

DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)

ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

(MSW)

(2020 – 22)

SEMESTER – IV

ACADEMIC YEAR - (2021-22)

IV Semester (DEPARTMENT) (2020 - 22)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	MSW4C13 Human Resource Management and Human Resource Development	Mr. Vipin K J	5
2.	MSW4C14 Project Planning and Implementation	Mr. Zaviarkutty Francis	5
3.	MSW4C15(MP) Social Work in Medical and Psychiatric Setting	Mrs Ayana Swaminathan	5
4.	MSW4C16(MP) Therapeutic Information for Social Workers	Ms. Aneesha Siby	5
5.	MSW4C15(C D) Rural and Urban Community Development	Mr. Zaviarkutty Francis	5
6.	MSW4C16(C D) Development Communication and Education for Development	Mr. Albin Thomas	5
7.	MSW4C15 (HR) Labor Legislations and Labor Law Applications	Mr. Vipin K J	5
8.	MSW4C16 (HR) Organizational Behaviour, Development and Change	Ms. Lisbel Manikutty	5

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
1	Human Resource Management and Human Resource Development	Specialization(Social Work in Medical and Psychiatric Setting, Rural and Urban Community Development, Labor Legislations and Labor Law Applications)	Project Planning and Implementation	Specialization(Therapeutic Information for Social Workers, Development Communication and Education for Development, Organizational Behaviour, Development and Change)	Research
2	Human Resource Management and Human Resource	Specialization(Social Work in Medical and	Project Planning and Implementation	Specialization(Therapeutic Information for Social Workers,	Research

	Development	Psychiatric Setting, Rural and Urban Community Development, Labor Legislations and Labor Law Applications)	n	Development Communication and Education for Development, Organizational Behaviour, Development and Change)	
3	Human Resource Management and Human Resource Development	Specialization(Social Work in Medical and Psychiatric Setting, Rural and Urban Community Development, Labor Legislations and Labor Law Applications)	Project Planning and Implementation	Specialization(Therapeutic Information for Social Workers, Development Communication and Education for Development, Organizational Behaviour, Development and Change)	Research
4	Human Resource Management and Human Resource Development	Specialization(Social Work in Medical and Psychiatric Setting, Rural and Urban Community Development, Labor Legislations and Labor Law Applications)	Project Planning and Implementation	Specialization(Therapeutic Information for Social Workers, Development Communication and Education for Development, Organizational Behaviour, Development and Change)	Research
5	Human Resource Management and Human Resource Development	Specialization(Social Work in Medical and Psychiatric Setting, Rural and Urban Community Development, Labor Legislations and Labor Law Applications)	Project Planning and Implementation	Specialization(Therapeutic Information for Social Workers, Development Communication and Education for Development, Organizational Behaviour, Development and Change)	Research

Subject Code:	MSW4C14
Subject Name:	PROJECT PLANNING AND IMPLEMENTATION
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Mr. Zaviarkutty Francis

SYLLABUS

MSW4C14 PROJECT PLANNING AND IMPLEMENTATION

Module- 1 Project : Definition and Importance. Purpose and elements of project. Steps in Participatory Project Planning. Identifying the project area and target groups. Baseline survey. Need Identification Determining Principles. PRA: Philosophy, scope and techniques.

Module- 2 Determining the goals and objectives of the Project. Preparation of action plan. Milestones. Tone schedule, assessing feasibility. Cost benefit analysis,LFA

Module-3 Project implementation. Resource mobilization. Activity Planning. Net Work analysis. Critical path method. Identification of beneficiaries. Formation of people's groups, peoples' participation.

Module- 4 Administration of the project: Selection of personnel, training, supervision, performance appraisal, public relations. Financial Management of the Project. Preparing the budget, accounting, auditing. Public accountability, shareholders, financial reporting.

Module- 5 Monitoring: Meaning and importance. Developing effective monitoring information system. Project evaluation, Need for evaluation. General Criteria for evaluation. Achievement of targets – utilization of benefits. People's participation, educative value, deviation from original plans. Procedural accuracy, efficiency of supervision. Public relations.\ Module- 6 Indicators of impact – types of evaluation. Study of various projects in Kerala. Workshop on project evaluation.

References:

1. Mathew T.K : Project Planning, formulation and Evaluation.
2. Mishra S.N : Rural Development Planning Design and Method
3. Young, Traveler : Planning Projects, New Delhi.
4. Chandra, Prasanna :Project: preparation, appraisal, budgeting and implementation

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To	1	Introduction
		2	Project : Definition and Importance
		3	Purpose

No of Weeks	Dates	Session	Topic
	08-01-2022	4	elements of project
		5	Steps in Participatory Project Planning
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	Steps in Participatory Project Planning
		7	Identifying the project area and target groups
		8	Identifying the project area and target groups
		9	Baseline survey
		10	Need Identification Determining Principles
		11	Need Identification Determining Principles
3	17-01-2022 To 22-01-2022	12	PRA
		13	PRA
		14	PRA
		15	PRA
		16	PRA
		17	PRA
4	24-01-2022 To 29-01-2022	18	Philosophy
		19	Scope
		26 January	Republic Day
		20	Techniques
		21	Discussion
		22	Determining the goals and objectives of the Project
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Class Test
		24	Determining the goals and objectives of the Project
		25	Preparation of action plan
		26	Preparation of action plan
		27	Milestones
6	07-02-2022 To 12-02-2022	28	Milestones
		29	Discussion
		30	Tone schedule
		31	assessing feasibility
		32	. Cost benefit analysis
		12 February	Second Saturday
7	14-02-2022 To 19-02-2022	33	LFA
		34	Project implementation
		35	Resource mobilization
		36	Activity Planning
		37	Net Work analysis

No of Weeks	Dates	Session	Topic
		38	Critical path method
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	Identification of beneficiaries
		01 March	Maha Sivarathri
		46	Formation of people's groups
		47	peoples' participation
		48	Administration of the project
10	07-03-2022 To 12-03-2022	49	Selection of personnel
		50	Training
		51	Supervision
		52	performance appraisal
		53	public relations
		54	Financial Management of the Project
12 March	Second Saturday		
11	14-03-2022 To 19-03-2022	55	Preparing the budget
		56	Accounting
		57	Auditing
		58	Public accountability
		59	Shareholders
		60	financial reporting
12	21-03-2022 To 26-03-2022	61	Monitoring
		62	Meaning and importance
		63	Developing effective monitoring information system
		64	Project evaluation
		65	Need for evaluation
		66	General Criteria for evaluation
13	28-03-2022 To 02-04-2022	67	Achievement of targets
		68	utilization of benefits
		69	People's participation
		70	educative value
		71	deviation from original plans
		72	Procedural accuracy
14	04-04-2022	73	efficiency of supervision

No of Weeks	Dates	Session	Topic
	To 09-04-2022	74	efficiency of supervision
		75	Public relations
		76	Discussion
		77	Indicators of impact
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	types of evaluation
		79	Study of various projects in Kerala
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Class Test
		81	Workshop on project evaluation
		82	Presentation
		83	Presentation
		84	Presentation
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	MSW4C13
Subject Name:	HUMAN RESOURCE MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Mr. Vipin K J

SYLLABUS

MSW4C13 HUMAN RESOURCE MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT

Module- I Management: Principles, Philosophy and Concept of Management : Principles, Functions, Concept of Business Organisations, Outline of different Management functions –

Production, Sales, Advertising & Marketing, Finance, Capital Mobilization, Stocks and Shares. Human Resource Management: : Concept, Work organization, People at Work, Human factor in Management, importance of Human Resource in industry, Hawthorne studies, Human Relations Movement, evolution of HRM in India. Role and importance of HRM as part of general management objectives and Functions. Role of Personnel/ HR Manager: Essential qualities, core competencies, role, Functions and importance of Personnel Managers/ H R managers in industrial organizations. Changing role and emerging challenges before HR managers in the context of SHRM.

Module-II Human Resource Planning: Concept and process, as part of Enterprise Resource Planning. Recruitment – concept, methods, modern technology & recruitment, job description, job specification, job classification, job analysis. Selection – process, methods used, assessment centre, induction and placement Recruitment: Theories, process methods and problems: Selection –procedures, steps and selection policy .Psychological testing – Purposes, Nature, type of testing. Interview – Types, technique, Guideline for effective Interview. Placement,, Orientation, Induction. Promotion: Purposes, type, Promotion programme and procedure Demotion –Causes .Transfer- purposes, policy and procedures. Separation. Retirement and superannuation Voluntary Retirement. Retention: Need & objectives, concept, methods. And exit interviews Wage and Salary Administration: Definition, types, theories, wage determination, wage policy, wage structure, wage differentials, wage survey, wage standardization, wage regulation, wage boards in India, allowances, bonus and profit sharing. Executive compensation and benefits: Models of compensation, benefits, flexible pay, variable pay, performance linked incentive programme personal taxation. HR & IT: Office automation, Human Resource Audit, Human Resource Information System – People Soft, SAP, Enterprise Resource Planning.

Module-III 67 Training and Development: Need, importance and objectives, principles and theories of training, training policy, methods and techniques of training, Training Need Analysis, training evaluation. Performance Appraisal System: Concept, techniques, Approach and Importance Performance Management System, employee development, Personnel records.

Module-IV Application of MIS and computers in HR system: Meaning, scope, available software its applications and limitations of computers and software in HR system. Modern Management Practices: JIT, 5S, TPM, TQM, Quality Control, Kaizen, ISO, PCMM, BPR, BPO, Balance Score Card; Current trends in HR Corporate Social Responsibility: Definition, concepts, overview of corporate social responsibility, corporate community participation & Role and skills of Social worker in CSR.

Module- V Human Resource Development : Definition, Importance of good HR practices; contribution of HR instruments, Processes, Outcomes for Organizational Effectiveness. The HRD Function : The tasks structure and functions of the HRD department; Qualities and competency requirements of HRD managers. HRD and Systems Concepts : Elements of a good HRD system; Various HRD sub-systems. HR and IT – office automation – HR Audit and HRIS, People soft, SAP, ERP.

Reference

1. Armstrong, Michael Baron, Angela (2006) Handbook of Strategic HRM, Mumbai : Jaico Publishing House
2. Bhagoliwel, T. N. (1990) Personnel Management and IR, Agra : Sahitya Bhavan Hospital
3. Botton, Trevor (2001) An Introduction to Human Resource Management, New Delhi : Infinity Books
4. Flippo, Edwin B. (1971) Principles of Personnel Management Ed. 4, Tokyo : McGraw Hill Publication

5. Pattanayak, B. and Verma, Harish C. (1998) : Human Resource Management, New Delhi : Wheeler Publication
6. Rao, P. Subba (1999) Essentials of Human Resource Management & I. R; Mumbai : Himalaya Pub.
7. Saiyadain, Mirza S. (1988) Human Resource Management; New Delhi : Tata McGraw – Hill Publication Com. Ltd.
8. Sehgal, Seema (2006) Handbook on Competency Mapping, New Delhi : Sage Publication

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Introduction
		2	Management
		3	Principles
		4	Philosophy
		5	Concept of Management
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	Principles
		7	Functions
		8	Concept of Business Organisations
		9	Outline of different Management functions
		10	Production
		11	Sales
3	17-01-2022 To 22-01-2022	12	Advertising & Marketing
		13	Finance
		14	Capital Mobilization
		15	Stocks and Shares
		16	Discussion
		17	Discussion
4	24-01-2022 To 29-01-2022	18	Class Test
		19	Human Resource Management
		26 January	Republic Day
		20	Concept
		21	Work organization
		22	People at Work
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Human factor in Management
		24	importance of Human Resource in industry
		25	Hawthorne studies
		26	Human Relations Movement

No of Weeks	Dates	Session	Topic
		27	evolution of HRM in India.
6	07-02-2022 To 12-02-2022	28	Role and importance of HRM as part of general management objectives and Functions
		29	Role and importance of HRM as part of general management objectives and Functions
		30	Role of Personnel/ HR Manager
		31	Essential qualities
		32	core competencies
		12 February	Second Saturday
		7	14-02-2022 To 19-02-2022
34	Functions and importance of Personnel Managers/ H R managers in industrial organizations		
35	Functions and importance of Personnel Managers/ H R managers in industrial organizations		
36	Changing role and emerging challenges before HR managers in the context of SHRM.		
37	Changing role and emerging challenges before HR managers in the context of SHRM.		
38	Discussion		
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	Human Resource Planning
		01 March	Maha Sivarathri
		46	Concept and process
		47	as part of Enterprise Resource Planning
		48	Recruitment
		49	Concept
10	07-03-2022 To 12-03-2022	50	Methods
		51	modern technology & recruitment
		52	job description
		53	job specification
		54	job classification
		12 March	Second Saturday
11	14-03-2022	55	Selection – process
		56	Promotion: Purposes, type, Promotion programme and

No of Weeks	Dates	Session	Topic
	To 19-03-2022		procedure Demotion –Causes
		57	Transfer- purposes, policy and procedures. Separation. Retirement and superannuation Voluntary Retirement.
		58	Retention: Need & objectives, concept, methods. And exit interviews
		59	Wage and Salary Administration: Definition, types, theories, wage determination
		60	wage policy, wage structure, wage differentials, wage survey, wage standardization, wage regulation, wage boards in India, allowances, bonus and profit sharing.
12	21-03-2022 To 26-03-2022	61	Executive compensation and benefits: Models of compensation, benefits, flexible pay, variable pay, performance linked incentive programme personal taxation
		62	Promotion: Purposes, type, Promotion programme and procedure Demotion –Causes
		63	HRD Function : The tasks structure and functions of the HRD department;
		64	Qualities and competency requirements of HRD managers.
		65	HRD and Systems Concepts : Elements of a good HRD system;
		66	Various HRD sub-systems.
13	28-03-2022 To 02-04-2022	67	HR and IT – office automation – HR Audit and HRIS, People soft, SAP, ERP.
		68	Presentation
		69	Presentation
		70	Presentation
		71	Presentation
		72	Presentation
14	04-04-2022 To 09-04-2022	73	Presentation
		74	Presentation
		75	Presentation
		76	Presentation
		77	Presentation
		09 April	Second Saturday
15	11-04-2022	78	HR & IT: Office automation, Human Resource Audit, Human Resource Information System – People Soft, SAP, Enterprise

No of Weeks	Dates	Session	Topic
	To 16-04-2022		Resource Planning.
		79	Training and Development: Need, importance and objectives, principles and theories of training, training policy, methods and techniques of training, Training Need Analysis, training evaluation.
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Class Test
		81	Performance Appraisal System: Concept, techniques, Approach and Importance Performance Management System, employee development, Personnel records.
		82	Application of MIS and computers in HR system: Meaning, scope, available software its applications and limitations of computers and software in HR system. Modern Management Practices: JIT, 5S, TPM, TQM, Quality Control, Kaizen, ISO, PCMM, BPR, BPO, Balance Score Card; Current trends in HR
		83	Corporate Social Responsibility: Definition, concepts, overview of corporate social responsibility, corporate community participation & Role and skills of Social worker in CSR.
		84	Human Resource Development : Definition, Importance of good HR practices; contribution of HR instruments, Processes, Outcomes for Organizational Effectiveness. The
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	MSW4C15
Subject Name:	LABOUR LEGISLATION AND LABOUR LAW APPLICATIONS
No. of Credits:	3
No. of Contact Hours:	90

Subject Code:	MSW4C15
Hours per Week:	5
Name of the Teacher:	Mr. Vipin K J

SYLLABUS

Module- I Origin of Law - Sources of Law - Legal Concepts: Rights - wrongs - Liability -Obligations- Duties - Powers - Immunity – Disability – Justice (distributive v/s corrective) Labour Administration and Judicial Administration; History of Labour Legislation – Labour in the Indian Constitution, Industrial Jurisprudence, industrial Law as distinguished from common law; International Labour Code (ILC); Judicial set up and administration of Industrial and labour Judiciary.

Module- II ILO and Labour Administration; Approaches to Enforcement of Labour Law: Traditional and Modern; Labour Administration at the Central level; Labour Administration at the State level; Office of Labour Commissioner (Central and State) Adjudication of Industrial Disputes: the role, function and powers of the Labour court/Industrial Tribunal; The Directorate of Factories/ Chief Inspector of Factories; The Employee State Insurance Corporation; Employees’ Provident Fund Organisation; The Office of the District Employment Exchange; Directorate of Labour Bureau: Labour statistics Office of Director General of Employment and Training: Apprentice training; Labour Research and Training; Workers Education; Administration of Welfare Funds; Reforms in Labour Administration

Module-III Legislations Pertaining to Working Conditions: Factories Act, 1948, Industrial Employment (Standing Orders) Act, 1946, Apprentices Act, 1961, Contract Labour (Regulations and Abolition) Act, 1970, Plantations Labour Act, 1951 Shops and Establishment Legislations: Shops and Establishments Act, 1947, ,1951- Kerala Labour Acts 73

Module- IV Wage Legislation and Social Security Legislations: Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of bonus Act, 1965, Workmen’s Compensation Act, 1923, Employee’s State Insurance Act, 1948, Employee Provident Fund and Miscellaneous Provisions Act, 195 Benefit Act, 1961; Payment of Gratuity Act, 1972; The Maternity Benefit Act 1961,

Module- V Industrial Relations Legislations Trade Unions Act, 1926 ; Industrial Disputes Act, 1947; Industrial Employment Standing Order Act 1946, Model standing Order, Trade Union Act 1926,

Module- VI Environment Protection related legislation – The Environment Protection Act 1986- salient features, definition, occupier, E. P. handling of hazardous substance offences by companies and penalties. Air Pollution Act 1987: Salient Features, definition, occupier, air pollution, chimney, Approval fuel, emission, power and functions of central and state board. Offences by companies procedure of penalties; Water Pollution Act 1974: Salient features- definition – sewage effluent, trade effluent, out – let system. Power and functions of central and state boards, offences by companies and penalties and procedures.

Reference

1. A.M.Sharma, - Industrial Relations Conceptual and Legal, Framework- Himalaya Publishing House.
2. Tripathi, - Personnel Management and Industrial Relations- Sultan Chand and Sons, 2001.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Origin of Law - Sources of Law
		2	Legal Concepts: Rights - wrongs - Liability -Obligations- Duties - Powers - Immunity – Disability – Justice (distributive v/s corrective)
		3	Labour Administration and Judicial Administration;
		4	History of Labour Legislation – Labour in the Indian Constitution,
		5	Industrial Jurisprudence,
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	industrial Law as distinguished from common law;
		7	International labour Code (ILC); Judicial set up and administration of Industrial and labour Judiciary.
		8	Adjudication of Industrial Disputes: the role, function and powers of the Labour court/Industrial Tribunal;
		9	The Directorate of Factories/ Chief Inspector of Factories;
		10	The Employee State Insurance Corporation; Employees' Provident Fund Organisation;
		11	The Office of the District Employment Exchange; Directorate of Labour Bureau: Labour statistics
3	17-01-2022 To 22-01-2022	12	Office of Director General of Employment and Training: Apprentice training;
		13	Labour Research and Training; Workers Education;
		14	Administration of Welfare Funds; Reforms in Labour Administration
		15	Legislations Pertaining to Working Conditions: Factories Act, 1948,
		16	Industrial Employment (Standing Orders) Act, 1946, Apprentices Act, 1961,
		17	Contract Labour (Regulations and Abolition) Act, 1970, Plantations Labour Act, 1951
4	24-01-2022	18	Shops and Establishment Legislations: Shops and

No of Weeks	Dates	Session	Topic
	To 29-01-2022		Establishments Act, 1947, ,
		19	1951- Kerala Labour Acts
		26 January	Republic Day
		20	Class test
		21	Wage Legislation and Social Security Legislations: Payment of Wages Act, 1936,
		22	Minimum Wages Act, 1948, Payment of bonus Act, 1965,
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Workmen's Compensation Act, 1923,
		24	Employee's State Insurance Act, 1948,
		25	Employee Provident Fund and Miscellaneous Provisions Act, 195 Benefit Act, 1961;
		26	Payment of Gratuity Act, 1972; The Maternity Benefit Act 1961,
		27	Industrial Relations Legislations Trade Unions Act, 1926 ;
6	07-02-2022 To 12-02-2022	28	Industrial Disputes Act, 1947; Industrial Employment,
		29	Standing Order Act 1946, Model standing Order, Trade Union Act 1926
		30	Environment Protection related legislation – The Environment Protection Act 1986- salient features, definition, occupier,
		31	E. P. handling of hazardous substance offences by companies and penalties.
		32	Air Pollution Act 1987: Salient Features,
		12 February	Second Saturday
7	14-02-2022 To 19-02-2022	33	Discussion
		34	Discussion
		35	definition, occupier,
		36	air pollution, chimney,
		37	Approval fuel, emission,
		38	power and functions of central and state board.
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022	45	Discussion
		01 March	Maha Sivarathri

No of Weeks	Dates	Session	Topic
	To 05-03-2022	46	Offences by companies procedure of penalties;
		47	Water Pollution Act 1974: Salient features- definition
		48	sewage effluent,
		49	trade effluent, out – let system.
10	07-03-2022 To 12-03-2022	50	Power and functions of central and state boards,
		51	offences by companies and penalties and procedures
		52	Discussion
		53	Discussion
		54	Discussion
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	55	Assignment
		56	Assignment
		57	Assignment
		58	Assignment
		59	Assignment
		60	Assignment
12	21-03-2022 To 26-03-2022	61	Assignment
		62	Assignment
		63	Group activity
		64	Group activity
		65	Group activity
		66	Group activity
13	28-03-2022 To 02-04-2022	67	Group activity
		68	Group activity
		69	Group activity
		70	Presentation
		71	Presentation
		72	Presentation

No of Weeks	Dates	Session	Topic
14	04-04-2022 To 09-04-2022	73	Presentation
		74	Presentation
		75	Presentation
		76	Presentation
		77	Presentation
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Presentation
		79	Presentation
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Class Test
		81	Presentation
		82	Presentation
		83	Presentation
		84	Presentation
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	MSW4C15
Subject Name:	RURAL & URBAN COMMUNITY DEVELOPMENT
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Mr. Zaviarkutty Francis

SYLLABUS

Module 1 Introduction to Rural and Urban Community Development Definitions, concepts and objectives of rural community development, history and `evolutions of rural community development models in India. Concepts of urban, urbanism, urban community development, urbanization. Principles and Theories of urban development.

Module 2 Strategies, Approaches and Policies in Rural and Urban Community Development Concept of sustainability and sustainable development. Various Approaches to rural development in India. A critical review of India's strategies for Rural development. Rural development policies in India. National and state polices for urban development. Five year plans and urban development welfare programmes for urban poor. Urban development authorities at national and state levels. Models of urban development in India. Public private partnership (PPP) for urban development (eg.Ahamedbad urban development Project).

Module 4 Programmes for Rural and Urban Development Ongoing programmes of Ministry of Rural Development and Panchyathi Raj of GOI and GOK. Analysis of Mahatma Gandhi National Rural Employment Grantee Scheme (MGNREGS). Programmes of Ministry of Urban Development at national and state levels. Urban housing schemes in Kerala. Programmes of urban cooperative banks in Kerala

Module 5 Local self government and Cooperatives in Rural and Urban Development An Analysis of 73rd and 74th constitution amendment act. Concept of decentralized governance in India. Administrative set up for Panchyathi Raj Institution (PRI). Structure and functions of rural and urban local self-government institutions in Kerala. Programmes of rural and urban local bodies in Kerala. Role of local self government (LSG) in local development. An Analysis of Cooperative Movement and its contribution towards Rural development in India.

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Module 6 Civil Society and NGOs in Rural Development Theory of Voluntarism and voluntary action for empowerment of rural communities. NGOs intervention in Rural development. Local initiatives and leadership in empowering rural communities. Case studies of Corporate Social Responsibility (CSR) and Rural Community Development. NGOs intervention in urban problems and urban community development Programmes of CAPART, NABARD and CSWB in Rural development. Role of civil society organizations (Resident associations and citizen clubs) in urban community development. Intervention of Corporate in urban problems: Case studies of Corporate Social Responsibilities (CSR) for urban community development.

References:

1. Barik, C.K & Sahoo, U.C. (2008). Panchayati raj institutions and rural development. Jaipur: Rawat.
2. Bhose, J.S.G.R. (2003). NGOs and rural development: Theory and practice. New Delhi: Concept.
3. Johri, P.K. (2005). Social work for community development. New Delhi: Anmol.
4. Munjal, S. (1997). Rural development and cooperation .Jaipur: Sublime.
5. Sharma, R.K. (1997). Rural sociology. New Delhi: Atlantic.
6. Singh. (2009). Rural development principles, policies and management. New Delhi: Sage

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Introduction to Rural and Urban Community Development
		2	Definitions,
		3	concepts and objectives of rural community development,
		4	history and `evolutions of rural community development models in India.
		5	Concepts of urban, urbanism, urban community development, urbanization.
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	Principles and Theories of urban development
		7	Strategies, Approaches and Policies in Rural and Urban Community Development
		8	Concept of sustainability and sustainable development..
		9	Various Approaches to rural development in India.
		10	A critical review of India's strategies for Rural development.
		11	Rural development policies in India
3	17-01-2022 To 22-01-2022	12	National and state polices for urban development.
		13	Five year plans and urban development welfare programmes for urban poor.
		14	Urban development authorities at national and state levels.
		15	Models of urban development in India.
		16	Public private partnership (PPP) for urban development (eg.Ahamedbad urban development Project).
		17	Programmes for Rural and Urban Development
4	24-01-2022 To 29-01-2022	18	Ongoing programmes of Ministry of Rural Development and Panchyathi Raj of GOI and GOK.
		19	Analysis of Mahatma Gandhi National Rural Employment Grantee Scheme (MGNREGS).
		26 January	Republic Day
		20	Programmes of Ministry of Urban Development at national and state levels.
		21	Urban housing schemes in Kerala.
		22	Programmes of urban cooperative banks in Kerala
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Local self government and Cooperatives in Rural and Urban Development
		24	An Analysis of 73rd and 74th constitution amendment act.
		25	Concept of decentralized governance in India.
		26	Administrative set up for Panchyathi Raj Institution (PRI).
		27	Structure and functions of rural and urban local self-

No of Weeks	Dates	Session	Topic
			government institutions in Kerala.
6	07-02-2022 To 12-02-2022	28	Programmes of rural and urban local bodies in Kerala.
		29	Role of local self government (LSG) in local development
		30	An Analysis of Cooperative Movement and its contribution towards Rural development in India.
		31	Discussion
		32	Civil Society and NGOs in Rural Development
		12 February	Second Saturday
7	14-02-2022 To 19-02-2022	33	Theory of Voluntarism and voluntary action for empowerment of rural communities.
		34	NGOs intervention in Rural development.
		35	Local initiatives and leadership in empowering rural communities.
		36	Case studies of Corporate Social Responsibility (CSR) and Rural Community Development.
		37	Case studies of Corporate Social Responsibility (CSR) and Rural Community Development.
		38	Discussion
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	Discussion
		01 March	Maha Sivarathri
		46	NGOs intervention in urban problems and urban community development Programmes of CAPART,
		47	NABARD and CSWB in Rural development.
		48	Role of civil society organizations (Resident associations and citizen clubs) in urban community development.
		49	Intervention of Corporate in urban problems: Case studies of Corporate Social Responsibilities (CSR) for urban community development.
10	07-03-2022 To 12-03-2022	50	Discussion
		51	Discussion
		52	Discussion
		53	Discussion

No of Weeks	Dates	Session	Topic
		54	Discussion
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	55	Class Test
		56	Group activity
		57	Group activity
		58	Group activity
		59	Group activity
		60	Group activity
12	21-03-2022 To 26-03-2022	61	Presentation
		62	Presentation
		63	Presentation
		64	Presentation
		65	Presentation
		66	Presentation
13	28-03-2022 To 02-04-2022	67	Presentation
		68	Presentation
		69	Presentation
		70	Presentation
		71	Presentation
		72	Presentation
14	04-04-2022 To 09-04-2022	73	Presentation
		74	Presentation
		75	Presentation
		76	Presentation
		77	Presentation
		09 April	Second Saturday

No of Weeks	Dates	Session	Topic
15	11-04-2022 To 16-04-2022	78	Presentation
		79	Presentation
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Class Test
		81	Presentation
		82	Presentation
		83	Presentation
		84	Presentation
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	MSW4C16
Subject Name:	ORGANISATIONAL BEHAVIOUR - DEVELOPMENT AND CHANG
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Ms. Lisbel Manikutty

SYLLABUS

Module- I Organizational Behaviour: Evolution and concepts, organization behaviour model, OB challenges– Globalization, information technology, learning organizations and diversity, leadership skills and role of a OB manager.

Module- II The Dynamics of Organizational Behaviour: Managing work teams and conflicts. Interactive Conflicts, intra-personal conflict, interpersonal conflict, inter-

group behavior and conflict, organizational conflict, conflict resolution, power and authority. Occupational Stress – meaning, causes, effects, coping strategies for stress.

Module- III A Micro Perspective of organizational Behaviour: Personality and Attitudes – factors influencing attitude. Influence of attitude on behaviour, Job satisfaction, organizational commitment, human factors engineering and its applications, accidents, safety, Motivation – types, motivating performance through job designs and goal settings, quality of work life and behavioural management.

Module- IV A Macro perspective of Organisational Behaviour: Communication, decision making – nature, behavioural decision making, creative and group decision making,

Module- V organizational theory and design – organizational structure, organizational culture, organizational climate, HRD Climate and impact of culture on international organizational behaviour.

Module- VI Organisational Development: The concept, definition, theory, basis for Organizational Development, scope and practice of organizational development in India and other developed and developing countries. Organisational Development techniques: Sensitivity training, survey feed back, process consultation, team building and inter group development, cybernetics, Johari Window, Transactional Analysis, Stephen Covey’s seven habits, creating a learning organisation, emerging OD approaches and techniques and case studies. Change Management: Types of change, importance of change, resistance to change, models and process of organisational change - focus on people, focus on task (job enrichment, autonomous work group) and focus on organisation, approaches to managing organisational change, coping with changes. Team: Concept of team, Team effectiveness, significance of team , team building and interactive skills development, team management check list of things to do to achieve good team work

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Organizational Behaviour: Evolution and concepts,
		2	organization behaviour model,
		3	OB challenges– Globalization,
		4	information technology,
		5	learning organizations and diversity,
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	leadership skills and role of a OB manager
		7	Discussion
		8	Discussion
		9	The Dynamics of Organizational Behaviour: Managing work

No of Weeks	Dates	Session	Topic
			teams and conflicts.
		10	Interactive Conflicts,
		11	intra-personal conflict,
3	17-01-2022 To 22-01-2022	12	interpersonal conflict,
		13	inter-group behavior and conflict,.
		14	organizational conflict,
		15	conflict resolution, power and authority.
		16	Occupational Stress – meaning, causes, effects, coping strategies for stress
		17	Discussion
4	24-01-2022 To 29-01-2022	18	Class test
		19	Debate
		26 January	Republic Day
		20	A Micro Perspective of organizational Behaviour: Personality and Attitudes
		21	factors influencing attitude
		22	. Influence of attitude on behaviour,
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Job satisfaction, organizational commitment,
		24	human factors engineering and its applications,
		25	accidents, safety,
		26	Motivation – types,
		27	motivating performance through job designs and goal settings,
6	07-02-2022 To 12-02-2022	28	quality of work life and behavioural management
		29	A Macro perspective of Organisational Behaviour: Communication,
		30	decision making – nature,
		31	behavioural decision making,
		32	creative and group decision making
		12 February	Second Saturday
7	14-02-2022 To 19-02-2022	33	Discussion
		34	Group activity
		35	Group activity
		36	Group activity
		37	Group activity

No of Weeks	Dates	Session	Topic
		38	Group activity
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	Group activity
		01 March	Maha Sivarathri
		46	Discussion
		47	organizational theory and design – organizational structure,
		48	organizational culture,
		49	organizational climate,
10	07-03-2022 To 12-03-2022	50	HRD Climate and impact of culture on international organizational behaviour
		51	Organisational Development: The concept, definition, theory,
		52	basis for Organizational Development,
		53	scope and practice of organizational development in India and other developed and developing countries.
		54	scope and practice of organizational development in India and other developed and developing countries.
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	55	Discussion
		56	Class test
		57	Activity
		58	Activity
		59	Activity
		60	Activity
12	21-03-2022 To 26-03-2022	61	Activity
		62	Activity
		63	Activity
		64	Activity
		65	Activity

No of Weeks	Dates	Session	Topic
		66	Activity
13	28-03-2022 To 02-04-2022	67	Organisational Development techniques: Sensitivity training, survey feed back, process consultation,
		68	team building and inter group development, cybernetics,
		69	Johari Window, Transactional Analysis, Stephen Covey's seven habits,
		70	creating a learning organisation, emerging OD approaches and techniques and case studies.
		71	Change Management: Types of change, importance of change,
		72	resistance to change, models and process of organisational change - focus on people,
14	04-04-2022 To 09-04-2022	73	focus on task (job enrichment, autonomous work group) and focus on organisation,
		74	approaches to managing organisational change,
		75	coping with changes. Team: Concept of team,
		76	Team effectiveness,
		77	significance of team ,
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	team building and interactive skills development,
		79	team management check list of things to do to achieve good team work.
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Class Test
		81	Presentation
		82	Presentation
		83	Presentation
		84	Presentation
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	MSW4C16
Subject Name:	DEVELOPMENT COMMUNICATION AND EDUCATION FOR DEVELOPMENT
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Mr. Albin Thomas

SYLLABUS

Module- I Elements of communication process: interpersonal and group communication skills. Barriers to effective communications. Communication with community: purpose and content.

Module- II Use of media for development communication. Folk media, puppetry, folk drama, folk dances, street plays etc. Interpersonal media: flash cards, flannel graphs, role play, flip charts, demonstrations etc. Mass media: radio, television, film shows, print, posters etc.

Module- III Empowerment of community through education: meaning and importance. Types of education: adult education, social education, health education, legal education etc. Formal and informal types of education. Programmes of National Literacy Mission

Module- IV Key concepts of education from Paulo Freire and Mahatma Gandhi. Paulo Friere: No education is ever neutral – relevance of issues is important for participation – problem-posing approach contrasted with banking approach. Education is must be a mutual learning process. Reflection and action radical transformation. Mahatma Gandhi: philosophy of Nai Talim – the root purpose of education – growth of fearlessness – education must never grow old – education, democracy and peace.

Module- V Four levels of awareness for social change: closed consciousness awakening consciousness reforming consciousness – vibrating and transforming consciousness. Strategies for social change: individual contact, campaign, conscientisation, cultural action, negotiation, political organization, pressure group, legal action, violence, conflict management.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022	1	Elements of communication process:

No of Weeks	Dates	Session	Topic
	To 08-01-2022	2	interpersonal and group communication skills.
		3	Barriers to effective communications.
		4	Communication with community: purpose and content
		5	Discussion
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	Use of media for development communication.
		7	Folk media, puppetry,
		8	folk drama, folk dances,
		9	Class test
		10	street plays etc.
		11	Interpersonal media: flash cards,
3	17-01-2022 To 22-01-2022	12	flannel graphs, role play,.
		13	flip charts, demonstrations etc.
		14	Mass media: radio, television, film shows, print, posters etc
		15	Mass media: radio, television,
		16	film shows, print, posters etc
		17	Discussion
4	24-01-2022 To 29-01-2022	18	Discussion
		19	Discussion
		26 January	Republic Day
		20	Activity
		21	Activity
		22	Class test
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Empowerment of community through education:
		24	meaning and importance.
		25	Types of education: adult education,
		26	social education, health education,
		27	legal education etc.
6	07-02-2022 To 12-02-2022	28	Formal and informal types of education.
		29	Programmes of National Literacy Mission
		30	Key concepts of education from Paulo Freire and Mahatma Gandhi.
		31	Paulo Friere: No education is ever neutral –
		32	relevance of issues is important for participation –
		12 February	Second Saturday
7	14-02-2022	33	problem-posing approach contrasted with banking approach.
		34	Education is must be a mutual learning process.

No of Weeks	Dates	Session	Topic
	To 19-02-2022	35	Reflection and action radical transformation.
		36	Mahatma Gandhi: philosophy of Nai Talim –
		37	the root purpose of education –
		38	growth of fearlessness –
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	education must never grow old –
		01 March	Maha Sivarathri
		46	education, democracy and peace
		47	Discussion
		48	Discussion
		49	Activity
10	07-03-2022 To 12-03-2022	50	Activity
		51	Activity
		52	Class Test
		53	Four levels of awareness for social change:
		54	closed consciousness awakening consciousness reforming consciousness –
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	55	vibrating and transforming consciousness..
		56	Strategies for social change: individual contact,
		57	campaign, conscientisation,
		58	cultural action, negotiation,
		59	political organization, ,
		60	legal action, violence,
12	21-03-2022 To 26-03-2022	61	conflict management
		62	pressure group
		63	Discussion
		64	Discussion
		65	Group activity
		66	Group activity
13	28-03-2022	67	Group activity

No of Weeks	Dates	Session	Topic
	To 02-04-2022	68	Group activity
		69	Group activity
		70	Group activity
		71	Group activity
		72	Class Test
14	04-04-2022 To 09-04-2022	73	Discussion
		74	Debate
		75	Presentation
		76	Presentation
		77	Presentation
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Presentation
		79	Presentation
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Class Test
		81	Presentation
		82	Presentation
		83	Presentation
		84	Presentation
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	MSW4C16
Subject Name:	THERAPEUTIC INFORMATION FOR SOCIAL WORKERS

Subject Code:	MSW4C16
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Ms. Aneesha Siby

SYLLABUS

Module- I Psycho Dynamic Therapy : Sigmund Freud: Psycho Dynamic Therapy, Carl Gustav Jung: Analytic Psychotherapy, Erik H. Erikson: Psycho Social Theory of Development, Alfred Adler: Adlerian Therapy, Erich Fromm: Loneliness, Solution to Loneliness, Character Types.

Module- II Cognitive Therapies: - Albert Ellis : Rational Emotive Behaviour Therapy (REBT), Aaron T Beck: Cognitive Therapy, Donald Meichenbaum : Cognitive Behaviour Modification, George A. Kelly: Personal Construct Counseling and Psychotherapy.

Module- III Behaviour Therapy: - Ivan Pavlov: Classical Conditioning, B.F. Skinner: Operant Reinforcement theory, William Glasser: Reality Therapy, Arnold A Lazarus: Behavior Therapy.

Module-IV Humanistic – Existential Therapy :- Viktor Frankl: Logo Therapy, Carl Rogers: Person Centred Counseling and Psychotherapy, Erik Berne: Transactional Analysis, Frederick Perls: Gestalt Therapy.

Module- V Inter Personal Therapies: Murray Bowen: Multi generational Family Therapy, Group Therapy: Types – Traditional Group Therapies

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Psycho Dynamic Therapy : Sigmund Freud:
		2	Psychodynamic theory
		3	Psychodynamic theory
		4	Psychodynamic theory
		5	Psychodynamic theory
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	Psycho Dynamic Therapy,.
		7	Carl Gustav Jung: Analytic Psychotherapy,
		8	Erik H. Erikson: Psycho Social Theory of Development,
		9	Carl Gustav Jung: Analytic Psychotherapy,

No of Weeks	Dates	Session	Topic
		10	Erik H. Erikson: Psycho Social Theory of Development
		11	Erik H. Erikson: Psycho Social Theory of Development
3	17-01-2022 To 22-01-2022	12	Alfred Adler: Adlerian Therapy,
		13	Alfred Adler: Adlerian Therapy,
		14	Alfred Adler: Adlerian Therapy,
		15	Erich Fromm: Loneliness,
		16	Solution to Lonliness, Character Types
		17	Discussion
4	24-01-2022 To 29-01-2022	18	Discussion
		19	Discussion
		26 January	Republic Day
		20	Discussion
		21	Discussion
		22	Discussion
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Group activity
		24	Group activity
		25	Group activity
		26	Group activity
		27	Group activity
6	07-02-2022 To 12-02-2022	28	Cognitive Therapies: - Albert Ellis :
		29	Rational Emotive Behaviour Therapy (REBT),
		30	Rational Emotive Behaviour Therapy (REBT),
		31	Rational Emotive Behaviour Therapy (REBT),
		32	Aaron T Beck: Cognitive Therapy,
		12 February	Second Saturday
7	14-02-2022 To 19-02-2022	33	Aaron T Beck: Cognitive Therapy,
		34	Donald Meichenbaum : Cognitive Behaviour Modification,
		35	Donald Meichenbaum : Cognitive Behaviour Modification
		36	Donald Meichenbaum : Cognitive Behaviour Modification
		37	George A. Kelly: Personal Construct Counseling and

No of Weeks	Dates	Session	Topic
			Psychotherapy.
		38	George A. Kelly: Personal Construct Counseling and Psychotherapy.
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	Discussion
		01 March	Maha Sivarathri
		46	Activity
		47	Activity
		48	Activity
10	07-03-2022 To 12-03-2022	49	Activity
		50	Class test
		51	Behaviour Therapy: -
		52	Ivan Pavlov: Classical Conditioning,
		53	Ivan Pavlov: Classical Conditioning,
		54	B.F. Skinner: Operant Reinforcement theory
11	14-03-2022 To 19-03-2022	12 March	Second Saturday
		55	B.F. Skinner: Operant Reinforcement theory
		56	, William Glasser: Reality Therapy,
		57	William Glasser: Reality Therapy,
		58	Arnold A Lazarus: Behavior Therapy.
		59	Arnold A Lazarus: Behavior Therapy.
12	21-03-2022 To 26-03-2022	60	Discussion
		61	Discussion
		62	Humanistic – Existential Therapy
		63	Humanistic – Existential Therapy
		64	:- Viktor Frankl: Logo Therapy,
		65	Viktor Frankl: Logo Therapy,
13	28-03-2022 To	66	Class test
		67	Carl Rogers: Person Centred Counseling and Psychotherapy,
		68	Carl Rogers: Person Centred Counseling and Psychotherapy

No of Weeks	Dates	Session	Topic
	02-04-2022	69	Carl Rogers: Person Centred Counseling and Psychotherapy
		70	Erik Berne: Transactional Analysis, Frederick Perls: Gestalt Therapy.
		71	Erik Berne: Transactional Analysis, Frederick Perls: Gestalt Therapy.
		72	Erik Berne: Transactional Analysis, Frederick Perls: Gestalt Therapy.
14	04-04-2022 To 09-04-2022	73	Discussion
		74	Discussion
		75	Inter Personal Therapies: Murray Bowen:
		76	Multi generational Family Therapy,
		77	Group Therapy: Types – Traditional Group Therapies
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Class test
		79	Group Therapy: Types – Traditional Group Therapies
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Class Test
		81	Presentation
		82	Presentation
		83	Presentation
		84	Presentation
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	MSW4C15
Subject Name:	SOCIAL WORK IN MEDICAL AND PSYCHIATRIC SETTING
No. of Credits:	3
No. of Contact Hours:	90

Subject Code:	MSW4C15
Hours per Week:	5
Name of the Teacher:	Mrs. Ayana Swaminathan

SYLLABUS

Module- I Concept of Medical and psychiatric social work: Psychiatric Social Work: Concept, definition meaning, scope. Evolution of medical and psychiatric social work in UK, USA and in India. Functions of medical and psychiatric social workers.

Module- II The concept of patient as a person. Social and emotional factors involved in disease. Hospitalization and its implication on patient and the family members. Death and dying, reaction to terminal illnesses. Impact of cultural factors on illnesses, Problems of psychiatric patients during pre hospital, post hospital phase patient, family and community perspective. Family potential for psychiatric treatment

Module- III Present practice and equipment of medical social work in various settings in Indian Context: General Hospitals, Government, Corporate and private, Specific disease hospitals, Specialized Clinics, community health centers, blood banks, eye banks, health camps. Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged.

Module- IV Present practice of psychiatric social work in Clinical settings: Mental health Institutions, psychiatric departments in general hospitals, private psychiatric clinics, half way homes, day care centers , sheltered workshops, child guidance clinics, Departments of Teaching Hospitals including Dept of Preventive and social Medicine in Medical Colleges.

Module- V Practice of medical and psychiatric social work in facilitative settings: Social Work in Schools. Social Work in Industry. Supportive services and networking for practice of medical and psychiatric Social Work. Teamwork in Medical and Psychiatric settings. Skills and techniques used in medical and psychiatric social work practice. Use of methods of Social work in Medical and Psychiatric Setting

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Concept of Medical and psychiatric social work:
		2	Psychiatric Social Work: Concept,
		3	definition meaning, scope.
		4	Evolution of medical and psychiatric social work in UK,
		5	USA and in India.
		08 January	Second Saturday
2	10-01-2022	6	Functions of medical and psychiatric social workers.
		7	Functions of medical and psychiatric social workers.

No of Weeks	Dates	Session	Topic
	To 15-01-2022	8	Discussion
		9	Discussion
		10	The concept of patient as a person.
		11	Social and emotional factors involved in disease.
3	17-01-2022 To 22-01-2022	12	Hospitalization and its implication on patient and the family members.
		13	Class Test
		14	Death and dying, reaction to terminal illnesses.
		15	Impact of cultural factors on illnesses,
		16	Problems of psychiatric patients during pre hospital,
		17	post hospital phase patient
4	24-01-2022 To 29-01-2022	18	, family and community perspective.
		19	Family potential for psychiatric treatment
		26 January	Republic Day
		20	Family potential for psychiatric treatment
		21	Discussion
		22	Discussion
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Group activity
		24	Group activity
		25	Group activity
		26	Group activity
		27	Group activity
6	07-02-2022 To 12-02-2022	28	Present practice and equipment of medical social work in various settings in Indian Context
		29	Class Test
		30	General Hospitals,
		31	Government, Corporate and private,
		32	Specific disease hospitals,
		12 February	Second Saturday
7	14-02-2022 To 19-02-2022	33	Specialized Clinics, community health centers,
		34	blood banks, eye banks, health camps.
		35	Schools for the physically and mentally challenged,
		36	sheltered workshops,
		37	residential institutions for physically and mentally challenged.

No of Weeks	Dates	Session	Topic
		38	Discussion
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	Discussion
		01 March	Maha Sivarathri
		46	Present practice of psychiatric social work in Clinical settings:
		47	Mental health Institutions, psychiatric departments in general hospitals,
		48	private psychiatric clinics, half way homes,
		49	day care centers , sheltered workshops,
10	07-03-2022 To 12-03-2022	50	child guidance clinics,
		51	Departments of Teaching Hospitals including Dept of Preventive and social Medicine in Medical Colleges
		52	Departments of Teaching Hospitals including Dept of Preventive and social Medicine in Medical Colleges
		53	Discussion
		54	Discussion
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	55	Practice of medical and psychiatric social work in facilitative settings:
		56	Social Work in Schools. Social Work in Industry.
		57	Supportive services and networking for practice of medical and psychiatric Social Work.
		58	Teamwork in Medical and Psychiatric settings.
		59	Skills and techniques used in medical and psychiatric social work practice.
		60	Skills and techniques used in medical and psychiatric social work practice.
12	21-03-2022 To 26-03-2022	61	Skills and techniques used in medical and psychiatric social work practice.
		62	Use of methods of Social work in Medical and Psychiatric Setting.
		63	Use of methods of Social work in Medical and Psychiatric Setting.

No of Weeks	Dates	Session	Topic
		64	Discussion
		65	Discussion
		66	Group activity
13	28-03-2022 To 02-04-2022	67	Presentation
		68	Presentation
		69	Presentation
		70	Presentation
		71	Presentation
		72	Presentation
14	04-04-2022 To 09-04-2022	73	Presentation
		74	Presentation
		75	Presentation
		76	Presentation
		77	Presentation
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Presentation
		79	Presentation
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Class Test
		81	Presentation
		82	Presentation
		83	Presentation
		84	Presentation
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination

No of Weeks	Dates	Session	Topic
		89	II Internal Examination
		90	II Internal Examination