THIRD SEMESTER

Paper Code	Title of the Paper	Credits	No of Hours/ week Theory/ Practical	Duration of Exam (SEE)	Marks		Total
					IA	Theory Exam	
HC 3.1	Human Resource Management and Development	4	4	3	25	75	100
HC 3.2	Medical and Psychiatric Social Work	4	4	3	25	75	100
HC 3.3	Social Work with Urban, Rural and Tribal Communities	4	4	3	25	75	100
HC 3.4	A. Social Work Practicum - III (concurrent field work)	4	6	Viva-Voce	25	75	150
	B. Study	2			10	40	
Soft Core (Any One)							
SC 3.1	Counseling: Theory and Practice	4	4	3	25	75	100
SC 3.2	Social Policy and Social Legislation	4	4	3	25	75	100
Open Elective (Any One)							
OE 3.1	Mental Health and counseling	4	4	3			50
OE 3.2	Project Management for Participatory development	4	4	3			50

THIRD SEMESTER

COURSE CODE: HC-3.1
COURSE TITLE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Total-64 hours

Course Objectives:

- To help the students in building a knowledge base, perceive and develop the skills and attitudes appropriate to Human Resource Management theory and practice
- Develop managerial skills in different functional areas of management with practical focus on HRM& HRD
- Develop interpersonal skills/competence and leadership qualities to work in a group with team building approach.
- To develop multi-Facets of the Personality and to build Self-Confidence

Course Outcomes: The successful completion of this course shall enable the student:
- To understand HRM and the role of HRM in effective business administration.
- To understand the role that HRM has to play in manpower planning, job analysis and forecast the human resource requirements.
- To understand the role of recruitment and selection in relation to the organization's business and HRM objectives.
- To understand job-based compensation scheme and performance management system and appraisals.
- To recognize the emerging horizons of HRM and also enduring international HRM, e-HRM, HRIS.

UNIT-I. Human Resource Management 12 hours

Concept, Meaning, Nature, Objectives, Structure, Functions, Scope and Importance, its need in India.
Distinction between Personnel Management and Human Resource Management
Evolution of HRM
Qualities and Attributes of HR Manager
HR as a Business partner
Recent Trends (Artificial Intelligence, Machine Learning, Industry 4.0)
Contemporary issues in HRM. e HRM

UNIT-II. Functional Areas of HRM 14 hours

Human Resource Planning**:** Meaning and Definition, Importance, Factors affecting HRP. The Planning Process

Concepts of Job Analysis, Job Description, Job Specification, Job Design, Job Rotation, Job Enlargement, Job Enrichment, Job Analysis and Job Evaluation and Management Information System, HR Mapping and HR Out Sourcing, Attrition rates.

Recruitment, Selection, Placement and Induction: a. Recruitment - Meaning, Concept, Objectives, Recruitment Process, Recruitment Policy, Methods and Techniques, Sources of Recruitment .
Selection :Meaning, Concept, Objectives, Selection Process, Tools, Methods and Techniques of Selection,

Induction and Placement : Orientation, Probation and Confirmation, Advantages of Induction

Time Office : Functions, Compensation, Statutory Compliance, Employee Engagement and Employee Retention

UNIT-III. Compensation Management andPerformance Appraisal   12 hours

Concept, Meaning, Definitions, Types, Objectives, Systems, Elements, Principles, Wage

Theories, Salary Differentials-Factors and Functions.

Factors affecting Employee Remuneration, Incentive Systems- Financial and Non-Financial, Compensation benchmarking
Components of Salary: Basic Pay plus Allowances, Pay Slip, HRA, Perks and Emoluments, Leave Travel Allowances, Fringe Benefits, Incentives, Bonus, etc.,
Performance Appraisal System: Meaning, Concept, Methods and Techniques, (Traditional and Modern Methods), Potential Appraisal, Performance Management System, Bell Curve, 360 Degree Feedback System, Immediate Feedback System.

Career Progression and Succession Planning, Vendor Management/General Administration, Liaisoning, and Public Relations

UNIT-IV. Action Areas of HRM   12 hours

Human Resource Information System (HRIS)
HRM Action Areas: Total Employee Involvement (TEI), Quality Circles (7 QC tools), KAIZEN, Six Sigma, 5s (Sort, Set in order, Shine, Standardize, Sustain), POKE-YOKE Model, Knowledge Management.
Retention Strategies, HR Audit, (HR & EHS). ISO, TS (Technical Specification).
HR Outsourcing Benchmarking
Corporate Social Responsibility (CSR), Budget and Auditing, Employee Exit Formalities

UNIT-IV. Human Resource Development   14 hours

Human Resource Development: Concept, Meaning, Definitions, Objectives, Origin, Importance, Scope, Functions, HRD Dimensions and Interventions

Training: Meaning, Concept, Types and Methods (On the Job and Off the Job), Assessing Training Needs, Process of Training, Designing, Feedback, Monitoring and Evaluating Training & Development Programmes, Modern Management Training Methodology and Techniques.

Understanding Competencies: Types of Competencies, Competency Mapping, Observing, Recording, Classifying and Evaluating Competencies.

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COURSE CODE: HC3.2
COURSE TITLE: MEDICAL AND PSYCHIATRIC SOCIAL WORK   Total -64 hours

Course Objectives:

- To develop a holistic and integrated approach to social work practice in the field of health.
- To understand psychiatric social work in the context of changing trends in health care.
- To understand the concept of mental health, and acquire knowledge in mental disorders, stress and coping in the context of holistic health.

Course Outcomes:

- Acquire knowledge about the concepts of Medical and Psychiatric Disorders
- Develop an understanding of Psychiatric Social Work and its practice
- To develop appropriate skills and attitudes required for the practice of social work in mental health setting
- Develop skills in identifying mental disorders in health settings and community and to understand the characteristics of positive mental health.

UNIT-I. Introduction to Medical and Psychiatric Social Work   14 hours

Introduction to Medical and Psychiatric Social Work- Meaning, nature, scope and historical background. Teamwork and Multidisciplinary Approach.Application of Social Work methods in Medical and Psychiatric Social Work.Patient as a Person. Illness Behaviour, Impact of illness on patient and family.

UNIT-II. Care of Mentally ill   12 hours

Care of Mentally Ill, Day-care centre, night care centre, half-way-home, sheltered workshop, and occupational therapy units - Role of Voluntary Organizations.

Legal aspects of Health: Forensic Medicine, Procedures in Medico-legal practices, Medical Termination of Pregnancy Act, Prevention and Control of Pre-natal Diagnostic Techniques Act.

UNIT-III. Role of family in treatment of mentally ill   12 hours

Role of family in treatment of mentally ill - Preparing the family and community for the return of the affected individual, follow-up, Governmental agencies and Paraprofessionals in the welfare of mentally ill.

Psycho-socio Intervention- Psychotherapy, Identifying needs of caregivers of patients.

UNIT-IV. Psychiatric Social Work and Community Medicine   14 hours

Organization of Psychiatric Social Work and Community Medicine Department- Functions and collaboration with other Departments.
Functions of Social Worker – Psychiatric and Medical Social Worker in Hospitals.
Role of Medical and Psychiatric Social Worker in Hospital and Community
Difficulties and challenges faced by Medical and Psychiatric Social Workers.

UNIT-V. Rehabilitation   12 hours

Rehabilitation – meaning, components, psychosocial rehabilitation, psycho-education, case management, discharge planning, rehabilitation settings- therapeutic community, Day care Centres, half way homes, Quarter-way homes, shelter homes, hostels, foster care;community-based rehabilitation matrix of WHO.

Role of Medical and Psychiatric Social Workers in treatment and Rehabilitation of patients and their families.

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PAPER CODE: HC 3.3

PAPER TITLE: SOCIAL WORK WITH URBAN, RURAL AND TRIBAL COMMUNITIES

Course Objectives: Total-64 hours

- Develop an understanding of rural, urban and tribal communities.
- Understand the characteristics and problems of rural, urban and tribal communities.
- Acquire knowledge about the contribution of Governmental and Non-governmental Organizations to rural, urban and tribal development.
- Gain knowledge about the application of Social Work in rural, urban and tribal development programmes.
- Develop a critical understanding of the infrastructure and the schemes and programs of urban, rural and tribal development in India.

Course Outcomes:

- The learners will be able to understand basic concepts and theoretical perspectives on urban, rural and tribal communities and their development.
- Enable the students to understand the grass root communities, their issues and resources.
- The students will be able to get an in depth knowledge about the social work practice and intervention with urban, rural and tribal communities.
- The learners will be able to enhance their knowledge and skills related to programmes and schemes for community development.
- The social work trainees will be skilled to use various community development processes and strategies in resolving the community issues and challenges.

UNIT-I. Urban Community   14 hours

Urbanization and Urban Life: Concept and theories, Industrialization and urbanization and impact on rural society, Urbanization in modern India, Ecological patterns of cities-Characteristics of town, city, metropolis, suburbs, satellite town.

Urbanization and social institutions - Urbanization and social problems.Characteristics of urban life-Urban problems-urban services and deficiencies.

Urban Environment and Slums: Definition, theories - causes characteristics and consequences -Indian slums in general and slums in the cities of Karnataka in particular - Slum Clearance and slum improvement - governmental and nongovernmental measures. Environmental conditions of Urban India - Causes and types of urban pollution - Waste Management Measures.

UNIT–II. Urban Community Development   12 hours

Urban Community Development: Meaning, need, scope and related concepts; Urban development and urban community development; Major voluntary agencies engaged in urban community development in India with focus on urban unorganized sectors; Governmental organizations for development of youth, women, aged and children in urban areas.

Urban Development Policy and Programme - town planning and other legislation related to urban development - Programmes of urban development, Agencies such as Housing and Urban Development Corporations, Urbanization and Economic Development.

Social Work with Urban Communities - Recent Developments and Future Prospects.

UNIT –III. Rural Society and Poverty   12 hours

Rural Society -Historical Perspective – dynamics in the Village Society – Caste/ class Relationships – Control and Power, Conflict and Integration.

Poverty in the Rural Context – its Nature and Manifestations – Analysis of Basic Problems – Issues Faced by the Rural Poor such as Indebtedness, Bonded Labour, Low Wages, Unemployment, Migration and other Forms of Exploitations.

UNIT-IV. Rural Development and Rural Environment   14 hours

Rural Development – Nature and Scope of India – change in Rural Scene- Social implications.Early Experiments: Sriniketan, Gurgaon and Marthandam, Rural Reconstruction in Baroda, Firka Scheme in Madras, Nilokheri Experiment, Etawah pilot project, Community Development Programme.
SGSY Programme: Objectives, Characteristics Organization and Administration – Evaluation.
Programmes Dealing with the Problem of Rural Unemployment: NREF, RLEGP, TRYSEM, and JRY, MGNREGA, NRLM, DAY-NULM, PMEGP, PMMY.
Involvement of Government Departments in Rural Development. Rural Development through Panchayat Raj Institutes.
Rural Environment – Degradation – Micro Watershed Development, Soil Conservation and Treatment, Joint Forest Management and Social Forestry.

UNIT –V. Tribal Society and Tribal Development   12 hours

Definition of Tribal, Characteristics of Tribal Society – Economic, Political and Cultural.Nature and Characteristics of Primitive Culture, Tribe in relation to caste notion, Major Scheduled tribes in India and their Ecological Distribution.

Emerging trends in Tribal Social Institutions – Family, Marriage and Kinship Systems, Jati Structure, Economic Structure (Land Relations), Political Organizations, Religion and Media.

Problems of Tribal Life – Education, Employment, Communication, Health, Indebtedness, Land Rights and Displacement, Exploitation of Tribal and the impact of acculturation on Tribal Society.

Schemes and Programmes for Tribal Development: AMSY, ASRY, EMRS, VKY, NSTFDC

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COURSE CODE: HC 3.4
COURS TITLE: SOCIAL WORK PRACTICUM-III
   A. Concurrent Field Work

Concurrent Field Work practice learning of two-days a week (16 hours) is an ongoing learning opportunity to develop intervention skills in reality situations. The learners may be placed in agencies or in communities to initiate and practice in direct service delivery. Practice learning is a vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work. The faculty supervisors should assist students to prepare a plan of action for the respective semester field work activities in consultation with agency supervisors. Every student shall undertake one or two awareness programmes/trainings with any group in agency/community in this semester of the course. They have to predominantly try to put into the practice the life skills learnt by them through orientation in the first semester. Further, faculty supervisors shall facilitate students to adopt intervention field work in collaboration with the respective agency/development organizations. Minimum of twenty to twenty four concurrent fieldwork visits are expected to be carried out during this semester of the course.

In this semester, students shall be placed for concurrent field work practicum *in the Industries, Hospitals/Govt. organizations, NGOs, VOs, & CBOs/other developmental organizations.* However, the Block Placement in the *Fourth* semester shall be as per the choice of the students. The Chairman/Principals/Field Work Coordinators and the faculty members shall help the students in getting the permission for field work from agencies. However, both the faculty and students shall be responsible for getting the permissions for field work practicum.

   B. Study Tour:

The Third semester students should go for study tour for a period of 7 to10 days. The purpose of study tour is to have exposure to various agencies (like industries, governmental organizations/NGOs, hospitals, and correctional institutions) working within the state and outside of the state. All expenses in this connection needs to be borne by students themselves. The study tour is integral part of Concurrent Field work-III and the report along with the GPS photos should be made available to the examiner at the time of viva-voce examination. The study tour must be completed within the period.

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COURSE CODE: SC3.1

COURSE TITLE: COUNSELING: THEORY AND PRACTICE   Total-64 hours

Course Objectives:

- To understand the meaning and importance counseling
- To describe dominant theories in counseling and psychotherapy
- To develop a holistic understanding of counseling as a tool for helping process.
- To familiarize learners with theoretical understanding regarding different theories and approaches under-pinnings for goals, values, processes and techniques.
- To develop skills, attitudes and competencies required to deal with human beings whenever in need of help in real life situations.

Course Outcomes:

Upon completion of this course, students will be able to:
- Understand the nature of individual and group counseling and comprehend the various roles (social, emotional, and personal) of the counselor and client within the therapeutic relationship.
- Acquire knowledge of various approaches: their theoretical underpinnings for goals, values, process and techniques.
- To expertise as a effective counselor and enable to set up a counseling centers in indigenous settings.

UNIT-I. Counseling   12 hours

Definitions, Elements, Nature, Characteristics, Goals and Scope.Evolution of counseling. Types of Counseling. Counselling in multi-cultural and pluralistic Society. Ethical nature of Counselling, Qualities of an effective Counselor.

UNIT-II. Foundations of Counseling   10 hours

Philosophical foundations: dignity of human person.
Sociological foundations: Influence of Social System.
Psychological foundations: concepts of self
Developmental needs at different stages.

UNIT-III. Theories and Approaches in Counseling   16 hours

    a. Client-centered Therapy
    b. Transactional Analysis
    c. Rational Emotive Therapy
    d. Reality Therapy
    e. Eclectic Approach.
    f. Cognitive Behavioral Therapy
    g. Family Counseling.

UNIT-IV. Counseling relationship and Process   14 hours

Regard and respect, Accurate Empathy, Self disclosure, Transference-Counter transference, Termination of relationship (follow-up and referral). Process: Problem Exploration and Clarification (skills – active listening, verbal and non-verbal messages and behaviour, Client's Self-exploration), Self – Understanding. (Focusing, Summarizing, and probing, confrontation- Stress/Burn out- ways to cope with it, Facilitating Actions (developing a new perspective, help client to choose alternatives, formulate action plan, implement, evaluate, terminations and follow-up.)

UNIT-V. Counseling in Indigenous settings   12 hours

Family (marital, parenting, Childhood issues), School (learning disorders), Industry (substance abuse, absenteeism), Correctional (personality/ behavior modification, rehabilitation), and Health (chronic and terminal illnesses).

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COURSE CODE: SC3.2

COURSE TITLE: SOCIAL POLICY AND SOCIAL LEGISLATION Total-64 hours

Course Objectives:

- To acquire a basic understanding of legal system and the Indian constitution with special emphasis on the Fundamental rights and the Directive principles of the state.
- To understand the various provisions and features of the different personal laws and social legislations.
- To enable the students to contextualize contemporary human rights
- To motivate the students in a proactive thinking process with a human rights perspective
- Gain knowledge on Social Policy, Social Planning, Social Development and Social Legislations

Course Outcomes:

- Understand the conceptual framework of Social Policy in Indian Context
- Gin the concept and approaches to Social Development.
- Acquire the Social Policies in India and its relevance in contemporary India.
- Understand the social legislation, constitution of India and role of social Worker in promotion of Social Justice.

UNIT-I. Social Policy, Planning and Development   14 hours

Social Policy: Definition, Concept, Nature, Principle, Need and Evolution, Constitutional base and Implications; Sources and Instrument of Social policy. Values and Different models underlying social policy.

Social Policy relating to Women, Children, Youth, Aged, Education, Health and Family Welfare.Role of Social Workers in promoting of Social Policies.

Relationship between Social Policy, Social Planning and Social Development. Role of NITI Ayog.

UNIT-II. Law and Society   12 hours

Concept, meaning and scope of law and society, Social legislation-a socio- historical analysis and as an agent of social change, concept and provision for social justice in Indian constitution; Criminal Justice System in India: Police: Structure, powers and functions and their role in maintaining peace and order in the society.

Prosecution: Meaning, structure, its role in criminal justice, trial participation. Judiciary: Supreme Court, High Court - Constitution of Supreme Court and High Court: Powers and functions. Subordinate Courts - District Sessions Court, Magistrate Courts, and other subordinate courts.

UNIT-III. Personal Laws   12 hours

Personal Laws related to Marriage, Divorce, Succession, Adoption and Minor's guardianship of Hindus, Mohammedan and Christians; Special Marriage Act, Indian Divorce Act, Indian Succession Act. Family Court Act 1984.

UNIT-IV: Legislation Pertaining to Women, Children and Environment   14 hours

Probation of Offenders Act – 1956, Consumer Protection Act 1986, Environment Protection Act 1986, Right to Information Act – 2005, MNREGA Act – 2005, Persons with Disabilities Act 1995, Juvenile Justice (Care and Protection) Act 2000, ii), Child Labour (Prohibition and Regulation) Act 1986, Dowry Prohibition Act 1984, Domestic Violence (Prohibition) Act 2005, Right to Education Act.

UNIT-V. Various Commissions and Legal Services   12 hours

Human Rights Perspective, UND HR and Commission, Women's Commission, Minority Commission constitution and functions, Public Interest Litigation, Legal Aid, Lok Adalat, Role and functions of Social worker, Constitutional Remedies -Habeas Corpus, Mandamus, Prohibitions, Quo Warranto, Certioraris Organs of Administration Legislative, Executive and Judiciary Process of framing legislations in the Assembly and Parliament. Role of social worker in the legal services.

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PAPER CODE: OE3.1 (Open Elective Course)
PAPER TITLE: MENTAL HEALTH AND COUNSELLING   Total-30 hours

Course Objectives:

- Demonstrate an ability to integrate mental health theories and policies into deliberation of mental health practice
- To provide an effective theoretical foundation for practice of counseling.
- To contribute for capacity building of students on different aspects of promoting mental health in practice in post academic life.
- To enhance the knowledge base of pupils for promotion of community mental health.

Course Outcomes:

1. Learner must have a clarity of concept, types and causes of mental illness
2. Student must be able to speak on all Basic Mental illness treating therapies and their application
3. Student must be capable of explaining different types of defense-mechanisms
4. He/ she must know the skills of counseling in different settings effectively
5. Student should be able to understand the importance and salient features of Mental Health Act, 1987.

UNIT-I. Introduction to Mental Health   10 hours

Mental Health: Meaning, definition and misconceptions Characteristics of the mentally healthy person. Factors influencing Mental Health. Mental health as a part of general health. Psycho-Somatic Health: Meaning & Importance Life Cycles Stages and Mental Health, Psycho-Somatic Health: Meaning & Importance Life Cycles Stages and Mental Health promotion., Stress: Meaning, definition Causes Ego-Defense Mechanisms: Importance and types. Brief introduction about Mental Health Act, 1987.

UNIT-II. Mental Health Disorders   10 hours

Substance Use Disorders, Schizophrenia, Mood Disorders and Anxiety Disorders: causes, effects on patient and on the family, treatment modalities.

Role of social worker and role of voluntary organizations in rehabilitation of mentally ill Role of family in the treatment of mentally ill.

UNIT-III. Counseling Approaches and Settings   10 hours

Counseling: Meaning, definition and importance
Principles, process, Skills and techniques of
counseling.

Types of Counseling:
Individual counseling, Group Counseling and Family Counseling.
Approaches of counseling.

Counseling Approaches and Settings:

Use and application of counseling; Schools, Colleges, Child Guidance centers, Family Counseling centers, Career Counseling centers, Patient centric Counseling, Industrial Counseling and Gerentological counseling

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COURSE CODE: OE3.2 (Open Elective Course)
COURSE TITLE: PROJECT MANAGEMENT FOR PARTICIPATORY DEVELOPMENT Total-30 hours

Course Objectives:
- To educate the pupils on the skills and knowledge required for writing a project proposal
- To understand different perspectives of development and approaches for community development.
- Understand process and components of project management.
- Develop application skills for effective organizational management.
- Enhancement of competence in handling various projects

Course Outcomes:

- Student must be able to identify the need of the project
- Learner must be capable enough to write a strong proposal of project
- He/ she should be in a position to explain the concept and importance of LFA & LFM
- Pupil must be thorough with the practical application of Project Cycle management

UNIT –I. Introduction to Project Management: 10 hours

Concept of Development and Development Projects, Concept and Definitions of Project Concept. Meaning and Components of Project Management.

Project Identification: Needs assessment: listening, interviewing, focus group discussions; community mapping; Capacity assessment: human, social, natural, physical, economic, cultural. Feasibility/Base Line studies. Approaching /writing a project; essential qualities.

UNIT- II: Logical Framework Approach, Project Design and Cycle Management 10 hours

Logical Framework Approach for Project design, Main Stages of Logical Framework Approach Overview and purpose of Project Cycle management. Cycle of operations, key responsibilities and Decision- Making Process, and Coordinating the Project Cycle Management in an Integrated Planning.

Using the LFA at Various Phases of PCM: Programming Phase, Identification Phase, Formulation Phase, Implementation Phase, Including Monitoring and Reporting.
Evaluation Phase.

UNIT-III. Preparation and Submission of Project Proposals to Funding Agencies.
10 hours
Useful Tools and Techniques for Project Implementation, Monitoring and Evaluation:
Creating Management Information System (MIS) – Participatory Rural Appraisal (PRA): Principles, methods and techniques – Gantt Chart – Programme/Project Evaluation Review Technique (PERT) – Critical Path Method (CPM).
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