

# **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 - III**

**ACADEMIC YEAR - (2020-21)**

### III Semester MSW (2019 - 21)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	MSW 3C 09 Social Legislation	Fr. Joby Mathew	5
2.	MSW 3C 10 Social Work Research and Statistics	Zhaviourkutty Francis	5
3.	MSW 3E 03 Counselling Skills and Techniques	Fr. Dr. Kuriakose.SDB	5
4.	MSW3C11 (MP) Hospital Administration	Sajin Scaria	5
5.	MSW3C12 (MP)Medical Information for Medical & Psychiatric Social Workers	Shamroc D Couto	5
6.	MSW3C11 (CD) Gandhian Philosophy of Community Development	Fr. Dr. Thomas K.O.	5
7.	MSW3C12 (CD) Developmental Economics	Lisbel Manikutty	5
8.	MSW3C11 (HR) Human Resource Information system	Vipin K.J.	5
9.	MSW3C12 (HR) Industrial Relations and Labour Welfare	Vipin K.J	5
	<b>Name of Class In-charge</b>	<b>Zhaviourkutty Francis</b>	

### 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- 4.30pm
1	MSW 3E 03 Counselling Skills and Techniques	MSW 3C 09 Social Legislation	Dissertation	MSW 3C 10 Social Work Research and Statistics	(Specialisation – Paper-1) MSW3C12 (MP)Medical Information for Medical & Psychiatric Social Workers / MSW3C11 (HR) Human Resource Information system / MSW3C11 (CD) Gandhian Philosophy of Community Development	(Specialisation – Paper-2) MSW3C11 (MP) Hospital Administration / MSW3C12 (HR) Industrial Relations and Labour Welfare / MSW3C12 (CD) Developmental Economics
2	MSW 3E 03 Counselling Skills and Techniques	MSW 3C 09 Social Legislation	MSW 3C 09 Social Legislation	MSW 3C 10 Social Work Research and Statistics	(Specialisation – Paper-1) MSW3C12 (MP)Medical Information for Medical & Psychiatric Social Workers /	(Specialisation – Paper-2) MSW3C11 (MP) Hospital Administration / MSW3C12 (HR) Industrial Relations

3					MSW3C11 (HR) Human Resource Information system / MSW3C11 (CD) Gandhian Philosophy of Community Development	and Labour Welfare / MSW3C12 (CD) Developmental Economics
4	MSW 3E 03 Counselling Skills and Techniques	MSW 3C 09 Social Legislation	Dissertation	MSW 3C 10 Social Work Research and Statistics	<b>(Specialisation – Paper-1)</b> MSW3C12 (MP)Medical Information for Medical & Psychiatric Social Workers / MSW3C11 (HR) Human Resource Information system / MSW3C11 (CD) Gandhian Philosophy of Community Development	<b>(Specialisation – Paper-2)</b> MSW3C11 (MP) Hospital Administration / MSW3C12 (HR) Industrial Relations and Labour Welfare / MSW3C12 (CD) Developmental Economics
5	MSW 3E 03 Counselling Skills and Techniques	MSW 3C 09 Social Legislation	MSW 3C 09 Social Legislation	MSW 3C 10 Social Work Research and Statistics	<b>(Specialisation – Paper-1)</b> MSW3C12 (MP)Medical Information for Medical & Psychiatric Social Workers / MSW3C11 (HR) Human Resource Information system / MSW3C11 (CD) Gandhian Philosophy of Community Development	<b>(Specialisation – Paper-2)</b> MSW3C11 (MP) Hospital Administration / MSW3C12 (HR) Industrial Relations and Labour Welfare / MSW3C12 (CD) Developmental Economics
	MSW 3E 03 Counselling Skills and Techniques	MSW 3C 09 Social Legislation	Dissertation	MSW 3C 10 Social Work Research and Statistics	<b>(Specialisation – Paper-1)</b> MSW3C12 (MP)Medical Information for Medical & Psychiatric Social Workers / MSW3C11 (HR) Human Resource Information system / MSW3C11 (CD) Gandhian Philosophy of Community Development	<b>(Specialisation – Paper-2)</b> MSW3C11 (MP) Hospital Administration / MSW3C12 (HR) Industrial Relations and Labour Welfare / MSW3C12 (CD) Developmental Economics

<b>Subject Code:</b>	<b>MSW 3C 09</b>
<b>Subject Name:</b>	<b>Social Legislation</b>
<b>No. of Credits:</b>	<b>3</b>
<b>No. of Contact Hours:</b>	<b>90</b>
<b>Hours per Week:</b>	<b>5</b>
<b>Name of the Teacher:</b>	<b>Fr. Joby Mathew</b>

### **Module- 1**

Social Legislation: Meaning and scope. Indian Constitution and Social Legislations. Fundamental rights and directive principles of State policy. Social Legislations as an instrument for social control, social change and social justice. Social defense.

### **Module- 2**

Indian Penal Code, Criminal Procedure Code. Courts, Prisons, correction homes etc. Laws relating to probation and parole. Legal Aid: Meaning, organization. Uses. Public Interest Litigation. Women's commission (National & State). Consumer courts and Family courts. Consumer Act: Objectives and Activities. Human Rights commission, rights of the Child. Laws related to atrocities against women and children.

### **Module- 3**

Personal Laws: Laws relating to marriage, divorce, dowry, widow remarriage, child marriage and inheritance. Laws relating to children. Adoption, guardianship and maintenance.

### **Module- 4**

Laws relating to immoral traffic, sexual offences, prostitution, untouchability, corruption. Laws relating to beggary, juvenile Delinquency, mentally sick. Laws relating to disability. Laws relating to atrocities against SC/ST and social security: social justice

### **Module- 5**

Legislation on social security measures: Workmen's Compensation Act 1923, ESI Act 1948. Medical Termination of pregnancy Act 1971, The Pre – Natal Diagnostic Technique (Regulation and Prevention of Misuse) Act 1994. Protection of Children from Sexual Offences Act, 2012, JJ Act, RTI, RTE, MNREGA, Maintenance and Welfare of Parents and Senior Citizens Act, 2007, Issues relating to transgender Persons – Constitutional Safeguards.

**References:**

1. Gangrade KD: Social Legislation in India Vol .I & II
2. India Government: Constitution of India
3. Kulkarni PD: Social Policy and social development in India

**TEACHING SCHEDULE**

No of Weeks	Dates	Session	Topic
<b>1</b>	01-06-2020 To 05-06-2020	1	Introduction to social legislation
		2	Social Legislation: Meaning and scope.
		3	Indian Constitution and Social Legislations.
		4	Indian Constitution and Social Legislations.
		5	Indian Constitution and Social Legislations.
<b>2</b>	08-06-2020 To 12-06-2020	6	Fundamental rights and directive principles of State policy.
		7	Fundamental rights and directive principles of State policy.
		8	Social Legislations as an instrument for social control, social change and social justice.
		9	Social Legislations as an instrument for social control, social change and social justice.
		10	Social Legislations as an instrument for social control, social change and social justice.
<b>3</b>	15-06-2020 To 19-06-2020	11	Introduction to assignment
		12	assignment topic discussion
		13	<b>Class test(module 1)</b>
		14	Indian Penal Code, Criminal Procedure Code.
		15	Webinar
<b>4</b>	22-06-2020 To 26-06-2020	16	Courts, Prisons, correction homes etc.
		17	Courts, Prisons, correction homes etc.
		18	Laws relating to probation and parole
		19	Legal Aid: Meaning, organization Uses
		20	Legal Aid: Meaning, organization Uses
<b>5</b>	29-06-2020 To 03-07-2020	21	Women's commission (National & State).
		22	Women's commission (National & State).
		23	Consumer courts and Family courts. Consumer Act: Objectives and Activities.
		24	Consumer courts and Family courts. Consumer Act:

No of Weeks	Dates	Session	Topic
		25	Class Test
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	26	Consumer courts and Family courts. Consumer Act: Objectives and Activities.
		27	Human Rights commission,
		28	Human Rights commission,
		29	rights of the Child.
		30	Laws related to atrocities against women and children
7	13-07-2020 To 17-07-2020	31	Laws related to atrocities against women and children
		32	Assignment/seminar presentation
		33	Assignment/seminar presentation
		34	Assignment/seminar presentation
		35	Assignment/seminar presentation
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		36	Module 3 Personal Laws: Laws relating to marriage, divorce, dowry,
		37	Personal Laws: Laws relating to marriage, divorce, dowry,
		38	Personal Laws: Laws relating to marriage, divorce, dowry,
		39	<b>First Internal Exam</b>
		40	<b>First Internal Exam</b>
9	27-07-2020 To 31-07-2020	41	<b>First Internal Exam</b>
		42	<b>First Internal Exam</b>
		43	<b>First Internal Exam</b>
		44	Assignment Presentation
		45	Assignment Presentation
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	46	Adoption, guardianship and maintenance
		47	Class test module 2
		48	Module 4: Laws relating to immoral traffic, sexual offences, prostitution, untouchability, corruption.
		49	Laws relating to sexual offences prostitution, untouchability, corruption
		50	Laws relating to sexual offences prostitution,
11	10-08-2020 To 14-08-2020	51	Laws relating to prostitution, un touch ability, corruption
		52	Laws relating to beggary
		53	Juvenile Delinquency, mentally sick.
		54	Juvenile Delinquency, mentally sick
		55	Laws relating to disability. Laws relating to atrocities

No of Weeks	Dates	Session	Topic
			against SC/ST and social security: social justice
<b>12</b>	17-08-2020 To 21-08-2020	56	Laws relating to disability. Laws relating to atrocities against SC/ST and social security: social justice
		57	Class test module 4
		58	Module 5: Legislation on social security measures: Workmen's Compensation Act 1923, ESI Act 1948.
		59	Module 5: Legislation on social security measures: Workmen's Compensation Act 1923, ESI Act 1948.
		60	Module 5: Legislation on social security measures: Workmen's Compensation Act 1923, ESI Act 1948.
<b>13</b>	24-08-2020 To 28-08-2020	61	Medical Termination of pregnancy Act 1971, The Pre – Natal Diagnostic Technique (Regulation and Prevention of Misuse) Act 1994.
		62	Medical Termination of pregnancy Act 1971, The Pre – Natal Diagnostic Technique (Regulation and Prevention of Misuse) Act 1994.
		63	Protection of Children from Sexual Offences Act, 2012
		64	Field Work
		65	Field Work
		28 August	Ayyankali Jayanthi
<b>14</b>	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
<b>15</b>	07-09-2020 To 11-09-2020	66	Protection of Children from Sexual Offences Act, 2012
		67	Protection of Children from Sexual Offences Act, 2012
		68	Field work
		69	Field work
		10 September	Sreekrishna Jayanthi
		70	Protection of Children from Sexual Offences Act, 2012
<b>16</b>	14-09-2020 To 18-09-2020	71	Protection of Children from Sexual Offences Act, 2012
		72	JJ Act, RTI, RTE, MNREGA, Maintenance and Welfare of Parents and Senior Citizens Act, 2007, Issues relating to
		73	JJ Act, RTI, RTE, MNREGA, Maintenance and Welfare of Parents and Senior Citizens Act, 2007, Issues relating to
			Field work
<b>17</b>	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
			Field work
			Field work
			Field work

No of Weeks	Dates	Session	Topic
			Field work
			Field work
18	28-09-2020 To 02-10-2020		Field work
			Field work
		29 September	Study Leave
			Study Leave
			Study Leave
			Study Leave
19	05-10-2020 To 09-10-2020		II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
20	12-10-2020 To 16-10-2020	75	JJ Act, RTI, RTE, MNREGA, Maintenance and Welfare of Parents and Senior Citizens Act, 2007, Issues relating to transgender Persons– Constitutional Safeguards.
		76	JJ Act, RTI, RTE, MNREGA, Maintenance and Welfare of Parents and Senior Citizens Act, 2007, Issues relating to transgender Persons– Constitutional Safeguards.
		77	Issues relating to transgender Persons– Constitutional Safeguards.
		78	Discussion and revision
		79	Discussion and revision
21	19-10-2020 To 23-10-2020		Second Internal
			Second Internal
			Second Internal
			Second Internal
		80	Field Work Presentation
		81	Field Work Presentation
22	26-10-2020 To 30-10-2020	26 October	Vijayadasami
		82	Previous year Question paper Discussions
		83	Previous year Question paper Discussions
		84	Previous year Question paper Discussions
		29 October	Miladi-I-Sherif
		85	Discussion and revision
23	02-11-2020	86	Discussion and revision
		87	Discussion and revision



No of Weeks	Dates	Session	Topic
	To 06-11-2020		III Semester PG Internal Exams
			III Semester PG Internal Exams
			III Semester PG Internal Exams
24	09-11-2020 To 13-11-2020		III Semester PG Internal Exams
			III Semester PG Internal Exams
		88	Discussion and revision
		89	Discussion and revision
		90	Discussion and revision
25	16-11-2020 To 20-11-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
26	23-11-2020		University Exam III Semester PG Begins

Subject Code:	MSW 3C 10
Subject Name:	Social Work Research and Statistics
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of Faculty	Zhaviourkuty Francis

## Module I

**Scientific Method, Social Research:** Meaning and characteristics of scientific method, Goals of research, Basic elements of social research- concepts, constructs, variables, Levels of measurements –nominal, ordinal, interval and ratio, hypothesis, theoretical frame work for research, operational definitions.

## Module II

**Social Work Research :** Use of research in social work : intervention research and practice based research, Types of social work research – need assessment studies, situational

analysis, monitoring and evaluation, impact assessment, policy research, Steps in Social Work Research: identification of problem; need assessment; selection of social work research design; baseline study; intervention; assessment of intervention effects/impact. , Ethics in Social Work Research

### **Module III**

**Research Designs in Social Work Research :** Scientific Social Surveys, Experimental study design, logic of experimentation, causation and control, randomization and matching internal validity, Types of experimental design (preexperiment, true experiment, quasi experiment, external validity), Qualitative and quantitative research designs- grounded theory, case study, ethnography and phenomenology, Other research approaches supportive to social work research: Action research; Participatory research

### **Module IV**

**Methods of data collection:** Scales and Scaling techniques, reliability, Validity, Interview schedule, Guides, Questionnaires, Projective technique, Content analysis, Sociometry, Participatory Research.

### **Module V**

#### **Statistical applications and Report Writing**

##### **A---Data Processing, Classification and Analyses Plan and Use of Statistics i**

Quantification of qualitative data, Coding, master sheet, tabulation plan ii Univariate, Bivariate, Trivariate and multivariate analyses of data iii Measures of central tendency (mean, median, mode) and dispersion

iv Inferential Analyses: measures of association, tests of significance (chi-square, t-test, analysis of variance (ANOVA))

v Statistical Package for Social Sciences (SPSS) – introduction, basic steps, defining data, data entry, data transformation, data analysis, graphical (diagrammatic) presentation, statistical application using SPSS.

**B---Reporting Research** Structure of reports for differing readership, planning outline of report, editing for accuracy and neatness, standard formats for referencing, footnotes and bibliographies, preparing research abstract. Dissemination of research findings

#### **Recommended Readings :**

1. Ahuja, Ram (2001) Research Methods, Jaipur : Rawat
2. Alston, M. Bocoles, W. (Indian Edition 2003) Research for Social Workers-An Introduction to Methods, Jaipur : Rawat
3. Baker, Therese L. (1994) Doing Social Research, Singapore : McGraw Hill
4. Goode, W.J., Hatt, P.K. (1981) Methods in Social Research, Singapore: McGraw Hill
5. Grinnell, Richard M. (Jr.) (1988) Social Work Research and Evaluation, Illinois F. E. Peacock Pub. Inc.
6. Jacob, K. K. (1965) Methods & Fields of Social Work in India, Bombay: Asia Publishing

7. Kothari, C. R. (2004 2nd edition reprint) Research Methodology: Methods & Techniques, New Delhi, New Age International
8. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Himalaya, Bombay
9. Laldas, D. K. (2000) Practice of Social Research, Jaipur: Rawat
10. Mikkelsen, Britha (2005) Methods for Development Work and Research- A New Guide for Practitioners, New Delhi : Sage
11. Ramchandran, P. (1968) Social Work Research and Statistics, Bombay : Allied Publishers
12. Rubin, Allen & Babbie Earl (4th Ed. 2001) Research Methods for Social Work, USA : Wadsworth, West, Brooks/Cole and Schirmer
13. Sarantakos, Sotirios (2005) Social Research, New York : Palgrave Macmillan
14. Sharma, B. A. V., Prasad, R. D. & Satyanarayana, C. (2002) Research Methods in Social Sciences, New Delhi: Sterling
15. Sharma, K. R. (2002) Research Methodology, Jaipur : National Publishing House
16. Wilkinson, T.S. & Bhandarkar, P. L. (1984) Methodology and Techniques of Social Research, Bombay: Himalaya
17. Young, Pauline (Asian students edition 1960) Scientific Social Surveys and Research, Japan: Asia Publishing House
18. Chaudhary, C. M. (1991) Research Methodology, Jaipur : RBSA Publishers

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
<b>1</b>	01-06-2020 To 05-06-2020	1	Meaning of research
		2	Characteristics of scientific method
		3	Basic elements of social research- Concepts
		4	Basic elements of social research- Constructs
		5	Basic elements of social research- Variables
<b>2</b>	08-06-2020 To 12-06-2020	6	Levels of measurements –Nominal, Ordinal
		7	Levels of measurements – Interval and Ratio
		8	Hypothesis
		9	Theoretical frame work for research
		10	Operational definitions
<b>3</b>	15-06-2020 To 19-06-2020	11	Class Test
		12	Use of research in social work
		13	Intervention research
		14	Practice based research
		15	Types of social work research – Need assessment studies

No of Weeks	Dates	Session	Topic
4	22-06-2020 To 26-06-2020	16	Types of social work research – Monitoring and Evaluation
		17	Types of social work research – Impact assessment
		18	Types of social work research – Policy research
		19	Steps in Social Work Research: identification of problem; need assessment;
		20	Steps in Social Work Research: Selection of social work research design
5	29-06-2020 To 03-07-2020	21	Steps in Social Work Research: Intervention
		22	Steps in Social Work Research: Assessment of intervention effects/impact
		23	Ethics in Social Work Research
		24	Ethics in Social Work Research
		25	Use of Intervention Research
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	26	Class Test
		27	Use of Practice based research
		28	Social work and Research
		29	Importance of research
		30	Revision
7	13-07-2020 To 17-07-2020	31	Presentation
		32	Presentation
		33	Research Designs in Social Work Research
		34	Scientific Social Surveys
		35	Experimental study design
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		36	Causation and control
		37	Revision of Module-1
		38	Class Test
		39	First Internal Exam
		40	First Internal Exam
9	27-07-2020 To 31-07-2020	41	First Internal Exam
		42	First Internal Exam
		43	First Internal Exam
		44	Assignment Presentation
		45	Assignment Presentation
		31 July	Bakrid
10	03-08-2020 To	46	Internal validity
		47	Types of experimental design: pre-experiment
		48	Types of experimental design: true experiment,

No of Weeks	Dates	Session	Topic
	07-08-2020	49	Types of experimental design: quasi experiment
		50	External validity
<b>11</b>	10-08-2020 To 14-08-2020	51	Quantitative research designs
		52	Grounded theory
		53	Case study
		54	Ethnography
		55	Phenomenology
<b>12</b>	17-08-2020 To 21-08-2020	56	Action research
		57	Participatory research
		58	Revision
		59	Class Test
		60	Class Assignment Presentation
<b>13</b>	24-08-2020 To 28-08-2020	61	Scales and Scaling techniques
		62	Reliability and validity
		63	Interview schedule
		64	<b>Field work</b>
		65	<b>Field work</b>
		28 August	Ayyankali Jayanthi
<b>14</b>	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
<b>15</b>	07-09-2020 To 11-09-2020	66	Projective technique
		67	Content analysis
		68	<b>Field work</b>
		69	<b>Field work</b>
		10 September	Sreekrishna Jayanthi
		70	Guides
<b>16</b>	14-09-2020 To 18-09-2020	71	Questionnaires
		72	Sociometry
		73	Participatory Research
			Class Test
			Data entry, data transformation, data analysis, graphical (diagrammatic) presentation, statistical application using SPSS.
			<b>Field work</b>
<b>17</b>	21-09-2020	21 September	Sreenarayana Guru Samadhi

No of Weeks	Dates	Session	Topic
	To 25-09-2020		Field work
			Field work
			Field work
			Field work
			Field work
18	28-09-2020 To 02-10-2020		Field work
			Field work
		29 September	Study Leave
			Study Leave
			Study Leave
			Study Leave
19	05-10-2020 To 09-10-2020		II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
20	12-10-2020 To 16-10-2020	75	Quantification of qualitative data
		76	Coding, master sheet, tabulation plan
		77	Univariate, Bivariate, Trivariate and multivariate analyses of data
		78	Measures of central tendency: mean, median, mode
		79	Dispersion
			Second Internal
21	19-10-2020 To 23-10-2020		Second Internal
			Second Internal
			Second Internal
			Second Internal
		80	Field Work Presentation
		81	Field Work Presentation
22	26-10-2020 To 30-10-2020	26 October	Vijayadasami
		82	Previous year Question paper Discussions
		83	Previous year Question paper Discussions
		84	Previous year Question paper Discussions
		29 October	Miladi-I-Sherif
		85	Previous year Question paper Discussions
23	02-11-2020		

No of Weeks	Dates	Session	Topic
	To 06-11-2020	86	Previous year Question paper Discussions
			<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
<b>24</b>	09-11-2020 To 13-11-2020		<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
		87	Previous year Question paper Discussions
		88	Previous year Question paper Discussions
		89	Previous year Question paper Discussions
<b>25</b>	16-11-2020 To 20-11-2020	90	Previous year Question paper Discussions
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>26</b>	23-11-2020		<b>University Exam III Semester PG Begins</b>

<b>Subject Code:</b>	<b>MSW 3E 03</b>
<b>Subject Name:</b>	<b>Counselling Skills and Techniques</b>
<b>No. of Credits:</b>	<b>4</b>
<b>No. of Contact Hours:</b>	<b>90</b>
<b>Hours per Week:</b>	<b>5</b>
<b>Name of Faculty</b>	<b>Fr. Dr. Kuriakose, SDB</b>

### **Module--1**

Counseling: Definition, meaning, goal, principles, scope and process, report maintaining, differences between counseling and guidance, qualities and skills of counselor.

### **Module—II**

Counselling process, steps in Counselling process Counselling Process Recording, strategies and skills incounselling process, interview techniques. Counselor counselee relationship: factors influencing therelationship, principles and techniques of counselling: observation, listening, non – verbal Behaviour, communication, questioning, silence, transference. Group

counselling, referral services. Research in counselling . Legal and Ethical aspects of counselling. .

### Module--III

Counselling in different setting

- a. Family counselling: premarital, Marital, sex education, family planning counselling, abortion counselling, HIV/AIDS counselling etc.
- b. Educational counselling: scholastic backwardness, emotional disturbances, problems of the adolescences, sex education etc.
- c. Vocational counselling: career guidance, jib adjustment, placement counselling etc.
- d. Industrial counselling: Absenteeism, accident proneness, occupational stress, inter – personal conflicts etc.
- e. De – addiction counselling.

### Module--IV

Counselling in different Contexts Crisis, Sudden illness, loss of employment, marital brake down, accident, death and dying, bereavement, disaster counselling. Counselling Practices in India: an overview.

### Module V

Transactional Analysis, SWOT Analysis, Gestalt Therapy, Johary window, Mirror Reflection Techniques, NLP, Behaviour Modification techniques.

### References

1. Theories of counseling and psycho therapy, NY: Haper& Row.
2. InduD(1983) The basic essential of counseling, New Delhi:-Sterling.
3. Richard Nelson, Jones (1996) practical counseling and helping skill. London, casual
4. Ricky-L-George Teal(1989)-Theory methods and process of counseling and psychotherapy, University of Missouri.
5. MeharajUddit (1997) Diny Addiction. Sri.Nagar

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
<b>1</b>	01-06-2020 To 05-06-2020	1	Counseling: Syllabus discussion
		2	Counseling: Definition, meaning
		3	Counseling: Definition, meaning
		4	Goals of counseling
		5	Principles of counseling
<b>2</b>	08-06-2020 To 12-06-2020	6	Process of counseling
		7	Report maintaining in counseling
		8	Guidance definition and meaning
		9	Differences between counseling and guidance
		10	Qualities and skills of counselor



No of Weeks	Dates	Session	Topic
<b>3</b>	15-06-2020 To 19-06-2020	11	Counselling process
		12	Steps in Counselling process Counselling Process
		13	Steps in Counselling process Counselling Process
		14	Counselling Process Recording
		15	Counselling Process Recording
<b>4</b>	22-06-2020 To 26-06-2020	16	Strategies and skills in counselling process
		17	Interview techniques
		18	Interview techniques
		19	Counselor counselee relationship
		20	Class Test
<b>5</b>	29-06-2020 To 03-07-2020	21	Factors influencing the relationship
		22	Principles and techniques of counselling
		23	Principles and techniques of counselling
		24	Observation
		25	Listening
		03 July	St. Thomas Day
<b>6</b>	06-07-2020 To 10-07-2020	26	Listening, non – verbal Behaviour
		27	Communication
		28	Questioning, silence
		29	Transference
		30	Group counselling
<b>7</b>	13-07-2020 To 17-07-2020	31	Research incounselling
		32	Legal and Ethical aspects of counselling
		33	Legal and Ethical aspects of counselling
		34	Class test – module 2
		35	Counselling in different setting
<b>8</b>	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		36	Marital, sex education
		37	Family planning counselling
		38	Family planning counselling
		39	<b>First Internal Exam</b>
		40	<b>First Internal Exam</b>
<b>9</b>	27-07-2020 To 31-07-2020	41	<b>First Internal Exam</b>
		42	<b>First Internal Exam</b>
		43	<b>First Internal Exam</b>
		44	Abortion counselling
		45	Abortion counselling

No of Weeks	Dates	Session	Topic
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	46	HIV/AIDS counselling
		47	Educational counselling: scholastic backwardness
		48	Emotional disturbances
		49	Problems of the adolescences
		50	Sex education
11	10-08-2020 To 14-08-2020	51	Vocational counselling: career guidance
		52	Job adjustment, placement counselling
		53	Industrial counselling: Absenteeism, accident proneness
		54	Occupational stress, inter –personal conflicts
		55	De – addiction counselling.
12	17-08-2020 To 21-08-2020	56	Counselling in different Contexts
		57	Crisis : Meaning
		58	Sudden illness counseling
		59	Loss of employment couinseling
		60	Marital brake down counseling
			Bereavement counseling
13	24-08-2020 To 28-08-2020	61	disaster counselling
		62	Counselling Practices in India: an overview
		63	Field Work
		64	Field Work
		65	Field Work
		28 August	Ayyankali Jayanthi
14	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
15	07-09-2020 To 11-09-2020	66	SWOT Analysis
		67	Gestalt Therapy
		68	Field work
		69	Field work
		10 September	Sreekrishna Jayanthi
		70	Assignment presentation
16	14-09-2020 To	71	Assignment presentation
		72	Assignment presentation
		73	Assignment presentation

No of Weeks	Dates	Session	Topic
	18-09-2020		Transactional Analysis,
			Field work
			Field work
17	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
			Field work
			Field work
			Field work
			Field work
			Field work
18	28-09-2020 To 02-10-2020		Field work
			Field work
		29 September	Study Leave
			Study Leave
			Study Leave
			Study Leave
19	05-10-2020 To 09-10-2020		II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
20	12-10-2020 To 16-10-2020	75	Mirror Reflection Techniques
		76	Mirror Reflection Techniques
		77	Behaviour Modification techniques
		78	Behaviour Modification techniques
		79	Discussion and revision
		80	Second Internal
21	19-10-2020 To 23-10-2020	81	Second Internal
		82	Second Internal
		83	Second Internal
		84	Second Internal
		85	Field Work Presentation
		86	Field Work Presentation
22	26-10-2020 To 30-10-2020	26 October	Vijayadasami
		87	Previous year Question paper Discussions
		88	Previous year Question paper Discussions
		89	Previous year Question paper Discussions

No of Weeks	Dates	Session	Topic
		29 October	Miladi-I-Sherif
		90	Previous year Question paper Discussions
23	02-11-2020 To 06-11-2020		Study Leave
			Study Leave
			III Semester PG Internal Exams
			III Semester PG Internal Exams
			III Semester PG Internal Exams
24	09-11-2020 To 13-11-2020		III Semester PG Internal Exams
			III Semester PG Internal Exams
			Study Leave
			Study Leave
			Study Leave
25	16-11-2020 To 20-11-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
26	23-11-2020		University Exam III Semester PG Begins

Subject Code:	MSW3C11 (MP)
Subject Name:	Hospital Administration
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of Faculty	Sajin Scaria

## Module-I

Hospital: Definitions, meaning, functions, history, growth and classification of hospitals in India. Hospital Administration: Concept, Definition, general principles, importance, functions and ethics. Hospital Management: Concept, Meaning and Significance. Managerial Functions in a Hospital: Management Process, Managerial Skills, Levels of Management, Application of managerial functions in Hospital.

## **Module-II**

Organization of Hospital Departments: Roles of departments and managers in Outpatientservices, Inpatient Services, Nursing Services, Laboratory services, Radiological services, Causality and emergency services, human recourse management (HRM) department. Concept of patient Care, Patient centric management in Hospital and Hospital Ward Management

## **Module- III**

Patient safety and risk management: Clinical issues for managers, Patient safety, medicationsafety, adverse drug event, safety of surgery and invasive procedures, pre operative / Procedure planning, intra- operative and post operative safety. Occupational hazards, health care associatedinfections, environmental safety, privileging and credentialing medical professionals. Errors: Medical, Diagnostic, Sentinel event, Hazard, National safety goals.

## **Module- IV**

Medical Ethics: Definition, Principles, rules and core concepts. Indian Medical Council, DoctorPatient Relationship, Professional Secrets and Privileged Communication – Birth, Death,Abortion, MTP, Helsinki Declaration on Medical Research, ICMR Guidelines of medicalResearch, Death, Dying and Incurable ill Patient. Euthanasia – ethical frame work on decisionmaking.

## **Module- V**

Hospital Information System – Genesis, scope, basic management cycles in hospitals, categoriesof information system in hospitals, sources of health information, uses of health and hospitaldata, managing information system, and need of information in hospital. Medical Records,Utility & functions of Medical Records in Health care delivery System.Organizations &management of Medical Records Department.Role of Hospital managers & MRD personnel inMedical record keeping. Reports & returns in Medical Record System. Procedures of MedicalAuditing & its importance.Government Regulations & requirements.

### **References:**

1. A.G. Chandorkar, Hospital Administration &Planning ,Paras Medical Publisher.
2. Anand, KK, 1996, Hospital Management : A New perspective , New Delhi, Vikas publishing House Pvt.,.
3. B.M. Sakharkar, Principles of Hospital Administration & Planning Jaypee Brothers.
4. B.M.Sakharkar, Principles of Hospital Administration & Planning —, Jaypee Brothers
5. C.M. Francis & D’Souza. Hospital Administration & Management
6. Desai, VA ,1985, Hospital Administration I,Miraj,Wanless Hospital
7. Francis, CM, 1995, Hospital Administration, 2nd edition ,New Delhi , Jaypee Brothers.
8. G.D. Mogli, Medical Records, Jaypee Brothers
9. G.P. Mogli, Medical Records, Organisation &Management ,Jaypee Brothers, New Delhi.
10. Goel& Kumar, Management of Hospitals, Deep & Deep
11. Goel, SL 1981, Health Care Administration: A text Book, New Delhi,Sterling Publishing House Pvt Ltd.
12. Goyal, RC, 1994, Hand Book of Hospital Personal Management, New Delhi, Prentice,Hall of India

13. Haywood, SC 1974, Managing the Health Service, London, George Allen & Unwin Ltd.,
14. Kunders & Gopinath. Hospitals Planning, Design & Management
15. Manisha Saxena, Hospital management, CBS Publishers and Distributors, New Delhi
16. Sridhar Bhat, Total Quality Management, Mimalaya Publications, Mumbai; l.
17. Syed Amin Tabish, Hospital Administration — Hospital and Health Services Administration: Principles and Practice, , Oxford University Press, 2001, McGraw Hill, New Delhi, 1988.

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
<b>1</b>	01-06-2020 To 05-06-2020	1	Introduction
		2	Hospital: Definitions, meaning, functions
		3	History growth and classification of hospitals in India. Hospital
		4	History growth and classification of hospitals in India. Hospital
		5	History growth and classification of hospitals in India. Hospital
<b>2</b>	08-06-2020 To 12-06-2020	6	Administration: Concept, Definition, general principles, importance, functions and ethics.
		7	Administration: Concept, Definition, general principles, importance, functions and ethics.
		8	Hospital Management: Concept, Meaning and Significance.
		9	Hospital Management: Concept, Meaning and Significance.
		10	Managerial Functions in a Hospital: Management Process, Managerial Skills, Levels of Management, Application of managerial functions in Hospital.
<b>3</b>	15-06-2020 To 19-06-2020	11	Managerial Functions in a Hospital: Management Process, Managerial Skills, Levels of Management, Application of managerial functions in Hospital.
		12	Class test
		13	Organization of Hospital Departments:
		14	Organization of Hospital Departments:
		15	Roles of departments and managers in Outpatient services, Inpatient Services,
<b>4</b>	22-06-2020 To 26-06-2020	16	Nursing Services, Laboratory services, Radiological services, Causality and emergency services,
		17	Nursing Services, Laboratory services, Radiological services, Causality and emergency services,

No of Weeks	Dates	Session	Topic
		18	human recourse management (HRM) department. Concept of patient Care, Patient centric management in Hospital and Hospital Ward Management
		19	human recourse management (HRM) department. Concept of patient Care, Patient centric management in Hospital and Hospital Ward Management
		20	Assignment Presentation
			Field work
5	29-06-2020 To 03-07-2020	21	human recourse management (HRM) department. Concept of patient Care, Patient centric management in Hospital and Hospital Ward Management
		22	Class test
		23	Patient safety and risk management.
		24	Clinical issues for managers, Patient safety, medications safety, adverse drug event,
		25	Clinical issues for managers, Patient safety, medications safety, adverse drug event,
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	26	Clinical issues for managers, Patient safety, medications safety, adverse drug event,
		27	safety of surgery and invasive procedures, pre operative / Procedure planning, intra- operative and post operative safety.
		28	safety of surgery and invasive procedures, pre operative / Procedure planning, intra- operative and post operative safety.
		29	safety of surgery and invasive procedures, pre operative / Procedure planning, intra- operative and post operative safety.
		30	Occupational hazards, health care associated infections, environmental safety,
7	13-07-2020 To 17-07-2020	31	Field work
		32	Field work
		33	Privileging and credentialing medical professionals.
		34	Errors: Medical, Diagnostic, Sentinel event, Hazard, National safety goals
		35	Errors: Medical, Diagnostic, Sentinel event, Hazard, National safety goals
			Class test
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		36	Professional Secrets and Privileged Communication
		37	Birth, Death, Abortion, MTP,
		38	Field work

No of Weeks	Dates	Session	Topic
		39	Field work
		40	<b>First Internal Exam</b>
<b>9</b>	27-07-2020 To 31-07-2020	41	<b>First Internal Exam</b>
		42	<b>First Internal Exam</b>
		43	<b>First Internal Exam</b>
		44	<b>First Internal Exam</b>
		45	Death, Dying and Incurable ill Patient. Euthanasia – ethical frame work on decision making.
		<b>31 July</b>	<b>Bakrid</b>
<b>10</b>	03-08-2020 To 07-08-2020	46	Seminar presentation
		47	Seminar presentation
		48	Seminar presentation
		49	<b>Seminar presentation</b>
		50	Seminar presentation
<b>11</b>	10-08-2020 To 14-08-2020	51	Hospital Information System – Genesis, scope, basic management cycles in hospitals, categories of information system in hospitals, sources of health information,
		52	Hospital Information System – Genesis, scope, basic management cycles in hospitals, categories of information system in hospitals, sources of health information,
		53	Hospital Information System – Genesis, scope, basic management cycles in hospitals, categories of information system in hospitals, sources of health information,
		54	Uses of health and hospital data, managing information system, and need of information in hospital.
		55	Uses of health and hospital data, managing information system, and need of information in hospital.
<b>12</b>	17-08-2020 To 21-08-2020	56	Medical Records, Utility & functions of Medical Records in Health care delivery System.
		57	Helsinki Declaration on Medical Research, ICMR Guidelines of medical Research,
		58	Helsinki Declaration on Medical Research, ICMR Guidelines of medical Research,
		59	Helsinki Declaration on Medical Research, ICMR Guidelines of medical Research,
		60	Death, Dying and Incurable ill Patient. Euthanasia – ethical frame work on decision making.
<b>13</b>	24-08-2020 To 28-08-2020	61	Assignment Presentation
		62	Assignment Presentation
		63	Assignment Presentation
		64	Field Work
		65	Field Work



No of Weeks	Dates	Session	Topic
		28 August	Ayyankali Jayanthi
14	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
15	07-09-2020 To 11-09-2020	66	Assignment Presentation
		67	Assignment Presentation
		68	Field work
		69	Field work
		10 September	Sreekrishna Jayanthi
		70	Medical Records, Utility & functions of Medical Records in Health care delivery System.
16	14-09-2020 To 18-09-2020	71	Organizations & management of Medical Records Department. Role of Hospital managers & MRD personnel in Medical record keeping.
		72	Reports & returns in Medical Record System. Procedures of Medical Auditing & its importance. Government Regulations & requirements.
		73	Reports & returns in Medical Record System. Procedures of Medical Auditing & its importance. Government Regulations & requirements.
			Field work
			Field work
17	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
			Field work
			Field work
			Field work
			Field work
			Field work
18	28-09-2020 To 02-10-2020		Field work
			Field work
		29 September	Study Leave
			Study Leave
			Study Leave
			Study Leave
19	05-10-2020 To		II Semester PG University Exam
			II Semester PG University Exam

No of Weeks	Dates	Session	Topic
	09-10-2020		<b>II Semester PG University Exam</b>
			<b>II Semester PG University Exam</b>
			<b>II Semester PG University Exam</b>
<b>20</b>	12-10-2020 To 16-10-2020	75	Class test
		76	Revision
		77	Revision
		78	Discussion and revision
		79	Discussion and revision
		80	<b>Second Internal</b>
<b>21</b>	19-10-2020 To 23-10-2020	81	<b>Second Internal</b>
		82	<b>Second Internal</b>
		83	<b>Second Internal</b>
		84	<b>Second Internal</b>
		85	Field Work Presentation
		86	Field Work Presentation
<b>22</b>	26-10-2020 To 30-10-2020	<b>26 October</b>	<b>Vijayadasami</b>
		87	Previous year Question paper Discussions
		88	Previous year Question paper Discussions
		89	Previous year Question paper Discussions
		<b>29 October</b>	<b>Miladi-I-Sherif</b>
		90	Previous year Question paper Discussions
<b>23</b>	02-11-2020 To 06-11-2020		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
<b>24</b>	09-11-2020 To 13-11-2020		<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>25</b>	16-11-2020 To 20-11-2020		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>

No of Weeks	Dates	Session	Topic
26	23-11-2020		University Exam III Semester PG Begins

Subject Code:	MSW3C12 (MP)
Subject Name:	Medical Information for Medical & Psychiatric Social Workers
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of Faculty	Shamroc D Couto

## Module I

The basic concepts in health: Health Definition and Meaning. The concept of Positive Health, Changing concepts of health, Dimensions of Health, Determinants of Health, Ecology of health, Right to health, Responsibility for health. Indicators of health and various health service philosophies. Population medicine, Preventive medicine, social medicine, community medicine, hygiene, public health, Community health,

## Module- II

The concept of Disease: Definition and Meaning. Concept of Causation, Natural history of disease: The pre pathogenic phase, pathogenic phase, Agent factors, Host factors, Environmental factors, Risk factors, Risk Groups, Spectrum of disease, iceberg of disease. The Concept of disease control: disease elimination, Disease eradication, monitoring and surveillance, sentinel surveillance, evaluation of control. Concept of Prevention: Levels of prevention.

## Module- III

### Basics of Anatomy and Physiology of the human body

a) Respiratory System

b) Digestive System

c) Nervous System

d) Cardio Vascular System

e) Skeleto-Muscular - System

f) Geneto- Urinary System

g) Reproductive System (male and female)

h) Endocrine System ( in brief)

## Module- IV.

## **Common Communicable and Infectious diseases**

Etiology, prevention, presentation, investigations and treatment of Tuberculosis , Leprosy, Sexually Transmitted Diseases (bacterial and viral) HIV, AIDS, Hepatitis, Poliomyelitis, Amoebiasis, Diarrhea and Dysentery and Worm infection, Rabies, Pellagra Jaundice (conceptual+ alcohol + neonatal). Etiology, prevention, presentation, investigations and treatment of Infectious Diseases of Childhood :

- a) Chicken Pox, Mumps, Rubella, Roseola, Dyphtheria, Tetanus, Meningitis, Encephalitis
  - b) Respiratory infections – common cold, influenza, pneumonia
  - c) Skin infections.
  - d) Nutrition and Health - Protein calorie malnutrition, Kwashiorkor, Marasmus, Vitamin
- a) A and D deficiency diseases/conditions/Arithmia

### **Module-V.**

## **Diseases of Cardio Vascular System**

Myocardial infarction, Ischemic Heart disease, Hypertension, Stroke/paralysis, Diabetes, Congenital heart disease, Coma.

### **Module- VI**

## **Genetic disorders and Degenerative Diseases**

Epilepsy, Asthma, Mental deficiency, Minimal brain damage: Social work intervention for management of genetic disorders. Importance of genetic counselling. Pre-Natal and neo-natal conditions, trauma at birth leading to: Spasticity, Retarded intellectual development and other traumatic neuropathies.

## **Degenerative Diseases and Geriatric Medicine : Management of Arthritis,**

Parkinson's disease,

Cataract, Glaucoma , Retinal detachment, Senile dementia, Alzheimer's diseases

### **Recommended Readings :**

1. Anderson Clifford R. (1977) Your guide to health.- Oriental Watchman, Pune : Publishing House
2. Christopher Haslett, Edwina Chilvers, Nicholas Boon, Nicki Colledge (2003) Churchill Livingstone

### **General References :**

1. Alison Freeland (1990) Journey to Motherhood, New York : Prentice Hall Press
2. Arya, Subhash (1990) Infant & Child Care, New Delhi : Vikas Publishing House Pvt, Ltd.
3. Darvey, David (1986) A new life – Hamlyn
4. Davidson Stanley, Passmore R., Brock J. F., Truswell A. S. (1959) Human Nutrition &
5. Dietetics, Churchill Livingstone
6. Davidson Stanley, Passmore R., Brock J. F., Truswell A. S. (1979) Human

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7. Dietetics, London : Edinburgh, Churchill Living stone
8. Fait Hollis F. (1961) Health & Fitness for modern Living, Boston :Allyn and Bacon, Inc.
9. Gupte, Suraj (1991) Speaking of child care, New Delhi : Sterling Publishers Pvt, Ltd.
10. Harris R. J. C. (1970) What we know about cancer, London : George Allen &Unwin Ltd.
11. ICSSR (1981) Health for All, New Delhi
12. Kakar,D. N. Kakar, S. N. (2002) Combating AIDS in the 21st Century, Sterling Publishers Pvt.Ltd.
13. King Ambrose, Claude Nicol (1978) Venereal diseases, London :BailliereTindall
14. King Maurice, King F., Martodipoero S. (1979) Primary Child Care, Oxford University Press
15. Lalitha D'Souza, N. S. Deodhar, MukundUplekar, M. P. Dandare(1996) Doctor's Manual,Mumbai : FRCH
16. Langford, Louise M. (1960) : Guidance of the young child kanas State University New York : JohnWiley & Sons, Inc.
17. Mehta, P. J. Dr.Golwalla, A. F. (2003) Practical Medicine, Mumbai : The National Book Depot.
18. Parthasarthy C. (1998) Mother & Child Care, HARAMAND, B. Swarajyalaxmi New Delhi Har-

Anand Publication Pvt. Ltd

19. Radhika Ram Subban (2000) Shireen J. Jejeebhoy Women's Reproductive Health In India, Jaipur :Rawat Publication
20. Rao D. B. (2000) AIDS & Home care, Discovery, Publishing House

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
<b>1</b>	01-06-2020 To 05-06-2020	1	Syllabus Introduction
		2	The basic concepts in health: Health Definition and Meaning.
		3	The concept of Positive Health, ,Changing concepts of health
		4	Dimensions of Health
		5	Determinants of Health
<b>2</b>	08-06-2020 To 12-06-2020	6	Responsibility for health
		7	Indicators of health
		8	Indicators of health
		9	Various health service philosophies.
		10	Various health service philosophies.
<b>3</b>	15-06-2020 To	11	Population medicine, Preventive medicine
		12	social medicine, community medicine
		13	hygiene, public health, Community health

No of Weeks	Dates	Session	Topic
	19-06-2020	14	hygiene, public health, Community health
		15	Class Test
4	22-06-2020 To 26-06-2020	16	Concept of Causation
		17	Natural history of disease: The pre pathogenic phase, pathogenic phase
		18	Natural history of disease: The pre pathogenic phase, pathogenic phase,
		19	Agent factors, Host factors, Environmental factors, Risk factors, Risk Groups
		20	Agent factors, Host factors, Environmental factors, Risk factors, Risk Groups
5	29-06-2020 To 03-07-2020	21	Spectrum of disease, iceberg of disease.
		22	The Concept of disease control: disease elimination, Disease eradication,
		23	Monitoring and surveillance, sentinel surveillance
		24	Evaluation of control.
		25	Class Test
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	26	Concept of Prevention: Levels of prevention
		27	Library Assignment
		28	Assignment Presentation
		29	Assignment Presentation
		30	Assignment Presentation
7	13-07-2020 To 17-07-2020	31	Respiratory System
		32	Digestive System
		33	Nervous System
		34	Cardio Vascular System
		35	Skeleto-Muscular - System
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		36	Geneto- Urinary System
		37	Reproductive System (male and female)
		38	Reproductive System (male and female)
		39	First Internal Exam
		40	First Internal Exam
9	27-07-2020 To 31-07-2020	41	First Internal Exam
		42	First Internal Exam
		43	First Internal Exam
		44	Etiology, prevention, presentation, investigations and treatment of Infectious Diseases of Childhood: Chicken Pox,

No of Weeks	Dates	Session	Topic
			Mumps, Rubella
		45	Etiology, prevention, presentation, investigations and treatment of Infectious Diseases of Childhood: Chicken Pox, Mumps, Rubella
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	46	Etiology, prevention, presentation, investigations and treatment of Tuberculosis
		47	Etiology, prevention, presentation, investigations and treatment of Leprosy
		48	Etiology, prevention, presentation, investigations and treatment of Sexually Transmitted Diseases (bacterial and viral) HIV, AIDS
		49	Respiratory infections – common cold, influenza, pneumonia
		50	Skin infections.
11	10-08-2020 To 14-08-2020	51	Nutrition and Health - Protein calorie malnutrition, Kwashiorkar, Marasmus
		52	Nutrition and Health - Protein calorie malnutrition, Kwashiorkar, Marasmus
		53	Vitamin A and D deficiency diseases/conditions/Arithmia
		54	Vitamin A and D deficiency diseases/conditions/Arithmia
		55	Myocardial infarction
12	17-08-2020 To 21-08-2020	56	Hypertension
		57	Stroke/paralysis
		58	Diabetes
		59	Congenital heart disease, Coma
		60	Genetic disorders- Epilepsy, Asthma
13	24-08-2020 To 28-08-2020	61	Social work intervention for management of genetic disorders
		62	Importance of genetic counselling.
		63	Pre-Natal and neo-natal conditions
		64	Field Work
		65	Field Work
		28 August	Ayyankali Jayanthi
14	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
15	07-09-2020 To	66	Trauma at birth leading to: Spasticity, Retarded intellectual development and other traumatic neuropathies
		67	Trauma at birth leading to: Spasticity, Retarded intellectual

No of Weeks	Dates	Session	Topic
	11-09-2020		development and other traumatic neuropathies
		68	Field work
		69	Field work
		10 September	Sreekrishna Jayanthi
		70	Degenerative Diseases and Geriatric Medicine Management of Arthritis,
16	14-09-2020 To 18-09-2020	71	Degenerative Diseases and Geriatric Medicine - Parkinson's disease
		72	Degenerative Diseases and Geriatric Medicine Cataract
		73	Degenerative Diseases and Geriatric Medicine Glaucoma
			Field work
			Field work
17	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
			Field work
			Field work
			Field work
			Field work
18	28-09-2020 To 02-10-2020		Field work
			Field work
		29 September	Study Leave
			Study Leave
			Study Leave
19	05-10-2020 To 09-10-2020		II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
20	12-10-2020 To 16-10-2020	75	Degenerative Diseases and Geriatric Medicine Senile dementia
		76	Degenerative Diseases and Geriatric Medicine Alzheimer's diseases
		77	Assignment Presentation
		78	Assignment Presentation



No of Weeks	Dates	Session	Topic
		79	Discussion and revision
		80	<b>Second Internal</b>
<b>21</b>	19-10-2020 To 23-10-2020	81	<b>Second Internal</b>
		82	<b>Second Internal</b>
		83	<b>Second Internal</b>
		84	<b>Second Internal</b>
		85	Field Work Presentation
		86	Field Work Presentation
<b>22</b>	26-10-2020 To 30-10-2020	<b>26 October</b>	<b>Vijayadasami</b>
		87	Previous year Question paper Discussions
		88	Previous year Question paper Discussions
		89	Previous year Question paper Discussions
		<b>29 October</b>	<b>Miladi-I-Sherif</b>
		90	Previous year Question paper Discussions
<b>23</b>	02-11-2020 To 06-11-2020		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
<b>24</b>	09-11-2020 To 13-11-2020		<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>25</b>	16-11-2020 To 20-11-2020		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>26</b>	23-11-2020		<b>University Exam III Semester PG Begins</b>

<b>Subject Code:</b>	<b>MSW3C11 (CD)</b>
<b>Subject Name:</b>	<b>Gandhian Philosophy of Community Development</b>
<b>No. of Credits:</b>	
<b>No. of Contact Hours:</b>	<b>90</b>

<b>Hours per Week:</b>	<b>5</b>
<b>Name of Faculty</b>	<b>Fr. Thomas K.O.</b>

### **Module--1**

Theories of Trusteeship, Panchayat Raj, Swadeshi and Sarvodaya. Social changes through nonviolence.

### **Module--2**

Indian social problems and Gandhian solution. Caste system – Untouchability, Women's problems. Illiteracy, alcoholism. Population explosion. Health and hygiene. Seven social evils.

### **Module--3**

Salient features of Gandhian Economics. Ethical basis of economics. Purity of means. Simplicity of life co-operation. Bread labour. Self-reliance. Classless society. Gandhiji's views on industrialization. Machinery and production. Problems and prospects of large-scale industries. Appropriate technology, indigenous technology.

### **Module--4**

Gandhian critique of development models. Capitalism, socialism, communism, mixed economy. Economic development Vs integral development. Problems of modern economic growth. Energy and ecological crisis, rural – urban imbalance etc.

### **Module--5**

Gandhian approach to rural development. Agriculture and industry. Local source of energy and raw materials. Charkha, a symbol of self-reliance. Village industries. Rural housing, rural sanitation. 18 constructive programmes. Gandhian movements. Sarvodaya, Bhoodan and Gramdan.

### **References**

Mahadeva Prasad; Social Philosophy of Mahatma Gandhi

1. Ganguly P.M.; Gandhi's Social Philosophy
2. Unnithan T.K.; Gandhi and Social Change
3. Arunachalam K.; Gandhian Approach to Social Work
4. Gandhi M.K.; Social Service, Work and Reform
5. Kumarappa J. C.; Gandhian Economic Thought

## **TEACHING SCHEDULE**

<b>No of Weeks</b>	<b>Dates</b>	<b>Session</b>	<b>Topic</b>
<b>1</b>	01-06-2020	1	Introduction to Gandhian Philosophy of Community

No of Weeks	Dates	Session	Topic
	To 05-06-2020		Development
		2	Theories of Trusteeship
		3	Theories of Trusteeship
		4	Theories of Trusteeship.
		5	Panchayat Raj
2	08-06-2020 To 12-06-2020	6	Swadeshi and Sarvodaya.
		7	Swadeshi and Sarvodaya.
		8	Social changes through nonviolence
		9	Group discussion on panchayathiraj
		10	Class test
3	15-06-2020 To 19-06-2020	11	Indian social problems and Gandhian solution.
		12	Indian social problems and Gandhian solution.
		13	Caste system – Untouchability, Women’s problems.
		14	Caste system – Untouchability, Women’s problems
		15	Caste system – Untouchability, Women’s problems
4	22-06-2020 To 26-06-2020	16	Illiteracy, alcoholism. Population explosion. Health and hygiene. Seven social evils
		17	Illiteracy, alcoholism. Population explosion. Health and hygiene. Seven social evils
		18	Illiteracy, alcoholism. Population explosion. Health and hygiene. Seven social evils
		19	Illiteracy, alcoholism. Population explosion. Health and hygiene. Seven social evils
		20	Assignment discussion
5	29-06-2020 To 03-07-2020	21	Salient features of Gandhian Economics.
		22	Salient features of Gandhian Economics.
		23	Salient features of Gandhian Economics.
		24	Seminar presentation
		25	Seminar presentation
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	26	Seminar presentation
		27	Library Assignment
		28	Assignment Presentation
		29	Assignment Presentation
		30	Assignment Presentation
7	13-07-2020 To 17-07-2020	31	Ethical basis of economics.
		32	Ethical basis of economics.
		33	Ethical basis of economics.
		34	Purity of means. Simplicity of life co-operation. Group

No of Weeks	Dates	Session	Topic
			discussion
		35	Purity of means. Simplicity of life co-operation. Group discussion
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		36	Class test
		37	Bread labour. Self-reliance. Class less society.
		38	Bread labour. Self-reliance. Class less society.
		39	First Internal Exam
		40	First Internal Exam
9	27-07-2020 To 31-07-2020	41	First Internal Exam
		42	First Internal Exam
		43	First Internal Exam
		44	Bread labour. Self-reliance. Class less society.
		45	Bread labour. Self-reliance. Class less society.
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	46	Gandhiji's views on industrialization.
		47	Gandhiji's views on industrialization
		48	Gandhiji's views on industrialization
		49	Machinery and production
		50	Machinery and production
11	10-08-2020 To 14-08-2020	51	Problems and prospects of large-scale industries
		52	Problems and prospects of large-scale industries
		53	Problems and prospects of large-scale industries
		54	Appropriate technology, indigenous technology
		55	Appropriate technology, indigenous technology
12	17-08-2020 To 21-08-2020	56	Discussion on gandhian critique models
		57	Gandhian critique of development models.
		58	Gandhian critique of development models
		59	Capitalism, socialism, communism, mixed economy.
		60	Capitalism, socialism, communism, mixed economy.
			Economic development Vs integral development. Debate
13	24-08-2020 To 28-08-2020	61	Economic development Vs integral development. Discussion
		62	Economic development Vs integral development. Debate
		63	Economic development Vs integral development. Discussion
		64	Field Work
		65	Field Work
		28 August	Ayyankali Jayanthi
14	31-08-2020		Onam Holiday

No of Weeks	Dates	Session	Topic
	To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
<b>15</b>	07-09-2020 To 11-09-2020	66	
		67	Class test
		68	Field work
		69	Field work
		10 September	Sreekrishna Jayanthi
		70	Problems of modern economic growth.
<b>16</b>	14-09-2020 To 18-09-2020	71	Energy and ecological crisis, rural – urban imbalance etc.
		72	Energy and ecological crisis, rural – urban imbalance etc.
		73	Gandhian approach to rural development.
			Class test
			Field work
			Field work
<b>17</b>	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
			Field work
			Field work
			Field work
			Field work
			Field work
<b>18</b>	28-09-2020 To 02-10-2020		Field work
			Field work
		29 September	Study Leave
			Study Leave
			Study Leave
			Study Leave
<b>19</b>	05-10-2020 To 09-10-2020		II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
<b>20</b>	12-10-2020	75	Agriculture and industry. Local source of energy and raw materials.

No of Weeks	Dates	Session	Topic
	To 16-10-2020	76	Charka, a symbol of self-reliance. Village industries.
		77	Rural housing, ruralsanitation.
		78	18 constructive programmes. Gandhian movements. Sarvodaya, Bhoodan and Gramdan.
		79	Discussion and revision
		80	<b>Second Internal</b>
<b>21</b>	19-10-2020 To 23-10-2020	81	<b>Second Internal</b>
		82	<b>Second Internal</b>
		83	<b>Second Internal</b>
		84	<b>Second Internal</b>
		85	Field Work Presentation
		86	Field Work Presentation
<b>22</b>	26-10-2020 To 30-10-2020	<b>26 October</b>	<b>Vijayadasami</b>
		87	Previous year Question paper Discussions
		88	Previous year Question paper Discussions
		89	Previous year Question paper Discussions
		<b>29 October</b>	<b>Miladi-I-Sherif</b>
		90	Previous year Question paper Discussions
<b>23</b>	02-11-2020 To 06-11-2020		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
<b>24</b>	09-11-2020 To 13-11-2020		<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>25</b>	16-11-2020 To 20-11-2020		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>26</b>	23-11-2020		<b>University Exam III Semester PG Begins</b>

No of Weeks	Dates	Session	Topic
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<b>Subject Code:</b>	<b>MSW3C12 (CD)</b>
<b>Subject Name:</b>	<b>Developmental Economics</b>
<b>No. of Credits:</b>	<b>4</b>
<b>No. of Contact Hours:</b>	<b>90</b>
<b>Hours per Week:</b>	<b>5</b>
<b>Name of Faculty</b>	<b>Lisbel Manikutty</b>

### **Module--1**

Development: Meaning and concepts. Common characteristics of development. Obstacles to development. Indian economy: structure, current economic scene. Economic Policy of 1991, Kerala economy: salient features.

### **Module--2**

Concept of poverty: Measurement of poverty. Magnitude of poverty in India. Determinants of rural poverty: economic, social, political, cultural and religious factors that perpetuate poverty. Victims of poverty in India: women, children and other weaker sections.

### **Module--3**

Agricultural: basics characteristics, production and cropping pattern causes of low productivity and measures to increase productivity. Rural credit and inputs. Land reforms in rural India/Kerala. Farm mechanization and its effects, Animal husbandry and allied occupations.

### **Module--4**

The role of small scale and cottage industries in development. Khadi and village industries. Micro- enterprises development. Rural unemployment – agricultural laborer and minimum wages.

### **Module--5**

Planning for economic development in India. Priorities of the Five-Year Plans. Impact of Five Year Plans on the different sectors of the economy. Features of the current Five Year Plans.

### References

1. A.N Agarwal: Indian Economy
2. Choudhary: The Indian Economy
3. Bardhan P.: The Political Economy of Development in India
4. Dandekar&Rath : Poverty in India
5. Varghese K.V.: Economic Problems of Modern India

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2020 To 05-06-2020	1	Syllabus-Introduction
		2	Development: Meaning and concepts.
		3	Common characteristics of development
		4	Common characteristics of development
		5	Obstacles to development
2	08-06-2020 To 12-06-2020	6	Obstacles to development
		7	Indian economy: structure, current economic scene
		8	Indian economy: structure, current economic scene.
		9	Indian economy: structure, current economic scene
3	15-06-2020 To 19-06-2020	10	Economic Policy of 1991, Kerala economy: salient features.
		11	Economic Policy of 1991, Kerala economy: salient features.
		12	Library Assignment
		13	Library Assignment
		14	Library Assignment-Presentation
4	22-06-2020 To 26-06-2020	15	Library Assignment-Presentation
		16	Class Test
		17	Concept of poverty
		18	Concept of poverty
		19	Measurement of poverty
5	29-06-2020 To 03-07-2020	20	Magnitude of poverty in India
		21	Determinants of rural poverty
		22	Library Assignment
		23	Library Assignment-Presentation
		24	Library Assignment-Presentation
		25	Economic, social, political, cultural and religious factors that perpetuate poverty.
6	06-07-2020	03 July	St. Thomas Day
		26	
6	06-07-2020	27	Library Assignment



No of Weeks	Dates	Session	Topic
	To 10-07-2020	28	Assignment Presentation
		29	Assignment Presentation
		30	Assignment Presentation
7	13-07-2020 To 17-07-2020	31	Economic, social, political, cultural and religious factors that perpetuate poverty.
		32	Victims of poverty in India: women, children and other weaker sections.
		33	Victims of poverty in India: women, children and other weaker sections.
		34	Victims of poverty in India: women, children and other weaker sections.
		35	Agricultural: basics characteristics
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		36	Agricultural: Production and cropping pattern
		37	Agricultural: Production and cropping pattern
		38	Agricultural: Causes of low productivity and measures to increase productivity
		39	First Internal Exam
		40	First Internal Exam
9	27-07-2020 To 31-07-2020	41	First Internal Exam
		42	First Internal Exam
		43	First Internal Exam
		44	Agricultural: Causes of low productivity and measures to increase productivity
		45	Agricultural: Causes of low productivity and measures to increase productivity
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	46	Rural credit and inputs
		47	Land reforms in rural India/Kerala
		48	Farm mechanization and its effects
		49	Animal husbandry and allied occupations.
		50	Library Assignment
			Library Assignment-Presentation
11	10-08-2020 To 14-08-2020	51	Library Assignment-Presentation
		52	Library Assignment-Presentation
		53	The role of small scale and cottage industries in development
		54	The role of small scale and cottage industries in development
		55	The role of small scale and cottage industries in development
12	17-08-2020	56	Khadi and village industries
		57	Khadi and village industries

No of Weeks	Dates	Session	Topic
	To 21-08-2020	58	Micro- enterprises development
		59	Micro- enterprises development
		60	Micro- enterprises development
<b>13</b>	24-08-2020 To 28-08-2020	61	Rural unemployment – agricultural labourer and minimum wages.
		62	Library Assignment
		63	Library Assignment
		64	Field Work
		65	Field Work
		28 August	Ayyankali Jayanthi
<b>14</b>	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
<b>15</b>	07-09-2020 To 11-09-2020	66	Library Assignment
		67	Library Assignment-Presentation
		68	Field work
		69	Field work
		10 September	Sreekrishna Jayanthi
		70	Library Assignment-Presentation
<b>16</b>	14-09-2020 To 18-09-2020	71	Library Assignment-Presentation
		72	Class Test
		73	Planning for economic development in India
			Planning for economic development in India
			Field work
			Field work
<b>17</b>	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
			Field work
			Field work
			Field work
			Field work
			Field work
<b>18</b>	28-09-2020 To 02-10-2020		Field work
			Field work
		29 September	Study Leave
			Study Leave

No of Weeks	Dates	Session	Topic
			Study Leave
			Study Leave
19	05-10-2020 To 09-10-2020		II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
20	12-10-2020 To 16-10-2020	75	Planning for economic development in India
		76	Priorities of the Five-Year Plans
		77	Priorities of the Five-Year Plans
		78	Priorities of the Five-Year Plans
		79	Impact of Five Year Plans on the different sectors of the economy
		80	Second Internal
21	19-10-2020 To 23-10-2020	81	Second Internal
		82	Second Internal
		83	Second Internal
		84	Second Internal
		85	Field Work Presentation
		86	Field Work Presentation
22	26-10-2020 To 30-10-2020	26 October	Vijayadasami
		87	Previous year Question paper Discussions
		88	Previous year Question paper Discussions
		89	Previous year Question paper Discussions
		29 October	Miladi-I-Sherif
		90	Previous year Question paper Discussions
23	02-11-2020 To 06-11-2020		Study Leave
			Study Leave
			III Semester PG Internal Exams
			III Semester PG Internal Exams
			III Semester PG Internal Exams
24	09-11-2020 To 13-11-2020		III Semester PG Internal Exams
			III Semester PG Internal Exams
			Study Leave
			Study Leave

No of Weeks	Dates	Session	Topic
			<b>Study Leave</b>
<b>25</b>	16-11-2020 To 20-11-2020		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>26</b>	23-11-2020		<b>University Exam III Semester PG Begins</b>

<b>Subject Code:</b>	<b>MSW3C11 (HR)</b>
<b>Subject Name:</b>	<b>Human Resource Information system</b>
<b>No. of Credits:</b>	
<b>No. of Contact Hours:</b>	<b>90</b>
<b>Hours per Week:</b>	<b>5</b>
<b>Name of Faculty</b>	<b>Vipin K.J.</b>

### **Module- I**

Introduction to HRIS: HRIS in organization, role and benefits of HRIS, HRIS in decisionmaking, HRIS in organization, role and benefits of HRIS, HRIS in decision making. Strategic advantages of HRIS. Systems approach of functioning in an organization. Computers and Computer Based Information Systems / Introduction to Computer Based Information Systems –TPS/MIS/EIS/ES/DSS/OA; Management Concepts and CBIS

### **Module- II**

Management Information Systems; Functional Applications

### Module-III

HRIS Life Cycle/HR responsibility in each phase of HRIS development; Pre implementation stage of HRIS: HRIS Planning, HRIS Expectation, Productivity Through HRIS, HRIS Cost/benefit/Value Analysis, Getting Management Support for HRIS, Limitations of Computerization of HRIS

### Module- IV

Implementation of HRIS: Tools in HRIS Development; Human Resources

Information Systems in large and small organizations

### Module- V

Packaged Human Resources Information Systems / Business Process Re-engineering,

Enterprise Resource Planning Systems; Emerging Trends in HRIS, Networking, Internet, Intranet, Technology Implications, etc.

### References

1. Rampton D. Lenn, Tumbullian, and Doran J. Allen: Human Resources
2. Management Systems (2nd edition)
3. Walker Alfred, Handbook of Human Resources Information Systems. Managing Human Resources, 2nd ed. Gomez Luis R.-Mejia, Balkin David B. and Cardy Robert L. (Prentice Hall), 1998. Sharma A.M. Aspects of Labour Welfare and Social Security, Himalaya Publishing House, 1999.
4. Wayne Cascio F. : Managing Human Resources – Productivity, Quality of Work Life, Profits, McGraw-Hill Inc. 1993.
5. John Bernardin H. & Russell E.A. Joyce, Human Resource Management – An Experimental Approach, McGraw-Hill Inc. 1993.
6. Environmental Management- N.K. Uberoi
7. Environmental Management- H.M. Saxena
8. Environmental Management- G.N. Pandey
9. Environmental Management- S. Vigneswaran
10. Environmental Impact Assessment: Dr Sunny Joseph, SAFF, Ernakulam
11. How Environmental Provision Affect Developing Countries – Aparna Sawhaey
12. Revisiting the limits to growth: An energy white paper by Mathew R. Simmons
13. The Limits to growth: Donella H. Meadows et al.
14. ISO Protocol documents.

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2020	1	Syllabus discussion
		2	Introduction to HRIS

No of Weeks	Dates	Session	Topic
	To 05-06-2020	3	Introduction to HRIS
		4	HRIS in organization
		5	HRIS in organization
<b>2</b>	08-06-2020 To 12-06-2020	6	Role of HRIS
		7	Role of HRIS
		8	Benefits of HRIS
		9	Benefits of HRIS
		10	HRIS in decision making
<b>3</b>	15-06-2020 To 19-06-2020	11	Strategic advantages of HRIS
		12	Strategic advantages of HRIS
		13	Systems approach of functioning in an organization
		14	Systems approach of functioning in an organization
		15	Systems approach of functioning in an organization
<b>4</b>	22-06-2020 To 26-06-2020	16	Computers and Computer Based Information Systems
		17	Computers and Computer Based Information Systems
		18	Introduction to Computer Based Information Systems – TPS/MIS/EIS/ES/DSS/OA
		19	Introduction to Computer Based Information Systems – TPS/MIS/EIS/ES/DSS/OA
		20	Introduction to Computer Based Information Systems – TPS/MIS/EIS/ES/DSS/OA
<b>5</b>	29-06-2020 To 03-07-2020	21	Management Concepts and CBIS
		22	Management Concepts and CBIS
		23	Class Test
		24	Management Information Systems
		25	Management Information Systems
		03 July	St. Thomas Day
<b>6</b>	06-07-2020 To 10-07-2020	26	Management Information Systems
		27	Functional Applications
		28	Functional Applications
		29	Functional Applications
		30	Functional Applications
<b>7</b>	13-07-2020 To 17-07-2020	31	Class test – Module 2
		32	HRIS Life Cycle
		33	HRIS Life Cycle
		34	HR responsibility in each phase of HRIS development
		35	HR responsibility in each phase of HRIS development

No of Weeks	Dates	Session	Topic
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		36	Pre implementation stage of HRIS
		37	Pre implementation stage of HRIS
		38	Pre implementation stage of HRIS
		39	First Internal Exam
		40	First Internal Exam
9	27-07-2020 To 31-07-2020	41	First Internal Exam
		42	First Internal Exam
		43	First Internal Exam
		44	HRIS Planning
		45	HRIS Planning
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	46	HRIS Expectation
		47	Productivity Through HRIS
		48	Productivity Through HRIS
		49	HRIS Cost benefit Value Analysis
		50	HRIS Cost benefit Value Analysis
11	10-08-2020 To 14-08-2020	51	Getting Management Support for HRIS
		52	Limitations of Computerizationof HRIS
		53	Limitations of Computerizationof HRIS
		54	Class test – module 3
		55	Implementation of HRIS
12	17-08-2020 To 21-08-2020	56	Tools in HRIS Development
		57	Human Resources Information Systems in large and small organizations
		58	Human Resources Information Systems in large and small organizations
		59	Human Resources Information Systems in large and small organizations
		60	Human Resources Information Systems in large and small organizations
13	24-08-2020 To 28-08-2020	61	Tools in HRIS Development
		62	Library Assignment
		63	Library Assignment
		64	Field Work
		65	Field Work
		28 August	Ayyankali Jayanthi
14	31-08-2020		Onam Holiday
			Onam Holiday

No of Weeks	Dates	Session	Topic
	To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
15	07-09-2020 To 11-09-2020	66	Class test – module 4
		67	Packaged Human Resources Information Systems
		68	Field Work
		69	Field work
		10 September	Sreekrishna Jayanthi
		70	Business Process Re-engineering
16	14-09-2020 To 18-09-2020	71	Enterprise Resource Planning Systems
		72	Enterprise Resource Planning Systems
		73	Enterprise Resource Planning Systems
			Emerging Trends in HRIS
			Field Work
			Field work
17	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
			Field work
			Field work
			Field work
			Field work
			Field work
18	28-09-2020 To 02-10-2020		Field work
			Field work
		29 September	Study Leave
			Study Leave
			Study Leave
			Study Leave
19	05-10-2020 To 09-10-2020		II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
20	12-10-2020	75	Technology Implications
		76	Technology Implications



No of Weeks	Dates	Session	Topic
	To 16-10-2020	77	Assignment presentation
		78	Assignment presentation
		79	University question paper discussion
		80	<b>Second Internal</b>
<b>21</b>	19-10-2020 To 23-10-2020	81	<b>Second Internal</b>
		82	<b>Second Internal</b>
		83	<b>Second Internal</b>
		84	<b>Second Internal</b>
		85	Field Work Presentation
		86	Field Work Presentation
<b>22</b>	26-10-2020 To 30-10-2020	26 October	<b>Vijayadasami</b>
		87	Previous year Question paper Discussions
		88	Previous year Question paper Discussions
		89	Previous year Question paper Discussions
		29 October	<b>Miladi-I-Sherif</b>
		90	Previous year Question paper Discussions
<b>23</b>	02-11-2020 To 06-11-2020		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
<b>24</b>	09-11-2020 To 13-11-2020		<b>III Semester PG Internal Exams</b>
			<b>III Semester PG Internal Exams</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>25</b>	16-11-2020 To 20-11-2020		<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>26</b>	23-11-2020		<b>University Exam III Semester PG Begins</b>

<b>Subject Code:</b>	<b>MSW3C12 (HR)</b>
<b>Subject Name:</b>	<b>Industrial Relations and Labour Welfare</b>

<b>No. of Credits:</b>	<b>3</b>
<b>No. of Contact Hours:</b>	<b>90</b>
<b>Hours per Week:</b>	<b>5</b>
<b>Name of Faculty</b>	<b>Vipin KJ</b>

## **Module- I**

Industrial Relations: IR Concept, philosophy, evolution, principles, key elements, scope, nature and importance of I. R. in industrial development in India. Role of Government, Trade Unions and Employees in developing harmonious relationships in industries, I R and policies related to employers and employees. India's industrial relations policy, bipartite and tripartite approach; Indian Labour Conference, Role of Standing Orders. Industrial Relations at Plant and Shop Floor Level: Discipline, domestic enquiry, and grievance settlement procedure.

## **Module- II**

Trade Unionism: Emergence, history, growth of trade unions in India. Indian and International Labour Movements. Trade Union theories: aims, objectives, functions, structure and administration of trade unions. Trade Union as an Organisation Structure, Size, Affiliation, Membership, Finance, Leadership, Trade Union recognition and registration. Industrial Discipline, disciplinary action & enquiry procedures: Meaning, principles, goals, tools of industrial discipline, causes of indiscipline, principles and procedure of disciplinary action, drafting disciplinary action letters, Show - Cause Notice, Charge - sheet, domestic enquiry, principle of natural Justice, code of discipline and its implementation. Grievance handling procedures and practices in Industries: Meaning, goals, principles, process, methods, model grievance handling procedures

## **Module- III**

Industrial Disputes: Meaning, nature, scope and etiology of Industrial Disputes and

Industrial conflicts. Strikes, Lock-outs, Closure, Go-slow and other forms and types of Industrial Disputes; Prevention & Dispute Settlement Mechanisms; Voluntary measures & Statutory Machinery for settlement of industrial disputes in India. Role of personnel and I.R manager and other plant level officers in promoting I.R. Mechanisms of IR: Negotiation and Collective bargaining, productivity bargaining, multi-union bargaining, patterns of negotiation, bargaining relationship— process procedures, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitations. Workers Participation in Management: Meaning, objectives, need, principles, various forms & levels, critical evaluation of WPM/ participative management schemes in India. Industrial conflict: Concepts of industrial peace and Industrial conflict; causes and consequences of industrial conflict; strikes and lockouts; mediation, conciliation, arbitration and adjudication; statutory and nonstatutory machinery for prevention and settlement of disputes.

## Module- IV

International Labour Organization: History, aims, objectives, structure, functions and achievements; ILO, World Trade Organisation and Indian Labour Force. Impact of Globalization, Liberalization and Privatisation on Indian Industrial Relations. Emerging Trends in Industrial Relations : Globalization and Liberalization and its impact : Employer federations in India; International labour Organisation and its impact.

## Module- V

Labour Welfare: Concept, philosophy, need objectives principles scope and limitations of labour welfare. Statutory and non-statutory welfare provisions: Health, education, family planning, housing, canteen, crèche, transport, safety, insurance, additional health facilities and better conditions of work; Industrial Counseling-Preretirement, Quality of work life. Social security : Concept and Scope of Social security, social assistance and social insurance; Social security measures in India Problems concerned with job dissatisfaction, indiscipline, disablement, indebtedness, alcoholism, substance addiction absenteeism, and family problems etc. use of social work services in the treatment of such problems. Counselling, recreation, sports, cooperative and credit society. Social security: concept & scope of social security, social assistance and social insurance. Social security measures in India. Labour Welfare Officer: Need, role, and functions of Labour Welfare Officer. Scope for Social Work in Industry; Contemporary Issues in Industrial Relations; Industrial Relations in the emerging scenario; The Future Trends

## Reference

1. Agnihotri, V. - Industrial Relations I India (Delhi :Atma Ram and Sons)
2. Mamoria, C.B. & Mamoria Satish. - Industrial Labour, Social Security and Industrial peace in India. (Kitab Mahal, Allahabad)
3. Mamoria, C.B. - Dynamics of Industrial Relations in India (Mumbai. Himalaya)
4. Giri, V.V. - Labour Problems in Indian Industry (Mumbai. Asia Publishing House)
5. Vaid, K.N. - Labour Welfare in India (New Delhi. Sri Ram Center for IR)
6. Punekar, S.D. & others - Labour Welfare, Trade Unionism and IR (Mumbai. Himalaya)
7. Sarma, A.M. - Aspects of Labour Welfare and Social security (Mumbai. Himalaya)

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2020 To 05-06-2020	1	Industrial Relations: IR Concept, philosophy, evolution, principles
		2	Industrial Relations: IR Concept, philosophy, evolution, principles
		3	Industrial Relations: IR Concept, philosophy, evolution, principles

No of Weeks	Dates	Session	Topic
		4	Industrial Relations: IR Concept, philosophy, evolution, principles
		5	Industrial Relations: IR Concept, philosophy, evolution, principles, Key elements of IR
2	08-06-2020 To 12-06-2020	6	Scope of IR
		7	Nature and importance of IR. in industrial development in India
		8	Nature and importance of IR. in industrial development in India
		9	Nature and importance of IR. in industrial development in India
		10	Role of Government, Trade- Unions and Employees in developing harmonious relationships in industries
3	15-06-2020 To 19-06-2020	11	IR and policies related to employers and employees
		12	India's industrial relations policy, bipartite and tripartite approach
		13	Indian Labour Conference
		14	Role of Standing Orders
		15	Industrial Relations at Plant and Shop Floor Level, Discipline, domestic enquiry, and grievance settlement procedure
4	22-06-2020 To 26-06-2020	16	Class test – module 1
		17	Trade Unionism: Emergence, history, growth of trade unions in India
		18	Indian and International Labour Movements
		19	Trade Union theories: aims, objectives, functions, structure and administration of trade unions
		20	Trade Union as an Organisation Structure, Size, Affiliation, Membership, Finance, Leadership
5	29-06-2020 To 03-07-2020	21	Trade Union recognition and registration ,Industrial Discipline, disciplinary action & enquiry
		22	Meaning, principles, goals, tools of industrial discipline, causes of indiscipline
		23	Principles and procedure of disciplinary action, drafting disciplinary action letters
		24	Show - Cause Notice, Charge - sheet, domestic enquiry
		25	Principle of natural Justice, code of discipline and its implementation
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	26	Grievance handling procedures and practices in Industries
		27	Meaning, goals, principles, process, methods, model grievance handling procedures
		28	Class test – module 2

No of Weeks	Dates	Session	Topic
		29	Industrial Disputes: Meaning, nature, scope and etiology of Industrial Disputes
		30	Industrial conflicts. Strikes, Lock-outs, Closure, Go-slow and other forms and types of Industrial Disputes Prevention & Dispute Settlement Mechanisms
7	13-07-2020 To 17-07-2020	31	Voluntary measures & Statutory Machinery for settlement of industrial disputes in India
		32	Role of personnel and I.R manager and other plant level officers in promoting I.R
		33	Mechanisms of IR: Negotiation and Collective bargaining ,productivity bargaining, multi-union bargaining, patterns of negotiation, bargaining relationship
		34	Process procedures, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitations.
		35	Workers Participation in Management: Meaning, objectives, need, principles, various forms & levels, critical evaluation of WPM/ participative management schemes in India
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		36	International Labour Organization: History, aims, objectives, structure, functions and achievements
		37	ILO, World Trade Organisation and Indian Labour Force.
		38	Impact of Globalization, Liberalization and Privatisation on Indian Industrial Relations
		39	<b>First Internal Exam</b>
		40	<b>First Internal Exam</b>
9	27-07-2020 To 31-07-2020	41	<b>First Internal Exam</b>
		42	<b>First Internal Exam</b>
		43	<b>First Internal Exam</b>
		44	Emerging Trends in Industrial Relations : Globalization and Liberalization and its impact
		45	Employer federations in India; International labour Organisation and its impact.
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	46	Labour Welfare: Concept, philosophy, need objectives principles scope and limitations of labour welfare.
		47	Labour Welfare: Concept, philosophy, need objectives principles scope and limitations of labour welfare.
		48	Statutory and non-statutory welfare provisions
		49	Health, education, family planning
		50	Housing, canteen, crèche, transport
11	10-08-2020	51	Additional health facilities and better conditions of work
		52	Additional health facilities and better conditions of work

No of Weeks	Dates	Session	Topic
	To 14-08-2020	53	Industrial Counseling-Pre-retirement
		54	Quality of work life.
		55	Social security :Concept and Scope of Social security, social assistance and social insurance
<b>12</b>	17-08-2020 To 21-08-2020	56	Social security measures in India
		57	Problems concerned with job dissatisfaction
		58	Indiscipline, disablement
		59	Indebtedness, alcoholism, substance addiction absenteeism, and family problems etc
		60	Use of social work services in the treatment of such problems
			Counselling
<b>13</b>	24-08-2020 To 28-08-2020	61	Recreation, sports, cooperative and credit society
		62	Social security: concept & scope of social security
		63	Industrial Relations in the emerging scenario; The Future Trends
		64	Industrial Relations in the emerging scenario; The Future Trends
		65	Industrial Relations in the emerging scenario; The Future Trends
		28 August	Ayyankali Jayanthi
<b>14</b>	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
<b>15</b>	07-09-2020 To 11-09-2020	66	Social security measures in India
		67	Labour Welfare Officer: Need, role, and functions of Labour Welfare Officer
		68	Field work
		69	Field work
		10 September	Sreekrishna Jayanthi
		70	Scope for Social Work in Industry; Contemporary Issues in Industrial Relations
<b>16</b>	14-09-2020 To 18-09-2020	71	Industrial Relations in the emerging scenario
		72	The Future Trends
		73	Social security measures in India, Labour Welfare Officer: Need, role, and functions of Labour Welfare Officer
			Field work
			Field work
<b>17</b>	21-09-2020	21 September	Sreenarayana Guru Samadhi

No of Weeks	Dates	Session	Topic
	To 25-09-2020		Field work
			Field work
			Field work
			Field work
			Field work
<b>18</b>	28-09-2020 To 02-10-2020		Field work
			Field work
		29 September	Study Leave
			Study Leave
			Study Leave
			Study Leave
<b>19</b>	05-10-2020 To 09-10-2020		II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
			II Semester PG University Exam
<b>20</b>	12-10-2020 To 16-10-2020	75	Scope for Social Work in Industry
		76	Contemporary Issues in Industrial Relations
		77	Contemporary Issues in Industrial Relations
		78	Contemporary Issues in Industrial Relations
		79	Industrial Relations in the emerging scenario; The Future Trends
		80	Second Internal
<b>21</b>	19-10-2020 To 23-10-2020	81	Second Internal
		82	Second Internal
		83	Second Internal
		84	Second Internal
		85	Field Work Presentation
		86	Field Work Presentation
<b>22</b>	26-10-2020 To 30-10-2020	26 October	Vijayadasami
		87	Revision
		88	Previous year Question paper Discussions
		89	Previous year Question paper Discussions
		29 October	Miladi-I-Sherif
		90	Previous year Question paper Discussions
<b>23</b>	02-11-2020		Study Leave

No of Weeks	Dates	Session	Topic
	To 06-11-2020		Study Leave
			III Semester PG Internal Exams
			III Semester PG Internal Exams
			III Semester PG Internal Exams
24	09-11-2020 To 13-11-2020		III Semester PG Internal Exams
			III Semester PG Internal Exams
			Study Leave
			Study Leave
			Study Leave
25	16-11-2020 To 20-11-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
26	23-11-2020		University Exam III Semester PG Begins