CONSTRUCTION OF THE SYLLABUS

The syllabus has been framed as per the guidelines of UGC.

We acknowledge our profound sense of gratefulness to:

Dr. A Sylvia Daisy

External Member

Associate Professor – Department of Social Work,

Madras Christian College, Tambaram East,

Chennai – 600059.

Mr. S Xavier Vivek Jerry

External Member

Assistant Professor – Department of Social Work,

Madras School of Social Work,

No: 32, Casa Major Road, Egmore,

Chennai – 600008.

Ms. Amirtha Sri. M.

Program In charge,

Department of Social Work,

Faculty of Hotel Management / Culinary Arts / Aviation Mgmt. / De-Novo Courses

Dr. M.G.R. Educational and Research Institute (Deemed to be University),

Maduravoyal, Chennai – 600095.

Ms. Sowmiya C,

Assistant Professor

Department of Social Work,

Faculty of Hotel Management / Culinary Arts / Aviation Mgmt. / De-Novo Courses

Dr. M.G.R. Educational and Research Institute (Deemed to be University),

Maduravoyal, Chennai – 600095.

Ms. AarthiAnusuya. A,

Assistant Professor.

Department of Social Work,

Faculty of Hotel Management / Culinary Arts / Aviation Mgmt. / De-Novo Courses

Dr. M.G.R. Educational and Research Institute (Deemed to be University),

Maduravoyal, Chennai – 600095.

Ms. Madhuri. N,

Assistant Professor

Department of Social Work,

Faculty of Hotel Management / Culinary Arts / Aviation Mgmt. / De-Novo Courses Dr. M.G.R. Educational and Research Institute (Deemed to be University), Maduravoyal, Chennai – 600095.

Ms. Yogalaksmi. R,

Assistant Professor

Department of Social Work,

Faculty of Hotel Management / Culinary Arts / Aviation Mgmt. / De-Novo Courses Dr. M.G.R. Educational and Research Institute (Deemed to be University), Maduravoyal, Chennai – 600095.

VISION

• To develop effective and efficient social work professionals for sustainable development of the society through academic excellence.

MISSION

- To enable students to acquire scientific knowledge on social work and social science disciplines.
- To equip social work students with scientific skills relating to professional social work
- To train social work students for practicing ethical standards.
- To help the social work students imbibe universal human values and values of professional social work.
- To inculcate an attitude of social responsibilities.
- To orient social work students towards social work research and social action.

PROGRAM EDUCATIONAL OBJECTIVES:

- To demonstrate comprehensive knowledge and awareness about social work and its concepts.
- To communicate and express thoughts and ideas effectively in different setting.
- To integrate field work learning for effective social work practice.
- To develop basic skills and scientific practice in research and in different methods of social work.
- To mould a new generation of social workers in societal thoughts and processes who can challenge and resolve issues around the society.

The B.S.W program consists of:

- Core papers
- Inter-disciplinary papers
- Soft Skills
- Elective papers
- Research project
- Concurrent fieldwork
- Block placement

B.S.W – SOCIAL WORK - CURRICULUM (SEMESTER 1 – 6)

	SEMESTER – I							
S.no	Subject Code	Subject	L	T	P	С		
1	HBEN20001*	English I	3	0	0	3		
2	HBTA20001/ HBFR20001/ HBHI20001*	Language I (Tamil/French/ Hindi I)	3	0	0	3		
3	HBSW20001	Introduction to Social work	4	0	0	4		
4	HBSW20002	Introduction to Sociology	4	0	0	4		
5	HBSW20003	Basic Psychology – 1	2	0	0	2		
6	HBSW20L01	Fieldwork Practicum- I		0	8	4		
7	HBLS20L01	Life skills Course – 1		0	4	2		
			16	0	12	22		

 $[*]Common\ to\ HBEN18001,\ HBTA18001/\ HBFR18001/\ HBHI180001.$

	SEMESTER – II							
S.no	Subject Code	Subject	L	T	P	C		
1	HBEN20002*	English II	3	0	0	3		
2	HBTA20002/ HBFR20002/ HBHI20002*	Language II (Tamil/ French/ Hindi II)		0	0	3		
3	HBSW20004	Social Work and Social development		0	0	4		
4	HBSW20005	Human Rights in India		0	0	4		
5	HBSW20006	Basic Psychology – II	2	0	0	2		
6	HBSW20L02	Fieldwork Practicum II	0	0	8	4		
7	HBLS20L02	Life skills Course -2		0	4	2		
			16	0	12	22		

^{*}Common to HBEN18002, HBTA18002/ HBFR18002/ HBHI180002.

	SEMESTER – III							
S.no	Subject Code	Subject	Т	P	C			
1	HBSW20007	Social Work Practice with Individual	4	0	0	4		
2	HBSW20008	Social Work Practice with Groups	4	0	0	4		
3	HBSW20009	Social legislation in India		0	0	4		
4	HBSW20010	Gender study	2	0	0	2		
5	HBSW20L03	Field Work - Observation	0	0	10	5		
6	HBLS20L03	Life skills Course -3		0	4	2		
			14	0	14	21		

	SEMESTER – IV							
S.no	Subject Code	Subject	Т	P	С			
1	HBSW20011	Social work Practice with community	4	0	0	4		
2	BMG20H02*	Introduction to Management	4	0	0	4		
3	HBSW20012	Social Welfare Administration		0	0	4		
4	HBSW20013	Indian Polity and Economic	2	0	0	2		
5	HBSW20014	Substance abuse and Rehabilitation	2	0	0	2		
6	HBSW20L04	Concurrent Field Work – I	0	0	10	5		
8	HBLS20L04 Life skills Course -4		0	0	4	2		
			16	0	14	23		

^{*}Common to BMG17H02

	SEMESTER – V							
S.no	Subject Code	Subject	L	T	P	C		
1	BMG20H05*	Research Methodology	3	1	0	4		
2	HBSW20015	Management of Non –Profit Organization	4	0	0	4		
3	HBSW20016	Basics of Counseling	2	0	0	2		
4	HBMG20001*	Environment studies	2	0	0	2		
5	HBSW20L05	Concurrent Field work – II	0	0	10	5		
			11	1	10	17		

^{*}Common to BMG17H05, HBMG17001

	SEMESTER – VI								
S.no	Subject Code	Subject	L	T	P	C			
1	HBSW20017	Social work with Families	4	0	0	4			
2	HBSW20018	Social Work and Healthcare Services	4	0	0	4			
3	HBSW20019	Basic of Social Psychology	2	0	0	2			
4	HBSW20L06	Concurrent Field Work – III	0	0	10	5			
5	HBSW20P01	Project – Research	0	0	20	10			
			10	0	30	25			

Total credits - 130 (Semester 1-6)

SEMESTER - I

	SEMESTER – I							
S.no	Subject Code	ect Code Subject L T P						
1	HBEN20001*	English I	3	0	0	3		
2	HBTA20001/ HBFR20001/ HBHI20001*	Language I (Tamil/French/ Hindi I)	3	0	0	3		
3	HBSW20001	Introduction to Social work	4	0	0	4		
4	HBSW20002	Introduction to Sociology	4	0	0	4		
5	HBSW20003	Basic Psychology – 1	2	0	0	2		
6	HBSW20L01	Fieldwork Practicum- I	0	0	8	4		
7	HBLS20L01	Life skills Course – 1	0	0	4	2		
			16	0	12	22		

 $[*]Common\ to\ HBEN18001,\ HBTA18001/\ HBFR18001/\ HBHI180001.$

ENGLISH – I

Subject code: HBEN20001

Total Teaching Hours: 45

L	T	P	С
3	0	0	3

Objectives

- To prepare students for attaining a comprehensive knowledge of the communication skills
- To make them understand the nuances of the language and use its vocabulary in appropriate contexts
- To develop in students a knowledge of the various techniques in language use
- To develop in them analytical and interpretative skills
- To train learners in organized academic and business writing

Unit I 9hrs

PROSE- For Detailed Study

- 1. On Running After One's Hat G.K.Chesterton
- 2. The Unexpected Robert Lynd
- 3. How to be a Doctor Stephen Leacock

Unit II 9hrs

POETRY- For Detailed Study

- 1. Ulysses Lord Tennyson
- 2. If Rudyard Kipling
- 3. Leave this Chanting and Singing Rabindranath Tagore

Unit III 9hrs

SHORT STORY

- 1. A Retrieved Reformation O'Henry
- 2. Engine Trouble R.K. Narayan

Unit IV 9hrs

GLIMPSES FROM GREAT MINDS

- 1. I lived with words R.L.Stevenson
- 2. My Vision for India Dr. APJ Abdul Kalam

Unit V 9hrs

FUNCTIONAL ENGLISH

Enhancing LSRW Skills through Tasks

Note: Each lesson to be followed by text-based Vocabulary, Grammar, and Usage

Exercises

Synonyms, Antonyms- Affixes (prefixes & Suffixes)-Noun- Adjectives, Verb, Tense, Adverb, Preposition, 'if' clause, Articles, discourse markers, Reported and Direct speech- Voice, Degrees of comparison, Interrogatives Comprehension, Précis writing

Text Prescribed: Puhkala R, PadmasaniKannan, Chandrasena Rajeswaran, Anuradha V

Literary Melodies, Orient Black Swan, 2017

Text Books, Reference Books and Web Resources

- 1. Hancock, Mark, 2013 English Pronunciation in Use; Cambridge Univ. Press,
- **2.** PadmasaniKannan.S., Pushkala.R. : FunctionalEnglish
- 3. Part I& Part II from Spring Board by Orient Black Swan Pvt.Ltd.
- **4.** Pushkala R, P.A.Sarada, El Dorado 2014: A Textbook of Communication Skills, OrientBlackswan,
- **5.** McCarthy, Michael et.al,, English Vocabulary in Use, Advanced, Cambridge Univ. Press.2011
- **6.** Wren and Martin: Grammar and Composition, Chand & Co,2006
- 7. http://learenenglish.Britishcouncil.org
- **8.** www.englishpage.com
- **9.** www.writingcentre.uottawa.ca/hypergrammar/preposit.html
- **10.** www.better-english.com/grammar/preposition.html
- **11.** http://www.e-grammar.org/infinitive-gerund/
- **12.** www.idiomsite.com/

LANGUAGE - I

FRENCH - I

Subject code: HBFR20001

Total Teaching Hours: 45

L	T	P	C
3	0	0	3

Unit I 9hrs

Decouvrir la langue française

• Se presenter, diresi on comprend, presenter une personne, nommer les choses, savoir vivre, coprendre la grammaire

Unit II 9hrs

Faire connaissance

• Donner des informationssurunepersonne,demander,exprimersespreferences,parle r de son travail,parler de sesactivites,parler de sonpays,desaville

Unit III 9hrs

Organiser son temps

• Dire la date, direl'heure, donner des informations sur un employ du temps, proposer-accepter-refuser, interroger-repondre, faire un programmed'activitites

Unit IV 9hrs

Decouvrir son environnement

• S'orienter, situer, SeLoger, Exprimer la poession, Connalture les rythmes de vie, Fixer des regles

Unit V 9hrs

S'informer

• Dire cequ'onfait, S'informersur un employ du temps passé, Expliquer, Exprimer la douteou la certitude, Decouvrir les relations entrelesmots, Savoirs'informer

Reference:

Campus 1-methode de française by Jacky Girardet, Jacques Pecheur

TAMIL - I

Subject Code HBTA20001

Total no of hours: 45

நோக்கம்:

- வாய்மொழிஇலக்கியத்தையும்செய்யுள்இலக்கியத்தையும் அறிந் துகொள்ளல்.
- சிறுகதைமரபினைப்புரிந்துகொள்ளல்.
- பிழையின்றித்தமிழ்எழுதுவதற்கு அடிப்படை இலக்கணத்தைப்ப யிற்றுவித்தல்.
- கவிதைமரபினையும் சிறுகதைமரபினையும் வரலாற்று நிலையி லிருந்துவிளக்குதல்.

முதல்பருவம் – தமிழ்த்தாள் 1

அலகு – 1

செய்யுள்திரட்டுவாய்மொழிஇலக்கியம்: நாட்டுப்புறப்பாடல்கள்

- 1. தாலாட்டு
- 2. காதல்
- 3. ஒப்பாரி
- 4. காணிநிலம்வேண்டும் பாரதி
- 5. நல்லதோர்வீணை பாரதி
- 6. தமிழ்க்காதல் பாரதிதாசன் 7. தமிழ்வளர்ச்சி - பாரதிதாசன் 8. எந்நாளோ? - பாரதிதாசன்
- 9. ஆறுதன்வரலாறுகூறுதல் கவிமணிதேசிகவிநாயகம்பிள்ளை

அலகு – 2

- 1. வழித்துணை ந. பிச்சமூர்த்தி
- 2. குருடர்களின்யானை அப்துல்ரகுமான்
- 3. முள்முள்முள் சிற்பி

அலகு – 3 (புதுமைப்பித்தன்கதைகள்)

- 1. கடவுளும்கந்தசாமிப்பிள்ளையும்
- 2. செல்லம்மாள்
- 3. துன்பக்கேணி
- 4. ஆற்றங்கரைப்பிள்ளையார்
- 5. ஒருநாள்கழிந்தது

அலகு – 4

1. பெயர், வினை, இடை, உரிச்சொற்களின்பொதுஇலக்கணம், வலிமிகும்இடங்கள், வலிமிகாஇடங்கள்

அலகு – 5

- 1. தமிழ்க்கவிதையின்தோற்றமும்வளர்ச்சியும் (மரபுக்கவிதை, புதுக்கவிதை)
- 2. தமிழ்ச்சிறுகதையின்தோற்றமும்வளர்ச்சியும்
- 3. மரபுத்தொடர்கள், பொருந்தியசொல்தருதல், கலைச்சொற்கள், நேர்காணல்

மேற்பார்வைநூல்கள்:

- 1. சென்னைப்பல்கலைக்கழகவெளியீடு 2013
- 2. பொதுஇலக்கணம்

HINDI- I

Subject Code: HBHI20001

Total Teaching Hours - 45

L	T	P	С
3	0	0	3

Unit I

9hrs

- 1. Sabhyatakaarahasya-lesson and annotations, questions andanswers
- 2. Administrative terms (Prayojanmulak Hindi)

Unit II 9hrs

- 1. Mitrathakarahasya- lesson and annotations, questions and answers
- 2. Patralekham, definitions, correspondence in hindi

Unit III 9hrs

- 1. Paramanuoorjaevam and kadhyasanrakshan(lesson) annotations and answers
- 2. Technical terms and words, letter writing

Unit IV 9hrs

- 1. Yuvavon se (lesson), annotations, essay, questions and answers
- 2. Types of official correspondence, technical terms
- 3. Grammer (Change of voice, correcting the sentences)

Unit V 9hrs

- 1. Yogyataaurvyavasaykachunav(lesson) essay, questions and answers
- 2. Letter writing
- 3. Grammar & Technical terms

- 1. Dr.SyedRahmatullah&PoornimaPrakshan, Hindi gadhyamaala
- 2. Dr.SyedRahmatullah&PoornimaPrakshan, Prayojanmulakhindi
- 3. Dakshin Bharat Hindi PracharaSabha, T.Nagar, Saral Hindi Vyakaran-2

INTRODUCTION TO SOCIAL WORK

Subject Code: HBSW20001

Total Teaching Hours: 50

L	T	P	C
4	0	0	4

Objectives:

- To help students understand basic concepts of social work.
- To gain knowledge about the evolution of social work
- To enable the students to learn about various fields in social work

Unit 1 10hrs

Introduction to Social Work - Meaning, definition, ethics, principles and objectives, values, skills and tools for social workers

Unit 2

Basic concepts of social work - social welfare, social service, social reform, social action, social development and empowerment, social security, social assistance, social inequality, social defense, misconception of social work.

Unit 3 10hrs

Origin of social work - England, USA, India. Social work education abroad and in India

Unit 4 10hrs

Methods of social work - Case work, group work, community organization, social welfare administration, social research and social action.

Unit 5

Fields of social work - Health setting, family and child welfare setting, welfare of youth, aged, differently abled, rural, urban and tribal community, correctional settings, schools of social work, Industrial and administrative settings and environment settings.

- 1. Dharam Paul Chowdhry, Introduction to Social Work: History, Concepts, Methods and Fields, Delhi, Atma Ram & Sons,1964
- 2. Fink, Arthur E, Jane H. Pfouts and Andrew W. Dobelstein, The Field of Social Work, 1985, (8th Ed), Beverly Hills, Sage Publications.
- 3. Rex A. Skidmore, Milton G. Thackeray, O. William Farley, Introduction to Social Work, 1991, New Jersey, Prentice Hall.
- 4. Robert L. Barker. NASW, The Social work Dictionary, 1988, Maryland
- 5. Sanjay Bhattacharya, Social work an integrated approach, 2003, New Delhi, Deep and Deep.

INTRODUCTION TO SOCIOLOGY

Subject Code: HBSW20002

Total Teaching Hours: 50

L	T	P	С
4	0	0	4

Objectives:

- To understand fundamental sociological concepts
- To develop a sociological perspective
- To gain knowledge in the context of sociology in social work practice

Unit 1 10hrs

Introduction to sociology - definition, concepts, relationships and difference between social work and sociology, relevance of sociology in social work.

Unit 2 10hrs

Basic concepts and function of society - society and community - meaning definition, characteristic, socialization - meaning definition, functions, importance and importance agents.

Unit 3 10hrs

Social groups and institutions - Social institution - meaning, definition, concepts, types, functions, characteristics. Social group - meaning, definition, types, functions and characteristics. Classification of groups.

Unit 4 10hrs

Social inequality and change - Social differentiation and stratification - meaning, definitions, characteristics, function. Social change - Meaning, definition, role, functions. Marx theory of social change, social mobility Contemporary Indian Social problems - Social disorganization, meaning, concepts, migrants, population, poverty, unemployment, crime, Juvenile delinquency, addiction, gender issues, health and nutrition, illiteracy.

Unit 5

Anthropology – Meaning, Culture as the concept of Anthropology, Characteristics of tribal society, Relationship of anthropology and other disciplines, Socio-Economic Problems, Displacement.

- 1. BhushanVidya, Sachdeva D.R., Textbook of Sociology, Allahabad: (2006). KitabMahal
- 2. Conklin, John, E, Sociology an Introduction., (1984) Macmillan Publishing Co. New York.
- 3. Mukherjee R, Society, Culture Development, New Delhi: (1991) SagePublication
- 4. Rao, C.N. Shankar, Principles of Sociology with an Introduction to Social Thought, 2006, NewDelhi, S.Chand& companyLtd.
- 5. Ram., Ahuja Society in India: Concept, Theories and Recent Trends, Jaipur: (1997). RawatPublications.

BASIC PSYCHOLOGY-I

Subject Code: HBSW20003

Total Teaching Hours: 50

L	T	P	C
2	0	0	2

Objectives:

- To become familiar with basic psychological concepts
- To understand the mental processes of human behavior
- To gain knowledge in the context of psychology in social work practice

Unit 1 10hrs

Basic psychology - definition, methods of psychology, schools of psychology, Dimensions of Psychology.

Unit 2

Learning and Memory- overview of Classical conditioning, operant conditioning, reinforcement, types, punishment, observational learning, trial and error, insight learning. Memory – meaning and types of memory.

Unit 3

Emotions - meaning, types, physiology correlates and emotional intelligence.

Unit 4 10hrs

Motivation-drive theory, arousal theory, expectancy theory, primary drives, needs, Maslow's theory.

Unit 5

Contribution of psychology to social work in different settings- Healthcare settings, Correctional settings, Disaster management, family and child welfare, industrial and administrative settings.

- 1. Baron RA, Psychology, 2001, BE, New Delhi, Prentice Hall of India Pvt Ltd- Text book
- 2. Hilgard, Atkinson and Smith, Introduction to Psychology, 1987, 9th ed, Harcourt BraceJovanovich
- 3. Morgan Clifford T King Richard AWeisz John R and SchoplerJohn, Introduction to Psychology, New Delhi, 1993 Tata McGrawHill,.
- 4. Morris G, Psychology An Introduction, 1998 New Jersey, PrenticeHall,
- 5. Mangal M.K General Psychology, (2015) Sterling Publishers Private, Ltd.

FIELD WORK PRACTICUM- I

Subject Code: HBSW20L01

Total Teaching Hours: 50

L	T	P	С
0	0	8	4

Objectives:

- To enable the students to develop their report writing skills and documentation
- To learn about sign language and life savings kills
- 1. Documentation and Report writing
- 2. Lifesaving skills
- 3. Project Proposal writing
- 4. Sign language

LIFE SKILLS

Course - 1

COMMUNICATION SKILLS

Subject Code: HBLS20L01

Total Teaching Hours: 50

L	T	P	C
0	0	4	2

Objectives:

• To enhance one's knowledge and awareness of emotional competency and emotional intelligence at place of study/work

• To provide opportunity for realizing one's potential through practical experience

• To develop interpersonal skills and adopt good leadership behavior for empowerment of self and others

MODULEOUTLINE

MODULE 1:Listening

MODULE 2:Speaking

MODULE 3: Reading

MODULE 4: Writing and different modes of writing

MODULE 5: Digital Literacy

MODULE 6: Effective use of Social Media

MODULE 7: Non-Verbal Communication

SEMESTER - II

	SEMESTER – II							
S.no	Subject Code	Subject	L	T	P	C		
1	HBEN20002*	English II	3	0	0	3		
2	HBTA20002/ HBFR20002/ HBHI20002*	Language II (Tamil/ French/ Hindi II)	3	0	0	3		
3	HBSW20004	Social Work and Social development	4	0	0	4		
4	HBSW20005	Human Rights in India	4	0	0	4		
5	HBSW20006	Basic Psychology - II	2	0	0	2		
6	HBSW20L02	Fieldwork Practicum - II	0	0	8	4		
7	HBLS20L02	Life skills Course -2	0	0	4	2		
			16	0	12	22		

^{*}Common to HBEN18002, HBTA18002/ HBFR18002/ HBHI180002

ENGLISH - II

Subject code: HBEN20002

Total Teaching Hours – 45

L	T	P	C
3	0	0	3

Objectives:

- To prepare students to attain a comprehensive knowledge of the communication skills
- To make them understand the nuances of the English language and use the vocabulary inappropriate contexts
- To develop in students a knowledge of the various techniques in language usage
- To develop in them analytical and interpretative skills
- To train learners in organized, academic and business writing

Unit I PROSE- For Detailed Study

9hrs

- 1. Spoon-feeding W.R. Inge
- 2. Disaster Management B.M.Hegde
- 3. If You are Wrong Admit it Dale Carnegie

Unit II POETRY- For Detailed Study

9hrs

- 1. Psalm of Life H.W.Longfellow
- 2. Anthem for Doomed Youth Wilfred Owen
- 3. Street Cries Sarojini Naidu

Unit III SHORT STORY

9hrs

- 1. How Much Land does a Man Need? Leo Tolstoy
- 2. Uncle Podger Hangs the Picture Jerome K.Jerome

Unit IV DRAMA 9hrs

- 1. Excerpts from The Merchant of Venice William Shakespeare
- 2. Monkey's Paw W.W.Jacob

Unit V FUNCTIONAL ENGLISH

9hrs

Enhancing LSRW Skills through Tasks

Note: Each lesson to be followed by text-based Vocabulary, Grammar, and Usage Exercises

Synonym and Antonym, Phrasal Verb- Idioms and Phrases, Collocation. Gerund and infinitives, Auxiliaries: Primary and Modals, Use of 'as soon as', 'No soonerthan',

'Hardly had-when', 'Scarcely had-when', 'too....to', 'so...that'-Subject- Verb Agreement Comprehension, note- making from an unknown passage, Expanding Hints into a meaningful paragraph, Essay writing

Text Prescribed: Pushkala R, PadmasaniKannan, ChandrasenaRajeswaran, Anuradha V

Literary Melodies, Orient Black Swan, 2017

Text Books, Reference Books and Web Resources

- 1. Hancock, Mark, English Pronunciation in Use; Cambridge Univ. Press, 2013
- **2.** Pushkala R, P.A.Sarada, El Dorado: A Textbook of Communication Skills, Orient Blackswan,2014
- **3.** PadmasaniKannan.S., Pushkala.R.: FunctionalEnglish
- **4.** Part I& Part II from Spring Board by Orient Black Swan Pvt. Ltd McCarthy, Michael et.al., English Vocabulary in Use, Advanced, Cambridge Univ. Press, 2011
- **5.** Wren and Martin: Grammar and Composition, Chand & Co,2006
- **6.** http:// learnenglish.Britishcouncil.org
- **7.** www.englishpage.com
- **8.** www.writingcentre.uottawa.ca/hypergrammar/preposit.html
- **9.** www.better-english.com/grammar/preposition.html
- **10.** http://www.e-grammar.org/infinitive-gerund/
- **11.** www.idiomsite.com/

FRENCH-II

Subject code: HBFR20002

Total Teaching Hours - 45

L	Т	P	C
3	0	0	3

Unit I 9hrs

Cultiverses relations

• Recevoir, Communiquer, Parler des Personnes, Donner des informations, ecrireetre a l'aise avec lesautres

Unit II 9hrs

Decouvrir le passe

 Parler du passé, raconter les moments d'une vie, parler de la famille, preciser le moment de la duree, parler des habitudes et des changements, connaitre quelques reperes de l'histoire

Unit III 9hrs

Entreprendre

 Parlrrd'une enterprise, Exprimer un besoin, Parler du futur, presenter les etapesd'unerealisation, Rapporter des paroles, Faire un projet de realisation

Unit IV 9hrs

Prendre des decisions

• Comparer des qualites, comparer des quantites et des actions, Exprimer la ressemblanceou la difference, Faire des suppositions, Comparer des lieus, Parler de latelevision

Unit V 9hrs

Faire face aux problems

• Poser un probleme, caracteriseruneaction,Parlerde la santé,Interdire- Autoriser, Connaître la viepolitique

Reference:

Campus 1-Methode de française by Jacky Girardet, Jacques Pecheur

இரண்டாம்பருவம்– தமிழ்த்தாள் 2

L	T	Р	C
3	0	0	3

HBTA20002

நோக்கம்:

- > தமிழ் இலக்கிய வரலாற்றில் சிற்றிலக்கியங்கள் பெறும் இடத்தைப்பற்றி எடுத்துரைத்தல்.
- சைவ, வைணவ சமயங்களோடு தமிழ் இலக்கிய மரபு கொண்டுள்ள உறவினைப்போல பிற சமயங்களான கிறித்தவ, இஸ்லாம் சமயங்களோடும் தமிழ் இலக்கியம் உறவுகொண்டு விளங்குவதனை எடுத்துரைத்தல்.
- 🗲 காப்பிய மரபினை எடுத்துரைத்து ஒருசில காப்பியங்களைப் பயிற்றுவித்தல்.
- அடிப்படை இலக்கணத்தைப் பயிற்றுவித்தல்.

அலகு – 1

- 1. சிற்றிலக்கிய வரலாறு
- 2. கிறித்துவ இலக்கிய வரலாறு
- 3. இஸ்லாமிய இலக்கிய வரலாறு

அலகு – 2

- 1. நந்திக்கலம்பகம்
- 2. முத்தொள்ளாயிரம்
- 3. தமிழ்விடு தூது (36 கண்ணிகள்)

அலகு – 3

- 1. திருக்குற்றாலக்குறவஞ்சி (குறத்தி மலைவளம் கூறுதல்)
- 2. முக்கூடற்பள்ளு (நாட்டுவளம்)
- 3. இயேசுபிரான் பிள்ளைத்தமிழ் (செங்கீரைப்பருவம் முதல் 5 செய்யுட்கள்)

அலகு – 4

- 1. நளவெண்பா (கலிநீங்கு காண்டம்)
 - 2. சீறாப்புராணம் (மானுக்குப் பிணை நின்ற படலம்)

அலகு – 5

- 1. **இலக்கணக்குறிப்பு**: உவமைத்தொகை, பண்புத்தொகை, உம்மைத்தொகை, வேற்றுமைத்தொகை, வினைத்தொகை இருபெயரொட்டுப் பண்புத்தொகை, அன்மொழித்தொகை
- 2. ஒருபொருள் குறித்த பலசொல், பலபொருள் குறித்த ஒருசொல்
- 3. ஒருமை, பன்மை மயக்கம், பிறமொழிச்சொற்களை நீக்குதல், அகரவரிசைப்படுத்துதல்

மேற்பார்வை நூல்கள்:

- 🕨 1. சென்னைப்பல்கலைக் கழக வெளியீடு 2013
- 🕨 2. பொது இலக்கணம்

HINDI II

Subject code: HBHI20002 Total Teaching Hours - 45

L	T	P	C
3	0	0	3

(Poetry, Hindi Computing, Alankar)

Unit I 9hrs

- Poetry- Virpooja Kaidiaurkokila kaviparichay, annotation, summary
 Makhanlal Chaturvedi
- 2. Poetry-Kabirdass-Sakhi-Kantash01-10(Doha)
- 3. Alankar- Aupras and Upama only

Unit II 9hrs

- 1. Poetry-Aansu, Shradhakasaundarya Annotation, Kavi Parichay, Summary
- 2. Poetry-Surdas-TwoPadhya

Unit III 9hrs

- 1. Poetry-SubramaniyaBahrathi-Nachenge-Hum Annotation, KaviParichay,Summary
- 2. KaamKaji Hindi Concept of official Language and Hindi Computing Theory

Unit IV 9hrs

- 1. Poetry-Galiv-Chunin da ser-annotation, summary, KaviParichay
- 2. Computer internet in Hindi latest tools and packages

Unit V 9hrs

- KaviParichay, Jaishankar Prasad, Subramaniya Bharathi and Mirzagalib, Makhanlalchaturvedi
- 2. SleshaAlankar

SOCIAL WORK AND SOCIAL DEVELOPMENT

Subject Code: HBSW20004

Total Teaching Hours: 50

L	T	P	С
4	0	0	4

Objectives:

- To understand the concept of development and developmental issues in India.
- To learn about developmental organizations in India.
- To understand the role of legislations in relation to development.

Unit-1 10hrs

Social Development Concepts: Meaning, Definition, Concept of development, Social Development, Social Indicators in India- Human Development Index (HDI), Gross Development Index (GDI), Social Progressive Index (SPI), Below poverty line (BPL).

Unit-2

Developmental Organization 1: Government Ministries-Social justice, Social welfare, HRD, Skill development and Entrepreneurship, Social development and empowerment.

Unit-3

Developmental Organization 2: Non – Governmental Organizations-National organization, International Organization – UNO, UNICEF, IJM. Scope of social work in social development.

Unit-4

Sustainable Development Goals: (Concept, Targets, Status – Indian Context) – 1. No poverty 2. Zero Hunger 3. Good Health and well-being 4. Quality Education 5. Gender Equality 6. Clean water and sanitation 7. Affordable and Clean Energy 8. Decent Work and Economic Growth 9. Industry, Innovation and Infra Structure 10. Reduced Inequalities 11. Sustainable Cities and Communities 12. Responsible Consumption and Production 13. Climate Action 14. Life Below Water 15. Life on Land 16. Peace Justice and Strong Institutions 17. Partnerships for the Goals.

Unit-5

Government Policies and Programmes:

Government Policies: National Urban Sanitation Policy (NUSP), National Policy on Skill Development.

Government Programmes: PM KUSUM Yojana, Deendayal Antyo Daya Yojana, Swachh Bharat Mission and Smart Cities Mission.

Overview of Five-Year Plans and NITI Aayog (National Institution for Transforming India).UNDP.SAARC.

- 1. Agarwal A.N, Indian economy: Nature, Problem and Progress, 1975, Vikas Nirajprakash, NewDelhi.
- 2. Dutt& Sundaraaam, Indian Economy, 2001, S.Chand Publishing
- 3. Kumar B, Planning poverty and economic Development, 1984, Deep & Deep Publications
- 4. Thirwall A.P, Growth and Development and special reference to developing countries, 2003, Palgrave Macmillan:London
- 5. New Media Wing, India 2016, Ministry of information and broadcasting Text BooK

HUMAN RIGHTS IN INDIA

Subject Code: HBSW20005

Total Teaching Hours: 50

L	Т	P	C
4	0	0	4

Objectives:

- To enable students to develop a right based perspective in social work.
- To gain knowledge on women and child rights.
- To know the role of social work in relation to Human Rights.

Unit-1 10hrs

Overview of Human Rights – Meaning, Characteristics, Types, Relevance, Classification of Human Rights, Human rights and social justice, Concerns in Indian society- inequality, oppression, injustice, social, economic and political structure of Indian society, Magna Carta and UDHR.

Unit-2

India and Human Rights – Constitution, Fundamental duties and rights, DPSP, National Human Rights Institutions, UN and human rights.

Unit-3

Specific rights – custodial, right to information, right to education, Dalit rights, Child rights and Juvenile justice, gender related rights; environmental rights.

Unit-4

General issues relating to human rights

Unit-5

Human rights in social work, Role of professionals in Human Rights; Human rights defenders, Role of advocacy, role of social action

- 1. Agarwal, H.O International Law and Human Rights, 2002, Central law Publications
- 2. Alol Chakravati, Protecting Human Rights, 2003, Reference press
- 3. AmartyaSen, The Idea Justice, 2009, New Delhi, Penguin Books.
- 4. Bajwa G.S, Human Rights in India, 1995, Anmol Publishers
- 5. SAHRDC, Human Rights and International Law, 2008, OUP NewDelhi

BASIC PSYCHOLOGY - II

Subject Code: HBSW20006

Total Teaching Hours: 50

L	T	P	C
2	0	0	2

Objectives:

- To understand the concepts and principles of human growth and development.
- To understand the process involved in various stages of human life.
- To learn to apply the knowledge of Psychology in human development.

Unit-1 10hrs

Life Span: Meaning, Principles of Human Growth and Development. Prenatal Development - Conception, Stages of Prenatal Development, Factors Affecting Prenatal Development. Types of Birth.

Unit-2

Infancy and Babyhood: Immunization, Nutrition, Physical Growth, Motor Development, Cognitive Development, Focus on Socialization Agents, Needs, Developmental Tasks and Problems.

Unit-3

Childhood: Early and Late Childhood - Physical, Emotional, Cognitive, Social and Moral Development. Needs, Problems faced at this stage.

Unit-4

Puberty and Adolescence: Physical Changes, Emotional, Cognitive, Social and moral of Development. Cultural Context, Problems faced at this stage.

Unit-5

Adulthood & Elderly: Elderly: Physical and Emotional Changes. Problems and role of social worker.

- 1. Frager&Friedman, (1985). Personality & Personal Growth, New York Harper: Row Publishers
- 2. Hurlock, Elizabeth, (1974) Personality development, New Delhi: McGraw Hill Co Text Book
- 3. Morgan C T, King A.R, Weiz JR, Schopler J,(1993).Introduction to Psychology(Seventh Edition), Mumbai: Tata McGraw HillEdition.
- 4. Munn, L. Norman Fernald, Dodge. C Introduction to Psychology, 1976 Oxford & IBH Publishing Co, NewDelhi
- 5. Saraswathi, T.S. Developmental Psychology in India 1975- 1988 Sage Publications, New Delhi.

Fieldwork Practicum-II

Subject Code: HBSW20L02

Total Teaching Hours: 50

L	T	P	C
0	0	8	4

Objectives:

- To learn about documentary and filmmaking
- To know the tools of communication for social work
- To enable students, learn about Fund raising skills and creative arts
- 1 Tools of communication- street theatre and puppetry
- 2 Computer skills MS Word, MS Excel, MS Power point, INFOGRAM
- 3 Fund Raising
- 4 Creative arts

LIFE SKILLS

Course - 2

PROFESSIONAL SKILLS

Subject Code: HBLS20L02

Total Teaching Hours: 50

L	T	P	C
0	0	4	2

Objectives:

• Acquire career skills and fully pursue to partake in successful career path.

• Prepare good resume, prepare for interviews and group discussions.

• Explore desire career opportunities in the employment market in consideration of an individual SWOT.

MODULE OUTLINE:

A. CAREER SKILLS

Module 1: Resume Skills

Module 2: Interview Skills

Module 3: Group Discussion Skills

Module 4: Exploring Career Opportunities

B. TEAMSKILLS

MODULE 1: Presentation Skills

MODULE 2: Trust and Collaboration

MODULE 3: Listening as a Team Skill

MODULE 4: Brainstorming

MODULE 5: Social and Cultural Etiquettes

MODULE 6: Internal Communication

SEMESTER - III

	SEMESTER – III										
S.no	Subject Code	Subject	L	Т	P	С					
1	HBSW20007	Social Work Practice with Individual	4 0 0 4		4						
2	HBSW20008	Social Work Practice with Groups		0	0	4					
3	HBSW20009	Social legislation in India		0	0	4					
4	HBSW20010	Gender study		0	0	2					
5	HBSW20L03	Field Work – Observation		0	10	5					
6	HBLS20L03	Life skills Course - 3		0	4	2					
			14	0	14	21					

SOCIAL WORK PRACTICE WITH INDIVIDUAL

Subject Code: HBSW20007

Total Teaching Hours: 50

L	Т	P	C
4	0	0	4

Objectives:

- To learn about the basic concepts and historical overview of casework.
- To understand social case work as an effective method of social work.
- To make oneself understand the case work skills and techniques for an effective outcome.

Unit-1 10hrs

Concept and Definitions, Components of Casework (Perlman's Model): Person, Problem, Place, Policies and Resources, Process, Casework Intervention, Historical overview of Social work Practice with Individuals: Social Casework as a Method of Social Work.

Unit-2

Principles of Working with Individuals, Phases in the case work process, skills of social case worker, Tools and Techniques in the practice of social case work.

Unit-3

Interview - Meaning, Purpose, Types of interview, Basic rules and Problems in interviewing.

Unit-4

Recording - Meaning, Purpose, Components, Sources, Principles, Types of recording, Principles and guidelines. Supervision: an introduction.

Unit-5

Application of Social Case Work in different settings: An analysis of School Social Work, Challenges and its significance in India, Social Case Work in Family and Child welfare settings, Health Settings and Community Settings.

- 1. Friedlander W.A.Concepts and Methods of Social Work 1978 Englewood cliffs: PrenticeHall
- 2. Konopka, G Social Group Work: Helping process. 1963 Prentice Hall, Inc.
- 3. Perlman, Helen Harris (1964).Social Case Work A Problem Solving Process,London:University of ChicagoPress.
- 4. Richmond E.Mary, Social Diagnosis, 1917, New York, Russell Sage Foundation Reprint, 2012.
- 5. Trecker, Harleigh B Social group work Principles and Practice 1970 Association Press, NewYork

SOCIAL WORK PRACTICE WITH GROUPS

Subject Code: HBSW20008

Total Teaching Hours: 50

L	T	P	C
4	0	0	4

Objectives:

- To understand the concept of groups and groupwork.
- To understand group work skills and development.
- To understand the applicability of group work in various group of society.

Unit1 10hrs

Social Groups- Definition, Types of Groups, Significance of Group in the life of Individual and Society.

Unit2 10hrs

Social Group Work – Definition, Objectives, Values and Principles, Historical development of Social Group Work method in India, Models of Social Group Work – Remedial, Reciprocal and Social Goal model.

Unit3 10hrs

Group Development: Stages of Group Development and Group Dynamics, Phases of Social Group Work, Group Leadership-Types Role and Qualities of Leadership, Group Work Recording – Types and Uses.

Unit4 10hrs

Group Work Recording – Types and Uses, Role of a Group Worker, Tools and Skills for Group Work.

Unit5 10hrs

Application of Group Work with Children, Women and Elderly, Self-Help Groups- Concept, Uses, Formation of SHG, Role of SHGs and other support groups.

- 1. Alissi, A.S (1980). Perspectives on Social Group Work Practice A Book of Readings, NewYork, The FreePress
- 2. Konopka, G (1963).Social Group Work: A helping process, New Jersey: Prentice Hall INC
- 3. Syddiqui, H.Y (2010). Group Work Theories and Practices, New Delhi, Rawat Publications.
- 4. Trecker, Harleig B Social group work Principles and Practice 1970 Association Press, NewYork
- 5. Wilson G and Ryland G, (1949). Social Group Work practice, Boston: HugtonMiffin &Co.

SOCIAL LEGISLATION IN INDIA

Subject Code: HBSW20009

Total Teaching Hours: 50

Objectives:

L	T	P	C
4	0	0	4

- To understand the basic concept of social legislation.
- To learn about the laws relating various group of society in India.
- To understand the mechanisms involved for legislations in our country.

Unit 1 10hrs

Concept of Social Legislation: Need and Importance, India as a Welfare State, The Process of making laws.

Unit 2 10hrs

National policies – Education, health – women and children – welfare of the SC/ST, Social security – housing- youth- population and family welfare.

Unit 3

Key features of law relating to Specific Groups: Children-Child Marriage Restraint Act 2006, Right to Education (RTE) 2009. Sexual Harassment of women at work place Act 2013, Eve Teasing Act 1998, Domestic Violence Act 2005, Scheduled Caste and Scheduled Tribes-Prevention of Crimes and Atrocities against Scheduled Caste and Scheduled Tribes 1979, Manual Scavenger Act 1989.

Unit 4 10hrs

Overview of Social legislation relating to Social Problems: Child Labor Prohibition Act, Juvenile Justice Act, Immoral Traffic and Prevention Act 1996, Bonded labor Act 1976, Dowry Prohibition Act 1961.

Unit 5

Mechanisms for protecting Legal Rights and promoting Social Justice: Public Interest Litigation (PIL), Free Legal Aid, Lok Adalat, Right to Information Act (RTI,2005), Role of Social Worker in promoting Legal Rights.

- 1. Bhattacharya Sanjay, Social Work Administration and Development, New Delhi, 2006 Rawat Publications,
- 2. Dubey, S.N., Administration of Social Welfare Programs in India, Bombay (1973): Somaiya Publications.
- 3. Gangrade, K D., Social Legislation in India, Delhi (1956): Planning Commission of India.
- 4. Kulkarni P.D. Social Policy in India. Bombay: Tata Institute of Social Sciences
- 5. Nagendra, Shilaja,. Social Work and Social Welfare in India, Jaipur: (2005) ABD Publishers.

GENDER STUDY

Subject Code: HBSW20010

Total Teaching Hours: 50

L	T	P	C
2	0	0	2

Objectives:

- To understand the concept of gender.
- To understand the view of gender and society in various fields.
- To learn about the policies and program relating to gender in India.

Unit 1 10hrs

Gender introduction- concept and difference between sex and gender, Gender Stereotyping, Culture and History of gender, structures of Patriarchy, Religion and cultural practices and traditions influencing gender.

Unit 2 10hrs

Feminism – an introduction, Global perspectives on gender – UN and women's rights, Men and masculinity – an understanding; Issues of marginalization in gender.

Unit 3

Gender and society - Gender at work and the workplace; Gender roles in marriage and family; Gender issues in education; Gender and media; Gender and Politics; Gender in multicultural perspectives; Gender patterns in gay and lesbian relationships; LGBTQ, Gender violence.

Unit 4 10hrs

Policies and programs- National and International, National initiative for women: Constitutional safeguard and provisions, National and state commissions for women, Gender Empowerment measure (GEM), Gender Development Index (GDI).

- 1. Chaudhuri, Maitrayee (Ed.) Feminism in India, Kali for Women, New Delhi, 2004
- 2. Devandar, Kiran Status and Positions of women in India: Delhi 1985, Sakthibooks
- 3. John, Mary E. Discrepant Dislocations: Feminism, Theory, and Postcolonial Histories, 1996
- 4. UshaRao N. J Women in Developing Society, New Delhi 1983: Ashish Publishing House

FIELD WORK - OBSERVATION

Subject Code: HBSW20L03

Total Teaching Hours: 50

L	T	P	C
0	0	10	5

OBJECTIVES:

- To provide exposure to various NGOs and Government Organizations.
- To acquire skills of observation.
- To develop social work intervention in various institutions.

Visits to the Institutions working for:

- Children
- Women
- Elderly
- Differently-Abled
- Bonded Labor
- Human Trafficking
- Migrant Issues
- Refugees
- Health
- Environment
- Third gender

Report format:

- 1. Introduction.
- **2.** Organization details.
- **3.** Activities carried out.
- 4. Personal Learning.
- **5.** Professional Learning.
- **6.** Reflection.
- 7. Conclusion.
- 8. Appendix.

Evaluation:

1. <u>INTERNALASSESMENT</u>

S.no	Content	Marks
1	Reporting	10
2	Subject Content	20
3	Interaction	10
4	Communication	10
	Total	50

2. EXTERNALASSESMENT

S.no	Content	Marks
1	Punctuality	05
2	Knowledge	15
3	Learning	10
4	Conference	10
5	Viva	10
	Total	50

LIFE SKILLS

(Course -3)

LEADERSHIP AND MANAGEMENT SKILLS

Subject Code: HBLS20L03

Total Teaching Hours: 50

L	T	P	C
0	0	4	2

Objectives:

> Help students to develop essential skills to influence and motivate others.

➤ Inculcate emotional and social intelligence and integrative thinking for effective leadership.

> Create and maintain an effective and motivated team to work for the society.

MODULE OUTLINE:

MODULE 1: Leadership skills

MODULE 2: Managerial Skills

MODULE 3: Entrepreneurial skills

MODULE 4: Innovative Leadership and Design Thinking

SEMESTER - IV

	SEMESTER – IV						
S.no	Subject Code	Subject	L	Т	P	С	
1	HBSW20011	Social work Practice with community	4	0	0	4	
2	BMG20H02*	Introduction to Management	4	0	0	4	
3	HBSW20012	Social Welfare Administration	4	0	0	4	
4	HBSW20013	Indian Polity and Economic	2	0	0	2	
5	HBSW20014	Substance abuse and Rehabilitation	2	0	0	2	
6	HBSW20L04	Concurrent Field Work – I	0	0	10	5	
8	HBLS20L04	Life skills Course -4	0	0	4	2	
			16	0	14	23	

^{*}Common to BMG17H02.

SOCIAL WORK PRACTICE WITH COMMUNITIY

Subject Code: HBSW20011

Total Teaching Hours: 50

L	T	P	C
4	0	0	4

Objectives:

- To understand the concepts of the community organization and development.
- To explore different approaches and models of Community Organization.
- To learn about social action, and community organization in different settings.

Unit 1 10hrs

Community Organization- Definitions, Historical Background, Principles of Community Organization, Process in Community Organization, Skills in Community Organization.

Unit 2 10hrs

Community Development - Definition, meaning and steps in programme planning Community. Difference between Community Development and Community Organization, Leadership -Definition, Meaning, Types of Leadership, Functions of Leadership, Leadership Vs. Power.

Unit 3

Models and Approaches in Community Organization: Locality Development, Social Planning, Participatory Development - Concept, Principles of People Participation, Types of Participation, Factors promoting Participation and hindering Participation. Importance of Participatory Rural Appraisal (PRA) and Techniques.

Unit 4 10hrs

Social Action – Meaning, definition, objectives, principles, scope, process and strategies of social action- public interest litigation, advocacy, lobbying etc., Models of social action- Social action for social change and development.

Unit 5

Community Organization in Different Settings – Community Organization in Health Settings, Family and Child Welfare settings, Housing and Urban Planning, Rural Development and Poverty Alleviation, Tribal Development and Livelihood issues.

- Dunham, Arthur, E. Community Organisation: Principles and Practice 1969
 Thomas Y Crowell, NewYork
- 2. Gangrade, K.D. Community Organisation in India, Mumbai. (1971): PopularPrakashan.
- 3. Murphy, Campbell. Community Organisation Practice 1954 Houghton Mifflin Co, New York
- 4. Murray G.Ross, Community Organization Theory Principles And Practice, 1967, 2nd ED, New York, Harper &Row, Publishers.
- 5. Rothman Jack, Erlich John & Tropman John (1987) 'Strategies of Community Intervention' Strategies for Community Organization, Micro Practice, Michigan: F.E. Peacock Publishers

INTRODUCTION TO MANAGEMENT

Subject Code: BMG20H02 Total Teaching Hours: 50

L	T	P	C
4	0	0	4

Objectives:

- To comprehend the nature, skills and levels of Management
- To understand the evolution of Management
- To know about the functions of Management

Unit 1 10hrs

Introduction – Definition of the term Management – Nature of Management – Management vs. Administration – Levels of Management – Top, Middle and Supervisory – Areas of Management – Production Management – Inventory Management – FIFO, LIFO, Meaning of Stores and Supplies. Financial Management – Marketing Management – Personnel Management. Skill of Manager (Definition Only) – Human Skills – Technical Skills. – Conceptual Skills. Role of a Manager.

Unit 2 10hrs

Evolution of Management Thought – Pioneers of Management – Frederick, Winslow, Taylor. Henry, Fayol-Process of Management – Planning, Organizing, Staffing, Directing, Controlling Delegation, Authority, Delegation of Authority – Advantages of Delegation Decentralization – Difference between Delegation and Decentralization – Advantages and Disadvantages of Decentralization.

Unit 3 10hrs

PLANNING - Meaning - Importance of Planning - Steps in Planning-Management by objectives Process & Benefits - Organizing - Definition - Process - Principles of Organization - Scalar Principle - Departmentation - Unity of Command - Span of control.

Unit 4 10hrs

MOTIVATION – Definition – Theory of Motivation – Maslow's needs Theory LEADERSHIP – Definition – Styles of Leadership and Leadership qualities – Formal and Informal Leaders – Theories of Leadership. CONTROLLING – Definition – Process of Control-Management by exception.

Unit 5

COMMUNICATION—Definition—Process of Communication—Types of Communication

Formal/Informal, Verbal/ Non-verbal — Barriers of Communication — Making Communication. DECISION MAKING — Definition Phases — Past, Present, Future Development — Test and Review.

- 1. Chandran J.S Fundamentals of Management
- 2. Louis Allen. M Management and Organization
- 3. Stoner & Freeman Management
- 4. Verma Agarwal Personnel management & Industrial Relations
- 5. Principles of Management –P.N

SOCIAL WELFARE ADMINISTRATION

Subject Code: HBSW20012

Total Teaching Hours: 50

L	T	P	С
4	0	0	4

Objectives:

- To understand the concept of social welfare and social policy.
- To critically analyze social welfare policies of India.
- To know about the role of social worker in social welfare administration.

Unit 1 10hrs

Social welfare administration: Definition, Meaning, Objectives and Principles, Functions and scope of social welfare administration, Functions of social welfare administrators and agencies, Evolution of social welfare ministry in India.

Unit 2 10hrs

Policy: Definition and Meaning, Hierarchy of policy structure; Types of policy. **Social Policy** - Definition and Meaning, Types, Steps/Stages involved in social policy.

Unit 3

Functions of Social Welfare Organization Governmental Organization: Central Social Welfare Board, State social Welfare Board, Ministry of Social Welfare, Department of Social Defence, Public Health Department. Non-Governmental Organization: Registration, Licensing, Functioning of Residential Homes for Children, Women and Elderly, Day Care Centre, Half way Home, Short stay home, Night Shelter, and other welfare organization.

Unit 4 10hrs

Administration arrangement for social welfare in Tamil Nadu - Overview: Central Social Welfare Board, Indian Council of Child Welfare, Nehru Yuva Kendra, YMCA, CASA, CARE; Social welfare based on the policy note (govt. of Tamil Nadu); Women's welfare - programmes for economic development of women, Marriage assistance programmes; Child welfare in TN; Government rehabilitation homes; Directorate of differently abled; Social welfare and welfare state.

Unit 5

Role of Social Worker in Welfare Administration among Vulnerable people: Role of Social Worker in working with Children, Women, Senior citizens, Person with Disability, Minority Groups.

- 1. Bhattacharya Sanjay, Social Work Administration and Development, New Delhi, 2006 Rawat Publications,
- 2. Bhatia KL, Law and Social Change towards, 21st century, New Delhi, 2002 Deep & Deep,
- 3. Jansson, Bruce S, Social welfare Policy, United States, From Theory to Practice, 1990
- 4. Pandey S.K, Social welfare Administration, New Delhi, 2007 Mahaveer and Sons,
- 5. Paul Specker, Social Policy Themes and Approaches, New Delhi, 2010 Rawat Publications,

INDIAN POLITY& ECONOMIC

Subject Code: HBSW20013

Total Teaching Hours: 50

L	T	P	С
2	0	0	2

Objectives:

- To understand the basic principles of Indian constitution.
- To appreciate and understand the structures and functions of the Indian State.
- To know about economic and polity as a discipline in India.

Unit 1 10hrs

State as a social institution - state, elements of states, needs for states, concept of welfare state, pillars of democracy, significant of polity and governance in social work, role of social workers in governance.

Unit 2 10hrs

Constitution - Importance and concept, preamble - concept, fundamental rights and directive principles of state policy, fundamental duties, and system of government (Parliamentary, federal system) Emergency and special state provisions.

Unit 3

Overview of legislature, executive and judiciary at central and state level - Central government - president, prime minister, council of minister. Parliament - state government - governor, chief minister, state council of minister, state legislature, judiciary - supreme court, high, subordinate courts.

Unit 4 10hrs

Economic and polity as a discipline –Basic relationship with economics, politics and social work, Types of Economic - Capitalist, Socialist and Mixed Economics. Center and State relations in Indian federation

Unit 5

Indian Economy Problems - Agriculture problem, Low Capital Income, Population, Unemployment, Industrial problems, Technology problem.

- 1. Dubey S.N Indian Political System, Agra: (2003) Laxmi Narain AgarwalEdu. Publishers.
- 2. Maheswari S.R, The machinery of governance in India, New Delhi, Macmillan, 2004.
- 3. Laxmikanth M, Indian Polity for Civil Services Examinations, New Delhi, 2012 Tata McGraw Hill,.
- 4. Paul, Chaudhari, The Indian Economy, New Delhi: (1978). Vikas PublishingHouse
- 5. ParthaChatterjee, State and politics in India, Delhi, 1997 OxfordIndia,

SUBSTANCE ABUSE AND REHABILITATION

Subject Code: HBSW20014

L T P C

Total Teaching Hours: 50

2 0 0 2

Objectives:

- To enable the student to understand the various perspective of Substance Abuse and their impact on Individuals/Families/Society.
- To enable the student to learn the Causes and Consequences of Substance Abuse.
- To enable the student to understand an overview of the Professional Intervention in dealing with addicts.

Unit-1 10hrs

Substance-Definition, meaning; Substance Abuse – Definition, Dependence, Tolerance, Withdrawal and detoxification; History of substance abuse, Myths related to substance and Substance abuse.

Unit-2

Addiction: Definition, Kinds of drugs and its ill-Effects, Stages of Addiction: Primary, Secondary and Chronic stages.

Unit-3

Changes due to addictions in Personality – impact on Individuals and Family members. Vulnerable group - Street Children, Juvenile Delinquents, Laborers, Sports Personnel and Artistes.

Unit-4 10hrs

Department relating to substance abuse - Narcotics and Psychotropic Drugs, Motor Vehicle Act (Drunk Driving Law) 2012. Tamil Nadu State Marketing Corporation (TASMAC).

Unit-5

Rehabilitation - concept, In patient Services-Screening, Assessment & Diagnosis of Substance Use Disorders, Working with families, Counseling; Follow up; Emergency and Outpatient Services; Outreach services and Training programmes.

- 1. Jayaraman, Rukmani and Kanakam.U.,(2002).Personal Recovery Tools for the Drug Dependent, Chennai: T.T.Ranganathan Clinical Reasearch Foundation.
- 2. Paul.C.Madan, Drugs and Substance Abuse Problems-Interdisciplinary studies of causes, Consequence and Prevention, Mittal Publications, Delhi, I Edition 2005.
- 3. Ranganathan, Shanthi, Jayaraman, Rukmani and Thirumagal.V.,(2010). Counselling for Drug Addiction Individual, Family and Group A Field Guide for Trainers, Chennai: T.T.Ranganathan Clinical Reasearch Foundation
- 4. SardarN.K, Social Work in Mental and Substance Abuse, I First Edition Manglam Publications, Delhi, 2011.

CONCURRENT FIELD WORK -I

Subject Code: HBSW20L04

Total teaching hours: 50

L	T	P	С
0	0	10	5

ABOUT:

During concurrent field work each student will be placed in a social organization for two days in a week. The students will work as interns in the agency and carry out various activities and programs with the guidance of the Agency Supervisor and Faculty Supervisor.

OBJECTIVES:

- To provide an opportunity to learn the skills of primary methods of Social Work (Case Work, Group Work, Community Organization).
- To understand both the agency and the clients as systems
- To develop knowledge of administrative procedures, programme management and utilize these skills in practice

REPORT FORMAT:

- 1. Introduction.
- 2. Organization details.
- **3.** Activities carried out.
- **4.** Requirements report.
- **5.** Personal Learning.
- **6.** Professional Learning.
- **7.** Observation
- 8. Reflection.
- 9. Conclusion.
- **10.** Appendix.

REQUIREMENTS:

- Participation The students will be expected to participate in all the programmes where their participation will be observed and evaluated.
- Weekly Report The students will submit a report on each visit weekly and this will also be evaluated by the Faculty Supervisor.
- Consolidated report The students are required to submit a consolidated report of their experiences during their Fieldwork.
- Things to be done in the field—
 - 1. To study the profile of the agency.
 - 2. To involve in activities of the agency.
 - 3. Case Work-2.
- Viva Viva will be held in end of the semester.

Evaluation:

1. <u>INTERNALASSESMENT</u>

S.no	Content	Marks
1	Reporting	15
2	Communication	10
3	Content	15
4	Consolidated Report	10
	Total	50

2. EXTERNALASSESMENT

S.no	Content	Marks
1	Organization Profile	05
2	Methods of Social Work	15
3	Values	10
4	Conference	10
5	Agency Supervisor Evaluation (Converted)	10
	Total	50

LIFE SKILLS

UNIVERSAL HUMAN VALUES

Subject code: HBLS20L04

Total Teaching Hours: 50

L	T	P	С
0	0	4	2

OBJECTIVES:

The present coarse deals with meaning, purpose, and relevance of universal human values and how to inculcate and practice them consciously to be a good human being and realize one's potentials.

MODULE OUTCOME:

MODULE 1: Love and Compassion

MODULE 2: Truth

MODULE 3: Non-Violence

MODULE 4: Righteousness

MODULE 5: Peace

MODULE 6: Service

MODULE 7: Renunciation [Sacrifice]

SEMESTER - V

	SEMESTER – V							
S.no	Subject Code	Subject	L	T	P	C		
1	BMG20H05*	Research Methodology	3	1	0	4		
2	HBSW20015	Management of Non –Profit Organization	4	0	0	4		
3	HBSW20016	Basics of Counseling	2	0	0	2		
4	HBMG20001*	Environment studies	2	0	0	2		
5	HBSW20L05	Concurrent Field work – II	0	0	10	5		
			11	1	10	17		

^{*}Common to BMG17H05,HBMG17001.

RESEARCH METHODOLOGY

Subject Code: BMG20H05

Total Teaching Hours: 50

L	T	P	C
3	1	0	4

Objective:

Research methodology will be taught in the theory class to prepare students on how to approach the subject of research project in the 6th semester. Inputs can be given to the students during the institute tenure but topics allotted will help students pursue the projects in a better fashion through exploratory research and self-study. Final preparation of the project will be done only in the 3rd year final semester under guidance from subject matter expert.

Unit 1 10hrs

Introduction to research methodology- Meaning and objectives of research, types of research, research approaches, significance of research, research vs. methodology, research process, criteria of good research, problems faced by the researcher, techniques involved in defining a problem.

Unit 2 10hrs

Research Design- Meaning and needs of research design, features and important concepts relating to research design, different research design, important experimental design.

Unit 3

Sample design- censure and sample survey, implication of sample design, steps in sampling design, criteria for selecting sampling procedure, characteristics of a good sample design, different types of sample design, measurement scales and important scaling techniques.

Unit 4

Methods of data collection- collection of primary data, collection through questionnaire and schedule, collection of secondary data, difference in questionnaire and schedule, different methods to collect secondary data.

Unit 5

Data analysis interpretation and presentation techniques- Hypothesis testing, basic concepts concerning hypothesis testing, procedure and flow diagram for hypothesis testing, test of significance, chi- square analysis, and report presentation techniques.

- 1. Dr. Deepak Chawala and Dr. NeenaSond Research methodology- Concepts and cases (BookCD)-
- 2. George Thomas. C Research Methodology and Scientific writing-
- 3. Jagadish R. Raiyani Research Methodology- Theory and Techniques
- 4. Thamilalarasan M. Research Methodology for social sciences

MANAGEMENT OF NON – PROFIT ORGANIZATION

Subject Code: HBSW20015

Total Teaching Hours: 50

L	T	P	C
4	0	0	4

Objectives:

- To gain an overview and basic concepts of Non-Profit Organizations.
- To understand the development context and different approaches.
- To learn about the basic skills required and current trends

Unit 1 10hrs

Introduction - Organization, Voluntary organization, NGO, Non-Profit Organizations; Concepts and Functions, Types; NGO Management - Issues and challenges; INGOs and NGOs.

Unit 2 10hrs

Trust and Society – concept, features and differences; Formation of Trust and Society; Registration of non-profit under Acts; Office Procedure and Documentation; Memorandum of Association (MOA), Importance of by-laws, Registration under Companies Act. Difference between public and private trust.

Unit 3 10hrs

Project management -Definition, concepts and steps; Project proposal- components, guidelines; Programme planning and Programme evaluation, Project management cycle.

Unit 4 10hrs

Evaluating and Monitoring –concepts, importance and steps; Networking – meaning, concepts and steps: POSCORB. Role of social worker in NGO.

Unit 5

Accounting in non-profits - Basics of Accounting, Budgeting and Foreign Contribution and Regulation Act (FCRA), Corporate Social Responsibility - meaning, concept, principles and methods of resource mobilization; fund raising, challenges in the Indian scenario, Role of social workers.

- 1. Gupta. R.K, NGOs and the state, New Delhi, 2006 Mahaveer and sons,
- 2. Fisher, Julie, Non-government NGOs and the Political Development of the Third World, Connecticut, 1998 Kumarian Press
- 3. Snehlata Chandra, Non-governmental organisations structure, relevance and functions, New Delhi, 2007 Kanishka Publishers

BASICS OF COUNSELING

Subject Code: HBSW20016

Total Teaching Hours: 50

Objectives:

L	T	P	C
2	0	0	2

- To know the basic concepts of counseling.
- To understand counseling as an effective tool of social work.
- To learn the skills and qualities needed to be used in different settings.

Unit 1 10hrs

Basic concept of counseling - definition, meaning, types and principles, Boundaries, goals of counseling, characteristics of counseling, relevance of counseling in social work practice.

Unit 2

Models and Stages - Eclectic model, Egan's model. Stages - rapport building, assessment, counseling intervention, termination and follow up. Counselor client relationship.

Unit 3

Qualities of counselor- Rogerian qualities and unconditional positive regards, congruence and empathic understanding, personal belief and attitudes. Conceptual clarity, personal soundness, mastery of techniques, openness to enquiry.

Unit 4 10hrs

Skills of Counselor - Observation, Interviewing, Attending, Listening, Interpersonal Communication, Creative thinking and Problem solving.

Unit 5

Counseling in various setting - Educational and career counseling, marriage and family counseling, industrial counseling, clinical setting, De - addiction center. Counseling with special groups- crisis counseling, abuse counseling, counseling the disabled, geriatric counseling, grief counseling.

- 1. Charles.J.Gelso&Bruce.R.Fretz, Counselling Psychology, PRISM Indian Edition, Standard Press.
- 2. John Antony, Skills of Counselling, 2003 Anugraha Publications,.
- 3. McLeod John, An Introduction to Counselling, Third Edition, Delhi, 2008 Indian reprint RawatPublication,.
- 4. McLeod John, Counselling Skill, 3rd Ed, Delhi, 2009 Indian reprint Rawat Publication..
- 5. Vasantha.R.Patri, Counselling Psychology, Delhi, 2001 Authors PressTarun OffSet,

ENVIRONMENT STUDIES

L	T	P	C
2	0	0	2

Subject Code: HBMG20001 Total Teaching Hours: 50

Objectives:

- To highlight the environmental issues
- To develop the knowledge of the students about natural resources
- To sensitize the students above environmental pollution and need for environment conversation

UNIT-1

Environmental and eco systems: Definition, scope and importance of environment- need for public awareness- concept, structure and function of an ecosystem-producers, consumers and decomposers-energy flow in the ecosystem. Biodiversity at National and local levels

UNIT - 2

Environmental pollution: Definition-causes, effects and control measures of(a) Air pollution (b) Water pollution (c) Soil pollution (d) Marine pollution (e) Noise pollution (f) Nuclear hazards (g)E-Wastes and causes, effects and control measures.

UNIT - 3

Natural resources: Forest resources: Use and Over-exploitation, deforestation. Water resources: Use and over-utilization of surface and ground Water, Floods, drought, and conflicts over Water, dams-benefits and problems. Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer –pesticide problems.

UNIT - 4

Social issues and the environment: From unsustainable to sustainable development-urban problems related to energy-water conservation. Rain water harvesting, watershed management-resettlement and rehabilitation of people; its problems and concerns climate change, global warming, acid rain, ozone layer depletion, nuclear and state pollution control boards-Public awareness.

UNIT-5

Human population and the environment: Population growth, variation among nation –population explosion, environment and human health-human rights-value education-HIV/AIDS –women and child welfare –role of information technology in environment and human health.

- 1. Gilbert M.Masters ,"Introduction to Environmental Engineering and Science", 2ndEdition, Pearson Education (2004)
- 2. Benny Joseph, "Environmental Science and Engineering", Tata McGrawHill, New Delhi, (2006)

CONCURRENT FIELD WORK -II

Subject Code: HBSW20L05

Total Teaching Hours: 50

L	T	P	C
0	0	10	5

ABOUT:

During concurrent field work each student will be placed in a social organization for two days in a week. The students will work as interns in the agency and carry out various activities and programs with the guidance of the Agency Supervisor and Faculty Supervisor.

OBJECTIVES:

- To provide an opportunity to learn the skills of primary methods of Social Work (CaseWork, Group Work, Community Organization).
- To understand both the agency and the clients as systems.
- To develop knowledge of administrative procedures, programme management and utilize these skills in practice.

REPORT FORMAT:

- 1. Introduction.
- 2. Organization details.
- 3. Activities carried out.
- 4. Requirements report.
- 5. Personal Learning.
- 6. Professional Learning.
- 7. Observation
- 8. Reflection.
- 9. Conclusion.
- 10. Appendix.

REQUIREMENTS:

- Participation The students will be expected to participate in all the programmes where their participation will be observed and evaluated.
- Weekly Report The students will submit a report on each visit weekly and this will also be evaluated by the Faculty Supervisor.
- Consolidated report The students are required to submit a consolidated report of their experiences during their Fieldwork.
- Things to be done in the field
 - 1. To study the profile of the agency.
 - 2. To involve in activities of the agency.
 - 3. Group Work-1
- Viva Viva will be held in end of the semester.

Evaluation:

3. <u>INTERNALASSESMENT</u>

S.no	Content	Marks
1	Reporting	15
2	Communication	10
3	Content	15
4	Consolidated Report	10
	Total	50

4. EXTERNALASSESMENT

S.no	Content	Marks
1	Organization Profile	05
2	Methods of Social Work	15
3	Values	10
4	Conference	10
5	Agency Supervisor Evaluation (Converted)	10
	Total	50

SEMESTER - VI

SEMESTER – VI							
S.no	Subject Code	Subject	L	Т	P	C	
1	HBSW20017	Social work with Families	4	0	0	4	
2	HBSW20018	Social Work and Healthcare Services	4	0	0	4	
3	HBSW20019	Basic of Social Psychology	2	0	0	2	
4	HBSW20L06	Concurrent Field Work – III	0	0	10	5	
5	HBSW20P01	Project – Research	0	0	20	10	
			10	0	30	25	

SOCIAL WORK WITH FAMILIES

Subject Code: HBSW20017

Total Teaching Hours: 50

L	T	P	С
4	0	0	4

Objectives:

- To understand the concepts of Family and Senior Citizens in India.
- To know the various problems and changes among family and senior citizens.
- To study the role of non-profits among family and senior citizens

Unit-1 10hrs

Marriage: Definition, Sexuality, Masculinity, Femininity, Gender Roles, Stereotypes and Changes, Types of Marriage, Characteristics and Functions of Marriage, Objectives and Salient Features of Marriage under Hindu Marriage Act 1954, Christian Marriage Act 1872, Muslim Personal Laws, Special Marriage Act 1952. Emerging trends in marriage.

Unit-2

Family: Definition, Importance, Characteristics and Functions, Family Life Cycle - Formative, Expanding and Contracting Stages and Developmental Tasks, Changing trends in Family and Marriage.

Unit-3

Child Care: Responsible Parenthood, Childhood problems and Positive Parenting, Family Disorganization: Single Parent Family, Divorce, Family Violence, Families with Alcoholics and Drug addicts.

Unit-4

Definition of Senior Citizen: Definition, Meaning – Social, Cultural and Medical. Aging, Concept of Geriatrics, Gerontology, Geriatric Social Work, Social Work with elders, Challenges in Physical, Social Changes, Economic and Psychological Changes

Unit-5

Non – Governmental Services (NGOs) for families and elderly care, Government Interventions – Indira Gandhi National Old Age Pension Scheme, Indira Gandhi National Widow Pension Scheme, Division of Medical Services – National Rural Health Mission (NRHM) and Primary Health Center (PHC).

- 1. Daisy Sylvia A., Marriage and Family, Chennai: (2014) Semmoodhai Pathippagam.
- 2. Desal, K.G Aging in India 1982 TISSSeries
- 3. Madan, G. R., Indian Social Problems, New Delhi: (1994) Allied Publishers.
- 4. Marshall, Mary Social Work with Old People 1983 The MacmilanPress.Ltd.,London
- 5. Kapadia K. M., Marriage & Family in India, New Delhi: (1958). Oxford University Press.

SOCIAL WORK AND HEALTHCARE SERVICES

Subject Code: HBSW20018

Total Teaching Hours: 50

L	Т	P	C
4	0	0	4

Objectives:

- To understand the concepts of health and healthcare.
- To develop a deeper understanding of common physical diseases and health problems.
- To know about the various policies and programs for development

Unit-1 10hrs

Health: Definition, Concept and Factors affecting Health, public health - definition, function and importance.

Unit-2

Concept of Primary Health Care and Community Health, Primary Health Center, Community Health Center, Rural Hospitals, Specialized Hospitals and Training Hospitals, World Health Organization.

Unit-3

Major Communicable and Non-Communicable Diseases: Tuberculosis (T.B.), Sexually Transmitted Infection (STI), Polio, Malaria, Typhoid, Leprosy, Leptospirosis, Hepatitis, HIV/AIDS. Non-communicable Diseases-Cancer, Diabetes, Hypertension, Major Cardiac disorders and Neurological disorders-Alzheimer's, Epilepsy.

Unit-4

Nutrition- Meaning, Nutritional Diseases, Symptoms and Prevention, Protein and Energy Malnutrition, Iron Deficiency- Anemia, Iodine deficiency disorder. Concept of Balanced Diet-Basic Five Food Group Systems, Body Mass Index (BMI). Mother and Child Health Care-Antenatal Care, Postnatal Care, Neonatal Care, and Immunization

Unit-5

Major National Health Policies and Programmes – National Malaria Eradication Programme, National Leprosy Eradication Programme, National TB Programme, Total Sanitation Campaign, Sexually Transmitted Infections Control Programme, Universal Immunization Programme, National AIDS Control and Integrated Child Development Services. Indigenous health care: AYUSH - Ayurveda, Yoga, Unani, Siddha and Homeopathy. Role of Social Worker in Public Health.

- 1. Anderson G.M, Communicable Disease Control, 1953, The Macmillian, NewYork
- 2. Arthur E. Fink, The Fields of Social Work, Henry Holt and Co, New York, 1959.
- 3. Bhasin.V, People, Health and Disease: The Indian Scenario, Kamala Raj Enterprises, Delhi,1994.
- 4. Park J.E &Park. K Text Book of Prevention and Social Medicine 1997 Banaridas, Jeblpu
- 5. YashpelBedi, Hygiene of Public Health, 1959, Amiritsar: Anand Publishing

BASIC OF SOCIAL PSYCHOLOGY

Subject Code: HBSW20019

Total Teaching Hours: 50

L	Т	P	C
2	0	0	2

Objectives:

- To understand the basic concepts of social psychology
- To learn about social interaction, group dynamics and inter group relations
- To know about social psychological approach in field of social work.

Unit-1 10hrs

Introduction - Nature and scope of social psychology, overview of history of social psychology (including development in India)

Unit-2

Understanding and evaluating the social world, social cognition, perception, attitudes - behaviour link; strategies of attitude change

Unit-3

Social interaction and influence) interpersonal attraction, pro social behaviour, aggression, social influence

Unit-4

Group dynamics and intergroup relations - nature of groups, consequences of belonging (performance decision making, cooperation and conflict) nature of intergroup relations (prejudice, stereotype intergroup conflict, intervention techniques)

Unit-5

Social psychological approach - social psychology relation to social work

- 1. Paperback, Robert Baron, Nyla R. Branscombe, Social Psychology, Pearson Education India, 14thedition.
- 2. Veena Tucker, Elliot Aronson, Timothy D. Wilson, Samuel R. Sommers, Social Psychology, 10th Edition By Pearson ltd.

CONCURRENT FIELD WORK -III

Subject Code: HBSW20L07

Total teaching hours: 50

L	T	P	C
0	0	10	5

ABOUT:

During Concurrent field work each student will be placed in a social organization for two days in a week. The students will work as interns in the agency and carry out various activities and programs with the guidance of the Agency Supervisor and Faculty Supervisor.

OBJECTIVES:

- To provide an opportunity to learn the skills of primary methods of Social work (CaseWork, Group Work, Community Organization).
- To understand both the agency and the clients as systems
- To develop knowledge of administrative procedures, programme management and utilize these skills in practice

REPORT FORMAT:

- 1. Introduction.
- 2. Organization details.
- 3. Activities carried out.
- 4. Requirements report.
- 5. Personal Learning.
- 6. Professional Learning.
- 7. Observation
- 8. Reflection.
- 9. Conclusion.
- 10. Appendix.

REQUIREMENTS:

- Participation The students will be expected to participate in all the programs where their participation will be observed and evaluated.
- Weekly Report The students will submit a report on each visit weekly and this will also be evaluated by the Faculty Supervisor.
- Consolidated report The students are required to submit a consolidated report of their experiences during their Fieldwork.
- Things to be done in the field
 - 1. To study the profile of the agency.
 - 2. To involve in activities of the agency.
 - 3. Community Organization-1
- Viva Viva will be held in end of the semester.

Evaluation:

5. INTERNALASSESMENT

S.no	Content	Marks
1	Reporting	15
2	Communication	10
3	Content	15
4	Consolidated Report	10
	Total	50

6. EXTERNALASSESMENT

S.no	Content	Marks
1	Organization Profile	05
2	Methods of Social Work	15
3	Values	10
4	Conference	10
5	Agency Supervisor Evaluation (Converted)	10
	Total	50

PROJECT- RESEARCH

Subject Code: HBSW20L06

Total Teaching Hours: 100

L	T	P	C
0	0	20	10

Objective

• To provide opportunities for the students to learn about defining a Research Problem finding out facts / data by doing a research on the said topic, analyzing and presenting the findings.

Research Report Format

- 1. Title Page
- 2. Certificate
- 3. Declaration
- 4. Acknowledgements
- 5. Table of contents
- 6. List of tables
- 7. List of Figures
- 8. Chapter 1 –Introduction
- 9. Chapter 2 Review of Literature.
- 10. Chapter 3 Research methodology.
- 11. Chapter 4 Analysis and Interpretation of data
- 12. Chapter 5 Findings and suggestions.
- 13. Bibliography
- 14. Appendix.

Evaluation:

S.no	Content	Marks
1	Reporting	10
2	Subject Content	10
3	Interaction	05
4	Communication	10
5	Punctuality	05
6	Knowledge	10
7	Learning	10
8	Conference	10
9	Viva	30
	Total	100

STUDY TOUR

REQUIREMENT FOR COURSE COMPLETION NO.OF DAYS: 4 -5 DAYS

OBJECTIVES:

- To provide experiential learning and offer both group and self-directed activities and visit institutions of excellence (4-6 organizations to be visited) in social work field which enable students to explore new territories, culture and people.
- To acquire useful application of the inquiry-based learning approaches.
- Study tour is designed for education and recreation.
- It provides opportunities for the students to learn about the Cross-Cultural Social Work practices by visiting Organizations in the neighboring states of TamilNadu.