

**1.3.1 Institution integrates crosscutting issues**

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

AFFILIATED TO UNIVERSITY OF MADRAS

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

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GENDER ISSUES

APPENDIX-13 (S)

UNIVERSITY OF MADRAS

B.A. DEGREE COURSE IN ENGLISH

(With effect from the academic year 2016-2017 onwards)

REVISED SYLLABUS - III YEAR - Semester V

CORE PAPER XI - WOMEN'S WRITING- BRA5C

Unit-1: Introduction

Women's writing and the specific issues it deals with, gender aspects viz-a-viz society, theories and concepts of feminism (liberal, social, radical feminism), patriarchy, stereotyping

Unit-2: Prose 1.

A Vindication of the Rights of Woman: with Strictures on Political and Moral Subjects - Mary Wollstonecraft (Restricted to Chapter 13 – Pages 273-275 only) 2. Ain't I a woman? - Sojourner Truth (Speech)

Unit-3: Poetry 1.

Persephone, Falling - Rita Dove 2. Journey to the Interior - Margaret Atwood 3. Request to a Year - Judith Wright 4. Medusa - Sylvia Plath 5. A Sunset of the City - Gwendolyn Brooks 6. Words for father- Shirley Lim

Unit-4: Drama

1. Trifles - Susan Glaspell

Unit-5: Short Stories

1. Draupathi - Mahasweta Devi 2. The Yellow Wallpaper - Charlotte Perkins Gilmar 3. Forest - Ambai Prescribed Texts: Trifles - Susan Glaspell. Baker's Plays, 2010

Recommended Texts:

Feminism: A Very Short Introduction. Margaret Walters. Oxford University Press, 2005. The Cambridge Companion to Feminist Literary Theory. Ellen Rooney. Cambridge University Press, 2006



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EXTRA DISCIPLINARY –II

Gender and Development

Total Teaching Hours: 60

Objectives

- To develop an understanding of the perspective of gender and development
- To develop an ability to identify areas of work with women and men and
- To understand strategies and interventions that change the situation

Unit 1

Gender Concepts:

Sex and gender, gender identity; gender relations, men and masculinity; gender division of labour, gender roles and responsibilities, gender stereotyping, productive work, reproductive work, equity and equality; gender mainstreaming; gender sensitization, feminization of poverty; empowerment- types, gender development indicators - sex ratio, GER, GDI, GEM

Unit 2

Feminism:

Concept, meaning and definition; types of feminism women's movements: pre and post-independence perspectives in India, landmarks in women's movement in India; Feminist Social Work: Meaning, Concept and Definition, Feminist Perspectives in Social Work Practice; Women's Agenda for Social Work; Principles in Women Centred Practice

Unit 3

Protective Measures for Women in India; Constitutional and Legal Provisions for women; Rights with reference to entitlements, political participation, education, employment, health, inheritance, marriage, adoption, divorce, maintenance, Protective Laws ; Hindu Succession Act- 1956 with Amendment in 2005; Prohibition of Child Marriage Act- 2006, Protection of Women From Domestic Violence Act – 2005; Sexual Harassment of women at Workplace Act-2013,

Unit 4

Global Perspectives in Women's Development

Convention on Elimination of All Forms of Discrimination against Women; and Girls (CEDAW) 1982 – Implementation in India; Global Impact of CEDAW; Role of UN- WOMEN; UN Timeline in Women's Progress; INGOs and NGOs in Women's Development, Policy Approaches for Women; UN Agenda on Post Development and Sustainable Development Goals; Women as Agents of Peace and Security

Unit 5

Special Initiatives and Programmes:

Status of women in India, problems specific to Indian women; discrimination against the girl child; National and State Commissions for Women; Ministry for Woman and Child Development; the National Plan of Action for the Girl Child (1991-2000); National Policy for the Empowerment of



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Women-2001; Reservation for Women in Local Self Government; Five Year Plans, Gender Budgeting

BOOKS FOR REFERENCE

1. Bansal, D, K.; *Gender Justice*, New Delhi: Mahaveer and Sons, 2006.
2. Bhatia Anju, *Women's Development and NGOs*, Jaipur: Rawat, 2000.
3. Dominelli, L., *Feminist Social Work Theory and Practice*, New York: Palgrave Macmillan, 2002.
4. Mikkelsen Britha, *Methods for Development Work and Research – A Guide for Practitioners*, New Delhi: Sage, 1995.
5. Moser O.N Caroline, *Gender Planning and Development, Theory, Practice and Training*, London: Routledge, 1993.
6. Visvanathan Nalini, *The Women, Gender and Development Reader*, Canada: Fernwood Pub, 2011.
7. Banerjee Paula, *Women in Peace Politics*, New Delhi: Sage, 2008.
8. Bansal, D, K.; *Gender Justice*, New Delhi: Mahaveer and Sons, 2006.
9. Bhatia Anju, *Women's Development and NGOs*, Jaipur: Rawat, 2000.
10. Datta, R and Kornberg, J., *Women in Developing Countries- Assessing Strategies For Empowerment*, New Delhi: Viva Books, 2005.
11. Dominelli, L., *Feminist Social Work Theory and Practice*, New York: Palgrave Macmillan, 2002.
12. Evans Kathy M, *Introduction to Feminist Therapy*, New Delhi: Sage, London, 2011.
13. Heywood, L., *The Women's Movement Today*, Vol. 1 and 2, Jaipur: Rawat, 2007.
14. Kaila H.L, *Women, Work and Family*, New Delhi: Rawat, 2005.
15. Karl Marilee, *Women and Empowerment- Participation and Decision Making*, New Delhi: Zed Books Ltd, 1995.
16. Kaushik, Susheela; Ed, *Women's Oppression – Patterns and Perspectives*, New Delhi: Shakti Books, 1985.
17. Mikkelsen Britha, *Methods for Development Work and Research – A Guide for Practitioners*, New Delhi: Sage, 1995.
18. Moser O.N Caroline, *Gender Planning and Development, Theory, Practice and Training*, London: Routledge, 1993.
19. Narasimhan Sakuntala, *Empowering Women*, New Delhi: Sage, 1999.
20. Visvanathan Nalini, *The Women, Gender and Development Reader*, Canada: Fernwood Pub, 2011.



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ENVIRONMENT AND SUSTAINABILITY

APPENDIX-15 (S)

UNIVERSITY OF MADRAS REVISED SYLLABUS

With effect from the academic year 2018-2019

ENVIRONMENTAL STUDIES

**PROGRAMME ABILITY ENHANCEMENT ABILITY ENHANCEMENT
COMPULSORY COURSES (AECC - Environmental Studies)**

DEGREE: UG II YEARS

SEMESTER: III AND IV

Ability Enhancement Compulsory Courses (AECC – Environmental Studies)

Unit 1: Introduction to environmental studies

- Multidisciplinary nature of environmental studies; components of environment – atmosphere, hydrosphere, lithosphere and biosphere.
- Scope and importance; Concept of sustainability and sustainable development.

(2 Lectures)

Unit 2: Ecosystems

- What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chain, food web and ecological succession. Case studies of the following ecosystems:
 - a) Forest ecosystem
 - b) Grassland ecosystem
 - c) Desert ecosystem
 - d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

(6 Lectures)

Unit 3: Natural Resources: Renewable and Non-renewable Resources

- Land Resources and land use change; Land degradation, soil erosion and desertification.
- Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.
- Water: Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state).
- Heating of earth and circulation of air; air mass formation and precipitation.
- Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

(8 Lectures)

Unit 4: Biodiversity and Conservation

- Levels of biological diversity :genetic, species and ecosystem diversity; Biogeography zones of India; Biodiversity patterns and global biodiversity hot spots
- India as a mega-biodiversity nation; Endangered and endemic species of India
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.
- Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.



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(8 Lectures)

Unit 5: Environmental Pollution

- Environmental pollution : types, causes, effects and controls; Air, water, soil, chemical and noise pollution
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste..
- Pollution case studies.

(8 Lectures)

Unit 6: Environmental Policies & Practices

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture.
- Environment Laws : Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act; International agreements; Montreal and Kyoto protocols and conservation on Biological Diversity (CBD). The Chemical Weapons Convention (CWC).
- Nature reserves, tribal population and rights, and human, wildlife conflicts in Indian context

(7 Lectures)

Unit 7: Human Communities and the Environment

- Human population and growth: Impacts on environment, human health and welfares.
- Carbon foot-print.
- Resettlement and rehabilitation of project affected persons; case studies.
- Disaster management: floods, earthquakes, cyclones and landslides.
- Environmental movements: Chipko, Silent valley, Bishnios of Rajasthan.
- Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.
- Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

(6 Lectures)

Unit 8: Field work

- Visit to an area to document environmental assets; river/forest/flora/fauna, etc.
- Visit to a local polluted site – Urban/Rural/Industrial/Agricultural.
- Study of common plants, insects, birds and basic principles of identification.
- Study of simple ecosystems-pond, river, Delhi Ridge, etc.

(Equal to 5 Lectures)

Suggested Readings:

1. Carson, R. 2002 .Silent Spring, Houghton Mifflin Harcourt.
2. Gadgil, M ,& Guha, R. 1993. This Fissured Land: An Ecological History: of India Univ. of California Press.
3. Gleason, B. and Low, N.(eds.)1999. Global Ethics and Environment, London, Routledge.
4. Gleick,P.~H.1993.Water Crisis. Pacific Institute for Studies in Dev.,Environment & Security. Stockholm Env.Institute, Oxford Univ.Press.



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APPENDIX - (R & S) UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)
REVISED SCHEME OF EXAMINATIONS
ELECTIVE PAPER – I– 1.Disaster Management HBWEB
Total Teaching Hours: 45

Objectives:

To develop an understanding of eco system equilibrium and dis-equilibrium• To develop skills to analyze the factors contributing to disaster• To develop and understanding of the process of Disaster Management•

Unit 1:

Concept and Definition: Basic disaster aspects, types of disaster – natural, instantaneous, creeping, technological disasters and their interaction. Refugees/ Repatriates-Issues and concerns of causes of disasters; Principles of Disaster Management

Unit 2:

Disaster Management cycle: Prevention, mitigation, preparedness, response, recovery and rehabilitation. Stages in Disaster – pre, during and post disaster, Psycho social aspects of disaster; Disaster Management Cycle: Prevention, Mitigation, Preparedness, Response, Recovery and Rehabilitation

Unit 3:

Disaster Mitigation: guiding principles of mitigation, Problem areas – mitigation measures, risk management, vulnerability analysis, cost – effective analysis, risk reducing measures. Formulation and implementation of mitigation programmes

Unit 4:

Disaster Management: Disaster Management Authority Act, 2005 – Importance and special features. Management Policy / Legislation, Relief, Recovery (Rehabilitation management policy, legislation), National / International resources (funding agencies) Intervening parties – Government, Voluntary organization, Local groups – Community participation, volunteers, social workers.

Unit 5:

Stress management of Emergency workers. Role of the Social Worker in Disaster Management Implications of the HUGO model, Intersectional approaches in Utilization of resources / training and public awareness

BOOKS FOR REFERENCE

1. Bose, B.C Disaster Management in India, New Delhi, Rajat Publication. 2007
2. Goel S.L Encyclopedia of Disaster Management, New Delhi, Deep & deep Publications Pvt. Ltd, 2005
3. Goel S.L Disaster Management Organisations and Management of Health Management of Human Being and Animals, New Delhi, Deep & Deep Publications. 2001
4. Prabhas, Chandra, Sinha Disaster Management Process, Law, Policy & Strategy, New Delhi, SBS. Publications, 2006
5. Prabhas, Chandra, Sinha Disaster Mitigation, Preparedness, Recovery & Response, New Delhi, SBS Publications. 2006
6. Sanjay, K. Roy Refugees and Human Rights, Jaipur, Rawat Publications, 2001
7. Singh, R.B Disaster Management, Jaipur, Rawat Publications. 2000
8. Verma, K, Manish, Development, Displacement and Resettlement, Jaipur, Rawat Publications. 2004



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APPENDIX - (R & S) UNIVERSITY OF MADRAS

MASTER OF SOCIAL WORK (MSW)

REVISED SCHEME OF EXAMINATIONS

Rural Community Development

Total Teaching Hours: 60

Objectives

- To Understand the community as a method, its specific approaches and models
- To develop ability to utilize appropriate approaches and skills to work with communities
- To develop sensitivity and commitment towards issues of marginalized and oppressed groups

Unit 1

Rural Community: Definition, types, characteristics, power structure; rural community issues: caste, rural poverty & indebtedness, land related issues: Systems of land tenure, Land reforms, Land alienation, landlessness. Agrarian Movements & Struggles, problems of agriculture laborer, marginal and small farmers. Agro-based industries, rural marketing, urbanization, Industrialization, Globalization, migration and consequent social erosion

Unit 2

Historical Development: Early pioneering period (Sriniketan, Marthandom, Guragon). Probation trial period (Baroda, Etawah, Nilohkeri and Firka). Five Year Plans and rural development; Critique of National and State Rural development programmes and policies Mahatma Gandhi National Rural Employment Guarantee Act, 2005. Indira Awas Yojana, Pradhan Mantri Gram Sadak Yojna, PURA, Pradhan Mantri Gramodaya Yojana, NRHM (National Rural Health Mission)

Unit 3

Rural Community Development: Definition, scope, objectives, philosophy process. Approaches- Identifying leaders, resources mobilization, activating and mobilizing people, organizing and working with groups, influencing, lobbying, facilitating, negotiating, cooperation

Unit 4

Rural Administration: Rural Development Administration: Organization and administration of rural development from block to National level. Components of block administration, development programmes and their coordination. Functions of BDO and other functionaries. Training for community development functionaries. State Institute of Rural Development (SIRD) and National Institute of Rural Development (NIRD)

Unit 5

Rural Governance: Panchayat systems and local self-government in ancient India, Balwantrai Mehta and Ashok Mehta Committee reports. Three-tier system, administrative set up and functions, finance and problems of Panchyati Raj, Tamil Nadu Panchayati Raj Act, 1994 and the 73rd amendment.

BOOKS FOR REFERENCE

1. Agrwarl A.N (2001) Indian economy, nature, problems and progress, Vikas Biraj,Prakash, New Delhi.
2. Dayal, Rajeshwar, (1974), C.D Programme in India, Kitab Mahal Pvt, Ltd.,
3. Desai, A.R., (1971), Rural Sociology, popular press, Bombay.
4. Desai, vasanth, (1994), Dynamics of entrepreneurial development, Himalayas publishinghouse, NEW DELHI.
5. Dudhashi, P.R.,(1977), Rural developmental Administration in India, popular pressMumbai .
6. Jain, S.C., (1985), Rural development institute and strategies, Rawat publication.
7. Kartar Singh, (1986), Rural development- principles, policy and management, Sagepublication, New Delhi.
8. Michael Lipton, (1982), Why poor people remain poor, Heritage publication, New Delhi.



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9. Mukerji, B.M (1961), Community development in India, Orient Longman, Chennai. Ministry Reports, Planning Commission Reports

HUMAN VALUES

UNIVERSITY OF MADRAS

DEGREE: ALL UG III YEARS

SEMESTER: V

SUBJECT CODE: VAE5Q

Title of the Course/ Part IV – VALUE EDUCATION

Core III

Year & Fifth Semester

Credit: 2

Objective of the course

This course introduces the basic concepts of database management systems Course outline

Unit 1:

Value education – its purpose and significance in the present world – Value system – The role of culture and civilization. - Holistic living – Balancing the outer and inner – Body, Mind and Intellectual level – Duties and responsibilities.

Unit-2:

Salient Values for life – Truth, commitment, honesty and integrity forgiveness and love-Empathy and ability to sacrifice, care, unity and inclusiveness, Self esteem and self confidence, punctuality-Time, task and resource management – problem solving and decision making skills-Inter personal and Intrapersonal relationship –Teamwork – Positive and creative thinking.

Unit 3:

Human rights – Universal declaration of human rights – Human Rights violations – National Integration – Peace and non-violence-Dr. A.P.J.Abdul Kalam's ten points for enlightened citizenship – Social values and welfare of the citizen-Role of media in value building

Unit-4:

Environment and ecological balance-Interdependence of all beings – living and non-living – Binding of man and nature-Environment conservation and enrichment

Unit-5:

Social evils-Corruption, Cybercrime, Terrorism – Alcoholism-Drug addiction, Dowry, Domestic violence, Untouchability-Female infanticide, Atrocities against women, how to tackle them



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APPENDIX - (R & S) UNIVERSITY OF MADRAS

MASTER OF SOCIAL WORK (MSW)

REVISED SCHEME OF EXAMINATIONS

SPECIALIZATION IV – MEDICAL AND PSYCHIATRIC SOCIAL WORK

Mental Health and Social Work

Total Teaching Hours – 60

Objectives:

- To understand the concept of Mental Health and the characteristics of Positive Mental Health
- To acquire knowledge of Psychiatric disorders
- To develop skills in identifying mental disorders in health setting and in community work.
- To sensitize students of the need for a proactive, preventive approach in mental health.

Unit 1 - Concept of Mental Health & Mental Illness: Concept of Mental Health, Magnitude of Mental Health problems in India, Indian view of Mental Health, Changing trends in Mental Health Care Classification of Mental Disorder – ICD 10 & ICF, DSM-IV

Unit 2 - Common Mental Disorders (ICD 10 classification) – Clinical signs & symptoms Organic Mental Disorders, Mental and behavioral disorders due to psychoactive substance use, Schizophrenia, Mood Disorders

Unit 3 - Common Mental Disorders (ICD 10 classification) – Clinical signs & symptoms Neurotic stress related and Somatoform disorders, psycho-physiological disorders, Suicide, Sexual disorders; Disorders of adult personality and behaviour, Mental retardation and Psychiatric disorders in Childhood

Unit 4- Psychiatric assessment: History taking and Mental Status Examination, use of interview in Psychiatric Setting, Psycho-social and Multi-dimensional assessment of Mental disorders; Bio – Psycho-social assessment

Application of systems theory in assessment – use of genogram and eco-map; Use of mental health scales in assessment

Unit 5- Mental Health problems among vulnerable groups: Children, Adolescents, Women, Elderly, Disadvantaged Groups, Victims of Disaster, Individuals with Terminal and Chronic Illness, Victims of Violence, Care Givers, Women with Mental Illness / Mental Retardation, Sexual Minorities, Mental Illness and Homelessness

BOOK REFERENCES

1. American Psychiatric Association (1995): Diagnostic & Statistical Manual of Mental Disorders (4th Edition). Washington DC: American Psychiatric Association
2. Ahuja, Niraj (2002): A Short Textbook of Psychiatry 5th Editions, New Delhi: Jaypee Brothers Medical Publishers Pvt. Ltd.
3. Davar, Bhargavi V. (2001): Mental Health from a Gender Perspective. New Delhi: Sage Publications India Pvt. Ltd.
4. Gelder, Michael, Paul Harrison & Philip Cowen (2006): Shorter Oxford Textbook of Psychiatry (5th edition), New Delhi: Oxford University Press
5. Goodman, Michael, Janet Brown, Pamela Deitz (1992): Managing Managed Care – A Mental Health Practitioner's Survival Guide. Washington DC: American Psychiatric Press, Inc.
6. Hicks, James Whitney. *50 Signs of Mental Illness – A Guide to Understanding Mental Health*. New Delhi. Word Books, 2008.
7. Malhotra, Savita (2002): Child Psychiatry in India – An Approach to Assessment and Management of Childhood Psychiatric Disorders. New Delhi: Macmillan India Ltd.



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8. Mane P. & Gandevia K. (Eds.) *Mental Health in India Issues and Concerns*, Mumbai: Tata Institute of Social Sciences, 1993.
9. Srinivasa Murthy & Burns B. (Eds). *Community Mental Health – Proceedings of the Indo-US Symposium*. Bangalore: NIMHANS, 1992.
10. T.T. Ranganathan Clinical Research Foundation (1989): *Alcoholism & Drug Dependency*,: TTK Hospital, Chennai
11. Vijayakumar, Lakshmi (2003): *Suicide Prevention – Meeting the challenges together*, Chennai: Orient Longman Pvt. Ltd.
12. World Health Organization (1992): *The ICD-10 Classification of Mental and Behavioral Disorders – Clinical Descriptions and Diagnostic Guidelines*. New Delhi: Oxford University Press

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MASTER OF SOCIAL WORK (MSW)

REVISED SCHEME OF EXAMINATIONS

CORE PAPER V – Community Organization & Social Action

Total Teaching Hours: 60

Objectives

- To understand a community as a social system
- To learn techniques and skills of CO as a method of Social Work
- To understand methods and approaches in Community Organisation and Social Action

Unit 1

Community: Meaning and definition, community as a social system; subsystems in community; types of communities and characteristics, theories of communities, community power structure: concept of community power, types, people's power-its place in communities, community dynamics: integrative and disintegrative process; participative groups and groupism; factions and subgroups; minority groups; decision making and problem-solving processes.

Unit 2

Community Organisation; Evolution of CO as a method in Social Work; Community Organisation: definition, rationale, philosophy, principles, goals, scope of co in India, community organization models: J.Rothman, social planning, locality development and social action, Murray Ross-general content, specific content and process objective.

Unit 3

Process and Skills of Community of Organisation; Analysis, study, assessment, discussions, organization, action, evaluation, modification, continuation, skills of CO worker - communication, training, consultation, organizing, enabling, facilitating, public relations, mobilizing, participatory skills, liasoning.

Unit 4

Community Based Rehabilitation, Rehabilitation Education and Management of Rehabilitation, Rehabilitation Council of India. UN Declaration of Human Rights of Disabled Persons: International year for Disabled, Efforts by International organizations for prevention, welfare & rehabilitation of disabled. Legislation with reference to persons having disabilities. Mental Health Act, The Person



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with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Welfare Services for disabled.

Unit 5

Work, Occupation and Disability: Factors specific to disabled elderly people; and Children, social work in traditional setting. The changing context of social work practice. Social Work intervention for creating supportive environment.

BOOKS FOR REFERENCE

1. Christopher A.J. & Thomas, William. New Delhi. *Community Organisation and Social Action*. New Delhi: Himalaya, 2009.
2. Gangrade K.D, *Community Organisation in India*. New Delhi: S Chand, 1972
3. Harper Ernest B, *Community Organisation in Action*. New Delhi: Vikas, 1973
4. Walter A. Friedlander Hall, *Concepts & Methods of Social Work*. Delhi: PrenticeHall, 1977.
5. Zaltman, G. Philip Kotler, Ira Kaufman, *Creating Social Change*. Sydney: Holt Renchart & Winston, 1972.
6. Kramer Ralph M, *Readings in Community Organisation Practice*. Delhi: Prentice-Hall, 1972.
7. McMillen Wayne, *Community Organisation for Social Welfare*, Chicago: The University of Chicago Press, 1952.



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APPENDIX - (R & S) UNIVERSITY OF MADRAS

MASTER OF SOCIAL WORK (MSW)

REVISED SCHEME OF EXAMINATIONS

ELECTIVE – I Working with People living with HIV / AIDS

Total Teaching Hours: 45

Objectives

- To help students get a better understanding of HIV / AIDS in India
- To enable students in developing skills to work with people living with HIV
- To encourage students in understanding the ethical and human rights issues

Unit 1

Introduction to Sexually Transmitted Diseases. Epidemiology of HIV / AIDS Global situation; HIV / AIDS in India; Approach to patients with suspected HIV infection. Pre-test and Post-test Counseling. Target groups – sex workers, MSM, Truck drivers, IDU (Intra venous drug abuses) Street children.

Unit 2

Assessment, Intervention; Psychological and social factors: Other diseases - Tuberculosis, Skin diseases, Cancer, Herpes, STD, Liver disorders, steroids; physical examination; emphasis on gender sensitivity; Transgender issues; laboratory investigations, risk factors and contacts

Unit 3

Social Work approach to a patient living with HIV infection: Systemic approach – trust, confidence and confidentiality. Initial assessment, history taking and Intervention. Behaviour change communication :

Life Skills

Unit 4

Awareness Raising and Preventative Programmes. Demythologising HIV / AIDS. – Sex education – peer influence / pressure – Adolescent behaviour – Sex, Alcohol and Drugs interplay – Use of condoms, prevention and control of STDs, HIV / AIDS Healthy Sexuality and reproductive behaviour and relationship gender equity. HIV infection and pregnancy. Needle and condom distribution.

Unit 5

Social, ethical and legal issues: National AIDS Control Programmes (NACP), role of NGOs – networking, skills to manage HIV / AIDS and STDs. Social Support systems; Family Counseling – partners and children, strategies, community health programmes, conducting and managing awareness programmes, Role of Social Workers, Support groups

BOOKS FOR REFERENCE

1. Das, A.K. *Strategies for Prevention and Control of HIV/AIDS in Developing Countries*;
2. *Medicine Update*, Vol 8, 230-5. (1998) Ministry of National Health And Welfare *Straight Facts about Drugs and Drug Abuse*;
3. Canada, (1983) Terrence C. Cox, Michael R. Jacobs *Drugs and Drug Abuse – A Reference Text*; Eugene Leblanc & Joan A Marshman Toronto; Addiction Research Foundation, (1983)
4. Paranjape, Dr. Romah & Dr. Sanjay Mehendale, (2003), *AIDS- Updated Information-The Only Medicine*, Chennai, Macmillan, India Ltd..
5. Sherly, Joseph, *Social Work Practice & Men who Have Sex with Men*, New Delhi, Sage Publication, 2005
6. Willow, Pequegnat, *Jose Sz Apocznik Working with Families In the Era Of HIV/AIDS*, New Delhi, Sage Publication

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APPENDIX - (R & S) UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)
REVISED SCHEME OF EXAMINATIONS
ELECTIVE V-1. Social Work and Persons with Disability

- To develop understanding of the needs and problems of persons with disability.
- To understand policies, programmes and services available to persons with disability.
- To provide opportunities for social work intervention to the persons with persons

Unit 1

Types of Disability: Impairment, Handicap, disability & Differently Abled, meaning, nature, type. Extent of Disability in India; Various Categories of Persons with disability – Physical, orthopedic, visual, motor & sensory, mental – their needs and problem

Unit 2

Historical development of services & programmes for the various categories of persons with disability. institutional and Non –institutional services for various groups, management of institutions of disabled people

Unit 3

Causation of Disabilities: Disabled People in Society and societal response, Prevention of diseases causing disability, safety measures to avoid disabilities. Rehabilitation – concept, nature and efforts by Government and Non-Government Organizations, institutions and problems in rehabilitation, Community Based Rehabilitation, Rehabilitation Education and Management of Rehabilitation, Rehabilitation Council of India

Unit 4

UN Declaration of Human Rights of Disabled Persons: International year for Disabled, Efforts by International organizations for prevention, welfare & rehabilitation of disabled. Legislation with reference to persons having disabilities. Mental Health Act, The Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Welfare Services for disabled

Unit 5 Work, Occupation and Disability: Factors specific to disabled elderly people; and Children, social work in traditional setting. The changing context of social work practice. Social Work intervention for creating supportive environment.

BOOKS FOR REFERENCE

1. Narashimha, (1986): M.C.Disability: A Continuing Challenge, Willey Eastern& A.K.Mukherjee Ltd., New Delhi.
2. Wilson B. R (1987):Rehabilitation Studies, Cambridge University D.L
3. .McMillan,Press.
4. Oliver, Michale (1993) Social work – Disabled People and Disabling Environment, Jessi Kingsely Publishers, London.
5. Gajendra Gadkar, S.N (1983): Disabled in India; Somaiya Publications Pvt. Ltd.,Bombay.
6. Bequer Ali (1997):Disability: Challengers, Response, Concerned Action, New Delhi,1997.
7. Kitchlu, T.N (1991):A Century of Blind Welfare in India, Penman Publishers, NewDelhi.
8. Abidi, Javed (1995): No Pity. Health for the Millions. Vol. 21, No.6 Voluntary Health Association of India (VHAI), New Delhi, 1995



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UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)
EXTRA DISCIPLINARY PAPER – I
Social and Psychological Foundations for Social Work
Total Teaching Hours: 60

Objectives

- To give an understanding of concepts in Psychology and Sociology relevant to Social Work.
- To understand the various stages of Human Growth and Development.
- To enable the student to gain knowledge about the society and its dynamism.

Unit 1: Unit 2: Unit 3:

Developmental Psychology: Definition, fields of Psychology; Definition and characteristics of behaviour; Relevance of Psychology to Social Work Practice; Growth and development of the individual – principles of development, stages of human growth and development, needs, tasks, changes and problems in every stage, emphasis on socio-cultural factors influencing development; Influence of heredity and environment.

Theories Related to Personality: Personality: Definition and nature of Personality, Psycho-Dynamic approach (Freud), Humanistic approach (Carl Roger and Maslow's) Psycho Social approach (Erik Erikson), Cognitive Development (Piaget), Moral Development (Kohlberg), Social learning theory (Bandura) Understanding Behaviour and Mental Health: Sensation, Perception and learning (Classical and Operant learning theories), Memory process: Registration, retention and recall, Intelligence – factors influencing intelligence, Mental Health; Mental Illness; Classification of minor and major mental illness, ICD 10 - Outline of common mental disorders, and Mental Retardation

Unit 4 Unit 5

Sociology and Social Work: Meaning, scope, significance and relevance, Basic Sociological Concepts: Society- Meaning, definition, types, structure, Characteristics of Society, community, social groups; association and institution. social structure and functions of social institutions - marriage, family, kinship, caste, religion and education; socialization: process and agents. social control: concept, types and functions. Agents of social control: kinship, religion, law, education, traditions and customs, social change: urbanization, industrialization, westernization, sanskritisation, secularization, cultural lag and ethnocentrism.

Social Movements in India: Concept and characteristics, Social movements - peasant, tribal, Dalits, backward class, women, minority groups, working class and student; social change in India, social movements; social issues in India; concept, issues and causes, approaches in responding to issues: corruption, malnourishment, child abuse, violence against women & sexual minorities - human trafficking, communalism, terrorism and environment degradation. current social issues, role of social worker

BOOKS FOR REFERENCE

1. Bhatia, Hansraj, Elements of Social Psychology, Somaiya Publications, Bombay, 1970
2. Christensen, I.P., Psychology, BIOS Scientific Publications, New York, 2001



1.3.1 Institution integrates crosscutting issues

3. Engler, Barbara, Personality Theories- An Introduction, 3rd edition, Houghton Muffin, Company, Boston, 1991
4. Gardner Murphy, An Introduction to Psychology, Oxford and IBH Publishing and Co., Calcutta, 1964.
5. Morgan, Clifford, T, Introduction to Psychology, McGraw-Hill Book Company- New York, 1986
6. Robert A. Baron, 2001, Psychology, Prentice Hall of India Pvt., Ltd., New Delhi.
7. Verma, R.M. 2003, Foundation in Psychology, Common Wealth Publishers, New Delhi
8. Abhijit Dasgupta, 2012, On The Margins: Tribes, Castes And Other Social Categories (Fourth), Sage Publications, New Delhi
9. Anthony Giddens, 1998, Sociology (Third), Polity Press, London
10. Sachdev D.R. And Vidhya Bhushan, 2006, Introduction To Sociology, Kitab Mahal, Allahabad
11. Frank N Magill, 1995, International Encyclopedia of Sociology, British Library, England





1.3.1 Institution integrates crosscutting issues

PROFESSIONAL ETHICS

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

SYLLABUS SEMESTER – I

PRINCIPLES OF MANAGEMENT

(Core Subject) – MAM1D

UNIT I

Management: Importance – Definition – Nature and Scope of Management Process – Role and Functions of a Manager – Levels of Management – Development of Scientific Management and other Schools of thought and approaches.

UNIT II

Planning: Nature – Importance – Forms – Types – Steps in Planning – Objectives – Policies – Procedures and Methods – Natures and Types of Policies – Decision –making – Process of Decision – making – Types of Decision.

UNIT III

Organizing: Types of Organisations – Organisation Structure – Span of Control and Committees – Departmentalisation – Informal Organisation- Authority – Delegation – Decentralisation – Difference between Authority and Power – Responsibility.

UNIT IV

Recruitment – Sources, Selection, Training – Direction – Nature and Purpose. Co-ordination – Need, Type and Techniques and requisites for excellent Co-ordination – Controlling – Meaning and Importance – Control Process.

UNIT V

Definition of **Business ethics** - Types of Ethical issues -Role and importance of **Business Ethics** and Values in Business - - Ethics internal - Ethics External - Environment Protection - Responsibilities of Business

Recommended Texts

1. C.B.Gupta, Management Theory & Practice - Sultan Chand & Sons - New Delhi.
2. L.M.Prasad, Principles & Practice of Management - Sultan Chand & Sons - New Delhi.
- 3.P.C. Tripathi & P.N Reddy, Principles of Managements - Tata Mc.Graw Hill - New Delhi.
4. Wehrich and Koontz, Management – A Global Perspective
5. N.Premavathy, Principles of Management - Sri Vishnu Publication - Chennai.
6. J.Jayasankar, Business Management - Margham Publication - Chennai.



1.3.1 Institution integrates crosscutting issues

APPENDIX - (R & S)
UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)
SYLLABUS SEMESTER – I
CORE PAPER I – **Social Work Profession** - History and Philosophy HAW1A
Total Teaching Hours: 60

Objectives

- To gain an understanding of the history and philosophy of Social Work and its emergence as a Profession
- To develop insights into the origin and development of Voluntary organization
- To appreciate Social Work as a Profession and to recognize the need and importance of Social Work Education and training
- To develop an understanding of the various models of professional practice and its application
- To provide an awareness of the changing trends in Social Work practice and Education

Unit 1:

Historical Evolution of Social Work; International Perspectives: UK, USA, Social Work in India: Socio-cultural and religious thought; Contributions of Social Reformers and Social Movements - E.V.R. Periyar, Raja Ram Mohan Roy, Ambedkar; Dalit and Backward Class Movements, Gandhian ideology and Sarvodaya Movement; Christian Missionaries, Gandhian Social Work, India as a Welfare State, Contributions of Voluntary organisations.

Unit 2:

Social Work Profession; Meaning & definition; basic concepts; goals and functions; methods and fields; origin and growth in India: scope and status, International/ national bodies and forums, social work education; importance of fieldwork and supervision; problems and status; bodies/ forums in education, curriculum recommendations of UGC.

Unit 3:

Social Work Ideologies, Theories and Approaches; Ideologies: Philanthropy, humanitarianism, welfarism, socialism, democracy, marxism, equality, human rights and social justice; Models: welfare, developmental, empowerment and advocacy models, approaches: remedial, rehabilitative, preventive and promotive approaches, rights based, participatory, indigenous approaches, anti-discriminatory practice.

Unit 4:

Philosophy of Social Work Profession; Values, Beliefs and Principles of the Profession; Code of Ethics: Evolution of Code of Ethics, IFSW & IASSW Ethics in Social Work, Statement of Principles, Declaration of Ethics for Social Workers (SWEF -1997).

Unit 5:

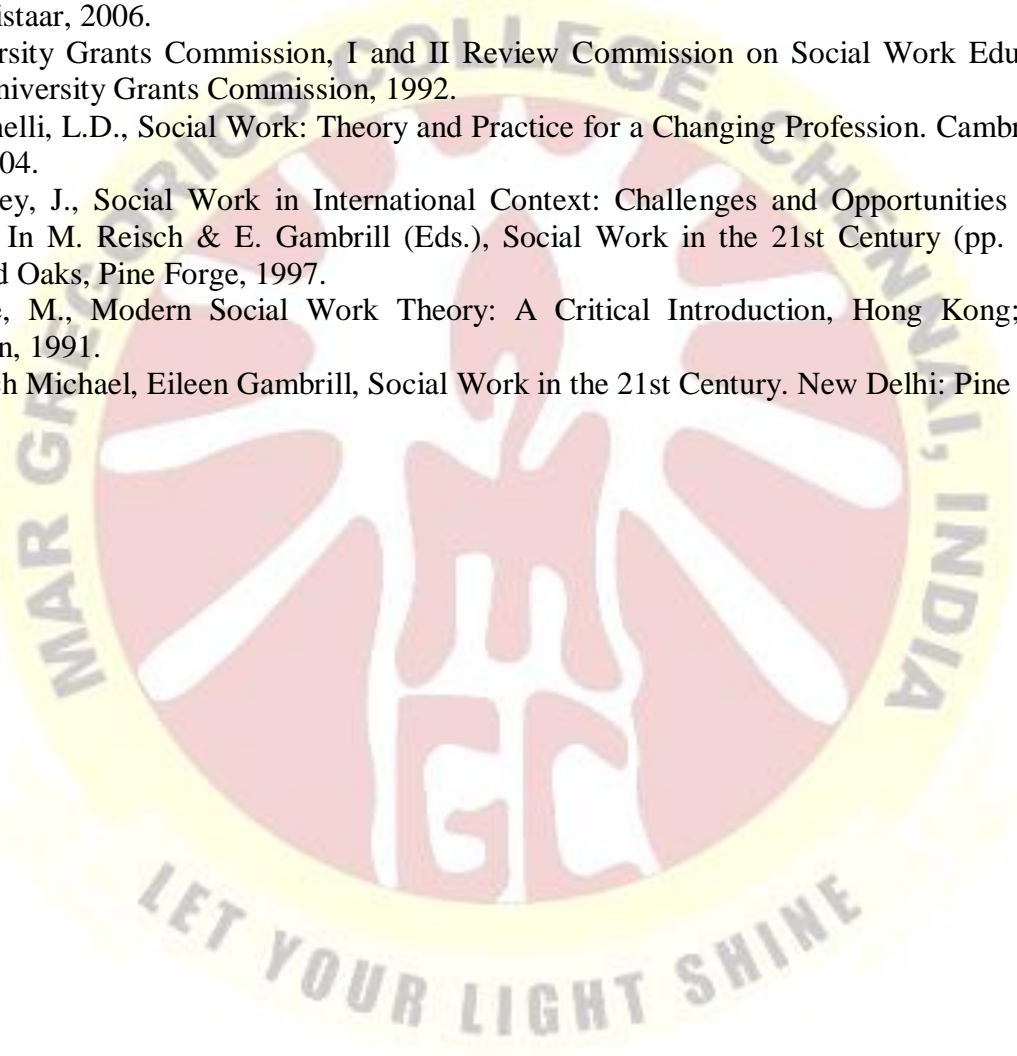
International Social Work; Concept, definition, meaning and need, global issues, basic concepts, principles and assumptions; values, beliefs and goals; practice levels and sectors; approaches: personal, social, developmental, global; multicultural, international and transnational practice models; Global Agenda; Global Standards; Skills for practice; Dilemmas in practice

BOOKS FOR REFERENCE



1.3.1 Institution integrates crosscutting issues

1. Cox David, Manohar Pawar, International Social Work; Issues, Strategies and Programmes. New Delhi; Vistaar. 2006.
2. Dominelli, L.D., Social Work: Theory and Practice for a Changing Profession. Cambridge: Policy. 2004.
3. Watson David (ed), Code of Ethics of Social Work-The Second Step. London: Routledge and Kegan Paul. 1971.
4. Antony A. Vass, New Directions in Social Work- Social Work Core Knowledge Values and Skills. New Delhi: Sage, 1996.
5. Cox David, Pawar Manohar, International Social Work; Issues, Strategies and Programmes. New Delhi: Vistaar, 2006.
6. University Grants Commission, I and II Review Commission on Social Work Education. New Delhi: University Grants Commission, 1992.
7. Dominelli, L.D., Social Work: Theory and Practice for a Changing Profession. Cambridge: Policy Press, 2004.
8. Midgley, J., Social Work in International Context: Challenges and Opportunities for the 21st Century. In M. Reisch & E. Gambrill (Eds.), Social Work in the 21st Century (pp. 59-67). CA: Thousand Oaks, Pine Forge, 1997.
9. Payne, M., Modern Social Work Theory: A Critical Introduction, Hong Kong; Maxmillan Education, 1991.
10. Reisch Michael, Eileen Gambrill, Social Work in the 21st Century. New Delhi: Pine Forge Press, 1997.





1.3.1 Institution integrates crosscutting issues

UNIVERSITY OF MADRAS

MASTER OF SOCIAL WORK (MSW)

REVISED SCHEME OF EXAMINATIONS

SEMESTER – I Total Teaching Hours: 60

CORE PAPER II – Work with Individuals (Case Work) HAW1B

Objectives

- To understand Social Case Work as a method of Social Work and develop skills in Social Work practice
- To comprehend theory and models and apply them in direct practice with individuals
- To become aware of the scope of using the methods in various settings

Unit 1:

Introduction to Working with Individuals (Social Casework); Historical development of Social Case Work as a Method of Social Work, Concept and Definition, Philosophy, Values, Principles, Skills, Components, Case Work Relationship: Empathy, Skills in Building Relationship, Transference and Counter Transference, Difference between Casework, Counselling and Psychotherapy

Unit 2:

The Helping Process Phase I- Psychosocial Study, Psychosocial Assessment Phase II- Intervention Plan and Goal Setting, Intervention Phase III- Termination, Evaluation and Follow up.

Unit 3: Models and Approaches Psychoanalytic Approach, Psychosocial, Functional, Client Centered, Cognitive Behavioural Approach, Life Model, Task Centered, Strength Based, Evidence Based Approach, Ecological approach, Integrated Approach.

Unit 4:

Tools and Techniques in working with Individuals Observation, Interviews, Home Visits, Collateral Contacts, Resource Mobilization, Referrals, Environment modification, Communication.

Unit 5:

Case Work in different Settings and Recording Case work in hospitals, schools, communities, institutional setting and industry; Types of recording-verbatim, narrative, condensed, analytical, topical, summary recording

BOOKS FOR REFERENCE

1. Fischer, Joel. Effective Case Work Practice An Eclectic Approach. New York: Mc Graw Hill, 1978.
2. Upadhyay, R. K., Social Case Work. Jaipur: Rawat, 2003.
3. Vyas, A.A. New Directions in Social Work- Social Work Competencies - Core Knowledge, Values and Skills. Delhi: Sage, 1996.
4. Bhattacharya, Sanjay. Social Work, An Integrated Approach. New Delhi: Deep & Deep, 2004.
5. Datar Sudha, Ruma, Bawikar et al. Skill Training for Social Workers- A Manual. New Delhi: Sage, 2010.
6. Hamilton, Gordon, Theory & Practice of Social Case Work 2nd Edition. Jaipur: Rawat, Indian Reprint, 2013.
7. Hepworth, D.H. & J.A. Larsen. Direct Social Work Practice: Theory and Skills. Dorsey Press, 1993.
8. Mathew, Grace. An Introduction to Social Casework. Mumbai TISS, 1992.
9. Misra, P.D. & Beena Misra. Social Work Profession in India. Lucknow: New Royal Book, 2004.
10. Trevithick, Pamela. Social Work Skills – A Practice Handbook. 2nd Edition. Jaipur: Rawat, 2009.



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UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)

SEMESTER - I CORE PAPER III – **Work with Groups** (Group Work) HAW1C

Total Teaching Hours: 60

Objectives

To understand Group Work as a method of Social Work and develop skills in practice• To understand models and apply them in practice with groups• To become aware of the scope of using the method in various settings•

Unit 1:

Introduction to Working with Groups (Social Group Work) Historical development of Social Group Work as a Method, definition and meaning, purpose, objectives, values, skills, principles, use of groups in practice.

Unit 2: Types of Groups Definition and characteristics of groups, importance of groups in human life, primary and secondary groups, formal and informal groups, open and closed groups, reference groups, treatment groups, task groups, developmental groups.

Unit 3: Phases of Group Work Process Planning Phase: establishing purpose, assessing recruiting, orienting, contracting, preparing group environment; Beginning Phase: introduction, motivation, member feedback, defining purpose, objectives, goal setting, assessment; Middle Phase: preparing for meetings, structuring the group work, intervention strategies in groups programme planning and implementation – meaning and principles of programme planning. Monitoring and evaluating group process; Ending Phase: preparing for termination; evaluation and feedback

Unit 4:

Group Processes and Dynamics Stages in a group development; new comers, isolation, rejection, group-bond, sub groups, clique, gang, dyad, triad, group norms, membership, cohesiveness, group pressure, group morale, leadership, team building, decision making, problem solving, conflict management, communication in a group, role clarity, use of sociometry

Unit 5:

Group Work Models and Practice in different settings Social goals model, remedial model, reciprocal model, practice in different settings: hospital, school, community, industry and institutional setting, recording: importance of recording, skills required for recording in group work, types of recording in group work

BOOKS FOR REFERENCE

1. Bhattacharya, Sanjay. Social Work an Integrated Approach. New Delhi: Deep & Deep, 2008.
2. Choudhary, Paul. Introduction to Social Work. Delhi : Atma Ram & Sons,1983.
3. Douglass, Tom. Group Processes in Social Work – A Theoretical Synthesis. New Delhi: Thomson, 1979.
4. Jha, Jainendra Kumar. Encyclopaedia of Social Work. New Delhi: Anmol,2001.
5. Balagopal, P.R .Vassil, T.V. Group in Social Work an Ecological Perspective. New York: Macmillan, 1983.



1.3.1 Institution integrates crosscutting issues

6. Doel, Mark & Sawda, Catherine. The Essentials of Group Worker. London: Jessica Kingsley, 2003.
7. Garvin, Charles D., Gutierrez, Lorraine M., Galinsky, Maeda J. Handbook of Social Work with Groups. New York: The Guildford, 2006.
8. Johnson and Johnson. Joining Together: Group Theory and Group Skills. New Delhi: Premier, 1982.
9. Mark Doel. Using Group Work. London: Routledge, 2010.
10. Misra P.D. and Beena Misra. Social Work Profession in India. Lucknow: New Royal, 1979
- Trecker, Harleigh, B. Social Group Work- Principles and Practice. New York: Association Press, 1970





1.3.1 Institution integrates crosscutting issues

UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)
Social Policy and Social Legislation

Objectives

- To develop an understanding of the social policy in the perspective of the National Goals as stated in the Constitution
- To develop the capacity to recognize the linkage between development issues and social policy in terms of the plans and programmes
- To develop an understanding of the concepts of social policy and social welfare policy

Unit I

Social Policy and Constitution; Social policy, social welfare policy, its relation to the constitution, fundamental rights and Directive Principles of State Policy and Human Rights. Definition, needs and contents, evolution of social policy in India, social policy and planned social change and development

Unit 2

Policy Formulation, approaches to social policy, unified, integrated and sectoral; models of social policy and their application to Indian situation, process of formulation, social policies, plans and programmes, policies in India – a historical perspective- policies- backward classes, scheduled classes. scheduled tribes, denotified communities, women, children, youth, handicapped, aged, populations, family welfare, urban & rural development, education, health, poverty alleviation, Review of Five year Plans, Programmes and policies of Twelfth (12) Five Year Plan

Unit 3

Policy and Planning: Concept, Scope, linkages between social policy and planning. Social work and social planning; Planning – historical perspective. Political systems. Political process, co-ordination of center and state, Panchayati Raj, Peoples participation. Political judiciary, social movement and voluntary action, legal aid and public interest litigation. Planning Machinery and Monitoring, process of social planning in India; Implementation at various levels, Monitoring and evaluation

Unit 4

Overview of Major Social Legislation in India, Hindu law : legislation pertaining to marriage divorce and succession, Hindu Marriage Act 1955, Hindu Adoption and Maintenance Act, 1956, Hindu Minority and Guardianship Act ,1956, Hindu Succession Act ,1956. Special Marriage Act, 1954, Provision regarding marriage and divorce in Mohammedan law. Legislation pertaining to children: Child Labour (abolition & regulation) Act 1986. Juvenile Justice Act 2001

Unit 5

Legislations: Protection of Civil Rights Act (1976), SC/ST. Prevention of Atrocities Act, 1989. Dowry Prohibition Act (1961) Immoral Traffic Prevention Act (1956) Tamil Nadu Slum Areas (Improvement and Clearance) Act (1971) the Mental Health Act, 1987, Medical Termination of Pregnancy Act 1971. Manual Scavenging and Dry Latrines (prohibition) Act 1993, Bonded Labour Abolition Act 1976, Transplant of Human Organs Act 1994, Family Court's Act 1984, Protection of Human Rights Act,



1.3.1 Institution integrates crosscutting issues

1993 Tamil Nadu Prohibition of Eve teasing Act 1988. Tamil Nadu Prohibition of Ragging Act 1997, Persons with Disabilities Act 1995

Books for Reference

1. Adams Robert, (2002), *Social Policy for Social Work*, Palgrave.
2. Baldock John, (2000), *Social Policy*, Oxford, Oxford University Press.
3. Dubey S.N. (1979), *Administration of Social Welfare Programmes in India*, Soymaiya Publications, Bombay.
4. Gangrade, K.D., (1991), *Social Legislation in India*, Concept Publishing, New Delhi.
5. Kulbarai P.D., (1999), *Social Policy of Social Development in India*, ASSWI.
6. Kulkarni. P.D., (1965), *The Central Social Welfare Board*, Asia Publishing House, New Delhi.
7. Nair, T. Krishnan (ed.) (1976), *Social Work Education & Development of Weaker Sections*,
8. Madras-Association of Schools of Social Work in India.
9. Shanmugavelayutham .K. (1998) *Social Legislation and Social Change*, Chennai, Vazhga Valamudan Publishers
10. Yeetes Nicole, (2001), *Globalization of Social Policy*, London Sage Publication.





1.3.1 Institution integrates crosscutting issues

UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)

SPECIALIZATION I – HUMAN RESOURCE AND MANAGEMENT
Labour Legislations

Objectives

- Gain knowledge about the Concepts, Principles and strategies of HRD
- Understand the strategic role and efficient use of human resources
- Acquire the skills of implementing Strategic HR aiming at higher practices ; Acquiring counseling skills

Unit 1

Human Resource Development: Concept, Objectives, Approaches & Principles – Systems & strategies in HRD – HRD Interventions: Organizational Goal setting process - Key Result Areas (KRA) and Key Performance Indicators (KPI) - Performance Measurement Systems – Feedback sessions - Coaching, Mentoring, Career planning, Career development, Reward system

Unit 2

Approaches to Measuring Human Resources: Competitive Benchmarking, HR Accounting, HR Auditing, HR Effectiveness Index, HR Key Indicators, HR Management by Objectives

Unit 3

Talent Development: Concept and importance - Training Need Analysis at Individual and Organizational level: Designing and conducting Training programs - Types of Training: On the Job and Off the Job Training- Coaching Apprentices, Job Rotation

Unit 4

Training & Development: Methods - programmed instruction, role play, structured and unstructured role plays, in-basket exercise, simulation, case study and sensitivity training. Evaluation of Training Program. Cost/Benefit Analysis of training- Using the results to improve training and development function. Improving training utility by following up Training Action Plans. Balance Score Card

Unit 5

Employee Empowerment: Concept, Definition & Objectives of employee empowerment – Prerequisites – Types & benefits – Strategies - Ways to employee empowerment – Employee Counseling; Counseling skills; Practice of Social Work Methods; Role of Employee Counselor in Organizations. Developing Positive Employee Relationship

BOOKS FOR REFERENCE

1. Dep Topomoy. 2010. Human Resource Development. Anne Books. New Delhi.
2. Dessler Garry, Biju Varkkey. 2011. Human Resource Management. Dorling Kindersley Publishing Company. New Delhi
3. Fred Luthans. 2001. Organizational Behaviour. Mc.Graw-Hill Publication Companies.
4. Parath Sarathi. 2002. Planning, Auditing and Developing Human Resources. Manak Publication PVT.LTD. New Delhi.
5. Pippa Riley. 2012. Human Resource Management. Viva Books PVT, LTD. New Delhi.
6. Premavathy N. 2011. Human Resource Management and Development. Sri Vishnu Publications. Chennai.



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7. Rao T.V. 2008. HRD Score Card 2500 Based on HRD Audit. Response BusinessBooks Sage. New Delhi.
8. Werner M. Jon. 2009. Human Resource Development. Cengage learning. Delhi.
9. Sanjeev Kumar Singh, “Human Resource Development: HRD – IR Interface Approach,” Atlantic Publishers & Distributors, Delhi, 2008.
10. Silvera D.M., “Human Resource Development,’ The Indian Experience, New
11. India Publications, New Delhi, 1990.
12. Rao. T.V, “The HRD Missionary- Role and Functions of HRD managers &HRD Departments,” Oxford IBH Publishing Co., New Delhi, 1990
13. Rao. T.V & Pereria D. F., “Recent Experiments in HRD”, Oxford & IBHPublishing Co., Delhi.
14. Rao. T.V., “Future of HRD”, Macmillan, Delhi.
15. Rao. T.V., “HRD Audit, Response Books, Delhi, 1999
16. Suresh Vyas, “HRD Priorities”, Pointed publishers, Jaipur, 1988





1.3.1 Institution integrates crosscutting issues

UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)

SPECIALIZATION II – HUMAN RESOURCE AND MANAGEMENT
Human Resource Management and Development

Objectives

- Gain knowledge about the Concepts, Principles and strategies of HRD
- Understand the strategic role and efficient use of human resources
- Acquire the skills of implementing Strategic HR aiming at higher practices; Acquiring counseling skills

Unit 1

HRD: Concept, Objectives, Approaches & Principles – Systems & strategies in HRD – HRD Interventions: Organizational Goal setting process - Key Result Areas (KRA) and Key Performance Indicators (KPI) - Performance Measurement Systems – Feedback sessions - Coaching, Mentoring, Career planning, Career development, Reward system

Unit 2

Approaches to Measuring Human Resources: Competitive Benchmarking, HR Accounting, HR Auditing, HR Effectiveness Index, HR Key Indicators, HR Management by Objectives

Unit 3

Training & Development: Methods - programmed instruction, role play, structured and unstructured role plays, in-basket exercise, simulation, case study and sensitivity training. Evaluation of Training Program. The Cost/Benefit Analysis of training-using the results to improve training and development function. Improving training utility by following up Training Action Plans. Balance Score Card

Unit 4

Employee Empowerment: Concept, Definition & Objectives of employee empowerment – Prerequisites – Types & benefits – Strategies - Ways to employee empowerment – Employee Counselling; Counseling skills; Practice of Social Work Methods; Role of Employee Counsellor in Organizations. Developing Positive Employee Relationship

Unit 5

Employee Empowerment: Concept, Definition & Objectives of employee empowerment – Prerequisites – Types & benefits – Strategies - Ways to employee empowerment – Employee Counselling; Counseling skills; Practice of Social Work Methods; Role of Employee Counsellor in Organizations. Developing Positive Employee Relationship

Books for Reference

1. Dep Topomoy. 2010. Human Resource Development. Anne Books. New Delhi.
2. Dessler Garry, Biju Varkkey. 2011. Human Resource Management. Dorling Kindersley Publishing Company. New Delhi
3. Fred Luthans. 2001. Organizational Behaviour. Mc.Graw-Hill Publication Companies.
4. Parath Sarathi. 2002. Planning, Auditing and Developing Human Resources. Manak Publication PVT.LTD. New Delhi.
5. Pippa Riley. 2012. Human Resource Management. Viva Books PVT, LTD. New Delhi.



1.3.1 Institution integrates crosscutting issues

6. Premavathy N. 2011. Human Resource Management and Development. Sri Vishnu Publications. Chennai.
7. Rao T.V. 2008. HRD Score Card 2500 Based on HRD Audit. Response BusinessBooks From Sage. New Delhi.
8. Werner M. Jon. 2009. Human Resource Development. Cengage learning. Delhi.
9. Sanjeev Kumar Singh, “Human Resource Development: HRD – IR Interface Approach,” Atlantic Publishers & Distributors, Delhi, 2008.
10. Silvera D.M., “Human Resource Development,’ The Indian Experience, New
11. India Publications, New Delhi, 1990





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UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)

SPECIALIZATION III – HUMAN RESOURCE AND MANAGEMENT

Industrial Relations and Labor Welfare

Total Teaching Hours: 60

Objectives

- To gain knowledge about trade unions
- To understand functions and activities of trade unions and concepts related to Labourwelfare
- To acquire the skill of working with the workers and unions.

Unit 1

Industrial Relations; Concept, characteristics, Industrial Relations at Plant and Shop Floor Level, Industrial Conflicts: Concepts of industrial peace cause and consequence of industrial conflict, Strikes and Lock-outs; Meditation

Unit 2

Conciliation: Arbitration and adjudication Statutory and Non-Statutory machinery for prevention and settlement of disputes. Trade Unions: Trade unionism in India, and its role in Industrial relations. Wage and Salary Administration: Definition wage theories, types, wage determination: structure, differentials

Unit 3

Collective Bargaining: Meaning, theories, goal, phases, pre-requisites, principles, strategies and negotiation skills, factors influencing collective bargaining

Unit 4

Labor Welfare: Concept, Philosophies, need, objectives, principles, scope and limitations of labor welfare; Historical development of labour welfare in India. Statutory and Non-Statutory Welfare Provisions: Industrial Counseling-Pre-retirement, Quality of work life. Social security, Social security measures

Unit 5

Employee Empowerment: Worker's Education – purpose, objectives, experiments in India: Workers' participation in Management: Concept – Aims and objectives – Scope – Levels of Participation – Conditions essential for working of the Scheme of workers' participation in Management

Books for Reference

1. Krishna C.S., 1989, Labour Movement in Tamil Nadu, K.P. Bagchi & Co.
2. Mamoria, C.B., 1991, Dynamics of Industrial Relations, Hill House Press.
3. Mathur, A.S., Labour Policy and Industrial Relations in India, Asia
4. Publishing House, Bombay.



1.3.1 Institution integrates crosscutting issues

5. Moorthy. V. Principles of Labour Welfare, Gupta Brothers, Visakapatnam,
6. Myers, C.A and Kannappa, S., Industrial relations in India, Asia Publishing House, Bombay.
7. House, Bombay.
8. Nirmal Singh & Bhatia, 2000, Industrial Relations & Collective Bargaining, Dehorah Prayer Group.
9. Panicker P.T.K. and Other, Employee Participation in Share Capital, Madras School of Social Work. Madras.
10. Ajay bhola, J.N Jain. 2009. Modern Industrial Relations and Labour Laws. Regal Publications.
11. BD Singh. 2010. Industrial Relations and Labour Laws. Excel Books Publications.
12. Bhatia S.K. 2008. Industrial Relations and Labour Laws. 2008. Deep and Deep Publications.
13. Jain J.N. 2009. Modern industrial Relations and Labour Laws. Regal Publications. New Delhi.
14. Mamkootam Kuriakose. 1982. Trade Unions. Myth and reality. Oxford University press. New Delhi.
15. Michael Armstrong ,2011, Strategic Human Resource Management (4th Ed), KoganPage India Pvt Ltd, New Delhi
16. Punekar, S. D. et. al. 1981. Labour welfare. Trade Unions and Industrial Relations. Himalaya publishing house. Bombay.
17. Tapomoy Deb ,2009, Managing Human Resources in Industrial Relations ,1ed Anurag Jain for Excel Books, New Delhi



1.3.1 Institution integrates crosscutting issues

UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)

SPECIALISATION IV: HUMAN RESOURCE MANAGEMENT
Organizational Behaviour and Organizational Development

Objectives

- To help students build a knowledge base appropriate to Personal Management and Organizational Behaviour.
- To enable the students to perceive and develop the attitudes required for the successful application of personnel management and organizational Behaviour
- To assist them to perceive develop the skills appropriate to the field practices.

Unit 1

Organizational Behaviour: History, evolution, concept, behavioural Sciences, Organizational types, conceptual models, Types of Personality

Unit 2

Dynamics of Organizational Behaviour: Perception, Managerial leadership, process, styles, types and theories, group dynamics, team building

Unit 3

Human Behaviour at Work: Models and theories of motivation; attitude, job satisfaction, morale, frustration, conflict and stress management

Unit 4

Organizational Development: The concept, theory, scope and practice of organizational development, organizational culture design, organizational change

Unit 5

Operational research – Network analysis, PERT – CPM, Process Mapping

Books for Reference

1. Dwivedi, R.S. (1982), Management of Human Resources, Oxford Publishing Co., Bombay.
2. France, Wemdel and Cecil, (1995), Organization Development, Prentice –Hall of India Ltd., New Delhi.
3. Luthans, Fred, (1995), Organizational Behaviour, McGraw Hill Ltd., Singapore.
4. Maier, Norman, (1983), Psychology in Industry, Oxford Publishing Co., Bombay.
5. Ouchi, William, (1981), Theory Z, Avon Books, New York.
6. Pareekh, Udai, (1998), Organizational Behaviour & Process, Rawat Publications, Jaipur



1.3.1 Institution integrates crosscutting issues

UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)
ELECTIVE-IV-2.Social Work in the Unorganized Sector

Objectives

- To provide an understanding into the extent and nature of unorganized workers in Urban and rural India.
- To provide an understanding to the problem of unorganized worker, nature of work and services available for these groups
- To develop skills for intervention and working with the workers of the unorganized sector.

Unit 1

Unorganised Sector: Definition, meaning and concept: Worker, Labourer, worker of unorganized sector, economic development, occupational structure, minimum wages. Difference between organised and unorganized sectors

Unit 2

Nature and Problem - Categories of the workers of the unorganized sector Socio – economic profile Problems Economic development and it's impact on workers of the unorganized sector

Unit 3

Organization of the unorganized sector. a) Worker's movements Peasant, Naxalite, Tebhaga, Sewa. b) ILO and it's role Problems of organizing the unorganized Role of trade unions, social activists and voluntary organizationse)Generating – public opinion.

Unit 4

Policies, Programmes and Legislations – Review of present situation and impact a) National Child Labour Policy. NREG Act, 2005 and NREG schemes Minimum Wages Act, Payment of Wages Act, Bonded System Act, Trade Union Act, Contract Labour Act, Equal Remuneration Act, Inter State Migration WorkmenAct

Unit 5

Social Work in the Unorganized Sector: Skills required practice in the unorganized sector, Methods and principles of organizing the unorganized



1.3.1 Institution integrates crosscutting issues

UNIVERSITY OF MADRAS

MASTER OF COMMERCE (M.Com.)

(Choice Based Credit System) REVISED REGULATIONS (w.e.f.2013 – 2014 onwards)

Extra-disciplinary Paper II

Business Ethics, Corporate Governance & Social Responsibility – KDAXB

Objective:

To develop an understanding among students on ethical issues in business and good governance practices and to impart skills of analysis and capability of making business decisions

UNIT I

Concept of ethics - sources -- values - codes of conduct - what is an ethical issue? - Ethical theory and its applications to business/morality and ethical theory – Ethical management - love and reverence in work and life - strengthening personal and organizational integrity - the spiritual core of leadership

UNIT II

Advertising and information disclosures - environmental responsibility - ethics and ecology - employee rights - conflict of interests - work ethics - professional ethics and responsibility

UNIT III

Corporate Social Responsibility (CSR) - meaning - promoting corporate responsiveness - managing socially responsible business

UNIT IV Corporate Governance – Meaning and scope – Origin- Practices –Shareholders Vs. Stakeholders approach –Board mechanism, Role and duties of the directors-Chairman-Governance committees

UNIT V Codes of governance –Birla committee report

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1. A M A, “Corporate Governance And Business Ethics”, Excel Books
2. Cannon Tom, “Corporate responsibility. A textbook on business ethics, governance, environment: role and responsibilities”, Pitman, London
3. Hoffman, W. Michael, et, “Corporate Governance and Institutionalizing Ethics”, Lexington Books
4. Sutton, Brenda, editor, “The Legitimate Corporation; Essential Readings in Business Ethics & Corporate Governance”, Blackwell Publishers
5. Manual Vela Squez, “Business Ethics Concepts and Cases”, Prentice Hall, New Jersey
6. Kenneth Blanchard and Norman Vincent Peale, “The Power of Ethical Management”, New York, William Morrow & Co.,
7. Sekhar R C, “Ethical Choices in Business”, Response Books
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1.3.1 Institution integrates crosscutting issues

UNIVERSITY OF MADRAS

MASTER OF COMMERCE (M.Com.)

(Choice Based Credit System) REVISED REGULATIONS

(w.e.f.2013 – 2014 onwards)

Semester I Organizational Behaviour - KDA1C

Objective:

To provide knowledge on employees' behaviour and their managerial implications and to impart knowledge on organizational dynamics

UNIT I

Introduction to Organizational Behaviour - Meaning - Elements - Need - Approaches - Models - Global Scenario.

UNIT II

Individual Behaviour - Personality - Learning - Attitudes - Perception - Motivation - Relevance to Organizational Behaviour - Group behaviour - Group Dynamics - Group Norms - Group Cohesiveness - Their relevance to Organizational Behaviour

UNIT III

Organizational communication - Meaning, Importance, Process, Barriers - Methods to reduce barriers - Principles of effective communication - Stress - Meaning - Types - Stress management

UNIT IV

Organizational Dynamics - Organizational Effectiveness - Meaning, Approaches - Organizational Culture - Meaning, Significance - Organizational Climate - Implications on Organizational Behaviour

UNIT V

Organizational change - Meaning - Resistance to change - Management of change

Book References

1. Mishra - Organizational Behaviour - Vikas Publishing House Pvt. Ltd
2. Chandran - Organizational Behaviour - Vikas Publishing House Pvt Ltd
3. L.M. Prasad, - Organizational Behaviour - 3rd Edition Reprint - Sultan Chand & Sons
4. Gupta.Shahi.K & Joshi Rosy Wahia, 2004 - Organizational Behaviour - 1st Edition - Kalyani Publishers
5. Gregory Moorhead, Ricky W. Griffin - Organizational Behaviour - Published by Bixtantra
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1.3.1 Institution integrates crosscutting issues

APPENDIX – 27(R)
UNIVERSITY OF MADRAS
MASTER OF COMMERCE (M.Com.)
(Choice Based Credit System) REVISED REGULATIONS
(w.e.f.2013 – 2014 onwards)
Consumer Behavior
Elective – II

Consumer Rights and Education

Unit I

Consumer Movement in India Profile of Indian Consumer –Problems of Indian Consumers – Consumerism-ill effects of consumerism/Limitation of ‘Buyer Beware’ concept

Unit II

Right of Consumers- Responsibilities of Consumers –Consumer Education & awareness building – unfair trade practices –Caveat emptor

Unit III

Consumer Protection Act- Main Provisions –Redressal forums –District Level –State Level and National Level –Powers & Functions –Filing of Complaints Procedure Regulatory Authorities & OMBUDSMAN

Unit IV

Consumer pressure groups-voluntary consumer organizations-Consumer Protection Councils Remedy & Redressal of Grievances –Legal and non-legal

Unit V

Consumer satisfaction and social Responsibility of Business – Consumer Communication – **ethics in advertisement**- Consumer care mechanism in Private and Public Sector

Book References

1. Indian consumer protection Act
2. Law of consumer protection – Avatar singh – Eastern Book Company
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1.3.1 Institution integrates crosscutting issues

APPENDIX – 27(R) UNIVERSITY OF MADRAS
MASTER OF COMMERCE (M.Com.)
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(w.e.f.2013 – 2014 onwards)
Advertising and Salesmanship

Objective:

To enable students to learn the nuances of target marketing and personal selling and public relations

UNIT I

Introduction to Integrated Marketing Communication – Components of Marketing communication – Advertising – Salesmanship and public relations – The role of Integrated Marketing communication in marketing process – Evaluation of marketing strategy and analysis. Evaluating Social, **Ethical** and Economical aspects of advertising

UNIT II

Identification of Target markets – Organization for Advertising and Salesmanship – The communication process – Sources – Message and channel factors –Advertising objectives and Budgeting – Determining the promotional objectives – DAGMAR approach – Media planning and strategy

UNIT III

Determining different media strategy – Media mix – Evaluation of broadcast media – Evaluation of Print media and evaluation of other support media such as Home media and In-store media and Internet media

UNIT IV

Direct Selling – Role of Salesmanship in direct selling – Evaluating the role of salesmanship and his effectiveness – The Internet and interactive media – Measuring its effectiveness

UNIT V

Personal selling and Public relations – The role of personal selling and public relations in Integrated Marketing communication – Contribution of Personal selling with other media – Evaluating its effectiveness

BOOK REFERENCES

1. George E.Belch and Michael A.Belch, Advertising and Promotion, McGraw Hill Company
2. Ronald, Karen Whitehill king, and J.Thomas Russell, Kleppner's Advertising Procedure, Pearson Education International, Prentice Hall
3. Sarangi, Advertising and Sales Promotion, Asian Books
4. Gupta, Advertising and Sales Promotion, EPH Publisher

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