-10-2021	61	INTERNAL EXAMINATION
		62	INTERNAL EXAMINATION
		63	INTERNAL EXAMINATION
		64	INTERNAL EXAMINATION
		65	INTERNAL EXAMINATION
		66	Business Process Re-engineering- introduction
17	01-11-2021 To 06-11-2021	67	Business Process Re-engineering- Elements
		68	Business Process Re-engineering-Advantages and disadvantages
		69	Enterprise Resource Planning Systems;
		4 November	Diwali
		70	Enterprise Resource Planning Systems;
		71	Emerging Trends in HRIS
18	08-11-2021 To 13-11-2021	72	Emerging Trends in HRIS- current scenario discussion
		73	Networking- definition
		74	Networking- elements
		75	Networking- advantages and disadvantages
		76	Internet, Intranet- definition
		77	Internet, Intranet- difference
19	15-11-2021 To 19-11-2021	78	INTERNAL EXAMINATION
		79	INTERNAL EXAMINATION
		80	INTERNAL EXAMINATION
		81	INTERNAL EXAMINATION
		82	INTERNAL EXAMINATION
		83	Internet, Intranet- in HRIS
20	22-11-2021	84	Technology Implications

No of Weeks	Dates	Session	Topic
	To 26-11-2021	85	Technology Implications
		86	Case Study
		87	Technology Implications- examples
		88	Revision- Module 1
		89	Library study
21	29-11-2021 To 03-12-2021	90	Revision Module 2
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
22	06-12-2021 To 10-12-2021		II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
23	13-12-2021 To 17-12-2021		
24	20-12-2021 To 24-12-2021		
25			

Subject Code:	MSW3C12 (HR)
Subject Name:	Industrial Relations and Labour Welfare
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of Faculty	Vipin KJ

Module- I

Industrial Relations: IR Concept, philosophy, evolution, principles, key elements, scope, nature and importance of I. R. in industrial development in India. Role of Government, Trade Unions and Employees in developing harmonious relationships in industries, I R and policies related to employers and employees. India's industrial relations policy, bipartite and tripartite approach; Indian Labour Conference, Role of Standing Orders. Industrial Relations at Plant and Shop Floor Level: Discipline, domestic enquiry, and grievance settlement procedure.

Module- II

Trade Unionism: Emergence, history, growth of trade unions in India. Indian and International Labour Movements. Trade Union theories: aims, objectives, functions, structure and administration of trade unions. Trade Union as an Organisation Structure, Size, Affiliation, Membership, Finance, Leadership, Trade Union recognition and registration. Industrial Discipline, disciplinary action & enquiry procedures: Meaning, principles, goals, tools of industrial discipline, causes of indiscipline, principles and procedure of disciplinary action, drafting disciplinary action letters, Show - Cause Notice, Charge - sheet, domestic enquiry, principle of natural Justice, code of discipline and its implementation. Grievance handling procedures and practices in Industries: Meaning, goals, principles, process, methods, model grievance handling procedures

Module- III

Industrial Disputes: Meaning, nature, scope and etiology of Industrial Disputes and

Industrial conflicts. Strikes, Lock-outs, Closure, Go-slow and other forms and types of Industrial Disputes; Prevention & Dispute Settlement Mechanisms; Voluntary measures & Statutory Machinery for settlement of industrial disputes in India. Role of personnel and I.R manager and other plant level officers in promoting I.R. Mechanisms of IR: Negotiation and Collective bargaining, productivity bargaining, multi-union bargaining, patterns of negotiation, bargaining relationship – process procedures, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitations. Workers Participation in Management: Meaning, objectives, need, principles, various forms & levels, critical evaluation of WPM/ participative management schemes in India. Industrial conflict: Concepts of industrial peace and Industrial conflict; causes and consequences of industrial

conflict; strikes and lockouts; mediation, conciliation, arbitration and adjudication; statutory and nonstatutory machinery for prevention and settlement of disputes.

Module- IV

International Labour Organization: History, aims, objectives, structure, functions and achievements; ILO, World Trade Organisation and Indian Labour Force. Impact of Globalization, Liberalization and Privatisation on Indian Industrial Relations. Emerging Trends in Industrial Relations : Globalization and Liberalization and its impact : Employer federations in India; International labour Organisation and its impact.

Module- V

Labour Welfare: Concept, philosophy, need objectives principles scope and limitations of labour welfare. Statutory and non-statutory welfare provisions: Health, education, family planning, housing, canteen, crèche, transport, safety, insurance, additional health facilities and better conditions of work; Industrial Counseling-Preretirement, Quality of work life. Social security : Concept and Scope of Social security, social assistance and social insurance; Social security measures in India Problems concerned with job dissatisfaction, indiscipline, disablement, indebtedness, alcoholism, substance addiction absenteeism, and family problems etc. use of social work services in the treatment of such problems. Counselling, recreation, sports, cooperative and credit society. Social security: concept & scope of social security, social assistance and social insurance. Social security measures in India. Labour Welfare Officer: Need, role, and functions of Labour Welfare Officer. Scope for Social Work in Industry; Contemporary Issues in Industrial Relations; Industrial Relations in the emerging scenario; The Future Trends

Reference

1. Agnihotri, V. - Industrial Relations I India (Delhi :Atma Ram and Sons)
2. Mamoria, C.B. & Mamoria Satish. - Industrial Labour, Social Security and Industrial peace in India. (Kitab Mahal, Allahabad)
3. Mamoria, C.B. - Dynamics of Industrial Relations in India (Mumbai. Himalaya)
4. Giri, V.V. - Labour Problems in Indian Industry (Mumbai. Asia Publishing House)
5. Vaid, K.N. - Labour Welfare in India (New Delhi. Sri Ram Center for IR)
6. Punekar, S.D. & others - Labour Welfare, Trade Unionism and IR (Mumbai. Himalaya)
7. Sarma, A.M. - Aspects of Labour Welfare and Social security (Mumbai. Himalaya)

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021	1	Introduction to the subject & Syllabus

No of Weeks	Dates	Session	Topic
	To 17-07-2021	2	Industrial Relations: IR Concept, philosophy, evolution, principles
		3	Industrial Relations: IR Concept, philosophy, evolution, principles
		4	Industrial Relations: IR Concept, philosophy, evolution, principles
		5	Industrial Relations: IR Concept, philosophy, evolution, principles
		6	Key elements of IR
2	19-07-2021 To 24-07-2021	7	Scope of IR
		20 July	Bakrid- Holiday
		8	Nature and importance of IR. in industrial development in India
		9	Nature and importance of IR. in industrial development in India
		10	Nature and importance of IR. in industrial development in India
3	26-07-2021 To 31-07-2021	11	Role of Government
		12	Trade- Unions and Employees in developing harmonious relationships in industries
		13	IR and policies related to employers and employees
		14	India's industrial relations policy, bipartite and tripartite approach
		15	Indian Labour Conference
		16	Role of Standing Orders
4	02-08-2021 To 07-08-2021	17	Industrial Relations at Plant and Shop Floor Level
		18	Discipline, domestic enquiry, and grievance settlement procedure
		19	Class test – module 1
		20	Trade Unionism: Emergence, history, growth of trade unions in India
		21	Indian and International Labour Movements
		22	Trade Union theories: aims, objectives, functions, structure and administration of trade unions
5	09-08-2021 To 14-08-2021	23	Trade Union as an Organisation Structure, Size, Affiliation, Membership, Finance, Leadership
		24	Trade Union recognition and registration
		25	Meaning, principles, goals, tools of industrial discipline, causes of indiscipline
		26	Principles and procedure of disciplinary action, drafting disciplinary action letters

No of Weeks	Dates	Session	Topic
		27	Show - Cause Notice, Charge - sheet, domestic enquiry
		28	Principle of natural Justice, code of discipline and its implementation
		29	Grievance handling procedures and practices in Industries
6	16-08-2021 To 21-08-2021	30	Meaning, goals, principles, process, methods, model grievance handling procedures
		31	Class test – module 2
		32	Industrial Disputes: Meaning, nature, scope and etiology of Industrial Disputes
		19 August	Moharam/Onam Vacation
		20 August	Onam Vacation
		21 August	Onam Vacation
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
8	30-08-2021 To 04-09-2021	30 August	Onam Vacation
		33	Industrial conflicts. Strikes, Lock-outs, Closure, Go-slow and other forms and types of Industrial Disputes
		34	Prevention & Dispute Settlement Mechanisms
		35	Voluntary measures & Statutory Machinery for settlement of industrial disputes in India
		36	Role of personnel and I.R manager and other plant level officers in promoting I.R
		37	Mechanisms of IR: Negotiation and Collective bargaining ,productivity bargaining, multi-union bargaining, patterns of negotiation, bargaining relationship
9	06-09-2021 To 11-09-2021	38	Process procedures, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitations.
		39	Workers Participation in Management: Meaning, objectives, need, principles, various forms & levels, critical evaluation of WPM/ participative management schemes in India
			STUDY LEAVE
			STUDY LEAVE
			STUDY LEAVE
10	13-09-2021		STUDY LEAVE

No of Weeks	Dates	Session	Topic
	To 18-09-2021		STUDY LEAVE
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
11	20-09-2021 To 25-09-2021		I SEMESTER PG EXAMINATION
		21 September	Sree Narayana Guru Samadhi
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
		40	Industrial conflict: Concepts of industrial peace and Industrial conflict; cause and consequences of industrial conflict;
12	27-09-2021 To 02-10-2021	41	Strikes and lockouts; mediation, conciliation, arbitration and adjudication;
		42	statutory and non-statutory machinery for prevention and settlement of disputes
		43	Class test – module 3
		44	International Labour Organization: History, aims, objectives, structure, functions and achievements
		45	ILO, World Trade Organisation and Indian Labour Force.
		2 October	Gandhi Jayanthi
13	04-10-2021 To 09-10-2021	46	Impact of Globalization, Liberalization and Privatisation on Indian Industrial Relations
		47	Emerging Trends in Industrial Relations : Globalization and Liberalization and its impact
		48	Employer federations in India; International labour Organisation and its impact.
		49	Labour Welfare: Concept, philosophy, need objectives principles scope and limitations of labour welfare.
		50	Labour Welfare: Concept, philosophy, need objectives principles scope and limitations of labour welfare.
		51	Labour Welfare: Concept, philosophy, need objectives principles scope and limitations of labour welfare.
14	11-10-2021 To 16-10-2021	52	Statutory and non-statutory welfare provisions
		53	Health, education, family planning
		54	Housing, canteen, crèche, transport
		14 October	Mahanavami
		15 October	Vijayadasami
		55	Safety, insurance
15	18-10-2021	56	Additional health facilities and better conditions of work

No of Weeks	Dates	Session	Topic
	To 23-10-2021	19 October	Milad-i-Sherif
		57	Additional health facilities and better conditions of work
		58	Industrial Counseling-Pre-retirement
		59	Quality of work life.
		60	Social security :Concept and Scope of Social security, social assistance and social insurance
16	25-10-2021 To 30-10-2021	61	INTERNAL EXAMINATION
		62	INTERNAL EXAMINATION
		63	INTERNAL EXAMINATION
		64	INTERNAL EXAMINATION
		65	INTERNAL EXAMINATION
		66	Social security :Concept and Scope of Social security, social assistance and social insurance
17	01-11-2021 To 06-11-2021	67	Social security measures in India
		68	Problems concerned with job dissatisfaction
		69	Indiscipline, disablement
		4 November	Diwali
		70	Indebtedness, alcoholism, substance addiction absenteeism, and family problems etc
		71	Use of social work services in the treatment of such problems
18	08-11-2021 To 13-11-2021	72	Counselling
		73	Recreation, sports, cooperative and credit society
		74	Social security: concept & scope of social security
		75	Social security: concept & scope of social security
		76	Social security measures in India
		77	Labour Welfare Officer: Need, role, and functions of Labour Welfare Officer
19	15-11-2021 To 19-11-2021	78	INTERNAL EXAMINATION
		79	INTERNAL EXAMINATION
		80	INTERNAL EXAMINATION
		81	INTERNAL EXAMINATION
		82	INTERNAL EXAMINATION
		83	Scope for Social Work in Industry; Contemporary Issues in Industrial Relations
20	22-11-2021 To 26-11-2021	84	Industrial Relations in the emerging scenario
		85	The Future Trends
		86	Social security measures in India
		87	Labour Welfare Officer: Need, role, and functions of Labour

No of Weeks	Dates	Session	Topic
			Welfare Officer
		88	Scope for Social Work in Industry
		89	Contemporary Issues in Industrial Relations
21	29-11-2021 To 03-12-2021	90	Industrial Relations in the emerging scenario; The Future Trends
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
22	06-12-2021 To 10-12-2021		II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
23	13-12-2021 To 17-12-2021		
24	20-12-2021 To 24-12-2021		
25			

Subject Code:	MSW3C11	
Subject Name:	Gandhian Philosophy of Community Development	
No. of Credits:	3	
No. of Contact Hours:	90	

Subject Code:	MSW3C11
Hours per Week:	5
Name of the Teacher:	Aiswarya Thomas

MSW3C11 GANDHIAN PHILOSOPHY OF COMMUNITY DEVELOPMENT

Module--1

Theories of Trusteeship, Panchayat Raj, Swadeshi and Sarvodaya. Social changes through non- violence.

Module—2

Indian social problems and Gandhian solution. Caste system – Untouchability, Women’s problems. Illiteracy, alcoholism. Population explosion. Health and hygiene. Seven social evils.

Module--3

Salient features of Gandhian Economics. Ethical basis of economics. Purity of means. Simplicity of life co-operation. Bread labour. Self-reliance. Classless society. Gandhiji’s views on industrialization. Machinery and production. Problems and prospects of large-scale industries. Appropriate technology, indigenous technology.

Module--4

Gandhian critique of development models. Capitalism, socialism, communism, mixed economy. Economic development Vs integral development. Problems of modern economic growth. Energy and ecological crisis, rural – urban imbalance etc.

Module--5

Gandhian approach to rural development. Agriculture and industry. Local source of energy and raw materials. Charka, a symbol of self-reliance. Village industries. Rural housing, rural sanitation. 18 constructive programmes. Gandhian movements. Sarvodaya, Bhoodan and Gramdan.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Orientation about the subject and it's scope
		2	Module 1-Theories of trusteeship
		3	Panchayat Raj
		4	Swadeshi and sarvodaya
		5	Social changes through non violence
		6	Assignment presentation

No of Weeks	Dates	Session	Topic
2	19-07-2021 To 24-07-2021	7	Assignment presentation
		20 July	Bakrid- Holiday
		8	Class test
		9	Module 2-Indian social problems and gandhian solution
		10	caste system -untouchability
		11	women's problems
3	26-07-2021 To 31-07-2021	12	Illiteracy, Alcoholism
		13	population explosion, Health and Hygiene
		14	seven social evils
		15	Revision
		16	Revision
		17	class test
4	02-08-2021 To 07-08-2021	18	Module 3-Salient features of Gandhian economics
		19	Salient features of Gandhian economics
		20	Ethical basis of economics
		21	Purity of means. Simplicity of life co-operation
		22	Bread labour- self reliance
		23	Classless society
5	09-08-2021 To 14-08-2021	24	Gandhiji's views on industrialization
		25	Machinery and production
		26	Problems and prospects of large scale industries
		27	Problems and prospects of large scale industries
		28	Appropriate technology
		29	Indigenous technology
6	16-08-2021 To 21-08-2021	30	Class Test
		31	Assignment presentation
		32	Assignment presentation
		19 August	Moharam/Onam Vacation
		20 August	Onam Vacation
		21 August	Onam Vacation
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
8	30-08-2021	30 August	Onam Vacation
		33	Discussion

No of Weeks	Dates	Session	Topic
	To 04-09-2021	34	Discussion
		35	Discussion
		36	Discussion
		37	Discussion
9	06-09-2021 To 11-09-2021	38	Discussion
		39	Discussion
			STUDY LEAVE
			STUDY LEAVE
			STUDY LEAVE
10	13-09-2021 To 18-09-2021		STUDY LEAVE
			STUDY LEAVE
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
11	20-09-2021 To 25-09-2021		I SEMESTER PG EXAMINATION
		21 September	Sree Narayana Guru Samadhi
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
		40	Module 4- Gandhian critique of development models
12	27-09-2021 To 02-10-2021	41	Gandhian critique of development models
		42	Capitalism
		43	Capitalism
		44	Socialism
		45	Socialism
		2 October	Gandhi Jayanthi
13	04-10-2021 To 09-10-2021	46	Communism
		47	Communism
		48	Mixed economy
		49	Economic development Vs integral development
		50	Economic development Vs integral development
		51	problems of modern economic growth
14	11-10-2021	52	Energy and ecological crisis

No of Weeks	Dates	Session	Topic
	To 16-10-2021	53	Energy and ecological crisis
		54	Rural-urban imbalance etc
		14 October	Mahanavami
		15 October	Vijayadasami
		55	Class Test
15	18-10-2021 To 23-10-2021	56	Assignment presentation
		19 October	Milad-i-Sherif
		57	Assignment presentation
		58	Revision
		59	Question paper discussion
		60	Question paper Discussion
16	25-10-2021 To 30-10-2021	61	INTERNAL EXAMINATION
		62	INTERNAL EXAMINATION
		63	INTERNAL EXAMINATION
		64	INTERNAL EXAMINATION
		65	INTERNAL EXAMINATION
		66	Study Tour committee meeting
17	01-11-2021 To 06-11-2021	67	Study Tour final discussion
		68	Study tour arrangements
		69	Study Tour
		4 November	Diwali
		70	Study Tour
		71	Study Tour
18	08-11-2021 To 13-11-2021	72	Study Tour
		73	Study Tour
		74	study Tour
		75	Study Tour
		76	Study Tour
		77	Study Tour
19	15-11-2021 To 19-11-2021	78	INTERNAL EXAMINATION
		79	INTERNAL EXAMINATION
		80	INTERNAL EXAMINATION
		81	INTERNAL EXAMINATION
		82	INTERNAL EXAMINATION
		83	Study Tour presentation
20	22-11-2021 To	84	Study Tour presentation
		85	Module 5- Gandhian approach to rural development
		86	Gandhian approach to rural development

No of Weeks	Dates	Session	Topic
	26-11-2021	87	Group discussion
		88	Group discussion
		89	Revision
21	29-11-2021 To 03-12-2021	90	Revision
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
22	06-12-2021 To 10-12-2021		II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
23	13-12-2021 To 17-12-2021		
24	20-12-2021 To 24-12-2021		
25			

Subject Code:	MSW3C12
Subject Name:	DEVELOPMENTAL ECONOMICS
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	6
Name of the Teacher:	ZAVIARKUTTY FRANCIS

Module--1

Development: Meaning and concepts. Common characteristics of development. Obstacles to development. Indian economy: structure, current economic scene. Economic Policy of 1991, Kerala economy: salient features.

Module--2

Concept of poverty: Measurement of poverty. Magnitude of poverty in India. Determinants of

rural poverty: economic, social, political, cultural and religious factors that perpetuate poverty.

Victims of poverty in India: women, children and other weaker sections.

Module--3

Agricultural: basics characteristics, production and cropping pattern causes of low productivity

and measures to increase productivity. Rural credit and inputs. Land reforms in rural India/ Kerala. Farm mechanization and its effects, Animal husbandry and allied occupations.

Module--4

The role of small scale and cottage industries in development. Khadi and village industries.

Micro- enterprises development. Rural unemployment – agricultural laborer and minimum wages.

Module--5

Planning for economic development in India. Priorities of the Five-Year Plans. Impact of Five Year Plans on the different sectors of the economy. Features of the current Five Year Plans.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Introduction to the syllabus
		2	Syllabus discussion continued
		3	The concept & meaning of development
		4	The concept & meaning of development- contd...
		5	Features & characteristics of development
		6	Features & characteristics of development –contd...
2	19-07-2021 To 24-07-2021	7	Main hindrances in development
		20 July	Bakrid- Holiday
		8	Introduction to Indian economy
		9	Indian economy – structure, features
		10	Indian economy- present scenario
3	26-07-2021	11	Economic Policy 1991
		12	Economic Policy 1991 contd..

No of Weeks	Dates	Session	Topic
	To 31-07-2021	13	Economic Policy 1991 contd..
		14	Kerala Economy in General
		15	Major features of Kerala Economy
		16	Concept of poverty
		17	Concept of poverty- contd...
4	02-08-2021 To 07-08-2021	18	Poverty measurements
		19	Magnitude of poverty
		20	Magnitude of poverty contd..
		21	Reasons of poverty in India
		22	Socio-economic factors
		23	Political, cultural & religious factors
5	09-08-2021 To 14-08-2021	24	Victims of poverty in India
		25	Women, Children, Sc, St and poverty
		26	Women, Children, Sc, St and poverty
		27	Poverty & its depictions
		28	Poverty eradication initiatives
		29	Govt. Schemes for poverty eradication
6	16-08-2021 To 21-08-2021	30	Internal Examination
		31	The agriculture economy
		32	Basic characteristics of agriculture
		19 August	Moharam/Onam Vacation
		20 August	Onam Vacation
		21 August	Onam Vacation
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
8	30-08-2021 To 04-09-2021	30 August	Onam Vacation
		33	Reasons for agriculture backwardness
		34	Agriculture Production
		35	Major crops & cropping pattern
		36	Women, Children, Sc, St and poverty
		37	Women, Children, Sc, St and poverty contd...
9	06-09-2021 To	38	Measures to increase poverty
		39	Measures to increase poverty contd...
			STUDY LEAVE

No of Weeks	Dates	Session	Topic
	11-09-2021		STUDY LEAVE
			STUDY LEAVE
			STUDY LEAVE
10	13-09-2021 To 18-09-2021		STUDY LEAVE
			STUDY LEAVE
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
11	20-09-2021 To 25-09-2021		I SEMESTER PG EXAMINATION
		21 September	Sree Narayana Guru Samadhi
			I SEMESTER PG EXAMINATION
			I SEMESTER PG EXAMINATION
		40	Rural credits
12	27-09-2021 To 02-10-2021	41	Rural credits Contd..
		42	Rural Inputs
		43	Rural Inputs contd
		44	Land reforms in rural India
		45	Land reforms in rural India contd..
		2 October	Gandhi Jayanthi
13	04-10-2021 To 09-10-2021	46	Land reforms in Kerala
		47	Land reforms in Kerala contd..
		48	Land reforms in Kerala contd2
		49	Farm Mechanization
		50	Farm Mechanization contd 1
		51	Farm Mechanization contd 2
14	11-10-2021 To 16-10-2021	52	Effects of farm mechanization
		53	Effects of farm mechanization contd 1
		54	Effects of farm mechanization contd 2
		14 October	Mahanavami
		15 October	Vijayadasami
		55	Animal husbandry & agriculture
15	18-10-2021 To 23-10-2021	56	Animal husbandry & agriculture contd1
		19 October	Milad-i-Sherif
		57	Agriculture & allied occupations
		58	Agriculture & allied occupations contd 1
		59	Agriculture & allied occupations contd2

No of Weeks	Dates	Session	Topic
		60	Agriculture & allied occupations contd3
16	25-10-2021 To 30-10-2021	61	INTERNAL EXAMINATION
		62	INTERNAL EXAMINATION
		63	INTERNAL EXAMINATION
		64	INTERNAL EXAMINATION
		65	INTERNAL EXAMINATION
		66	Village & small scale industries
17	01-11-2021 To 06-11-2021	67	Village & small scale industries contd1
		68	Village & small scale industries contd 2
		69	Village & small scale industries contd3
		4 November	Diwali
		70	Khadi Industries
		71	Khadi Industries contd 1
18	08-11-2021 To 13-11-2021	72	Khadi Industries contd 2
		73	Micro enterprises development
		74	Micro enterprises development contd1
		75	Micro enterprises development contd 2
		76	Micro enterprises development contd 3
		77	Rural unemployment
19	15-11-2021 To 19-11-2021	78	INTERNAL EXAMINATION
		79	INTERNAL EXAMINATION
		80	INTERNAL EXAMINATION
		81	INTERNAL EXAMINATION
		82	INTERNAL EXAMINATION
		83	Rural unemployment contd1
20	22-11-2021 To 26-11-2021	84	Rural unemployment contd2
		85	Rural unemployment contd 3
		86	Five year plans in India
		87	Five year plans in India
		88	Five year plans in India
		89	Five year plans in India
21	29-11-2021 To 03-12-2021	90	Current five year plan
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
			II SEMESTER PG EXAMINATION
22	06-12-2021		II SEMESTER PG EXAMINATION

No of Weeks	Dates	Session	Topic
	To 10-12-2021		II SEMESTER PG EXAMINATION
23	13-12-2021 To 17-12-2021		
24	20-12-2021 To 24-12-2021		
25			

