DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU
(Affiliated to Kannur University Approved by Government of Kerala)
ANGADIKADAVU P.O., IRITTY, KANNUR – 670706

COURSE PLAN

MSW

(2019-21)

SEMESTER - IV

ACADEMIC YEAR - (2020-21)

IV Semester MSW (2019 - 21)

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

TIME TABLE

Day	09.50 Am - 10.45 Am	10.45 Am -11.40 Am	11.55 Am - 12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm	03.30 Pm 4.30 Pm
1	MSW4C14 MSW4C14 Project Planning and Implementation	. MSW4C13 HRM &HRD	MSW4C15(MP) Social Work in Medical and Psychiatric Setting	MSW4C16(MP) Therapeutic Information for Social Workers	MSW4C15(CD) Rural and Urban Community Development	MSW4C15(HR) Labor Legislations and Labor Law Applications
2	MSW4C13 HRM &HRD	MSW4C14 MSW4C14 Project Planning and Implementation	MSW4C15(CD) Rural and Urban Community Development	MSW4C16(CD) Development Communication and Education for Development	MSW4C16 (HR) Organizational Behaviour, Development and Change	MSW4C15(HR) Labor Legislations and Labor Law Applications
3	MSW4C14 MSW4C14 Project Planning and Implementation	MSW4C13 HRM &HRD	MSW4C15(MP) Social Work in Medical and Psychiatric Setting	MSW4C16 (HR) Organizational Behaviour, Development and Change	MSW4C15(CD) Rural and Urban Community Development	MSW4C15(HR) Labor Legislations and Labor Law Applications
4	MSW4C14 MSW4C14 Project Planning and Implementation	MSW4C13 HRM &HRD	MSW4C16(CD) Development Communication and Education for Development	MSW4C15(MP) Social Work in Medical and Psychiatric Setting	MSW4C16 (HR) Organizational Behaviour, Development and Change	MSW4C16(MP) Therapeutic Information for Social Workers
5	MSW4C13 HRM & HRD	MSW4C14 MSW4C14 Project Planning and Implementation	MSW4C16(CD) Development Communication and Education for Development	. MSW4C15(HR) Labor Legislations and Labor Law Applications	MSW4C16 (HR) Organizational Behaviour, Development and Change	MSW4C16(MP) Therapeutic Information for Social Workers

Subject Code:	MSW4C13
Subject Name:	Human Resource Management and Human Resource Development
No. of Credits:	3
No. of Contact Hours:	54
Hours per Week:	3
Name of the Teacher:	Vipin K. J.

Module –I:

Management: Principles, Philosophy and Concept of Management: Principles, Functions, Concept of Business Organisations, Outline of different Management functions – Production, Sales, Advertising &Marketing, Finance, Capital Mobilization, Stocks and Shares.

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

Module – II:

Human Resource Planning: Concept and process, as part of Enterprise Resource Planning. Recruitment – concept, methods, modern technology & recruitment, job description, job specification, job classification, job analysis. Selection – process, methods used, assessment centre, induction and placement

Recruitment: Theories, process methods and problems: Selection –procedures, steps and selection policy .Psychological testing – Purposes, Nature, type of testing. Interview – Types, technique, Guideline for effective Interview. Placement,, Orientation, Induction. Promotion: Purposes, type, Promotion programme and procedure Demotion –Causes .Transfer-purposes, policy and procedures. Separation, Retirement, superannuation, Voluntary Retirement. Retention: Need & objectives, concept, methods and exit interviews

Wage and Salary Administration: Definition, types, theories, wage determination, wage policy, wage structure, wage differentials, wage survey, wage standardization, wage regulation, wage boards in India, allowances, bonus and profit sharing. Executive compensation and benefits: Models of compensation, benefits, flexible pay, variable pay, performance linked incentive programme personal taxation. HR & IT: Office automation, Human Resource Audit, Human Resource Information System – People Soft, SAP, Enterprise Resource Planning.

Module – III:

Training and Development: Need, importance and objectives, principles and theories of training, training policy, methods and techniques of training, Training Need Analysis, training evaluation.

Performance Appraisal System: Concept, techniques, Approach and Importance Performance Management System, employee development, Personnel records

Module-IV:

Application of MIS and computers in HR system: Meaning, scope, available software its applications and limitations of computers and software in HR system. Modern Management Practices: JIT, 5S, TPM, TQM, Quality Control, Kaizen, ISO,

PCMM, BPR, BPO, Balance Score Card; Current trends in HR

Corporate Social Responsibility: Definition, concepts, overview of corporate social responsibility, corporate community participation & Role and skills of Social worker in CSR.

Module- V:

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

Books for Reference

1.   **Armstrong, Mechael Baron, Angela** (2006) Handbook of Strategic HRM, Mumbai : Jaico Publishing House
2.   **Bhagoliwel, T. N.** (1990) Personnel Management and IR, Agra : Sahitya Bhavan Hospital
3.   **Botton, Trevor** (2001) An Introduction to Human Resource Management, New Delhi **:** Infinity Books
4.   **Flippo, Edwin B**. (1971) Principles of Personnel Management Ed. 4, Tokyo : McGraw Hill Publication
5.   **Pattanayak, B. and Verma, Harish C**. (1998) : Human Resource Management, New Delhi : Wheeler Publication
6.   **Rao, P. Subba** (1999) Essentials of Human Resource Management & I. R; Mumbai : Himalaya Pub.
7.   **Saiyadain, Mirza S.** (1988) Human Resource Management; New Delhi : Tata McGraw – Hill Publication Com. Ltd.
8.   **Sehgal, Seema** (2006) Handbook on Competency Mapping, New Delhi : Sage Publication

General References :
1. **Akhilesh, K. B. and Nagaraj, D. R. Edu.** (1990) Human Resource Management 2000, New Delhi : Wiley Eastern Ltd.

2. **Aswathappa, K (**2001) Human Resource Management, Text & Cases, New Delhi : Tata McGraw-Hill Edition

3. **Batia, S. K**. (2006) Human Resource Management, New Delhi : Deep & Deep Publication

4. **Cursen Ron** (1980) Personnel Management; New York : Hadder and Stoughton 5. **Dale, B. G. etc**. (2001) Managing Quality and Human Resources, New Delhi : Infinity Books

6. **Ghosh, Subratesh** (1980) Personnel Management Text & Cares; New Delhi : Oxford and IBH Pub.

7. **Gokhale, Shyamkant** (1981) Personnel Management & Org. Behavior; Poona : Susheel Prakashan

8. **Gupta, R. M**. Ed. Etc (1976) Personnel Management in India; Personnel Management Mumbai : Asia Publication House

9. **Jucius, Michel** (1997) Personnel Management; Mumbai : Oxford University Press

10. **Kumar, Prem and Ghosh, Asit, K. Ed** (1991) Personnel Management and IR, New Delhi : Anmol Publications

11. **Mamoria, C. B**. (1994) Personnel Management Ed. 12, Mumbai : Himalaya Pub. House

12. **Monappa, Arun and Saiyadain, Mirza, S.** (1999) Personnel Management; New Delhi : Tata McGraw Hill

13. **Moorthy, M. V**. (1992) Human Resource Management, Banglore : R & M Associates

14. **Pattanayak, Biswajeet** (2002) Human Resource Management, New Delhi : Prentice- Hall of India

15. **Sarma, A. M**. (1998) Personnel & Human Resource Management; Mumbai : Himalaya Publication House

16. **Scott, Walter Dill, etc** Personnel Management Ed. 6 (1977); New Delhi : Tata McGraw Hill Publication

17. **Sigh, M. K. and Bhattacharya, A. Ed**. (1990) Personnel Management, New Delhi : Discovery Publishing House

18. **Tripathi, P. C.** (1978) Personnel Management; Theory & Practice; New Delhi : Sultan Chand & Sons

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	16-11-2020 To 20-11-2020	1	**Management:** Principles, Philosophy and Concept of Management: Principles, Functions, Concept of Business Organisations
		2	Outline of different Management functions – Production, Sales, Advertising &Marketing, Finance, Capital Mobilization, Stocks and Shares.
		3	**Human Resource Management**: : Concept, Work organization, People at Work

No of Weeks	Dates	Session	Topic
2	23-11-2020 To 27-11-2020	4	Human factor in Management, importance of Human Resource in industry, Hawthorne studies
		5	Human Relations Movement, evolution of HRM in India
		6	Role and importance of HRM as part of general management objectives and Functions
3	30-11-2020 To 04-12-2020	7	**Role of Personnel/ HR Manager**: Essential qualities, core competencies
		8	Role, Functions and importance of Personnel Managers/ H R managers in industrial organizations
		9	Changing role and emerging challenges before HR managers in the context of SHRM
4	07-12-2020 To 11-12-2020	10	Class test
		11	**Human Resource Planning**: Concept and process, as part of Enterprise Resource Planning
		12	Recruitment – concept, methods, modern technology & recruitment, job description, job specification, job classification, job analysis
5	14-12-2020 To 18-12-2020	13	Selection – process, methods used, assessment centre, induction and placement
		14	**Recruitment**: Theories, process methods and problems: Selection –procedures, steps and selection policy .Psychological testing – Purposes, Nature, type of testing.
		15	Interview – Types, technique, Guideline for effective Interview. Placement,, Orientation, Induction
6	21-12-2020 To 25-12-2020	21 December	**Christmas Vacation**
		22 December	**Christmas Vacation**
		23 December	**Christmas Vacation**
		24 December	**Christmas Vacation**
		25 December	**Christmas**
7	28-12-2020 To 01-01-2021	16	Promotion: Purposes, type, Promotion programme and procedure Demotion –Causes
		17	Transfer- purposes, policy and procedures. Separation. Retirement and superannuation, Voluntary Retirement. Retention: Need & objectives, concept, methods and exit interviews
		18	**Wage and Salary Administration**: Definition, types, theories, wage determination, wage policy, wage structure, wage differentials, wage survey, wage standardization, wage regulation, wage boards in India, allowances, bonus and profit sharing
8	04-01-2021	19	Executive compensation and benefits: Models of compensation, benefits, flexible pay, variable pay,

No of Weeks	Dates	Session	Topic
	To 08-01-2021		performance linked incentive programme personal taxation
		20	HR & IT: Office automation, Human Resource Audit, Human Resource Information System – People Soft, SAP, Enterprise Resource Planning
		21	Class test
9	11-01-2021 To 15-01-2021	22	**Training and Development:** Need, importance and objectives
		23	Principles and theories of training
		24	Training policy, methods and techniques of training
10	18-01-2021 To 22-01-2021	25	Training Need Analysis, training evaluation
		26	**Performance Appraisal System:** Concept, techniques
		27	Approach and Importance Performance Management System
11	25-01-2021 To 29-01-2021	28	Employee development, Personnel records
		26 January	Republic Day - Holiday
		29	Class test
		30	**Application of MIS and computers in HR system:** Meaning, scope
12	01-02-2021 To 05-02-2021	31	Available software its applications and limitations of computers and software in HR system
		32	Modern Management Practices: JIT, 5S, TPM, TQM
		33	Quality Control, Kaizen, ISO, PCMM, BPR, BPO, Balance Score Card
13	08-02-2021 To 12-02-2021	34	Current trends in HR
		35	**Corporate Social Responsibility:** Definition, concepts, overview of corporate social responsibility
		36	Corporate community
14	15-02-2021 To 19-02-2021	37	Participation Role and skills of Social worker in CSR
		38	Class test
		39	Human Resource Development: Definition, Importance of good HR practices
15	22-02-2021 To 26-02-2021	40	Contribution of HR instruments, Processes, Outcomes for Organizational Effectiveness
		41	The HRD Function: The tasks structure and functions of the HRD department
		42	Qualities and competency requirements of HRD managers
16	01-03-2021 To 05-03-2021	43	HRD and Systems Concepts: Elements of a good HRD system
		44	Various HRD sub-systems
		45	HR and IT - office automation – HR Audit and HRIS
17	08-03-2021	46	People soft, SAP, ERP

No of Weeks	Dates	Session	Topic
	To 12-03-2021	47	Class test
		48	**Assignment presentation**
		11 March	Maha Sivarathri - Holiday
18	15-03-2021 To 19-03-2021	49	
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
		50	**Revision -Module1,2**
19	22-03-2021 To 26-03-2021	51	**Revision –Module 3,4,5**
		52	University exam question paper discussion
		53	University exam question paper discussion
20	22-03-2021 To 26-03-2021	54	University exam question paper discussion
21	29-03-2021 To 02-04-2021	29 March	**Talent Hunt**
		31 March	**Easter vacation**
		01 April	**Easter vacation**
		02 April	**Easter vacation**
22	05-04-2021 To 09-04-2021	05 April	**Easter vacation**
		06 April	**Easter vacation**
		07 April	**Easter vacation**
			Study Leave
			Study Leave
23	05-04-2021 To 09-04-2021		**Study Leave**
			Study Leave
			Study Leave
			Study Leave
			Study Leave

Subject Code:	MSW4C14
Subject Name:	Project Planning and Implementation
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Zaviarkutty Francis

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

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

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

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

Module – V
Monitoring: Meaning and importance. Developing effective monitoring information system. Project evaluation, Need for evaluation. General Criteria for evaluation. Achievement of targets – utilization of benefits. People's participation, educative value, deviation fromoriginal plans. Procedural accuracy, efficiency of supervision. Public relations.

Module – VI:
Indicators of impact – types of evaluation. Study of various projects in Kerala. Workshop on project evaluation.

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

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	16-11-2020 To 20-11-2020	1	Familiarization of syllabus –teaching methods
		2	Setting ground rules- norms
		3	Project - Definition and Importance.
		4	Purpose and elements of project
		5	Purpose and elements of project- contd
2	23-11-2020 To 27-11-2020	6	Steps in Participatory Project Planning.
		7	Steps in Participatory Project Planning
		8	Identifying the project area and target groups.
		9	Identifying the project area and target groups – contd.
		10	Identifying the project area and target groups - Contd.
3	30-11-2020 To 04-12-2020	11	Baseline survey
		12	Baseline survey
		13	Need Identification Determining Principles
		14	Need Identification Determining Principles
		15	PRA: Philosophy, scope and techniques
4	07-12-2020 To 11-12-2020	16	PRA: Philosophy, scope and techniques contd.
		17	PRA: Philosophy, scope and techniques contd.
		18	Different tools of PRA
		19	Assignment on PRA techniques
		20	Assignment Presentation
5	14-12-2020 To 18-12-2020	21	Assignment Presentation
		22	Assignment Presentation
		23	Determining the goals and objectives of the Project
		24	Determining the goals and objectives of the Project
6	21-12-2020 To 25-12-2020	21 December	**Christmas Vacation**
		22 December	**Christmas Vacation**
		23 December	**Christmas Vacation**
		24 December	**Christmas Vacation**
		25 December	**Christmas**
7	28-12-2020 To 01-01-2021	25	Preparation of action plan. Milestones &. Tone schedule
		26	Assessing feasibility.
		27	Cost benefit analysis
		28	Cost benefit analysis

No of Weeks	Dates	Session	Topic
		29	Cost benefit analysis
8	04-01-2021 To 08-01-2021	30	Logical Frame Work Analysis (LFA)
		31	Logical Frame Work Analysis
		32	Logical Frame Work Analysis
		33	Project Preparation with LFA
		34	Project preparation with LFA
9	11-01-2021 To 15-01-2021	35	**Project Presentation**
		36	**Project Presentation**
		37	**Project Presentation**
		38	**Project Presentation**
		39	**Project Presentation**
10	18-01-2021 To 22-01-2021	40	Project implementation
		41	Resource mobilization
		42	Critical path method.
		43	Identification of beneficiaries
		44	Formation of people's groups,
11	25-01-2021 To 29-01-2021	45	Formation of people's groups,
		26 January	Republic Day - Holiday
		46	Formation of people's groups,
		47	Peoples' participation.
		48	Peoples' participation.
12	01-02-2021 To 05-02-2021	49	Class test on Formation & strengthening of Community Based Organizations
		50	Administration of the project
		51	Administration of the project
		52	Selection of personnel
		53	Selection of personnel
13	08-02-2021 To 12-02-2021	54	Training & Supervision
		55	Performance appraisal
		56	Public relations.
		57	Financial Management of the Project.
		58	Financial Management of the Project.
14	15-02-2021 To 19-02-2021	59	Project Auditing
		60	Public accountability
		61	Project stakeholders
		62	Project stakeholders
		63	Financial reporting
15	22-02-2021	64	Financial reporting

No of Weeks	Dates	Session	Topic
	To 26-02-2021	65	Monitoring: Meaning and importance
		66	Developing effective monitoring information system
		67	Project evaluation
		68	Need for Project evaluation
16	01-03-2021 To 05-03-2021	69	General Criteria for evaluation
		70	Achievement of targets – utilization of benefits
		71	People's participation,
		72	People's participation,
		73	Educative value of projects
17	08-03-2021 To 12-03-2021	74	Efficiency of supervision in Project designing
		75	Project planning & Public relations
		76	Indicators of Project impact
		77	Types of project evaluation
		11 March	Maha Sivarathri - Holiday
18	15-03-2021 To 19-03-2021	78	Types of project evaluation
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
		79	Project planning & Public relations
19	22-03-2021 To 26-03-2021	80	Indicators of Project impact
		81	Types of project evaluation
		82	Study of various projects in Kerala.
		83	Workshop on project evaluation.
		84	Workshop on project evaluation.
20	22-03-2021 To 26-03-2021	85	Class test
		86	Doubts clarification
		87	Revision of previous University Questions
		88	Revision of previous University Questions
		89	Revision of previous University Questions
21	29-03-2021 To 02-04-2021	29 March	**Talent Hunt**
		90	Revision of previous University Questions
		31 March	**Easter vacation**
		01 April	**Easter vacation**
		02 April	**Easter vacation**
22	05-04-2021 To 09-04-2021	05 April	**Easter vacation**
		06 April	**Easter vacation**
		07 April	**Easter vacation**
			Study Leave

No of Weeks	Dates	Session	Topic
			Study Leave
23	05-04-2021 To 09-04-2021		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave

Subject Code:	MSW4C15(MP)
Subject Name:	Social Work in Medical and Psychiatric Setting
No. of Credits:	3
No. of Contact Hours:	54
Hours per Week:	3
Name of the Teacher:	Ayana Swaminadhan

Module –I:

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

Module – II:

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

Module – III:

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

Module- IV:

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

Module- V

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

Books for Reference

1. Dora, Gold Stien (1954) Expanding Horisons in Medical Social Work, Chicago : The University of Chicago Press
2. Dora, Goldstain (1954) Readings in Theory and Practice in Medical Social Work, Chicago : The University of Chicago Press

3. Park, J. E & Park, K.(1997) Preventive and Social Medicine, Jabalpur : BanaridasBhanot
4. Varma, Ratna ((1991) Psychiatric Social Work in India, New Delhi : Sage Publication
5. Wikocks C. (1967) Manson's Tropical DeseasesBailliere, Tindall : Cassell

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	16-11-2020 To 20-11-2020	1	Introduction- Syllabus
		2	Psychiatric Social Work: Concept, definition meaning, scope
		3	Psychiatric Social Work: Concept, definition meaning, scope
2	23-11-2020 To 27-11-2020	4	Evolution of medical social work in UK
		5	Evolution of medical social work in USA
		6	Evolution of medical social work in INDIA
3	30-11-2020 To 04-12-2020	7	Evolution of psychiatric social work in UK
		8	Evolution of psychiatric social work in USA
		9	Evolution of psychiatric social work in INDIA
4	07-12-2020 To 11-12-2020	10	Functions of medical and psychiatric social workers.
		11	Class Test-1
		12	The concept of patient as a person.
5	14-12-2020 To 18-12-2020	13	Social and emotional factors involved in disease.
		14	Hospitalization and its implication on patient and the family members
		15	Hospitalization and its implication on patient and the family members
6	21-12-2020 To 25-12-2020	21 December	**Christmas Vacation**
		22 December	**Christmas Vacation**
		23 December	**Christmas Vacation**
		24 December	**Christmas Vacation**
		25 December	**Christmas**
7	28-12-2020 To 01-01-2021	16	Assignment Presentation
		17	Assignment Presentation
		18	Death and dying, reaction to terminal illnesses
8	04-01-2021 To 08-01-2021	19	Impact of cultural factors on illnesses
		20	Problems of psychiatric patients during pre hospital, post hospital phase patient, family and community perspective
		21	Problems of psychiatric patients during pre hospital, post hospital phase patient, family and community perspective

No of Weeks	Dates	Session	Topic
9	11-01-2021 To 15-01-2021	22	Problems of psychiatric patients during pre hospital, post hospital phase patient, family and community perspective
		23	Assignment Presentation
		24	Assignment Presentation
10	18-01-2021 To 22-01-2021	25	Family potential for psychiatric treatment
		26	Present practice and equipment of medical social work in various settings in Indian Context: General Hospitals, Government Hospitals
		27	Present practice and equipment of medical social work in various settings in Indian Context: Corporate and private, Specific disease hospitals
11	25-01-2021 To 29-01-2021	28	Present practice and equipment of medical social work in various settings in Indian Context: Specialized Clinics, community health centers,
		26 January	Republic Day - Holiday
		29	Present practice and equipment of medical social work in various settings in Indian Context: Schools for the physically and mentally challenged, sheltered workshops
		30	Present practice and equipment of medical social work in various settings in Indian Context: Residential institutions for physically and mentally challenged.
12	01-02-2021 To 05-02-2021	31	Present practice of psychiatric social work in Clinical settings: Mental health Institutions, psychiatric departments in general hospitals.
		32	Present practice of psychiatric social work in Clinical settings: private psychiatric clinics.
		33	Present practice of psychiatric social work in Clinical settings: half way homes, day care centers.
13	08-02-2021 To 12-02-2021	34	Present practice of psychiatric social work in Clinical settings: child guidance clinics
		35	Present practice of psychiatric social work in Clinical settings: sheltered workshops
		36	Present practice of psychiatric social work in Clinical settings: Departments of Teaching Hospitals including Dept of Preventive and social Medicine in Medical Colleges.
14	15-02-2021 To 19-02-2021	37	Present practice of psychiatric social work in Clinical settings: Departments of Teaching Hospitals including Dept of Preventive and social Medicine in Medical Colleges.
		38	Practice of medical and psychiatric social work in facilitative settings: Social Work in Schools.
		39	Social Work in Industry.
15	22-02-2021	40	Supportive services and networking for practice of medical

No of Weeks	Dates	Session	Topic
	To 26-02-2021		and psychiatric Social Work
		41	Supportive services and networking for practice of medical and psychiatric Social Work
		42	Supportive services and networking for practice of medical and psychiatric Social Work
16	01-03-2021 To 05-03-2021	43	Teamwork in Medical and Psychiatric settings.
		44	Skills and techniques used in medical and psychiatric social work practice.
		45	Skills and techniques used in medical and psychiatric
17	08-03-2021 To 12-03-2021	46	Social work practice.
		47	Use of methods of Social working Medical and Psychiatric Setting.
		48	Use of methods of Social workin Medical and Psychiatric Setting.
		11 March	Maha Sivarathri - Holiday
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
19	22-03-2021 To 26-03-2021	49	Class Test
		50	Assignment Presentation
		51	Assignment Presentation
20	22-03-2021 To 26-03-2021	52	Assignment Presentation
		53	Assignment Presentation
		54	University Question paper discussion
21	29-03-2021 To 02-04-2021	29 March	**Talent Hunt**
		31 March	**Easter vacation**
		01 April	**Easter vacation**
		02 April	**Easter vacation**
22	05-04-2021 To 09-04-2021	05 April	**Easter vacation**
		06 April	**Easter vacation**
		07 April	**Easter vacation**
			Study Leave
			Study Leave
23	05-04-2021 To 09-04-2021		**Study Leave**
			Study Leave
			Study Leave
			Study Leave
			Study Leave

Subject Code:	MSW4C16(MP)
Subject Name:	Therapeutic Information for Social Workers
No. of Credits:	3
No. of Contact Hours:	54
Hours per Week:	3
Name of the Teacher:	Aneesha Siby

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

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

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

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

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

Books for Reference
1. Clifford, Morgen and King, Richard (1975) Introduction to Psychology, New York :McGraw Hill Inc.
2. Colman, James C. &Broen William E. (1972) Abnormal Psychology and Modern life, India : D.B. Taraporevala Sons and Co. Pvt. Ltd.
3. Gardner, Murphy (1964) An Introduction to Psychology, Calcutta : Oxford and
IBH Publishing Co

4. Hurlock, Elizabeth (1976) Personality Development, New Delhi :Tata McGraw Hill Publishing Co. Ltd.
5. Mangal, S. K. .(2007) General Psychology, New Delhi : Sterling Publisher Pvt. Ltd.
6. Munn, Norman (1962) Introduction to Psychology, Boston : Houghton Mifflin Company
7. Sherif, Muzafer andSherif, Carolyn W. (1969) Social Psychology, New York : Harper and Row.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	16-11-2020 To 20-11-2020	1	Introduction- Syllabus
		2	Sigmund Freud: Psycho Dynamic Therapy
		3	Sigmund Freud: Psycho Dynamic Therapy
2	23-11-2020 To 27-11-2020	4	Carl Gustav Jung: Analytic Psychotherapy,
		5	Carl Gustav Jung: Analytic Psychotherapy,
		6	Erik H. Erikson: Psycho Social Theory of Development,
3	30-11-2020 To 04-12-2020	7	Erik H. Erikson: Psycho Social Theory of Development,
		8	Erik H. Erikson: Psycho Social Theory of Development,
		9	Alfred Adler: Adlerian Therapy
4	07-12-2020 To 11-12-2020	10	Alfred Adler: Adlerian Therapy
		11	Erich Fromm: Loneliness, Solution to Loneliness, Character Types.
		12	Erich Fromm: Loneliness, Solution to Loneliness, Character Types.
5	14-12-2020 To 18-12-2020	13	Albert Ellis: Rational Emotive Behaviour Therapy (REBT)
		14	Albert Ellis: Rational Emotive Behaviour Therapy (REBT),
		15	Albert Ellis: Rational Emotive Behaviour Therapy (REBT),
6	21-12-2020 To 25-12-2020	21 Dece1mber	**Christmas Vacation**
		22 December	**Christmas Vacation**
		23 December	**Christmas Vacation**
		24 December	**Christmas Vacation**
		25 December	**Christmas**
7	28-12-2020 To 01-01-2021	16	Albert Ellis: Rational Emotive Behaviour Therapy (REBT),
		17	Aaron T Beck: Cognitive Therapy
		18	Aaron T Beck: Cognitive Therapy
8	04-01-2021 To 08-01-2021	19	Aaron T Beck: Cognitive Therapy
		20	Donald Meichenbaum : Cognitive Behaviour Modification
		21	Donald Meichenbaum : Cognitive Behaviour Modification
9	11-01-2021 To	22	Donald Meichenbaum : Cognitive Behaviour Modification
		23	George A. Kelly: Personal Construct Counseling and Psychotherapy.

No of Weeks	Dates	Session	Topic
	15-01-2021	24	George A. Kelly: Personal Construct Counseling and Psychotherapy.
10	18-01-2021 To 22-01-2021	25	George A. Kelly: Personal Construct Counseling and Psychotherapy.
		26	Assignment
		27	Assignment
11	25-01-2021 To 29-01-2021	28	Assignment
		26 January	Republic Day - Holiday
		29	Ivan Pavlov: Classical Conditioning William Glasser: Reality Therapy
		30	Ivan Pavlov: Classical Conditioning
12	01-02-2021 To 05-02-2021	31	B.F. Skinner: Operant Reinforcement theory
		32	B.F. Skinner: Operant Reinforcement theory
		33	William Glasser: Reality Therapy
13	08-02-2021 To 12-02-2021	34	Arnold A Lazarus: Behavior Therapy.
		35	Arnold A Lazarus: Behavior Therapy.
		36	Arnold A Lazarus: Behavior Therapy.
14	15-02-2021 To 19-02-2021	37	Class Test
		38	Class Test
		39	Viktor Frankl: Logo Therapy
15	22-02-2021 To 26-02-2021	40	Viktor Frankl: Logo Therapy
		41	Carl Rogers: Person CenteredCounseling and Psychotherapy
		42	Carl Rogers: Person CenteredCounseling and Psychotherapy
16	01-03-2021 To 05-03-2021	43	Erik Berne: Transactional Analysis
		44	Frederick Perls: Gestalt Therapy.
		45	Frederick Perls: Gestalt Therapy.
17	08-03-2021 To 12-03-2021	46	Assignment
		47	Murray Bowen: Multi generational Family Therapy
		48	Murray Bowen: Multi generational Family Therapy
		11 March	Maha Sivarathri - Holiday
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
19	22-03-2021 To 26-03-2021	49	Group Therapy: Types – Traditional Group Therapies.
		50	Seminar
		51	Seminar
20	22-03-2021	52	Seminar

No of Weeks	Dates	Session	Topic
	To 26-03-2021	53	Seminar
		54	University Question paper discussion
21	29-03-2021 To 02-04-2021	29 March	**Talent Hunt**
		31 March	**Easter vacation**
		01 April	**Easter vacation**
		02 April	**Easter vacation**
22	05-04-2021 To 09-04-2021	05 April	**Easter vacation**
		06 April	**Easter vacation**
		07 April	**Easter vacation**
			Study Leave
			Study Leave
23	05-04-2021 To 09-04-2021		**Study Leave**
			Study Leave
			Study Leave
			Study Leave
			Study Leave

Subject Code:	MSW4C15(CD)
Subject Name:	Rural and Urban Community Development
No. of Credits:	3
No. of Contact Hours:	54
Hours per Week:	3
Name of the Teacher:	Fr. Rony Sebatian

Module –I:

Introduction to Rural and Urban Community Development

Definitions, concepts and objectives of rural community development, history and `evolutions of rural community development models in India. Concepts of urban, urbanism, urban community development, urbanization. Principles and Theories of urban development

Module – II:

Strategies, Approaches and Policies in Rural and Urban Community Development

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

Module – III:

Programmes for Rural and Urban Development

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

No of Weeks	Dates	Session	Topic

Module – IV:

Local self government and Cooperatives in Rural and Urban Development

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

Module – V:

Civil Society and NGOs in Rural Development

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

Books for Reference

1. Barik, C.K & Sahoo, U.C. (2008). *Panchayati raj institutions and rural development*. Jaipur: Rawat.
2. Bhose, J.S.G.R. (2003). *NGOs and rural development: Theory and practice*. New Delhi: Concept.
3. Johri, P.K. (2005). *Social work for community development*. New Delhi: Anmol.
4. Munjal, S. (1997). *Rural development and cooperation* .Jaipur: Sublime.
5. Sharma, R.K. (1997). *Rural sociology*. New Delhi: Atlantic.
6. Singh. (2009). *Rural development principles, policies and management*. New Delhi: Sage.
7. Sisodia, Y.S. (2007). *Rural development: Macro-micro realities*. Jaipur: Rawat.
8. Tripathy, S.N (1998). *Cooperatives for Rural Development*. New Delhi: Discovery.
9. Das, A.K. (2007). *Urban planning in India*. New Delhi: Rawat.
10. Goel, S.L. & Dhaliwal, S.S. (2004). *Slum improvement through participatory urban based community structures* .New Delhi: Deep & Deep. 11. Jayapalayan.N. (2002). *Urban Sociology*. New Delhi: Atlantic.
12. Nath, V. & Aggrawal S.K. (2007). *Urbanization, urban development and metropolitan cities in India.* New Delhi: Concept.
13. Reddy J.S. (2006). *Indian's urban problems*. New Delhi ISI.
14. Thudipara J.Z. (2007).*Urban community development* (ed.2). New Delhi: Rawat.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	16-11-2020 To 20-11-2020	1	**Introduction to Rural and Urban Community Development: Introduction**
		2	Definitions, concepts and objectives of rural community development
		3	History and evolutions of rural community development models in India
2	23-11-2020 To 27-11-2020	4	Concepts of urban, urbanism
		5	Urban community development, urbanization
		6	Principles and Theories of urban development
3	30-11-2020 To 04-12-2020	7	Class test
		8	**Strategies, Approaches and Policies in Rural and Urban Community Development: Introduction**
		9	Concept of sustainability and sustainable development
4	07-12-2020 To 11-12-2020	10	Various Approaches to rural development in India
		11	A critical review of India's strategies for Rural development
		12	Rural development policies in India
5	14-12-2020 To 18-12-2020	13	National and state polices for urban development
		14	National and state polices for urban development
		15	Five year plans and urban development
6	21-12-2020 To 25-12-2020	21 December	**Christmas Vacation**
		22 December	**Christmas Vacation**
		23 December	**Christmas Vacation**
		24 December	**Christmas Vacation**
		25 December	**Christmas**
7	28-12-2020 To 01-01-2021	16	Welfare programmes for urban poor
		17	Urban development authorities at national and state levels.
		18	Models of urban development in India.
8	04-01-2021 To 08-01-2021	19	Public Private Partnership (PPP) for Urban Development
		20	**Class test**
		21	Programmes for Rural and Urban Development: Introduction
9	11-01-2021 To 15-01-2021	22	Ongoing programmes of Ministry of Rural Development and Panchyathi Raj ofGOI and GOK.
		23	Analysis of Mahatma Gandhi National Rural Employment Grantee Scheme (MGNREGS).

No of Weeks	Dates	Session	Topic
		24	Programmes of Ministry of Urban Development at national and state levels.
10	18-01-2021 To 22-01-2021	25	Urban housing schemes in Kerala.
		26	Programmes of urban cooperative banks in Kerala
		27	Local self government and Cooperatives in Rural and Urban Development: Introduction
11	25-01-2021 To 29-01-2021	28	An Analysis of 73rd and 74th constitution amendment act
		26 January	Republic Day - Holiday
		29	Concept of decentralized governance in India
		30	Administrative set up for Panchyathi Raj Institution (PRI)
12	01-02-2021 To 05-02-2021	31	Structure and functions of rural and urban local selfgovernment institutions in Kerala
		32	Programmes of rural and urban local bodies in Kerala
		33	An Analysis of Cooperative Movement and its contribution towards Rural development in India
13	08-02-2021 To 12-02-2021	34	Class test
		35	Civil Society and NGOs in Rural Development: Introduction
		36	Theory of Voluntarism and voluntary action for empowerment of rural communities
14	15-02-2021 To 19-02-2021	37	Theory of Voluntarism and voluntary action for empowerment of rural communities
		38	NGOs intervention in Rural development
		39	NGOs intervention in Rural development
15	22-02-2021 To 26-02-2021	40	Local initiatives and leadership in empowering rural communities
		41	Local initiatives and leadership in empowering rural communities
		42	Case studies of Corporate Social Responsibility (CSR) and Rural Community Development
16	01-03-2021 To 05-03-2021	43	Case studies of Corporate Social Responsibility (CSR) and Rural Community Development
		44	NGOs intervention in urban problems and urban community development Programme of CAPART in Rural development.
		45	NGOs intervention in urban problems and urban community development Programme of NABARD in Rural development.
17	08-03-2021 To 12-03-2021	46	NGOs intervention in urban problems and urban community development Programme of CSWB in Rural development.
		47	. Role of civil society organizations (Resident associations and citizen clubs) in urban community development

No of Weeks	Dates	Session	Topic
		48	Role of civil society organizations (Resident associations and citizen clubs) in urban community development
		11 March	Maha Sivarathri - Holiday
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
19	22-03-2021 To 26-03-2021	49	Intervention of Corporate in urban problems:
		50	Case studies of Corporate Social Responsibilities (CSR) for urban community development.
		51	Class test
20	22-03-2021 To 26-03-2021	52	Revision
		53	Revision
		54	University Question paper discussion
21	29-03-2021 To 02-04-2021	29 March	**Talent Hunt**
		31 March	**Easter vacation**
		01 April	**Easter vacation**
		02 April	**Easter vacation**
22	05-04-2021 To 09-04-2021	05 April	**Easter vacation**
		06 April	**Easter vacation**
		07 April	**Easter vacation**
			Study Leave
			Study Leave
23	05-04-2021 To 09-04-2021		**Study Leave**
			Study Leave
			Study Leave
			Study Leave
			Study Leave

Subject Code:	MSW4C16(CD)
Subject Name:	**Development Communication and Education for Development**
No. of Credits:	3
No. of Contact Hours:	**54**
Hours per Week:	**3**
Name of the Teacher:	**Shamroc D Couto**

Module-01

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

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

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

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

Module- V:

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

Books for Reference

1. Dahama O.P: Education and Communication for Development
2. Tewari I.P: Communication Technology and Development
3. Berlo, David: The process of Communication
4. Cook, Glenn J: The Art of making people listen to you
5. Taylor, Anita: Communication
6. Rogers, Evertt: Communication of Innovations
7. Praddu & Rao: The mind of Mahatma Gandhi
8. Paulo Friere: Pedagogy of the oppressed
9. Robert Holmes Beek: Social History of Education
10. Kumud: Education: comparative study of Gandhi & Friere

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	16-11-2020 To 20-11-2020	1	Communication: Definition and Meaning
		2	Elements of communication process: interpersonal skills
		3	Elements of communication process: group communication skills
2	23-11-2020 To 27-11-2020	4	Barriers to effective communications
		5	Communication with community: Purpose
		6	Communication with community: Content
3	30-11-2020 To 04-12-2020	7	Revision
		8	Class Test
		9	Use of media for development
4	07-12-2020 To 11-12-2020	10	Folk media
		11	Puppetry
		12	Folk drama
5	14-12-2020 To 18-12-2020	13	Folk dances
		14	Street plays
		15	Interpersonal media: Flash cards
6	21-12-2020	21 December	**Christmas Vacation**

No of Weeks	Dates	Session	Topic
	To 25-12-2020	22 December	**Christmas Vacation**
		23 December	**Christmas Vacation**
		24 December	**Christmas Vacation**
		25 December	**Christmas**
7	28-12-2020 To 01-01-2021	16	Interpersonal media: Flannel graphs
		17	Interpersonal media: Role play
		18	Interpersonal media: Flip charts
8	04-01-2021 To 08-01-2021	19	Interpersonal media: Demonstrations
		20	Mass Media
		21	Mass media: Radio
9	11-01-2021 To 15-01-2021	22	Mass media: Television
		23	Mass media: Film shows
		24	Mass media: Print
10	18-01-2021 To 22-01-2021	25	Mass media: Posters
		26	Revision
		27	Empowerment of community through education: meaning
11	25-01-2021 To 29-01-2021	28	Importance of Education
		26 January	Republic Day - Holiday
		29	Types of education: Adult education
		30	Types of education: Social education,
12	01-02-2021 To 05-02-2021	31	Types of education: Health education,
		32	Types of education: Legal education
		33	Formal education
13	08-02-2021 To 12-02-2021	34	Informal types of education
		35	Programmes of National Literacy Mission
		36	Programmes of National Literacy Mission
14	15-02-2021 To 19-02-2021	37	Revision
		38	Class Test
		39	Key concepts of education from Paulo Freire
15	22-02-2021 To 26-02-2021	40	Problem-posing approach contrasted with banking approach
		41	Reflection and action radical transformation
		42	Mahatma Gandhi: philosophy of Nai Talim
16	01-03-2021	43	Education, democracy and peace
		44	Class Test

No of Weeks	Dates	Session	Topic
	To 05-03-2021	45	Four levels of awareness for social change: closed consciousness awakening consciousness
17	08-03-2021 To 12-03-2021	46	Four levels of awareness for social change: reforming consciousness, vibrating and transforming consciousness
		47	Strategies for social change: individual contact, campaign, conscientisation
		48	Strategies for social change: cultural action, legal action, violence, conflict management
		11 March	Maha Sivarathri - Holiday
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
19	22-03-2021 To 26-03-2021	49	Strategies for social change: negotiation, political organization, pressure group
		50	Revision
		51	Class Test
20	22-03-2021 To 26-03-2021	52	Revision
		53	Revision
		54	University Question paper discussion
21	29-03-2021 To 02-04-2021	29 March	**Talent Hunt**
		31 March	**Easter vacation**
		01 April	**Easter vacation**
		02 April	**Easter vacation**
22	05-04-2021 To 09-04-2021	05 April	**Easter vacation**
		06 April	**Easter vacation**
		07 April	**Easter vacation**
			Study Leave
			Study Leave
23	05-04-2021 To 09-04-2021		**Study Leave**
			Study Leave
			Study Leave
			Study Leave
			Study Leave

Subject Code:	MSW4C15 (HR)
Subject Name:	Labor Legislations and Labor Law Applications
No. of Credits:	3
No. of Contact Hours:	54
Hours per Week:	3
Name of the Teacher:	Honey A. K.

Module –I:

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

Module – II:

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

Module – III:

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

Module- IV:

Wage Legislation and Social Security Legislations: Payment of Wages Act, 1936,

Minimum Wages Act, 1948, Payment of bonus Act, 1965, Workmen's Compensation Act, 1923, Employee's State Insurance Act, 1948, Employee Provident Fund and Miscellaneous Provisions Act, 195 Benefit Act, 1961; Payment of Gratuity Act, 1972; The Maternity Benefit Act 1961,

Module- V:

Industrial Relations Legislations

Trade Unions Act, 1926 ; Industrial Disputes Act, 1947; Industrial Employment Standing Order Act 1946, Model standing Order, Trade Union Act 1926,

Module- VI:

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

Books for Reference

1. A.M.Sharma, - Industrial Relations Conceptual and Legal, Framework- Himalaya Publishing House.
2. Tripathi, - Personnel Management and Industrial Relations- Sultan Chand and Sons, 2001.
3. S.C.Srivatsava, Industrial Relations and Labour Laws-Vani Educational Books.
4. Dale Yoder and Paul Stau, - Personnel Management and Industrial Relations, 7th
Edition. Prentice Hall of India Pvt. Ltd., New Delhi, 1986

5. N D Kapoor - Elements of Industrial Law, Sultan Chand and Sons, 2001
6. Taxmann -Labour Laws
7. Ajay Garg. Labour Laws- One Should Know
8. Chakrabarti, B. K. (1974) Labour Laws of India, Calcutta : International Law Book
Centre

9. Goswami, V. G. (1986) Labour & Industrial Law, Allahabad : Central Law Agency 10. Jain, S. P. & Agrawal, Simmi (1997) Industrial & Labour Law, Delhi : Dhanpat Rai & Co. Pvt; Ltd.
11. Kumar, H. L. (1996) Employers rights under Labour Laws, Delhi : Universal Law Publishing Co. Pvt; Ltd.
12. Malik P. L. (1992) Industrial Law, Lucknow : Eastern Book com.
13. Saiyed, I. A. (2001) Labour Laws, Mumbai : Himalaya Publishing House 14. Sarma, A. M. (1996) Industrial Jurisprudence and Labour Legislation, Mumbai :
Himalaya Publishing House

15. Trivedi. P R: Pollution Management in Industries.
16. Trivedi. R K :Hand book on environmental laws guidelines compliance of standards – Volume 1 and 2.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	16-11-2020 To 20-11-2020	1	Introduction- Syllabus
		2	Origin of Law - Sources of Law - Legal Concepts: Rights - wrongs - Liability -Obligations-Duties - Powers - Immunity – Disability – Justice (distributive v/s corrective)
		3	Labour Administration and Judicial Administration
2	23-11-2020 To 27-11-2020	4	History of Labour Legislation – Labour in the Indian Constitution
		5	Industrial Jurisprudence
		6	Industrial Law as distinguished from common law
3	30-11-2020 To 04-12-2020	7	International abour Code (ILC
		8	Judicial set up and administration of Industrial and labour Judiciary.
		9	ILO and Labour Administration; Approaches Enforcement of Labour Law
4	07-12-2020 To 11-12-2020	10	Traditional and Modern; Labour Administration at the Central level; Labour Administration at the State level
		11	Office of Labour Commissioner (Central and State)
		12	Adjudication of Industrial Disputes: the role, function and powers of the Labour court/Industrial Tribunal
5	14-12-2020 To 18-12-2020	13	The Directorate of Factories/ Chief Inspector of Factories
		14	The Employee State Insurance Corporation
		15	Employees' Provident Fund Organisation
6	21-12-2020 To 25-12-2020	21 December	**Christmas Vacation**
		22 December	**Christmas Vacation**
		23 December	**Christmas Vacation**
		24 December	**Christmas Vacation**
		25 December	**Christmas**
7	28-12-2020 To 01-01-2021	16	The Office of the District Employment Exchange
		17	Directorate of Labour Bureau: Labour statistics Office of Director General of Employment and Training: Apprentice training
		18	Labour Research and Training; Workers Education
8	04-01-2021 To 08-01-2021	19	Administration of Welfare Funds; Reforms in Labour Administration
		20	Legislations Pertaining to Working Conditions: Factories Act, 1948
		21	Industrial Employment (Standing Orders) Act, 1946

No of Weeks	Dates	Session	Topic
9	11-01-2021 To 15-01-2021	22	Apprentices Act, 1961
		23	Contract Labour (Regulations and Abolition) Act, 1970
		24	Plantations Labour Act, 1951 Shops and Establishment Legislations: Shops and Establishments Act, 1947, ,1951- Kerala Labour Acts
10	18-01-2021 To 22-01-2021	25	Plantations Labour Act, 1951 Shops and Establishment Legislations: Shops and Establishments Act, 1947, ,1951- Kerala Labour Acts
		26	Wage Legislation and Social Security Legislations: Payment of Wages Act, 1936
		27	Minimum Wages Act, 1948
11	25-01-2021 To 29-01-2021	28	Payment of bonus Act, 1965
		26 January	Republic Day - Holiday
		29	Workmen's Compensation Act, 1923
		30	Employee Provident Fund and Miscellaneous Provisions Act
12	01-02-2021 To 05-02-2021	31	Benefit Act, 1961; Payment of Gratuity Act, 1972
		32	The Maternity Benefit Act 1961,
		33	Trade Unions Act, 1926
13	08-02-2021 To 12-02-2021	34	Industrial Disputes Act, 1947
		35	Industrial Employment Standing Order Act 1946
		36	Model standing Order, Trade Union Act 1926
14	15-02-2021 To 19-02-2021	37	Class test
		38	Environment Protection related legislation
		39	The Environment Protection Act 1986- salient features, definition, occupier, E. P. handling of hazardous substance offences by companies and penalties
15	22-02-2021 To 26-02-2021	40	The Environment Protection Act 1986- salient features, definition, occupier, E. P. handling of hazardous substance offences by companies and penalties
		41	Air Pollution Act 1987: Salient Features, definition, occupier, air pollution, chimney, Approval fuel, emission, power and functions of central and state board. Offences by companies procedure of penalties
		42	Air Pollution Act 1987: Salient Features, definition, occupier, air pollution, chimney, Approval fuel, emission, power and functions of central and state board. Offences by companies procedure of penalties
16	01-03-2021 To 05-03-2021	43	Water Pollution Act 1974: Salient features- definition – sewage effluent, trade effluent, out – let system.
		44	Power and functions of central and state boards, offences by companies and penalties and procedures

No of Weeks	Dates	Session	Topic
		45	Class Test
17	08-03-2021 To 12-03-2021	46	Assignment presentation
		47	Revision- Module, 1-2
		48	Revision – Module 3-4
		11 March	Maha Sivarathri - Holiday
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
19	22-03-2021 To 26-03-2021	49	Assignment presentation
		50	Assignment presentation
		51	Assignment presentation
20	22-03-2021 To 26-03-2021	52	Revision – Module 4-6
		53	University question paper discussion
		54	University Question paper discussion
21	29-03-2021 To 02-04-2021	29 March	**Talent Hunt**
		31 March	**Easter vacation**
		01 April	**Easter vacation**
		02 April	**Easter vacation**
22	05-04-2021 To 09-04-2021	05 April	**Easter vacation**
		06 April	**Easter vacation**
		07 April	**Easter vacation**
			Study Leave
			Study Leave
23	05-04-2021 To 09-04-2021		**Study Leave**
			Study Leave
			Study Leave
			Study Leave
			Study Leave

Subject Code:	MSW4C16 (HR)
Subject Name:	Organizational Behaviour, Development and Change
No. of Credits:	3
No. of Contact Hours:	54
Hours per Week:	3
Name of the Teacher:	Lisbel Manikutty

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

Module – II:
The Dynamics of Organizational Behaviour: Managing work teams and conflicts. Interactive Conflicts, intra-personal conflict, interpersonal conflict, inter-group behavior and conflict, organizational conflict, conflict resolution, power and authority. Occupational Stress – meaning, causes, effects, coping strategies for stress.

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

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

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

Module- VI:
Organisational Development: The concept, definition, theory, basis for Organizational Development, scope and practice of organizational development in India and other developed and developing countries. Organisational Development techniques: Sensitivity training, survey feed back, process consultation, team building and inter group development, cybernetics, Johari Window, Transactional Analysis, Stephen Covey's seven habits, creating a learning organisation,emerging OD approaches and techniques and case studies. Change Management: Types of change, importance of change, resistance to change,

models and process of organisational change - focus on people, focus on task (job enrichment, autonomous work group) and focus on organisation, approaches to managing organisational change, coping with changes.Team: Concept of team, Team effectiveness, significance of team , team building and interactive skills development, team management check list of things to do to achieve good team work.

Books for Reference

1. Luthans, Fred (1995) - Organisational Behaviour McGraw Hill Inc., Singapore
2. Robbins, Stephen P.(1999) - Organisational Behaviour Prentice Hall of India, New Delhi
3. Robbins, Stephen P.(1997) - Essentials of Organisational Behaviour Prentice Hall of India, New Delhi
4. Khanka, S.S. (2000) - Organisational Behaviou, S Chand & Company, New Delhi
5. Ghanekar, Anjali (1998) - Organisational Behaviour Everest Publishing House, New Delhi

6. Prasad, L.M. (1994) - Organisational Behaviour, Sultan Chand & Sons, New Delhi 7. Pareekh, Udai (1998) - Organisational Behaviour Process Rawat Publications, Jaipur.
8. Pareekh, Udai (1993) - Motivating Organisational Roles, Rawat Publications, Jaipur

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	16-11-2020 To 20-11-2020	1	Introduction- Syllabus
		2	Introduction to organizational behaviour
		3	Organizational Behaviour: Evolution and concepts,
2	23-11-2020 To 27-11-2020	4	Organizational Behaviour: Evolution and concepts,
		5	Organizational Behaviour: Evolution and concepts,
		6	organization behaviour model,
3	30-11-2020 To 04-12-2020	7	organization behaviour model,
		8	organization behaviour model,
		9	OB challenges– Globalization, information technology,
4	07-12-2020 To 11-12-2020	10	OB challenges– Globalization, information technology
		11	OB challenges– Globalization, information technology
		12	Learning organizations and diversity, leadership skills and role of a OB manager.
5	14-12-2020 To 18-12-2020	13	Learning organizations and diversity, leadership skills and role of a OB manager.
		14	Learning organizations and diversity, leadership skills and role of an OB manager.
		15	Class test

No of Weeks	Dates	Session	Topic
6	21-12-2020 To 25-12-2020	21 December	**Christmas Vacation**
		22 December	**Christmas Vacation**
		23 December	**Christmas Vacation**
		24 December	**Christmas Vacation**
		25 December	**Christmas**
7	28-12-2020 To 01-01-2021	16	The Dynamics of Organizational Behaviour
		17	The Dynamics of Organizational Behaviour:
		18	Managing work teams and conflicts. Interactive Conflicts
8	04-01-2021 To 08-01-2021	19	Managing work teams and conflicts. Interactive Conflicts
		20	Intra-personal conflict, interpersonal conflict, inter-group behavior and conflict,
		21	intra-personal conflict, interpersonal conflict, inter-group behavior and conflict,
9	11-01-2021 To 15-01-2021	22	Intra-personal conflict, interpersonal conflict, inter-group behavior and conflict,
		23	Organizational conflict, conflict resolution, power and authority.
		24	Occupational Stress – meaning, causes, effects, coping strategies for stress.
10	18-01-2021 To 22-01-2021	25	Class test
		26	A Micro Perspective of organizational Behaviour: Personality and Attitudes – factors influencing attitude.
		27	A Micro Perspective of organizational Behaviour: Personality and Attitudes – factors influencing attitude.
11	25-01-2021 To 29-01-2021	28	Influence of attitude on behaviour, Job satisfaction, organizational commitment, human factors engineering and its applications, accidents, safety,
		26 January	Republic Day - Holiday
		29	Influence of attitude on behaviour, Job satisfaction, organizational commitment, human factors engineering and its applications, accidents, safety,
		30	Influence of attitude on behaviour, Job satisfaction, organizational commitment, human factors engineering
12	01-02-2021 To 05-02-2021	31	Motivation – types, motivating performance through job designs and goal settings, quality of work life and behavioural management.
		32	Class test
		33	A Macro perspective of Organisational Behaviour: Communication, decision making – nature,behavioural decision making, creative and group decision making,

No of Weeks	Dates	Session	Topic
13	08-02-2021 To 12-02-2021	34	A Macro perspective of Organisational Behaviour: Communication, decision making – nature,behavioural decision making, creative and group decision making,
		35	A Macro perspective of Organisational Behaviour: Communication, decision making – nature,behavioural decision making, creative and group decision making,
		36	Organizational theory and design – organizational structure,
14	15-02-2021 To 19-02-2021	37	Organizational theory and design – organizational structure,
		38	Organizational theory and design – organizational structure,
		39	Organizational culture, organizational climate, HRD Climate and impact of culture on international organizational behaviour.
15	22-02-2021 To 26-02-2021	40	Organizational culture, organizational climate, HRD Climate and impact of culture on international organizational behaviour.
		41	Organizational culture, organizational climate, HRD Climate and impact of culture on international organizational behaviour.
		42	Organisational Development: The concept, definition, theory, basis for Organizational
16	01-03-2021 To 05-03-2021	43	Development, scope and practice of organizational development in India and other developed and developing countries.
		44	Development, scope and practice of organizational development in India and other developed and developing countries.
		45	Organisational Development techniques: Sensitivity training, survey feedback, process consultation, team building and inter group development, cybernetics,
17	08-03-2021 To 12-03-2021	46	Organisational Development techniques: Sensitivity training, survey feedback, process consultation, team building and inter group development, cybernetics,
		47	Johari Window, Transactional Analysis, Stephen Covey's seven habits, creating a learning organisation,emerging
		48	Johari Window, Transactional Analysis, Stephen Covey's seven habits, creating a learning organisation,emerging
		11 March	**Maha Sivarathri - Holiday**
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
			IV Semester PG Internal Exam
19	22-03-2021	49	OD approaches and techniques and case studies. Change Management: Types of change, importance of change,

No of Weeks	Dates	Session	Topic
	To 26-03-2021		resistance to change, models and process of organisational
		50	Change - focus on people, focus on task (job enrichment, autonomous work group) and focus on organisation, approaches to managing organisational change, coping with changes.
		51	Change - focus on people, focus on task (job enrichment, autonomous work group) and focus on organisation, approaches to managing organisational change, coping with changes.
20	22-03-2021 To 26-03-2021	52	Team: Concept of team, Team effectiveness, significance of team, team building and interactive skills development, team management check list of things to do to achieve good team work.
		53	Revision
		54	University Question paper discussion
21	29-03-2021 To 02-04-2021	29 March	**Talent Hunt**
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			Study Leave
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23	05-04-2021 To 09-04-2021		**Study Leave**
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