

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 2021 – 23)

SEMESTER - III

ACADEMIC YEAR - (2022-23)

III Semester MSW (2021 - 23)

| 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 | Mrs. Sreeparvathi I | 5 |
| 3. | MSW3E03 COUNSELING SKILLS AND TECHNIQUES | Mrs. Ayana S | 5 |
| 4. | MEDICAL & PSYCHIATRIC SOCIAL WORK (MPSW) MSW3C11 HOSPITAL ADMINISTRATION | Ms. Aneesha Siby | 5 |
| 5. | HUMAN RESOURCE MANAGEMENT (HRM) MSW3C11 HUMAN RESOURCE INFORMATION SYSTEM | Mr. Albin Thomas | 5 |
| 6. | RURAL AND URBAN COMMUNITY DEVELOPMENT (RUCD) MSW3C11 GANDHIAN PHILOSOPHY OF COMMUNITY DEVELOPMENT | Fr. Kuriakose | 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 | Mrs. Aiswarya Thomas | 5 |
| 9. | HUMAN RESOURCE MANAGEMENT (HRM) MSW3C12 INDUSTRIAL RELATIONS AND LABOUR WELFARE | Fr. Sojan Pananchickal | 5 |
| | Name of Class Incharge | Ayana Swaminadhan | |

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 | Specializati on 1 | Counseling skills and Techniques | Social Legislation | Specialization 2 | Library/Rese arch |
| 2 | Social Work Research and Statistics | Specializati on 1 | Counseling skills and Techniques | Social Legislation | Specialization 2 | Library/Rese arch |
| 3 | Social Work Research and Statistics | Specializati on 1 | Counseling skills and Techniques | Social Legislation | Specialization 2 | Library/Rese arch |
| 4 | Social Work Research and Statistics | Specializati on 1 | Counseling skills and Techniques | Social Legislation | Specialization 2 | Library/Rese arch |
| 5 | Social Work Research and Statistics | Specializati on 1 | Counseling skills and Techniques | Social Legislation | Specialization 2 | Library/Rese arch |

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|------------------------------|---------------------------|
| 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 defence.

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 | 04-07-2022 To 08-07-2022 | 1 | Orientation |
| | | 2 | Introducing course |
| | | 3 | Module 1: Social Legislation: Meaning and scope. |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-----------|--|
| | | 4 | Indian Constitution and Social Legislations. |
| | | 5 | Fundamental rights and directive principles of State policy. |
| 2 | 11-07-2022 To 15-07-2022 | 6 | Social Legislations as an instrument for social control, |
| | | 7 | Social defence. |
| | | 8 | Social change and social justice. |
| | | 9 | Revision |
| | | 10 | Revision |
| 3 | 18-07-2022 To 22-07-2022 | 11 | Class test |
| | | 12 | Module 2: Indian Penal Code, |
| | | 13 | Criminal Procedure Code. |
| | | 14 | Courts, Prisons, correction homes. |
| | | 15 | Laws relating to probation and parole. |
| 4 | 25-07-2022 To 29-07-2022 | 16 | Legal Aid: Meaning, organization. Uses. |
| | | 17 | Public Interest Litigation. |
| | | 18 | Women's commission (National & State). |
| | | 28 July | Karkidaka Vav |
| | | 19 | Consumer courts and Family courts. |
| 5 | 01-08-2022 To 05-08-2022 | 20 | Consumer Act: Objectives and Activities. |
| | | 21 | Human Rights commission |
| | | 22 | Rights of the Child |
| | | 23 | Laws related to atrocities against women and children. |
| | | 24 | Revision |
| 6 | 08-08-2022 To 12-08-2022 | 08 August | Muharam |
| | | 25 | Revision |
| | | 26 | Class test |
| | | 27 | Module 3: Personal Laws, |
| | | 28 | Laws relating to marriage |
| 7 | 15-08-2022 To 19-08-2022 | 15 August | Independence Day |
| | | 29 | Divorce |
| | | 30 | Dowry |
| | | 18 August | Sree Krishna Jayanthi |
| | | 31 | Widow remarriage |
| 8 | 22-08-2022 To 26-08-2022 | 32 | I internal Examination |
| | | 33 | I internal Examination |
| | | 34 | I internal Examination |
| | | 35 | I internal Examination |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|--|
| | | 36 | I internal Examination |
| 9 | 29-08-2022 To 02-09-2022 | 37 | Child marriage and inheritance |
| | | 38 | Revision |
| | | 39 | Revision |
| | | 40 | Class test |
| | | 41 | Assignment |
| 10 | 05-09-2022 To 09-09-2022 | 05 September | ONAM VACATION |
| | | 06 September | ONAM VACATION |
| | | 07 September | ONAM VACATION |
| | | 08 September | ONAM VACATION |
| | | 09 September | ONAM VACATION |
| 11 | 12-09-2022 To 16-09-2022 | 42 | Seminar presentation |
| | | 43 | Seminar presentation |
| | | 44 | Module 4: Laws relating to immoral traffic, |
| | | 45 | Sexual offences |
| | | 46 | Prostitution |
| 12 | 19-09-2022 To 23-09-2022 | 47 | Untouchability |
| | | 48 | Corruption |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 49 | Laws relating to beggary |
| | | 50 | Juvenile Delinquency |
| 13 | 26-09-2022 To 30-09-2022 | 51 | Mentally sick |
| | | 52 | Laws relating to disability. |
| | | 53 | Laws relating to atrocities against SC/ST |
| | | 54 | Social security |
| | | 55 | Social justice |
| 14 | 03-10-2022 To 07-10-2022 | 56 | Revision |
| | | 04 October | Mahanavami |
| | | 05 October | Vijayadasami |
| | | 57 | Revision |
| | | 58 | Class test |
| 15 | 10-10-2022 To 14-10-2022 | 59 | Module 5: Legislation on social security measures |
| | | 60 | Workmen's Compensation Act 1923 |
| | | 61 | ESI Act 1948. |
| | | 62 | Medical Termination of pregnancy Act 1971 |
| | | 63 | The Pre – Natal Diagnostic Technique (Regulation and Prevention of Misuse) Act 1994. |
| 16 | 17-10-2022 | 64 | Protection of Children from Sexual Offences Act 2012 |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|------------|--|
| | To 21-10-2022 | 65 | JJ Act |
| | | 66 | RTI |
| | | 67 | RTE |
| | | 68 | MNREGA |
| 17 | 24-10-2022 To 28-10-2022 | 24 October | Deepavali |
| | | 69 | II Internal Examination |
| | | 70 | II Internal Examination |
| | | 71 | II Internal Examination |
| | 31-10-2022 To 04-11-2022 | 72 | II Internal Examination |
| | | 73 | Maintenance and Welfare of Parents and Senior Citizens Act, 2007 |
| | | 74 | Issues relating to transgender Persons |
| | | 75 | Constitutional Safeguards. |
| 18 | | 76 | Revision |
| | | 77 | Revision |
| | | 78 | Class test |
| | | 79 | Q&A Discussion |
| 19 | 07-11-2022 To 11-11-2022 | 80 | Q&A Discussion |
| | | 81 | Final revision |
| | | 82 | Final revision |
| | | 83 | III Semester University Examination |
| 20 | 14-11-2022 To 18-11-2022 | 84 | III Semester University Examination |
| | | 85 | III Semester University Examination |
| | | 86 | III Semester University Examination |
| | | 87 | III Semester University Examination |
| | | 88 | III Semester University Examination |
| 21 | 21-11-2022 To 25-12-2022 | 89 | III Semester University Examination |
| | | 90 | III Semester University Examination |
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| Subject Code: | MSW3C10 |
| Subject Name: | Social Work Research and Statistics |
| No. of Credits: | 3 |
| No. of Contact Hours: | 90 |
| Hours per Week: | 5 |
| Name of the Teacher: | Mrs. Sreeparvathi I |

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---Reporting 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

TEACHING SCHEDULE

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|---|
| 1 | 04-07-2022 To 08-07-2022 | 1 | Research- Introduction |
| | | 2 | Scientific Method, Social Research: Meaning |
| | | 3 | characteristics of scientific method |
| | | 4 | Goals of research |
| | | 5 | Basic elements of social research |
| 2 | 11-07-2022 To 15-07-2022 | 6 | Concepts |
| | | 7 | Constructs |
| | | 8 | Variables |
| | | 9 | Levels of measurements |
| | | 10 | Nominal, ordinal |
| 3 | 18-07-2022 | 11 | Interval and ratio |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|---|
| | To 22-07-2022 | 12 | Hypothesis |
| | | 13 | Theoretical frame work for research |
| | | 14 | Operational definitions |
| | | 15 | Discussion |
| 4 | 25-07-2022 To 29-07-2022 | 16 | Social Work Research |
| | | 17 | Use of research in social work |
| | | 18 | Class Test |
| | | 28 July | Karkidaka Vav |
| | | 19 | Intervention research |
| 5 | 01-08-2022 To 05-08-2022 | 20 | Practice based research |
| | | 21 | Types of social work research |
| | | 22 | Need assessment studies |
| | | 23 | Situational analysis |
| | | 24 | Monitoring and evaluation |
| 6 | 08-08-2022 To 12-08-2022 | 08 August | Muharam |
| | | 25 | Impact assessment |
| | | 26 | Policy research |
| | | 27 | Steps in Social Work Research |
| | | 28 | Identification of problem; need assessment |
| 7 | 15-08-2022 To 19-08-2022 | 15 August | Independence Day |
| | | 29 | Selection of social work research design |
| | | 30 | Baseline study |
| | | 18 August | Sree Krishna Jayanthi |
| | | 31 | Intervention; assessment of intervention effects/impact |
| 8 | 22-08-2022 To 26-08-2022 | 32 | I internal Examination |
| | | 33 | I internal Examination |
| | | 34 | I internal Examination |
| | | 35 | I internal Examination |
| | | 36 | I internal Examination |
| 9 | 29-08-2022 To 02-09-2022 | 37 | Ethics in Social Work Research |
| | | 38 | Discussion |
| | | 39 | Research Designs in Social Work Research |
| | | 40 | Scientific Social Surveys |
| | | 41 | Experimental study design |
| 10 | 05-09-2022 To 09-09-2022 | 05 September | ONAM VACATION |
| | | 06 September | ONAM VACATION |
| | | 07 September | ONAM VACATION |
| | | 08 September | ONAM VACATION |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|---|
| | | 09 September | ONAM VACATION |
| 11 | 12-09-2022 To 16-09-2022 | 42 | Class test |
| | | 43 | Logic of experimentation |
| | | 44 | Causation and control |
| | | 45 | Randomization and matching internal validity |
| | | 46 | Types of experimental design (pre-experiment, true experiment, quasi experiment, external validity) |
| 12 | 19-09-2022 To 23-09-2022 | 47 | Qualitative and quantitative research designs |
| | | 48 | Grounded theory |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 49 | Case study |
| | | 50 | Ethnography and phenomenology |
| 13 | 26-09-2022 To 30-09-2022 | 51 | Other research approaches supportive to social work research: Action research |
| | | 52 | Participatory research |
| | | 53 | Discussion |
| | | 54 | Methods of data collection: Scales and Scaling techniques |
| | | 55 | Reliability, Validity |
| 14 | 03-10-2022 To 07-10-2022 | 56 | Interview schedule |
| | | 04 October | Mahanavami |
| | | 05 October | Vijayadasami |
| | | 57 | Guides |
| | | 58 | Questionnaires |
| 15 | 10-10-2022 To 14-10-2022 | 59 | Projective technique |
| | | 60 | Mahanavami |
| | | 61 | Vijayadasami |
| | | 62 | Content analysis, Sociometry, Participatory Research. |
| | | 63 | Class test |
| 16 | 17-10-2022 To 21-10-2022 | 64 | Statistical applications and Report Writing |
| | | 65 | Discussion |
| | | 66 | Data Processing, Classification and Analyses Plan and Use of Statistics i Quantification of qualitative data, Coding, master sheet, tabulation plan |
| | | 67 | ii Univariate, bivariate, trivariate and multivariate analyses of data |
| | | 68 | iii Measures of central tendency (mean, median, mode) and dispersion |
| 17 | 24-10-2022 To | 24 October | Deepavali |
| | | 69 | II Internal Examination |
| | | 70 | II Internal Examination |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|---|
| | 28-10-2022 | 71 | II Internal Examination |
| | | 72 | II Internal Examination |
| 18 | 31-0-2022 To 04-11-2022 | 73 | iv Inferential Analyses: measures of association, tests of significance (chi square, t-test,) analysis of variance (ANOVA) |
| | | 74 | 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. |
| | | 75 | Discussion |
| | | 76 | Reporting Research |
| | | 77 | Structure of reports for differing readership |
| | | 78 | Planning outline of report |
| 19 | 07-11-2022 To 11-11-2022 | 79 | Editing for accuracy and neatness, standard formats for referencing |
| | | 80 | Footnotes and bibliographies, preparing research abstract. Dissemination of research findings |
| | | 81 | Discussion |
| | | 82 | Revision |
| | | 83 | III Semester University Examination |
| 20 | 14-11-2022 To 18-11-2022 | 84 | III Semester University Examination |
| | | 85 | III Semester University Examination |
| | | 86 | III Semester University Examination |
| | | 87 | III Semester University Examination |
| | | 88 | III Semester University Examination |
| | | 89 | III Semester University Examination |
| 21 | 21-11-2022 To 25-12-2022 | 90 | III Semester University Examination |
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|------------------------------|---|
| 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: | Mrs. Ayana Swaminadhan S |

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 counselee 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 | 04-07-2022 To 08-07-2022 | 1 | Counselling: introduction |
| | | 2 | Counselling: Definition, meaning |
| | | 3 | Counselling: goal |
| | | 4 | Counselling: principles 1 |
| | | 5 | Counselling: principles 2 |
| 2 | 11-07-2022 To 15-07-2022 | 6 | Counselling: principles 3 and scope |
| | | 7 | Guidance: meaning and concept |
| | | 8 | Guidance : goals |
| | | 9 | Guidance : process |
| 3 | 18-07-2022 To 22-07-2022 | 10 | Difference between counselling and guidance |
| | | 11 | Qualities and skills of counsellor. |
| | | 12 | Qualities and skills of counsellor. |
| | | 13 | Qualities and skills of counsellor. |
| | | 14 | Group activity |
| 4 | 25-07-2022 To 29-07-2022 | 15 | Group activity |
| | | 16 | Group activity |
| | | 17 | Class test 1 |
| | | 18 | Counselling process: introduction |
| | | 28 July | Karkidaka Vav |
| 5 | 01-08-2022 To 05-08-2022 | 19 | Counselling process: stage 1 |
| | | 20 | Counselling process: stage 1 |
| | | 21 | Counselling process: stage 2 |
| | | 22 | Counselling process: stage 3 |
| | | 23 | Counselling process: stage 4 |
| 6 | 08-08-2022 To 12-08-2022 | 24 | Counselling process: stage 5 |
| | | 08 August | Muharam |
| | | 25 | strategies and skills in counselling process 1 |
| | | 26 | strategies and skills in counselling process 2 |
| | | 27 | strategies and skills in counselling process 3 |
| 7 | 15-08-2022 To 19-08-2022 | 28 | strategies and skills in counselling process 4 |
| | | 15 August | Independence Day |
| | | 29 | Counsellor counselee relationship |
| | | 30 | techniques of counselling: introduction |
| | | 18 August | Sree Krishna Jayanthi |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|---|
| | | 31 | observation, listening, non – verbal Behaviour |
| 8 | 22-08-2022 To 26-08-2022 | 32 | I internal Examination |
| | | 33 | I internal Examination |
| | | 34 | I internal Examination |
| | | 35 | I internal Examination |
| | | 36 | I internal Examination |
| 9 | 29-08-2022 To 02-09-2022 | 37 | Class test 2 |
| | | 38 | Revision |
| | | 39 | Revision |
| | | 40 | Revision |
| | | 41 | Revision |
| 10 | 05-09-2022 To 09-09-2022 | 05 September | ONAM VACATION |
| | | 06 September | ONAM VACATION |
| | | 07 September | ONAM VACATION |
| | | 08 September | ONAM VACATION |
| | | 09 September | ONAM VACATION |
| 11 | 12-09-2022 To 16-09-2022 | 42 | communication, questioning, silence, transference |
| | | 43 | Group counselling |
| | | 44 | Ethical aspects of counselling. . |
| | | 45 | Legal aspects of counselling. . |
| | | 46 | referral services |
| 12 | 19-09-2022 To 23-09-2022 | 47 | Research in counselling |
| | | 48 | Class test 3 |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 49 | Counselling in different Contexts: introduction |
| | | 50 | Crisis counselling |
| 13 | 26-09-2022 To 30-09-2022 | 51 | Marital counselling |
| | | 52 | Educational counselling |
| | | 53 | Vocational counselling |
| | | 54 | Industrial counselling |
| | | 55 | De – addiction counselling |
| 14 | 03-10-2022 To 07-10-2022 | 56 | Counselling Practices in India: an overview |
| | | 04 October | Mahanavami |
| | | 05 October | Vijayadasami |
| | | 57 | Transactional Analysis, |
| | | 58 | SWOT Analysis |
| 15 | 10-10-2022 | 59 | Gestalt Therapy |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|------------|--|
| | To 14-10-2022 | 60 | Mirror Reflection Techniques |
| | | 61 | Behaviour Modification techniques |
| | | 62 | Johari window |
| | | 63 | CBT |
| 16 | 17-10-2022 To 21-10-2022 | 64 | REBT |
| | | 65 | TC |
| | | 66 | NLP |
| | | 67 | NLP |
| | | 68 | NLP |
| 17 | 24-10-2022 To 28-10-2022 | 24 October | Deepavali |
| | | 69 | II Internal Examination |
| | | 70 | II Internal Examination |
| | | 71 | II Internal Examination |
| 18 | 31-0-2022 To 04-11-2022 | 72 | II Internal Examination |
| | | 73 | Seminar Presentation |
| | | 74 | Seminar Presentation |
| | | 75 | Seminar Presentation |
| | | 76 | Seminar Presentation |
| 19 | 07-11-2022 To 11-11-2022 | 77 | Seminar Presentation |
| | | 78 | Seminar Presentation |
| | | 79 | Seminar Presentation |
| | | 80 | Revision |
| | | 81 | Revision |
| 20 | 14-11-2022 To 18-11-2022 | 82 | Revision |
| | | 83 | III Semester University Examination |
| | | 84 | III Semester University Examination |
| | | 85 | III Semester University Examination |
| | | 86 | III Semester University Examination |
| | | 87 | III Semester University Examination |
| 21 | 21-11-2022 To 25-12-2022 | 88 | III Semester University Examination |
| | | 89 | III Semester University Examination |
| | | 90 | III Semester University Examination |
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|------------------------------|--------------------------------|
| 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 recourse 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

TEACHING SCHEDULE

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|--|
| 1 | 04-07-2022 To 08-07-2022 | 1 | Module-I Hospital: Definitions |
| | | 2 | Meaning, functions |
| | | 3 | History |
| | | 4 | Growth and classification of hospitals in India |
| | | 5 | Hospital Administration: Concept |
| 2 | 11-07-2022 To 15-07-2022 | 6 | Definition, general principles |
| | | 7 | Importance, functions and ethics. |
| | | 8 | Hospital Management: Concept |
| | | 9 | Meaning and Significance |
| | | 10 | Managerial Functions in a Hospital |
| 3 | 18-07-2022 To 22-07-2022 | 11 | Management Process |
| | | 12 | Managerial Skills |
| | | 13 | Levels of Management |
| | | 14 | Application of managerial |
| | | 15 | functions in Hospital |
| 4 | 25-07-2022 To 29-07-2022 | 16 | Discussion |
| | | 17 | Module-II Organization of Hospital Departments |
| | | 18 | Roles of departments and managers in Outpatient services |
| | | 28 July | Karkidaka Vav |
| | | 19 | Inpatient Services |
| 5 | 01-08-2022 | 20 | Nursing Services |
| | | 21 | Laboratory services |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|--|
| | To 05-08-2022 | 22 | Radiological services |
| | | 23 | Causality and emergency services |
| | | 24 | Class Test |
| 6 | 08-08-2022 To 12-08-2022 | 08 August | Muharam |
| | | 25 | human recourse management (HRM) department |
| | | 26 | Concept of patient Care |
| | | 27 | Patent centric management in Hospital and Hospital Ward Management |
| | | 28 | Discussion |
| 7 | 15-08-2022 To 19-08-2022 | 15 August | Independence Day |
| | | 29 | Module- III Patient safety and risk management |
| | | 30 | Clinical issues for managers |
| | | 18 August | Sree Krishna Jayanthi |
| | | 31 | Patient safety |
| 8 | 22-08-2022 To 26-08-2022 | 32 | I internal Examination |
| | | 33 | I internal Examination |
| | | 34 | I internal Examination |
| | | 35 | I internal Examination |
| | | 36 | I internal Examination |
| 9 | 29-08-2022 To 02-09-2022 | 37 | Medication safety |
| | | 38 | Adverse drug event, safety of surgery and invasive procedures |
| | | 39 | Pre operative / Procedure planning |
| | | 40 | Intra- operative and post operative safety |
| | | 41 | Occupational hazards |
| 10 | 05-09-2022 To 09-09-2022 | 05 September | ONAM VACATION |
| | | 06 September | ONAM VACATION |
| | | 07 September | ONAM VACATION |
| | | 08 September | ONAM VACATION |
| | | 09 September | ONAM VACATION |
| 11 | 12-09-2022 To 16-09-2022 | 42 | Health care associated infections |
| | | 43 | Environmental safety |
| | | 44 | Privileging and credentialing medical professionals |
| | | 45 | Errors: Medical, Diagnostic |
| | | 46 | Sentinel event, Hazard, National safety goals |
| 12 | 19-09-2022 To | 47 | Discussion |
| | | 48 | Module- IV Medical Ethics: Definition, Principles |
| | | 21 September | Sree Narayana Guru Samadhi |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|------------|---|
| | 23-09-2022 | 49 | Rules and core concepts |
| | | 50 | Indian Medical Council |
| 13 | 26-09-2022 To 30-09-2022 | 51 | Doctor Patient Relationship |
| | | 52 | Professional Secrets and Privileged Communication |
| | | 53 | Birth, Death, Abortion, MTP, Helsinki Declaration on Medical Research |
| | | 54 | ICMR Guidelines of medical Research |
| | | 55 | Death, Dying and Incurable ill Patient |
| | | 56 | Euthanasia – ethical frame work on decision making |
| 14 | 03-10-2022 To 07-10-2022 | 04 October | Mahanavami |
| | | 05 October | Vijayadasami |
| | | 57 | Discussion |
| | | 58 | Presentation |
| 15 | 10-10-2022 To 14-10-2022 | 59 | Presentation |
| | | 60 | Presentation |
| | | 61 | Presentation |
| | | 62 | Presentation |
| | | 63 | Presentation |
| 16 | 17-10-2022 To 21-10-2022 | 64 | Module- V Hospital Information System – Genesis, scope |
| | | 65 | basic management cycles in hospitals |
| | | 66 | categories of information system in hospitals |
| | | 67 | sources of health information |
| | | 68 | uses of health and hospital data |
| 17 | 24-10-2022 To 28-10-2022 | 24 October | Deepavali |
| | | 69 | II Internal Examination |
| | | 70 | II Internal Examination |
| | | 71 | II Internal Examination |
| | | 72 | II Internal Examination |
| 18 | 31-0-2022 To 04-11-2022 | 73 | managing information system |
| | | 74 | need of information in hospital |
| | | 75 | Medical Records, Utility & functions of Medical Records in Health care delivery System. |
| | | 76 | Organizations & management of Medical Records Department |
| | | 77 | Role of Hospital managers & MRD personnel in Medical record keeping. Reports & returns in Medical Record System |
| 19 | 07-11-2022 | 78 | Procedures of Medical Auditing & its importance |
| | | 79 | Government Regulations & requirements |
| | | 80 | Discussion |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|--|
| | To 11-11-2022 | 81 | Discussion |
| | | 82 | Revision |
| 20 | 14-11-2022 To 18-11-2022 | 83 | III Semester University Examination |
| | | 84 | III Semester University Examination |
| | | 85 | III Semester University Examination |
| | | 86 | III Semester University Examination |
| | | 87 | III Semester University Examination |
| | | 88 | III Semester University Examination |
| 21 | 21-11-2022 To 25-12-2022 | 89 | III Semester University Examination |
| | | 90 | III Semester University Examination |
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|------------------------------|---|
| 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: | Mrs. Aiswarya Thomas |

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, Kwashiorkar, 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, Edwon 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.**

TEACHING SCHEDULE

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-----------|---|
| 1 | 04-07-2022 To 08-07-2022 | 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 |
| 2 | 11-07-2022 To 15-07-2022 | 6 | Dimensions of Health 2 |
| | | 7 | Dimensions of Health 3 |
| | | 8 | Determinants of Health 1 |
| | | 9 | Determinants of Health 2 |
| | | 10 | Determinants of Health 3 |
| 3 | 18-07-2022 To 22-07-2022 | 11 | Ecology of health |
| | | 12 | Right to health |
| | | 13 | Responsibility for health |
| | | 14 | Indicators of health 1 |
| | | 15 | Indicators of health 2 |
| 4 | 25-07-2022 To 29-07-2022 | 16 | Indicators of health 3 |
| | | 17 | health service philosophies – introduction |
| | | 18 | Population medicine |
| | | 28 July | Karkidaka Vav |
| | | 19 | Preventive medicine |
| 5 | 01-08-2022 To 05-08-2022 | 20 | social medicine |
| | | 21 | community medicine |
| | | 22 | public health, Community health |
| | | 23 | community medicine, hygiene |
| | | 24 | Class test 1 |
| 6 | 08-08-2022 To 12-08-2022 | 08 August | Muharam |
| | | 25 | The concept of Disease – introduction |
| | | 26 | Disease: Definition and Meaning |
| | | 27 | Concept of Causation 1 |
| | | 28 | Concept of Causation 2 |
| 7 | 15-08-2022 To 19-08-2022 | 15 August | Independence Day |
| | | 29 | Revision |
| | | 30 | Revision |
| | | 18 August | Sree Krishna Jayanthi |
| | | 31 | Revision |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|--|
| 8 | 22-08-2022 To 26-08-2022 | 32 | Revision |
| | | 33 | I internal Examination |
| | | 34 | I internal Examination |
| | | 35 | I internal Examination |
| | | 36 | I internal Examination |
| 9 | 29-08-2022 To 02-09-2022 | 37 | Revision |
| | | 38 | Revision |
| | | 39 | Revision |
| | | 40 | Spectrum of disease |
| | | 41 | Iceberg of disease. |
| 10 | 05-09-2022 To 09-09-2022 | 05 September | ONAM VACATION |
| | | 06 September | ONAM VACATION |
| | | 07 September | ONAM VACATION |
| | | 08 September | ONAM VACATION |
| | | 09 September | ONAM VACATION |
| 11 | 12-09-2022 To 16-09-2022 | 42 | The Concept of disease control |
| | | 43 | disease elimination, Disease eradication, |
| | | 44 | monitoring and surveillance |
| | | 45 | Surveillance, evaluation of control. |
| | | 46 | Class test 2 |
| 12 | 19-09-2022 To 23-09-2022 | 47 | Concept of Prevention |
| | | 48 | Levels of prevention |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 49 | Respiratory System |
| | | 50 | Digestive System |
| 13 | 26-09-2022 To 30-09-2022 | 51 | Nervous System |
| | | 52 | Cardio Vascular System |
| | | 53 | Reproductive System |
| | | 54 | Endocrine System |
| | | 55 | Common Communicable and Infectious diseases |
| 14 | 03-10-2022 To 07-10-2022 | 56 | Etiology, prevention, presentation, investigations and treatment of diseases |
| | | 04 October | Mahanavami |
| | | 05 October | Vijayadasami |
| | | 57 | Class test 3 |
| | | 58 | Diseases of Cardio Vascular System 1 |
| 15 | 10-10-2022 | 59 | Diseases of Cardio Vascular System 2 |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|------------|---|
| | To 14-10-2022 | 60 | Diseases of Cardio Vascular System 3 |
| | | 61 | Degenerative Diseases |
| | | 62 | Management of Arthritis, Parkinson's disease, |
| | | 63 | Importance of genetic counselling |
| 16 | 17-10-2022 To 21-10-2022 | 64 | Genetic disorders |
| | | 65 | Subject presentation |
| | | 66 | Subject presentation |
| | | 67 | Subject presentation |
| | | 68 | Subject presentation |
| 17 | 24-10-2022 To 28-10-2022 | 24 October | Deepavali |
| | | 69 | II Internal Examination |
| | | 70 | II Internal Examination |
| | | 71 | II Internal Examination |
| | | 72 | II Internal Examination |
| 18 | 31-0-2022 To 04-11-2022 | 73 | Subject presentation |
| | | 74 | Subject presentation |
| | | 75 | Subject presentation |
| | | 76 | Subject presentation |
| | | 77 | Subject presentation |
| 19 | 07-11-2022 To 11-11-2022 | 78 | Subject presentation |
| | | 79 | Revision |
| | | 80 | Revision |
| | | 81 | Revision |
| | | 82 | Revision |
| 20 | 14-11-2022 To 18-11-2022 | 83 | III Semester University Examination |
| | | 84 | III Semester University Examination |
| | | 85 | III Semester University Examination |
| | | 86 | III Semester University Examination |
| | | 87 | III Semester University Examination |
| | | 88 | III Semester University Examination |
| 21 | 21-11-2022 To 25-12-2022 | 89 | III Semester University Examination |
| | | 90 | III Semester University Examination |
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|------------------------------|--|
| 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: | Albin Thomas |

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 Dlenn, 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

TEACHING SCHEDULE

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|--|
| 1 | 04-07-2022 To 08-07-2022 | 1 | Introduction to HR |
| | | 2 | Syllabus discussion |
| | | 3 | Module 1- Introduction |
| | | 4 | Introduction to HRIS: HRIS in organization |
| | | 5 | Role of HRIS |
| 2 | 11-07-2022 To 15-07-2022 | 6 | Benefits of HRIS |
| | | 7 | HRIS in decision making- 1 |
| | | 8 | HRIS in decision making |
| | | 9 | HRIS in organization- Introduction |
| 3 | 18-07-2022 To 22-07-2022 | 10 | HRIS in organization- Examples |
| | | 11 | Strategic advantages of HRIS |
| | | 12 | Systems approach of functioning in an organization |
| | | 13 | Computer Based Information Systems |
| | | 14 | Computer Based Information Systems |
| 4 | 25-07-2022 To 29-07-2022 | 15 | Introduction to Computer Based Information Systems |
| | | 16 | Introduction to Computer Based Information Systems - TPS/MIS |
| | | 17 | Introduction to Computer Based Information Systems EIS/ES |
| | | 18 | Introduction to Computer Based Information System- DSS/OA |
| | | 28 July | Karkidaka Vav |
| 5 | 01-08-2022 To 05-08-2022 | 19 | Management Concepts and CBIS |
| | | 20 | Conclusion |
| | | 21 | Module 2 – introduction |
| | | 22 | Management Information Systems- definition |
| | | 23 | Management Information Systems- advantages and |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|--|
| | | | disadvantages |
| | | 24 | Functional applications |
| 6 | 08-08-2022 To 12-08-2022 | 08 August | Muharam |
| | | 25 | Management Information Systems- advantages and disadvantages |
| | | 26 | Functional applications |
| | | 27 | Functional applications |
| | | 28 | Management Information Systems- advantages and disadvantages |
| 7 | 15-08-2022 To 19-08-2022 | 15 August | Independence Day |
| | | 29 | HR responsibility in each phase of HRIS development |
| | | 30 | First phase |
| | | 18 August | Sree Krishna Jayanthi |
| | | 31 | Second Phase |
| 8 | 22-08-2022 To 26-08-2022 | 32 | I internal Examination |
| | | 33 | I internal Examination |
| | | 34 | I internal Examination |
| | | 35 | I internal Examination |
| | | 36 | I internal Examination |
| 9 | 29-08-2022 To 02-09-2022 | 37 | Third phase |
| | | 38 | Pre implementation stage of HRIS |
| | | 39 | HRIS Planning |
| | | 40 | HRIS Expectation |
| | | 41 | Productivity Through HRIS |
| 10 | 05-09-2022 To 09-09-2022 | 05 September | ONAM VACATION |
| | | 06 September | ONAM VACATION |
| | | 07 September | ONAM VACATION |
| | | 08 September | ONAM VACATION |
| | | 09 September | ONAM VACATION |
| 11 | 12-09-2022 To 16-09-2022 | 42 | HRIS Cost-benefit Value Analysis |
| | | 43 | HRIS Cost-benefit Value Analysis |
| | | 44 | Getting Management Support for HRIS |
| | | 45 | Limitations of Computerization of HRIS |
| | | 46 | Limitations of Computerization of HRIS |
| 12 | 19-09-2022 To 23-09-2022 | 47 | Presentation |
| | | 48 | Presentation |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 49 | Module 4- introduction |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|------------|--|
| | | 50 | Implementation of HRIS |
| 13 | 26-09-2022 To 30-09-2022 | 51 | Implementation of HRIS |
| | | 52 | Tools in HRIS Development |
| | | 53 | Tools in HRIS Development |
| | | 54 | Tools in HRIS Development |
| | | 55 | Human Resources Information Systems in large and small organizations |
| 14 | 03-10-2022 To 07-10-2022 | 56 | Human Resources Information Systems in large and small organizations |
| | | 04 October | Mahanavami |
| | | 05 October | Vijayadasami |
| | | 57 | Class test |
| | | 58 | Class test |
| 15 | 10-10-2022 To 14-10-2022 | 59 | Assignment |
| | | 60 | Library discussion |
| | | 61 | Module 5- Introduction |
| | | 62 | Packaged Human Resources Information Systems |
| | | 63 | Packaged Human Resources Information Systems |
| 16 | 17-10-2022 To 21-10-2022 | 64 | Library discussion |
| | | 65 | Library discussion |
| | | 66 | Business Process Re-engineering- introduction |
| | | 67 | Business Process Re-engineering- Elements |
| | | 68 | Business Process Re-engineering-Advantages and disadvantages |
| 17 | 24-10-2022 To 28-10-2022 | 24 October | Deepavali |
| | | 69 | II Internal Examination |
| | | 70 | II Internal Examination |
| | | 71 | II Internal Examination |
| | | 72 | II Internal Examination |
| 18 | 31-0-2022 To 04-11-2022 | 73 | Enterprise Resource Planning Systems |
| | | 74 | Enterprise Resource Planning Systems; |
| | | 75 | Emerging Trends in HRIS |
| | | 76 | Emerging Trends in HRIS- current scenario discussion |
| | | 77 | Networking- definition |
| 19 | 07-11-2022 To 11-11-2022 | 78 | Networking- elements |
| | | 79 | Networking- advantages and disadvantages |
| | | 80 | Internet, Intranet- definition |
| | | 81 | Internet, Intranet- difference and Technology Implications |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|--|
| | | 82 | Revision |
| 20 | 14-11-2022 To 18-11-2022 | 83 | III Semester University Examination |
| | | 84 | III Semester University Examination |
| | | 85 | III Semester University Examination |
| | | 86 | III Semester University Examination |
| | | 87 | III Semester University Examination |
| | | 88 | III Semester University Examination |
| 21 | 21-11-2022 To 25-12-2022 | 89 | III Semester University Examination |
| | | 90 | III Semester University Examination |
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|------------------------------|--|
| 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 the Teacher: | Fr. Sojan Panachickal |

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 non-statutory 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 | 04-07-2022 To 08-07-2022 | 1 | Introduction to the subject & Syllabus |
| | | 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 |
| 2 | 11-07-2022 To 15-07-2022 | 6 | Key elements of IR |
| | | 7 | Scope of IR |
| | | 8 | Nature and importance of IR. in industrial development in India |
| | | 9 | Nature and importance of IR. in industrial development in India |
| 3 | 18-07-2022 To 22-07-2022 | 10 | Nature and importance of IR. in industrial development in India |
| | | 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 |
| 4 | 25-07-2022 To 29-07-2022 | 15 | Indian Labour Conference |
| | | 16 | Role of Standing Orders |
| | | 17 | Industrial Relations at Plant and Shop Floor Level |
| | | 18 | Discipline, domestic enquiry, and grievance settlement procedure |
| | | 28 July | Karkidaka Vav |
| 5 | 01-08-2022 To 05-08-2022 | 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 |
| | | 23 | Trade Union as an Organisation Structure, Size, Affiliation, Membership, Finance, Leadership |
| 6 | 08-08-2022 To | 24 | Trade Union recognition and registration |
| | | 08 August | Muharam |
| | | 25 | Meaning, principles, goals, tools of industrial discipline, causes of indiscipline |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|---|
| | 12-08-2022 | 26 | Principles and procedure of disciplinary action, drafting disciplinary action letters |
| | | 27 | Show - Cause Notice, Charge - sheet, domestic enquiry |
| | | 28 | Principle of natural Justice, code of discipline and its implementation |
| 7 | 15-08-2022 To 19-08-2022 | 15 August | Independence Day |
| | | 29 | Grievance handling procedures and practices in Industries |
| | | 30 | Meaning, goals, principles, process, methods, model grievance handling procedures |
| | | 18 August | Sree Krishna Jayanthi |
| | | 31 | Class test – module 2 |
| 8 | 22-08-2022 To 26-08-2022 | 32 | I internal Examination |
| | | 33 | I internal Examination |
| | | 34 | I internal Examination |
| | | 35 | I internal Examination |
| | | 36 | I internal Examination |
| 9 | 29-08-2022 To 02-09-2022 | 37 | Industrial Disputes: Meaning, nature, scope and etiology of Industrial Disputes |
| | | 38 | Industrial conflicts. Strikes, Lock-outs, Closure, Go-slow and other forms and types of Industrial Disputes |
| | | 39 | Prevention & Dispute Settlement Mechanisms |
| | | 40 | Voluntary measures & Statutory Machinery for settlement of industrial disputes in India |
| | | 41 | Role of personnel and I.R manager and other plant level officers in promoting I.R |
| 10 | 05-09-2022 To 09-09-2022 | 05 September | ONAM VACATION |
| | | 06 September | ONAM VACATION |
| | | 07 September | ONAM VACATION |
| | | 08 September | ONAM VACATION |
| | | 09 September | ONAM VACATION |
| 11 | 12-09-2022 To 16-09-2022 | 42 | Mechanisms of IR: Negotiation and Collective bargaining ,productivity bargaining, multi-union bargaining, patterns of negotiation, bargaining relationship |
| | | 43 | Process procedures, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitations. |
| | | 44 | Workers Participation in Management: Meaning, objectives, need, principles, various forms & levels, critical evaluation of WPM/ participative management schemes in India |
| | | 45 | Industrial conflict: Concepts of industrial peace and Industrial conflict; cause sand consequences of industrial conflict; |
| | | 46 | Strikes and lockouts; mediation, conciliation, arbitration and adjudication,; |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|--|
| 12 | 19-09-2022 To 23-09-2022 | 47 | statutory and non-statutory machinery for prevention and settlement of disputes |
| | | 48 | Class test – module 3 |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 49 | International Labour Organization: History, aims, objectives, structure, functions and achievements |
| | | 50 | ILO, World Trade Organisation and Indian Labour Force. |
| 13 | 26-09-2022 To 30-09-2022 | 51 | Impact of Globalization, Liberalization and Privatisation on Indian Industrial Relations |
| | | 52 | Emerging Trends in Industrial Relations : Globalization and Liberalization and its impact |
| | | 53 | Employer federations in India; International labour Organisation and its impact. |
| | | 54 | Labour Welfare: Concept, philosophy, need objectives principles scope and limitations of labour welfare. |
| | | 55 | Labour Welfare: Concept, philosophy, need objectives principles scope and limitations of labour welfare. |
| 14 | 03-10-2022 To 07-10-2022 | 56 | Labour Welfare: Concept, philosophy, need objectives principles scope and limitations of labour welfare. |
| | | 04 October | Mahanavami |
| | | 05 October | Vijayadasami |
| | | 57 | Statutory and non-statutory welfare provisions |
| | | 58 | Health, education, family planning |
| 15 | 10-10-2022 To 14-10-2022 | 59 | Housing, canteen, crèche, transport |
| | | 60 | Safety, insurance |
| | | 61 | Additional health facilities and better conditions of work |
| | | 62 | Additional health facilities and better conditions of work |
| | | 63 | Industrial Counseling-Pre-retirement |
| 16 | 17-10-2022 To 21-10-2022 | 64 | Quality of work life. |
| | | 65 | Social security :Concept and Scope of Social security, social assistance and social insurance |
| | | 66 | Social security :Concept and Scope of Social security, social assistance and social insurance |
| | | 67 | Social security measures in India |
| | | 68 | Problems concerned with job dissatisfaction |
| 17 | 24-10-2022 To 28-10-2022 | 24 October | Deepavali |
| | | 69 | II Internal Examination |
| | | 70 | II Internal Examination |
| | | 71 | II Internal Examination |
| | | 72 | II Internal Examination |
| 18 | 31-0-2022 | 73 | Indiscipline, disablement |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|---|
| | To 04-11-2022 | 74 | Indebtedness, alcoholism, substance addiction absenteeism, and family problems etc |
| | | 75 | Use of social work services in the treatment of such problems |
| | | 76 | Counselling |
| | | 77 | Recreation, sports, cooperative and credit society |
| 19 | 07-11-2022 To 11-11-2022 | 78 | Social security: concept & scope of social security |
| | | 79 | Social security: concept & scope of social security |
| | | 80 | Social security measures in India |
| | | 81 | Indebtedness, alcoholism, substance addiction absenteeism, and family problems etc |
| | | 82 | Labour Welfare Officer: Need, role, and functions of Labour Welfare Officer |
| 20 | 14-11-2022 To 18-11-2022 | 83 | III Semester University Examination |
| | | 84 | III Semester University Examination |
| | | 85 | III Semester University Examination |
| | | 86 | III Semester University Examination |
| | | 87 | III Semester University Examination |
| | | 88 | III Semester University Examination |
| 21 | 21-11-2022 To 25-12-2022 | 89 | III Semester University Examination |
| | | 90 | III Semester University Examination |
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|------------------------------|---|--|
| Subject Code: | MSW3C11 | |
| Subject Name: | Gandhian Philosophy of Community Development | |
| No. of Credits: | 3 | |
| No. of Contact Hours: | 90 | |
| Hours per Week: | 5 | |
| Name of the Teacher: | Fr. Kuriakose | |

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 | 04-07-2022 To 08-07-2022 | 1 | Orientation about the subject and it's scope |
| | | 2 | Module 1-Theories of trusteeship |
| | | 3 | Panchayat Raj |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-----------|---|
| | | 4 | Swadeshi and sarvodaya |
| | | 5 | Social changes through non violence |
| 2 | 11-07-2022 To 15-07-2022 | 6 | Assignment presentation |
| | | 7 | Assignment presentation |
| | | 8 | Class test |
| | | 9 | Module 2-Indian social problems and gandhian solution |
| | | 10 | caste system -untouchability |
| | | 11 | women's problems |
| 3 | 18-07-2022 To 22-07-2022 | 12 | Illiteracy, Alcoholism |
| | | 13 | population explosion, Health and Hygiene |
| | | 14 | seven social evils |
| | | 15 | Revision |
| | | 16 | Revision |
| 4 | 25-07-2022 To 29-07-2022 | 17 | class test |
| | | 18 | Module 3-Salient features of Gandhian economics |
| | | 28 July | Karkidaka Vav |
| | | 19 | Salient features of Gandhian economics |
| | | 20 | Ethical basis of economics |
| 5 | 01-08-2022 To 05-08-2022 | 21 | Purity of means. Simplicity of life co-operation |
| | | 22 | Bread labour- self reliance |
| | | 23 | Classless society |
| | | 24 | Gandhiji's views on industrialization |
| | | 08 August | Muharam |
| 6 | 08-08-2022 To 12-08-2022 | 25 | Machinery and production |
| | | 26 | Problems and prospects of large scale industries |
| | | 27 | Problems and prospects of large scale industries |
| | | 28 | Appropriate technology |
| | | 15 August | Independence Day |
| 7 | 15-08-2022 To 19-08-2022 | 29 | Indigenous technology |
| | | 30 | Class Test |
| | | 18 August | Sree Krishna Jayanthi |
| | | 31 | Assignment presentation |
| | | 32 | I internal Examination |
| 8 | 22-08-2022 To 26-08-2022 | 33 | I internal Examination |
| | | 34 | I internal Examination |
| | | 35 | I internal Examination |
| | | 36 | I internal Examination |
| | | 37 | Discussion |
| 9 | 29-08-2022 | | |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|---|
| | To 02-09-2022 | 38 | Discussion |
| | | 39 | Discussion |
| | | 40 | Discussion |
| | | 41 | Discussion |
| 10 | 05-09-2022 To 09-09-2022 | 05 September | ONAM VACATION |
| | | 06 September | ONAM VACATION |
| | | 07 September | ONAM VACATION |
| | | 08 September | ONAM VACATION |
| | | 09 September | ONAM VACATION |
| 11 | 12-09-2022 To 16-09-2022 | 42 | Module 4- Gandhian critique of development models |
| | | 43 | Gandhian critique of development models |
| | | 44 | Capitalism |
| | | 45 | Capitalism |
| | | 46 | Socialism |
| 12 | 19-09-2022 To 23-09-2022 | 47 | Socialism |
| | | 48 | Socialism |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 49 | Communism |
| | | 50 | Communism |
| 13 | 26-09-2022 To 30-09-2022 | 51 | Mixed economy |
| | | 52 | Economic development Vs integral development |
| | | 53 | Economic development Vs integral development |
| | | 54 | problems of modern economic growth |
| | | 55 | Energy and ecological crisis |
| 14 | 03-10-2022 To 07-10-2022 | 56 | Energy and ecological crisis |
| | | 04 October | Mahanavami |
| | | 05 October | Vijayadasami |
| | | 57 | Rural-urban imbalance etc |
| | | 58 | Class Test |
| 15 | 10-10-2022 To 14-10-2022 | 59 | Assignment presentation |
| | | 60 | Assignment presentation |
| | | 61 | Revision |
| | | 62 | Question paper discussion |
| | | 63 | Question paper Discussion |
| 16 | 17-10-2022 | 64 | Module 5- Gandhian approach to rural development |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|------------|--|
| | To 21-10-2022 | 65 | Gandhian approach to rural development |
| | | 66 | Group discussion |
| | | 67 | Group discussion |
| | | 68 | Revision |
| 17 | 24-10-2022 To 28-10-2022 | 24 October | Deepavali |
| | | 69 | II Internal Examination |
| | | 70 | II Internal Examination |
| | | 71 | II Internal Examination |
| | 31-0-2022 To 04-11-2022 | 72 | II Internal Examination |
| | | 73 | Assignment presentation |
| | | 74 | Assignment presentation |
| | | 75 | Assignment presentation |
| 18 | 07-11-2022 To 11-11-2022 | 76 | Assignment presentation |
| | | 77 | Assignment presentation |
| | | 78 | Assignment presentation |
| | | 79 | Revision |
| 19 | 14-11-2022 To 18-11-2022 | 80 | Revision |
| | | 81 | Revision |
| | | 82 | Revision |
| | | 83 | III Semester University Examination |
| 20 | 21-11-2022 To 25-12-2022 | 84 | III Semester University Examination |
| | | 85 | III Semester University Examination |
| | | 86 | III Semester University Examination |
| | | 87 | III Semester University Examination |
| 21 | | 88 | III Semester University Examination |
| | | 89 | III Semester University Examination |
| | | 90 | III Semester University Examination |
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|------------------------------|--------------------------------|
| 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 | 04-07-2022 To 08-07-2022 | 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 |
| 2 | 11-07-2022 | 6 | Features & characteristics of development –contd... |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-----------|---|
| | To 15-07-2022 | 7 | Main hindrances in development |
| | | 8 | Introduction to Indian economy |
| | | 9 | Indian economy – structure, features |
| | | 10 | Indian economy- present scenario |
| 3 | 18-07-2022 To 22-07-2022 | 11 | Economic Policy 1991 |
| | | 12 | Economic Policy 1991 contd.. |
| | | 13 | Economic Policy 1991 contd.. |
| | | 14 | Kerala Economy in General |
| | | 15 | Major features of Kerala Economy |
| 4 | 25-07-2022 To 29-07-2022 | 16 | Concept of poverty |
| | | 17 | Concept of poverty- contd... |
| | | 18 | Poverty measurements |
| | | 28 July | Karkidaka Vav |
| | | 19 | Magnitude of poverty |
| 5 | 01-08-2022 To 05-08-2022 | 20 | Magnitude of poverty contd.. |
| | | 21 | Reasons of poverty in India |
| | | 22 | Socio-economic factors |
| | | 23 | Political, cultural & religious factors |
| | | 24 | Victims of poverty in India |
| 6 | 08-08-2022 To 12-08-2022 | 08 August | Muharam |
| | | 25 | Women, Children, Sc, St and poverty |
| | | 26 | Women, Children, Sc, St and poverty |
| | | 27 | Poverty & its depictions |
| | | 28 | Poverty eradication initiatives |
| 7 | 15-08-2022 To 19-08-2022 | 15 August | Independence Day |
| | | 29 | Govt. Schemes for poverty eradication |
| | | 30 | Internal Examination |
| | | 18 August | Sree Krishna Jayanthi |
| | | 31 | The agriculture economy |
| 8 | 22-08-2022 To 26-08-2022 | 32 | I internal Examination |
| | | 33 | I internal Examination |
| | | 34 | I internal Examination |
| | | 35 | I internal Examination |
| | | 36 | I internal Examination |
| 9 | 29-08-2022 To 02-09-2022 | 37 | Basic characteristics of agriculture |
| | | 38 | Reasons for agriculture backwardness |
| | | 39 | Agriculture Production |
| | | 40 | Major crops & cropping pattern |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|--|
| | | 41 | Women, Children, Sc, St and poverty |
| 10 | 05-09-2022 To 09-09-2022 | 05 September | ONAM VACATION |
| | | 06 September | ONAM VACATION |
| | | 07 September | ONAM VACATION |
| | | 08 September | ONAM VACATION |
| | | 09 September | ONAM VACATION |
| 11 | 12-09-2022 To 16-09-2022 | 42 | Women, Children, Sc, St and poverty contd... |
| | | 43 | Measures to increase poverty |
| | | 44 | Measures to increase poverty contd... |
| | | 45 | Rural credits |
| | | 46 | Rural credits Contd.. |
| 12 | 19-09-2022 To 23-09-2022 | 47 | Rural Inputs |
| | | 48 | Land reforms in rural India |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 49 | Land reforms in Kerala |
| | | 50 | Land reforms in Kerala contd.. |
| 13 | 26-09-2022 To 30-09-2022 | 51 | Land reforms in Kerala contd2 |
| | | 52 | Farm Mechanization |
| | | 53 | Farm Mechanization contd 1 |
| | | 54 | Farm Mechanization contd 2 |
| | | 55 | Effects of farm mechanization |
| 14 | 03-10-2022 To 07-10-2022 | 56 | Effects of farm mechanization contd 1 |
| | | 04 October | Mahanavami |
| | | 05 October | Vijayadasami |
| | | 57 | Animal husbandry & agriculture |
| 15 | 10-10-2022 To 14-10-2022 | 58 | Animal husbandry & agriculture contd1 |
| | | 59 | Agriculture & allied occupations |
| | | 60 | Agriculture & allied occupations contd 1 |
| | | 61 | Agriculture & allied occupations contd2 |
| | | 62 | Agriculture & allied occupations contd3 |
| 16 | 17-10-2022 To 21-10-2022 | 63 | Village & small scale industries |
| | | 64 | Village & small scale industries contd1 |
| | | 65 | Village & small scale industries contd 2 |
| | | 66 | Village & small scale industries contd3 |
| 17 | 24-10-2022 | 67 | Khadi Industries |
| | | 68 | Khadi Industries contd 1 |
| 17 | 24-10-2022 | 24 October | Deepavali |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|--|
| | To 28-10-2022 | 69 | II Internal Examination |
| | | 70 | II Internal Examination |
| | | 71 | II Internal Examination |
| | | 72 | II Internal Examination |
| 18 | 31-0-2022 To 04-11-2022 | 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 | 07-11-2022 To 11-11-2022 | 78 | Five year plans in India |
| | | 79 | Five year plans in India |
| | | 80 | Five year plans in India |
| | | 81 | Current five year plan |
| | | 82 | Revision |
| 20 | 14-11-2022 To 18-11-2022 | 83 | III Semester University Examination |
| | | 84 | III Semester University Examination |
| | | 85 | III Semester University Examination |
| | | 86 | III Semester University Examination |
| | | 87 | III Semester University Examination |
| | | 88 | III Semester University Examination |
| 21 | 21-11-2022 To 25-12-2022 | 89 | III Semester University Examination |
| | | 90 | III Semester University Examination |
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