

DON BOSCO ARTS & SCIENCE COLLEGE

ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)

ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

BSW

(2019 – 22)

SEMESTER - IV

ACADEMIC YEAR - (2020-21)

IV Semester BSW (2019 - 22)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	4B06BSW - Social Work Research & Statistics	Shamroc Dcouto	4
2.	4B07BSW - Theory and Practice of Counselling	Honey K	4
3.	4A13BSW - Entrepreneurship Development for Social Work practice	Lisbel Manikutty	4
4.	4A14BSW - Management Information System (MIS) for Social Work	Aneesha Siby	
5.	4C04BSW - Human Resource Management	Vipin K. J	4
	Name of Class In charge	Shamroc Dcouto	

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
1	Social Work Research & Statistics	Human Resource Management	Theory and Practice of Counselling	Entrepreneurship Development for Social Work practice	Management Information System (MIS) for Social Work
2	Social Work Research & Statistics	Human Resource Management	Theory and Practice of Counselling	Entrepreneurship Development for Social Work practice	Management Information System (MIS) for Social Work
3	Social Work Research & Statistics	Human Resource Management	Theory and Practice of Counselling	Entrepreneurship Development for Social Work practice	Management Information System (MIS) for Social Work
4	Social Work Research & Statistics	Human Resource Management	Theory and Practice of Counselling	Entrepreneurship Development for Social Work practice	Management Information System (MIS) for Social Work
5	Social Work Research & Statistics	Human Resource Management	Theory and Practice of Counselling	Entrepreneurship Development for Social Work practice	Management Information System (MIS) for Social Work

Subject Code:	4B06BSW
Subject Name:	Social Work Research & Statistics
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Shamroc Dcouto

Contents:

Module: 1

Definition, Scope/ Uses of Social Work Research: Definition and objectives Social Work Research, Scope/uses of research in social work practices

Module: 2

Methods of Social Work Research: Basic understanding of research methods-Field study method, survey method, experimental method, case study method and historical research method.

Module: III-

Planning and organizing research study: Identification and formulation of social work research problems and synopsis preparation- Developing title, conceptual framework & explanation of concepts, identification of related variables, setting up of objectives of the study, source of data, formulation of Hypothesis, scope and dimensions of the study, pilot study, pre - test.

Module: IV-

Coverage:

- **Definition of Population/ Universe**
- **Sampling- difference between census and sampling method, need for sampling, advantages and disadvantages of sampling method**
- **Sampling design- Steps in developing a sampling design, sapling techniques/methods (Probability and non-probability methods), sampling error**
- **Data collection- methods and tools for Data collection (Observation, Interview, and Questionnaire)**
- **Methods of Data processing- Editing, Classification, Coding, Tabulation, and Analysis**
- **Organising research findings and suggestions**
- **Research Reporting-Principles of Research Reporting, contents of research report, bibliography.**

Module: V-

Social Statistics:

- **Definition and meaning of statistics and use of statistics in social work practice.**
- **Central Tendency-Arithmetic Mean, Median, Mode.**
- **Presentation of Data- Frequency Tables, Charts, Graphs**
- **Interpretation of statistical data. • SPSS Software**

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-01-2021 To 08-01-2021	04 January	Study Leave
		05 January	II Semester University Exam
		06 January	II Semester University Exam
		07 January	II Semester University Exam
		08 January	II Semester University Exam
2	11-01-2021 To 15-01-2021	11 January	II Semester University Exam
		12 January	II Semester University Exam
		13 January	II Semester University Exam
		14 January	II Semester University Exam
		1	Subject introduction
3	18-01-2021 To 22-01-2021	2	Introduction to Research
		3	Introduction to social research
		4	Scope/uses of research in social work practices
		5	Methods of social work research introduction
		6	Historical research/study – objectives and uses
		7	Survey method – objectives and uses
4	25-01-2021 To 29-01-2021	26 January	Republic Day - Holiday
		9	Field study – objectives and uses
		10	Case study – objectives and uses
		11	Experimental method – objectives and uses
		12	Class test 1
5	01-02-2021 To 05-02-2021	13	Types of research – introduction
		14	Quantitative and qualitative research
		15	Descriptive research – objectives and procedure
		16	Analytical research - objectives and procedure
		17	Applied research - objectives and procedure
6	08-02-2021 To 12-02-2021	18	Fundamental research - objectives and procedure
		19	Experimental research - objectives and procedure
		20	Research approaches – 1
		21	Research approaches - 2
		22	Class test 2
7	15-02-2021 To 19-02-2021	23	Identification of research problem – introduction and methods
		24	Formulation of selected research problem - introduction

No of Weeks	Dates	Session	Topic
		25	Developing title
		26	Building a conceptual model
8	22-02-2021 To 26-02-2021	27	Literature review
		28	Setting up objectives of the study
		29	General and specific objectives setting
		30	Setting up investigative questions
		31	Formulation of hypothesis – introduction
9	01-03-2021 To 05-03-2021	32	Descriptive and relational hypothesis
		33	Working and null hypothesis
		34	Operational definition of concepts
		35	Conceptual definition of concepts
		36	Identification of variables – introduction
10	08-03-2021 To 12-03-2021	37	Independent variables
		38	Types of variables
		39	Selection of variables in research
		40	Discussion
		11 March	Maha Sivarathri - Holiday
11	15-03-2021 To 19-03-2021		III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
12	22-03-2021 To 26-03-2021		III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
13	29-03-2021 To 02-04-2021	41	Class test 3
		42	Dependent variables
			Easter Vacation
			Easter Vacation
			Easter Vacation
14	05-04-2021 To 09-04-2021		Easter Vacation
			Easter Vacation
			Easter Vacation
		43	Sources of data – introduction
		44	Primary sources - observation

No of Weeks	Dates	Session	Topic
15	12-04-2021 To 16-04-2021	45	survey and interview
		46	Secondary sources of data
		14 April	Vishu
		47	Population and universe
		48	Sampling and census difference
16	19-04-2021 To 23-04-2021	49	Sampling design
		50	Sampling method – non probability method introduction
		51	Convenience and purposive sampling
		52	Snowball and quota sampling
		53	Simple random and stratified sampling
17	26-04-2021 To 30-04-2021	54	Cluster and systemic sampling
		55	Questionnaire and interview schedule and survey
		56	Data processing – introduction
		57	Editing
		58	Classification
18	02-05-2021 To 07-05-2021	59	Coding
		60	Tabulation
		61	Data analysis
		62	Research reporting – introduction
		63	Principles of reporting
19	10-05-2021 To 14-05-2021	64	Contents of reporting discussion 1
		65	Contents of reporting discussion 2
		66	Contents of reporting discussion 3
		13 May	Eid-al-Fiter
		67	Bibliography
20	17-05-2021 To 21-05-2021	68	References
		69	Definition and meaning of statistics
		70	use of statistics in social work practice
		71	Central Tendency
		72	Arithmetic Mean
21	30-06-2021 To 04-06-2021	73	Worksheet on mean
		74	Median
		75	Worksheet on median
		76	Mode
		77	Worksheet on mode
22	07-06-2021	78	Frequency tables
		79	Frequency chart

No of Weeks	Dates	Session	Topic
	To 11-06-2021	80	Frequency graphs
		81	Interpretation of data
		82	Introduction to spss software
23	14-06-2021 To 19-06-2021	83	Revision
		84	Revision
		85	Webinar
		86	Webinar
		87	Webinar
	22-06-2021 To 26-06-2021	88	Field work
		89	Field work
		90	Field work
			Study Leave
			Study Leave
	28-06-2021 To 02-07-2021		IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam

Subject Code:	4B07BSW
Subject Name:	Theory and Practice of Counselling
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Honey K

Contents:

Module—1

Counselling: Definition and meaning, principles, skills and techniques (observation, listening, non – verbal Behaviour, communication, questioning, silence, transference) in counselling.

Module—2

Counselling process- Types of Counselling, counselling process/steps, techniques and skills of counselling

Module 3

Counsellor counselee relationship: factors influencing the relationship, ethics in counselling

Module—4

Counselling in different setting

- **Family counselling: premarital, marital, sex education, family counselling, HIV/AIDS counselling.**
- **School counselling: scholastic backwardness, emotional disturbances, problems of the adolescences, life skills.**
- **Vocational counselling: career guidance, job adjustment, placement counselling.**
- **De – addiction counselling.**
- **Counselling in crisis situation**

Module- 5

Practical Training in Counselling

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-01-2021 To 08-01-2021	04 January	Study Leave
		05 January	II Semester University Exam
		06 January	II Semester University Exam
		07 January	II Semester University Exam
		08 January	II Semester University Exam

No of Weeks	Dates	Session	Topic
2	11-01-2021 To 15-01-2021	11 January	II Semester University Exam
		12 January	II Semester University Exam
		13 January	II Semester University Exam
		14 January	II Semester University Exam
		1	Introduction to counselling
3	18-01-2021 To 22-01-2021	2	Counselling – definition and meaning
		3	Counselling – objectives
		4	Principles of counselling
		5	Introduction to skills in counselling
		6	Observation in counselling
4	25-01-2021 To 29-01-2021	7	Listening in counselling
		26 January	Republic Day - Holiday
		9	Non-verbal behaviour in counselling
		10	Communication skill in counselling
		11	Questioning skills in counselling
5	01-02-2021 To 05-02-2021	12	Silence technique in counselling
		13	Transference in counselling
		14	Counter transference in counselling
		15	Empathy in counselling
		16	Recording in counselling
6	08-02-2021 To 12-02-2021	17	Class test 1
		18	Counselling process – introduction
		19	Relationship building in counselling
		20	Assessment in counselling
		21	Goal setting in counselling
7	15-02-2021 To 19-02-2021	22	Intervention in counselling
		23	Termination in counselling
		24	Types of counselling – introduction
		25	Directive counselling – part 1
		26	Directive counselling – part 2
8	22-02-2021 To 26-02-2021	27	Non directive counselling – part 1
		28	Non directive counselling – part 2
		29	Eclectic counselling
		30	Counselling techniques – introduction
		31	Listening and attending
9	01-03-2021	32	Focusing and paraphrasing
		33	Validating and challenging

No of Weeks	Dates	Session	Topic
	To 05-03-2021	34	Multicultural competency in counselling
		35	Problem solving and conflict resolution in counselling
		36	Decision making in counselling
10	08-03-2021 To 12-03-2021	37	Class test 2
		38	Counsellor counselee relationship – introduction
		39	Counsellor counselee relationship factors
		40	Discussion
		11 March	Maha Sivarathri - Holiday
11	15-03-2021 To 19-03-2021		III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
12	22-03-2021 To 26-03-2021		III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
13	29-03-2021 To 02-04-2021	41	Video discussion
		42	Video discussion
			Easter Vacation
			Easter Vacation
			Easter Vacation
14	05-04-2021 To 09-04-2021		Easter Vacation
			Easter Vacation
			Easter Vacation
		43	Factors influencing the relationship in counselling
		44	Ethics in counselling – part 1
15	12-04-2021 To 16-04-2021	45	Ethics in counselling – part 2
		14 April	Vishu
		46	Counselling in different settings – introduction
		47	Discussion
		48	Family counselling

No of Weeks	Dates	Session	Topic
16	19-04-2021 To 23-04-2021	49	Class test 3
		50	Premarital and marital counselling
		51	Sex education
		52	Family counselling – part 1
		53	Family counselling – part 2
17	26-04-2021 To 30-04-2021	54	HIV/AIDS counselling
		55	School counselling – introduction
		56	Scholastic backwardness in school
		57	Emotional disturbances in school
		58	Problems of the adolescences in school counselling
18	02-05-2021 To 07-05-2021	59	Life skills in counselling – part 1
		60	Life skills in counselling – part 2
		61	Career guidance
		62	Job adjustment
		63	Placement counselling
19	10-05-2021 To 14-05-2021	64	Class test 4
		65	De – addiction counselling – part 1
		66	De – addiction counselling – part 2
		13 May	Eid-ul-Fitter
		67	Counselling in crisis situation
20	17-05-2021 To 21-05-2021	68	Practical Training in Counselling – 1
		69	Practical Training in Counselling – 2
		70	Practical Training in Counselling – 3
		71	Practical Training in Counselling – 4
		72	Practical Training in Counselling – 5
21	30-06-2021 To 04-06-2021	73	Presentation
		74	Presentation
		75	Presentation
		76	Presentation
		77	Presentation
22	07-06-2021 To 11-06-2021	78	Presentation
		79	Presentation
		80	Presentation
		81	Revision
		82	Revision
23	14-06-2021 To	83	Revision
		84	Webinar
		85	Webinar

No of Weeks	Dates	Session	Topic
	19-06-2021	86	Webinar
		87	Webinar
	22-06-2021 To 26-06-2021	88	Field work
		89	Field work
		90	Field work
			Study Leave
			Study Leave
	28-06-2021 To 02-07-2021		IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam

Subject Code:	Course 4A13BSW
Subject Name:	Entrepreneurship Development for Social Work practice
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Lisbel Manikutty

Objective:

To help the students understand the concepts of entrepreneurship and to develop the Entrepreneurial skills among them.

Course Outcomes:

Social work graduate at the point of successful completion will be able to:

1. Demonstrate expertise in the practical use of the terminology, key concepts and principles of entrepreneurship.
2. Connect the institutional support for entrepreneurship to social work practice. acquire entrepreneur skills

Module 1: Entrepreneurship- definition and meaning, Entrepreneur- Definition, qualities, skills, types of entrepreneurs

Module 2: Theories of entrepreneurship, Practices to entrepreneurship development

Module 3: Entrepreneurial Competencies, Roles of an entrepreneur in Economic development

Module 4 : Roles of Government and PRIs in developing Entrepreneurship, Institutional Support to Small Entrepreneurs- National Small Industries Corporation Ltd- Small Scale Industries Board- State Small Industries Development Corporations- MSME Institute-DICs- Industrial Estates- Specialized institutions- Technical Consultancy Organisations, Entrepreneurship Development Programme (EDP) – Need, Objectives, Phases of EDPs

Module 5: Micro, Small & Medium Enterprises- MSMED Act 2006, MSMEs as a seed bed of entrepreneurship – Entrepreneurship incubators, Start ups

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-01-2021 To 08-01-2021	04 January	Study Leave
		05 January	II Semester University Exam
		06 January	II Semester University Exam
		07 January	II Semester University Exam
		08 January	II Semester University Exam

No of Weeks	Dates	Session	Topic
2	11-01-2021 To 15-01-2021	11 January	II Semester University Exam
		12 January	II Semester University Exam
		13 January	II Semester University Exam
		14 January	II Semester University Exam
		1	Module 1 Entrepreneurship- definition and meaning,
3	18-01-2021 To 22-01-2021	2	Entrepreneur- Definition, qualities
		3	Skills, types of entrepreneurs-Introduction
		4	Types of entrepreneurs- According to type of Business
		5	Types of entrepreneurs- According to Motivation
		6	Types of entrepreneurs- According to use of technology
4	25-01-2021 To 29-01-2021	7	Types of entrepreneurs- According to stages of development
		26 January	Republic Day - Holiday
		9	Types of entrepreneurs- According to Dalhoff
		10	Types of entrepreneurs- According to Capital ownership
		11	Types of entrepreneurs- According to age, gender, area and scale
5	01-02-2021 To 05-02-2021	12	Module1 –Notes and conclusion
		13	Module 2-Theories of entrepreneurship-Introduction
		14	Theories of entrepreneurship- Classical Theory
		15	Neo- Classical Theory
		16	Austrian Market process
6	08-02-2021 To 12-02-2021	17	Modern Theory
		18	Practices of entrepreneurship-1
		19	Practices of entrepreneurship-2
		20	Module 3-Entrepreneurial Competencies,
		21	Entrepreneurial Competencies
7	15-02-2021 To 19-02-2021	22	Roles of an entrepreneur in Economic development -1
		23	Roles of an entrepreneur in Economic development -2
		24	Roles of an entrepreneur in Economic development -3
		25	Class test
		26	Module 4 : Roles of Government and PRIs in developing Entrepreneurship
8	22-02-2021 To 26-02-2021	27	Institutional Support to Small Entrepreneurs
		28	National Small Industries Corporation Ltd- History
		29	National Small Industries Corporation Ltd- functions
		30	National Small Industries Corporation Ltd-examples
		31	Small Scale Industries Board- definition and meaning

No of Weeks	Dates	Session	Topic
9	01-03-2021 To 05-03-2021	32	Small Scale Industries Board- Examples and functions
		33	State Small Industries Development Corporations- Definition, Meaning
		34	State Small Industries Development Corporations- Characteristics
		35	State Small Industries Development Corporations- Functions
		36	MSME Institute
10	08-03-2021 To 12-03-2021	37	MSME Institute- Definition, Function and examples
		38	DICs- Definition and characteristics, functions
		39	DICs-2
		11 March	Maha Sivarathri - Holiday
		40	Industrial Estates- Definition and characteristics, functions
11	15-03-2021 To 19-03-2021		III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
12	22-03-2021 To 26-03-2021		III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
			III Semester U G Examination
13	29-03-2021 To 02-04-2021	41	Specialized institutions- Technical Consultancy Organizations
		42	Specialized institutions- Technical Consultancy Organizations- functions and examples
			Easter Vacation
			Easter Vacation
			Easter Vacation
14	05-04-2021 To 09-04-2021		Easter Vacation
			Easter Vacation
			Easter Vacation
		43	Entrepreneurship Development Program,
		44	(EDP) – Need, Objectives
15	12-04-2021 To 16-04-2021	45	(EDP) – Need, Objectives
		46	Phases of EDPs- pre training
		14 April	Vishu
		47	Phases of EDPs- training

No of Weeks	Dates	Session	Topic
		48	Phases of EDPs- training
16	19-04-2021 To 23-04-2021	49	Post training- EDP
		50	Post training- EDP
		51	Role, relevance and achievements of EDP
		52	Presentation-1
		53	Presentation-2
17	26-04-2021 To 30-04-2021	54	Presentation-3
		55	Presentation-4
		56	Presentation-5
		57	Presentation-6
		58	Module 5: Micro, Small & Medium Enterprises- MSMED Act 2006,
18	02-05-2021 To 07-05-2021	59	Micro, Small & Medium Enterprises- MSMED Act 2006- about objectives, functions
		60	Micro, Small & Medium Enterprises- MSMED Act 2006- SECTIONS
		61	MSMEs as a seed bed of entrepreneurship- Introduction
		62	MSMEs as a seed bed of entrepreneurship- Facts and explanation
		63	Entrepreneurship incubators- definition and meaning
19	10-05-2021 To 14-05-2021	64	Entrepreneurship incubators-characteristics, Types
		65	Importance of Entrepreneurship incubators
		66	Importance of Entrepreneurship incubators
		13 May	Eid-al-Fiter
		67	Startups- Introduction
20	17-05-2021 To 21-05-2021	68	Start Ups- objectives and characteristics
		69	Conclusion
		70	Question Paper discussion
		71	Class test
		72	Question Paper discussion
21	30-06-2021 To 04-06-2021	73	Question Paper discussion
		74	Revision
		75	Revision
		76	Revision
		77	Revision
22	07-06-2021 To 11-06-2021	78	Discussion
		79	Individual presentation

No of Weeks	Dates	Session	Topic
		80	Individual presentation
		81	Individual presentation
		82	Individual presentation
23	14-06-2021 To 19-06-2021	83	
		84	Discussion
		85	Webinar
		86	Webinar
		87	Webinar
	22-06-2021 To 26-06-2021	88	Field work
		89	Field work
		90	Field work
			Study Leave
			Study Leave
	28-06-2021 To 02-07-2021		IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam

Subject Code:	4A14BSW
Subject Name:	Management Information System (MIS) for Social Work
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5

Subject Code:	4A14BSW
Name of the Teacher:	Ms. Aneesha Siby

4A14BSW: Management Information System (MIS) for Social Work

Objective:

To learn about the MIS in social work profession

Course Outcomes:

Social work graduate after the proper completion will

- 1: Have good knowledge of the advantages of MIS if used in social work.
- 2: Develop technology-friendly attitude to budgeting, accounting and auditing
- 3: Acquire skills in writing information-materials and ppt production

Contents:

Module 1

Definition and meaning of MIS, Need and objectives of MIS

Module 2

Budgeting, Accounting and Auditing in Social Work programmes/projects

Module 3

Documentation in Social Work Process- Objective, process and methods of documentation, report generation and its types

Module 4

Advantages of using IT enabled/Web based MIS platform, Use of Geographic Information System (GIS)

Module 5

Methods of information dissemination- Information Education and Communication materials (Brochure, leaflets, training aids, Ppts, use of social media), organizing consultative meetings, seminars, workshops, write shops, conferences, theater workshops.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
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No of Weeks	Dates	Session	Topic
1	04-01-2021 To 08-01-2021	04 January	Study Leave
		05 January	II Semester University Exam
		06 January	II Semester University Exam
		07 January	II Semester University Exam
		08 January	II Semester University Exam
2	11-01-2021 To 15-01-2021	11 January	II Semester University Exam
		12 January	II Semester University Exam
		13 January	II Semester University Exam
		14 January	II Semester University Exam
		1	Subject introduction
3	18-01-2021 To 22-01-2021	2	MODULE 1 Definition and Meaning- Management Information System (MIS)
		3	Needs and objectives for MIS
		4	Benefits of having an MIS
		5	Characteristics of a good MIS
		6	MIS in social work
4	25-01-2021 To 29-01-2021	7	Discussion
		26 January	Republic Day - Holiday
		9	MODULE 2 Budgeting
		10	Advantages of budget preparation
		11	Types
5	01-02-2021 To 05-02-2021	12	Accounting
		13	Accounting as part of the information system
		14	Uses of Accounting Information
		15	Auditing
		16	Test paper
6	08-02-2021 To 12-02-2021	17	Objectives of Audit
		18	Advantages of Audit
		19	Techniques of auditing
		20	Audit report
		21	Information and communication technology (ICT) and auditing
7	15-02-2021 To 19-02-2021	22	Discussion
		23	Module 3 Documentation in social work process
		24	Objectives and characteristics
		25	Documentation in social work

No of Weeks	Dates	Session	Topic
		26	Report generation
8	22-02-2021 To 26-02-2021	27	Types
		28	Discussion
		29	Module 4 Information technology
		30	Advantages of using IT
		31	Advantages of MIS
9	01-03-2021 To 05-03-2021	32	Test paper
		33	Use of geographic information system (GIS)
		34	Benefits of GIS
		35	Uses of GIS
		36	Uses of GIS
10	08-03-2021 To 12-03-2021	37	Uses of GIS
		38	Discussion
		39	Activity
		11 March	Maha Sivarathri - Holiday
		40	PPT preparation
11	15-03-2021 To 19-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
12	22-03-2021 To 26-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
13	29-03-2021 To 02-04-2021	41	Module 5 Methods of information dissemination
		42	Information Education and Communication materials
			Easter Vacation
			Easter Vacation
			Easter Vacation
14	05-04-2021 To 09-04-2021		Easter Vacation
			Easter Vacation
			Easter Vacation
		43	Brochure

No of Weeks	Dates	Session	Topic
		44	Leaflet
15	12-04-2021 To 16-04-2021	45	Training aids
		46	Ppts
		14 April	Vishu
		47	Test paper
		48	Advantages
16	19-04-2021 To 23-04-2021	49	Use of social media
		50	Discussion
		51	Organizing consultative meetings
		52	Seminars
		53	Workshops
17	26-04-2021 To 30-04-2021	54	Write shops
		55	Theatre workshops
		56	Discussion
		57	Presentation preparation
		58	Presentation preparation
18	02-05-2021 To 07-05-2021	59	Individual presentation
		60	Individual presentation
		61	Individual presentation
		62	Individual presentation
		63	Individual presentation
19	10-05-2021 To 14-05-2021	64	Individual presentation
		65	Individual presentation
		66	Individual presentation
		13 May	Eid-al-Fiter
		67	Question paper solving
20	17-05-2021 To 21-05-2021	68	Question paper solving
		69	Question paper solving
		70	Question paper solving
		71	Question paper solving
		72	Test paper

No of Weeks	Dates	Session	Topic
21	30-06-2021 To 04-06-2021	73	Current affair discussion
		74	Revision
		75	Revision
		76	Revision
		77	Revision
22	07-06-2021 To 11-06-2021	78	Discussion
		79	Individual presentation
		80	Individual presentation
		81	Individual presentation
		82	Discussion
23	14-06-2021 To 19-06-2021	83	
		84	Discussion
		85	Webinar
		86	Webinar
		87	Webinar
	22-06-2021 To 26-06-2021	88	Field work
		89	Field work
		90	Field work
			Study Leave
			Study Leave
	28-06-2021 To 02-07-2021		IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam

Subject Code:	4C04BSW
Subject Name:	Human Resource Management
No. of Credits:	4
No. of Contact Hours:	90

Subject Code:	4C04BSW
Hours per Week:	5
Name of the Teacher:	Vipin K J

Objective:

To learn concepts of Human Resource Management

Course Outcomes:

On successful completion of the course, the social work student will be able to

1: Skilfully use the insights from the course in HRM and insights about the role of the HR manager for social work practice.

2: Use the theoretical knowledge of CSR, PAS etc to expand the scope of social work and for the smooth management of community oriented social work.

3: Integrate and ensure total quality management in social work

Contents:

Module-1

Management: definition and Principles of Management, objectives and functions of management, styles/approaches

Module 2

Human Resource Management: Definition and principles of HRM, importance of Human Resource in industry/organization

Module 3

Roles and functions of HR Manager: Essential qualities, core competencies, roles and Functions

Module-4

Human resource planning, job description, job specification, Selection-Recruitment, induction and training, Performance Appraisal System, Corporate Social Responsibility:

Definition and concepts

Module 5

Total Quality Management (TQM)

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
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No of Weeks	Dates	Session	Topic
1	04-01-2021 To 08-01-2021	04 January	Study Leave
		05 January	II Semester University Exam
		06 January	II Semester University Exam
		07 January	II Semester University Exam
		08 January	II Semester University Exam
2	11-01-2021 To 15-01-2021	11 January	II Semester University Exam
		12 January	II Semester University Exam
		13 January	II Semester University Exam
		14 January	II Semester University Exam
		1	Subject introduction
3	18-01-2021 To 22-01-2021	2	Introduction to management
		3	Management – definition and meaning
		4	Objectives of management
		5	Functions of management – part 1
		6	Functions of management – part 2
4	25-01-2021 To 29-01-2021	7	Discussion
		26 January	Republic Day - Holiday
		9	Management styles – part 1
		10	Management styles – part 2
		11	Management styles – part 3
5	01-02-2021 To 05-02-2021	12	Human Resource Management – meaning and definition
		13	Principles of HRM – part 1
		14	Principles of HRM – part 2
		15	Discussion
		16	Importance of HRM in industry/ organization
6	08-02-2021 To 12-02-2021	17	Class test
		18	Importance of HRM in industry/ organization
		19	Roles and functions of HR Manager – introduction
		20	Essential qualities of HR manager – part 1
		21	Essential qualities of HR manager – part 2
7	15-02-2021 To 19-02-2021	22	Essential qualities of HR manager – part 3
		23	Discussion
		24	HR manager – introduction
		25	Objectives and characteristics
		26	Core competencies of HR manager
8	22-02-2021 To	27	Functions of HR manager – introduction
		28	Discussion

No of Weeks	Dates	Session	Topic
	26-02-2021	29	Discussion
		30	Roles of HR manager
		31	Duties of HR manager
9	01-03-2021 To 05-03-2021	32	Test paper
		33	Human resource planning – introduction
		34	Human resource planning – functions
		35	Human resource planning – methods introduction
		36	Job description
10	08-03-2021 To 12-03-2021	37	Job specification
		38	Discussion
		39	Activity
		11 March	Maha Sivarathri - Holiday
		40	Discussion
11	15-03-2021 To 19-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
12	22-03-2021 To 26-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
13	29-03-2021 To 02-04-2021	41	Selection-Recruitment
		42	Discussion
			Easter Vacation
			Easter Vacation
			Easter Vacation
14	05-04-2021 To 09-04-2021		Easter Vacation
			Easter Vacation
			Easter Vacation
		43	Induction and training
		44	Discussion
15	12-04-2021 To 16-04-2021	45	Activity
		46	Performance Appraisal System – part 1
		14 April	Vishu
		47	Performance Appraisal System – part 2

No of Weeks	Dates	Session	Topic
		48	Performance Appraisal System – part 3
16	19-04-2021 To 23-04-2021	49	Class test
		50	Corporate Social Responsibility – introduction
		51	Corporate Social Responsibility – definition and meaning
		52	Discussion
		53	CSR – activities and programs
17	26-04-2021 To 30-04-2021	54	Total Quality Management (TQM) – introduction
		55	Total Quality Management (TQM) – meaning and concept
		56	Principles of TQM
		57	Discussion
		58	Functions of TQM
18	02-05-2021 To 07-05-2021	59	Class test
		60	Discussion
		61	Activity
		62	Individual presentation
		63	Individual presentation
19	10-05-2021 To 14-05-2021	64	Individual presentation
		65	Individual presentation
		66	Individual presentation
		13 May	Eid-al-Fiter
		67	Question paper solving
20	17-05-2021 To 21-05-2021	68	Question paper solving
		69	Question paper solving
		70	Question paper solving
		71	Question paper solving
		72	Discussion
21	30-06-2021 To	73	Test paper
		74	Individual presentation

No of Weeks	Dates	Session	Topic
	04-06-2021	75	Individual presentation
		76	Individual presentation
		77	Individual presentation
22	07-06-2021 To 11-06-2021	78	Revision
		79	Revision
		80	Revision
		81	Revision
		82	Revision
23	14-06-2021 To 19-06-2021	83	Discussion
		84	Discussion
		85	Webinar
		86	Webinar
		87	Webinar
	22-06-2021 To 26-06-2021	88	Field work
		89	Field work
		90	Field work
			Study Leave
			Study Leave
	28-06-2021 To 02-07-2021		IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam