BACHELOR OF BUSINESS ADMINISTRATION

(B.B.A)

III YEAR – SEMESTER - V

OPERATIONS MANAGEMENT (Core Subject) – MAM5C

UNIT – I

Introduction: Nature and Scope of Operations Management. Production design & Process planning: Plant location: Factors to be considered in Plant Location – Plant Location Trends.

UNIT – II

Layout of manufacturing facilities: Principles of a Good Layout – Layout Factors – Basic Types of Layout – Service Facilities.

UNIT – III

Production and Inventory Control: Basic types of production – Basic Inventory Models – Economic Order Quantity, Economic Batch Quantity – Reorder point – Safety stock – Classification and Codification of stock – ABC classification – Procedure for Stock Control, Materials Requirement Planning (MRP). JIT.

UNIT – IV

Methods Analysis and Work Measurement: Methods Study Procedures – The Purpose of Time Study – Stop Watch Time Study – Performance Rating – Allowance Factors – Standard Time – Work Sampling Technique. Quality Control: Purposes of Inspection and Quality Control – Acceptance Sampling by Variables and Attributes – Control Charts.

UNIT – V

Service Operations Management: Introduction – Types of Service – Service Encounter – Service Facility Location – Service Processes and Service Delivery.

ReferenceBooks

1. Buffa, E.S. and Sarin, R., Modern Productions / Operations Management, 8th Edition, Wiley, 2007.

2. Chary, S.N., Production and Operations Management, 5th Edition, Tata McGraw-Hill, 2012.

3. B.Mahadevan, Operations Management,2nd Edition,Pearson,2010.

4. Lee Krajewski,Larry P Ritzman.,Manoj K Malhotra & Samir K Srivastava, Operations Management,9th Edition,Pearson,2011.

5. Heizer, J., Render, B. and Rajashekhar, J., Operations Management, 9th Edition, Pearson, 2009.

BACHELOR OF BUSINESS ADMINISTRATION

(B.B.A)

II YEAR – SEMESTER - IV

HUMAN RESOURCE MANAGEMENT (Core Subject) – MAM4Z

UNIT I

Nature and scope of Human Resources Management – Differences between personnel management and HRM – Environment of HRM – Human resource planning – Recruitment – Selection – Methods of Selection – Uses of various tests – interview techniques in selection and placement.

UNIT II

Induction – Training – Methods – Techniques – Identification of the training needs – Training and Development – Performance appraisal – Transfer – Promotion and termination of services – Career development.

UNIT III

Remuneration – Components of remuneration – Incentives – Benefits – Motivation – Welfare and social security measures.

UNIT IV

Labour Relation – Functions of Trade Unions – Forms of collective bargaining-Workers' participation in management – Types and effectiveness – Industrial Disputes and Settlements (laws excluded)

UNIT V

Human Resource Audit – Nature – Benefits – Scope – Approaches.

REFERENCE BOOKS :

1. Human Resource Management – V S P Rao
2. Human Resource Management – Ashwathappa
3. Human Resource Management – Garry Deseler
4. Human Resource Management – L M Prasad
5. Human Resource Management – Tripathi.

BACHELOR OF BUSINESS ADMINISTRATION

(B.B.A)

II YEAR – SEMESTER - III

MARKETING MANAGEMENT (Core Subject) – MAM3J

UNIT I

Fundamentals of marketing - Role of Marketing - Relationship of Marketing with other functional areas - concept of marketing mix-Marketing approaches - Various Environmental factors affecting the marketing functions.

UNIT II

Buyer Behavior - Consumer goods and Industrial goods - Buying motives - Factors influencing buyer Behaviour- Market segmentation - Need and basis of Segmentation -Targeting - positioning.

UNIT III

The Product - Characteristics - benefits - classifications - consumer goods - industrial goods - New Product Development process - Product Life Cycle - Branding -Packaging.

UNIT IV

Physical Distribution: Importance - Various kinds of marketing channels - distribution problems. Sales management: Motivation, Compensation and Control of salesmen.

UNIT V

  A brief overview of: Advertising - Publicity - Public Relations - personal Selling - Direct selling and Sales promotion.

Recommended Texts

1. Philip Kotler, 2003, Marketing Management, 11th edition, Pearson Education

   (Singapore) Pte Ltd, New Delhi.

2. V.S. Ramaswamy & S.Namakumari, 1994, Principles of Marketing, first edition, S.G.

   Wasani / Macmillan India Ltd, New Delhi.

3. Crrainfield, Marketing Management, Palgrave Macmillan

4. Sontakki . C.N , Marketing   Management, Kalyanni Publishers, Ludhiana

5. Gary Armstrong & Philip Kotler, 2003, Marketing -An Introduction, sixth edition,

   Pearson Education (Singapore)   Pvt Ltd, New Delhi

BACHELOR OF BUSINESS ADMINISTRATION

(B.B.A)

II YEAR – SEMESTER - III

ORGANISATIONAL BEHAVIOUR (Core Subject) – MAM3G

UNIT I

Need and scope of organizational behavior - Theories of organization - Individual difference Vs Group intelligence tests -Measurement of intelligence - Personality Tests - Nature - Types and uses of perception.

UNIT II

Motivation - Financial and non -Financial motivational techniques - Job satisfaction - meaning - Factors - Theories -Measurement -Morale - Importance - Employee attitudes and behavior and their significance to employee productivity.

UNIT III

Work environment -Good house keeping practices - Design of work place - Fatigue - Causes and prevention and their importance - Leadership -Types and theories of leadership

UNIT IV

Group dynamics -Cohesiveness - Co-operation - Competition - Resolution - Sociometry - Group norms - Role position status

UNIT V

Organizational culture and climate - Organizational Development

Recommended Books

1. Uma Sekaran, Organisational Behaviour Text & cases, 2nd edition,Tata McGraw Hill Publishing CO.Ltd

2. Gangadhar Rao,Narayana ,V.S.P Rao, Organisational Behaviour 1987, Reprint 2000, Konark Publishers Pvt.Ltd , 1 st edition

3. S.S. Khanka , Organisational Behaviour , S.Chand & Co , New Delhi .

4. J.Jayasankar , Organisational Behaviour , Margham Publications , Chennai . 3.

BACHELOR OF BUSINESS ADMINISTRATION

(B.B.A)

III YEAR – SEMESTER - VI

CUSTOMER RELATIONSHIP MANAGEMENT – MEM6A

UNIT-I

Communication - need/ Mode of communication – barriers, channels of communication - oral - written -listening skill – Verbal skill- interpersonal communication and intra personal communication , Essentials of business letter.

UNIT -II

CRM - concept and approach - CR in competitive environment public relation and image building

UNIT -III

Banker - customer relationship -retaining and enlarging customer base - customer services - quality circle. .

UNIT -IV

Nature and types of customer - complaint redressal methods Talwar and Goiporia committee report, customer service committee, customer day - Copra Forum - ombudsman.

UNIT - V

Market Segment - Customer Data Base - Market Research. Review and Evaluation of Customer Satisfaction.

Recommended Books

1.H.Peeru Mohamed & A. Sangadevan , Customers Relationship Management - A Step –by – step approach , Vikas Publishing House Private Limited , Noida .

2. Mukesh Chaturvedi Abhinav , Chaturvedi , Customers Relationship Management – An Indian Perspective , Excel Books , New Delhi .

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BACHELOR OF BUSINESS ADMINISTRATION

(B.B.A)

III YEAR – SEMESTER - VI

Elective - III : PROJECT WORK (GROUP) – MAM6Q

A group of 3 students will be assigned a project in the beginning of the final year. The project work shall be submitted to the college 20 days before the end of the final year and the college has to certify the same and submit to the University 15 days prior to the commencement of the University Examinations.

The project shall be evaluated externally. The external examiner shall be from the panel of examiners suggested by the board of studies from time to time.

Those who fail in the project work will have to redo the project work and submit to the college for external examination by the University.

UNIVERSITY OF MADRAS
B.COM CORPORATE SECRETARYSHIP
SEMESTER –II
SYLLABUS

Business communication

CORE PAPER II – COMPANY LAW AND SECRETARIAL PRACTICE – I
SUB CODE: CYA1B

Unit – I

Evolution of Company Law – Meaning and Characteristics of a Company – New concept in modern company law - Comparative analysis and benefits of different business models - Illegal Association – Lifting of Corporate Veil - Role and Importance of Company Secretary – Key Managerial Personnel – Compliance Officer – Compulsory Appointment – Qualification and Disqualification - Powers, duties, and responsibilities of Secretary – Resignation and removal of Company Secretary - Officer in default.

Unit – II

Incorporation of Company – Memorandum and Articles of Association – Provision for Entrenchment - effect of registration - Commencement of business- Alteration of Memorandum and Articles of Association - Doctrine of Constructive notice-Ultra vires and Indoor Management - Duties of Company Secretary in the formation and Incorporation of company.

Unit - III

Prospectus – Matters to be stated in the prospectus – Offer of Securities for sale - Shelf prospectus - Red hearing prospectus - Civil and Criminal Liability for mis-statement of prospectus – Statement in lieu of prospectus – Punishment for Personation for acquisition of securities – Global Depository Receipt - Securities and Exchange Board (SEBI) - Powers to regulate issue and transfer of Securities – Private placement - Role of secretary in the issue of Prospectus.

Unit – IV

Share Capital – Meaning and Kinds – Alteration of Capital – Issue of further Capital, Rights issue, Bonus issue, Private and Preferential allotment – rules and regulations relating to the issue of capital - Role of Company Secretary in the issue of capital - Dematerialization and Re-materialization of securities - Reduction of Share capital and the procedure there for – Buy back of securities – Issue of share capital at a premium and discount – Rules relating to the same.

Unit – V

Meaning of the term member and difference between a member and share holder and contributory. How to become a member - rights and responsibilities of a member - Transfer and Transmission of Shares (including depository mode) – Nomination and its importance – Who can be admitted as a member - Manner of becoming a member – Can a member be removed-Statutory register to be maintained – Electronic mode.

Reference Books:

Dr.B.Ravi – Company Law and Secretarial Practice (New Companies Act 2013).

Taxman's Companies Act, 2013, Taxman Publications, New Delhi.

Vinod Kothari, Understanding Companies Act 2013, Jain Book Agency, New Delhi.

ALLIED- I   PAPER II –(b)   BUSINESS COMMUNICATION

SUB CODE: CYB2B

UNIT - 1

Analysis of business letter - Basic Principles in drafting - Appearance and layout - Letter style.

UNIT - II

Various types of business letters - letter of enquiry - quotations - Offers - Orders - Cancellation - Complaints and Settlement.

UNIT – III

Circular - Status enquries - collection Letters - Application for a situation - Letter of recommendation - Reference Letters.

UNIT - IV

Company Correspondance - Correspondance with Shareholders - Debenture holders / F.D holders, Goverment Depatments, Statutory Bodies - Office staff, customers and Public and Directors.

UNIT - V

Report writing - Format - Report style and language – Report by individuals and committees - Report on meeting - Speeches writing - Role of computers in Business Correspondence.

REFERENCE BOOKS

1 L.Gartside - Modern Business Correspondence

2 Ramesh And Pattnesh - Effective Business English And Correspondence

3 Bhal And Nagamiah - Modern Business Correspondence

4 Koralahalli - Bussiness Correspondence

SEMESTER-IV

CORE PAPER VIII – BUSINESS MANAGEMENT
SUB CODE: CYA4B

UNIT – I

MANAGEMENT:

Importance - Definition – Nature and Scope of Management process - Role and Functions of a Manager – Levels of Management – Development of Scientific Management and other Schools of Thought and approaches.

UNIT – II

PLANNING:

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

UNIT – III
ORGANIZING:

Types of Organizations – Organization Structure – Span of Control and Committees - Departmentalization – Informal Organization.

UNIT – IV

DIRECTING:

Authority – Delegation – Decentralization – Difference between Authority and Power – Responsibility – Direction – Nature and Purpose.- Motivation- Theories of Motivation- Monetary and Non- Monetary Incentives.

UNIT – V

CO-ORDINATING AND CONTROLLING:

Co-ordination – Need, Type and Techniques and Requisites for excellent Co-ordination – Controlling – Meaning and Importance – Control Process.

REFERENCE BOOKS

1. Weihrich and Koontz – Essentials of Management
2. Dinakar Pagare – Principles of Management
3. C.B.Gupta – Business Management
4. L.M.Prasad – Principles of Management

SEMESTER III

CORE PAPER V – CORPORATE ACCOUNTING – I

UNIT-I

Shares – kinds of shares - Issue of Shares – *Prorata* allotment – Forfeiture - Reissue –Sweat Equity shares – Rights issue – Underwriting of Shares – Firm underwriting.

UNIT–II

Preferences shares – Types of Preference Shares – issue and Redemption of preference shares – conditions for Redemption - Redemption out of Capital – Redemption out of profits – Capital redemption Reserve – Bonus issue – Buy Back of shares.

UNIT–III

Debentures – Kinds- Issue of Debentures at par – premium – Discount – Loss on issue of Debentures – Conversion of Debentures –Redemption of debentures – Sinking fund Account – Purchase and cancellation of own debentures – Cum-interest and Ex-interest quotations.

UNIT – IV

Acquisition of business – purchase consideration – Calculation of goodwill. – Profits prior to incorporation – Time Ratio – Sales Ratio – Treatment of pre-acquisition profit.

UNIT – V

Preparation and presentation of Company Final Accounts – legal provisions – Format of Balance Sheet – Format of Profit and loss account – Preparation of balance sheet and Profit and loss account with Simple adjustments – Managerial Remuneration.

REFERENCE BOOKS**:**
1. R.L.Gupta – Corporate Accounting
2. Jain &Narang – Company Accounts
3. T.S.Reddy&A.Murthy – Corporate Accounting
4. Shukla&Grewal – Advanced Accounting
5. Chakraborthy – Advanced Accountancy
Web References
https://www.icai.org/post.html?post_id=14495
https://www.icsi.edu/media/webmodules/Corporate%20and%20Management%20Accounting.pdf

SEMESTER – IV
CORE PAPER VII – CORPORATE ACCOUNTING – II

UNIT – I

Amalgamations – meaning – types - AS 14 – Conditions - Amalgamation in the nature of Merger – Amalgamation in the nature of purchase – Pooling of interest method – Purchase method – Calculation of purchase consideration – Entries in the books of Transferor and Transferee company (intercompany investments excluded)

UNIT – II

Reconstruction – meaning – Difference between internal and external reconstruction – Methods –Capital Reduction – Journal entries – Resultant balance sheet.

UNIT – III

Liquidation – Calculation of Liquidator's Remuneration - Liquidator's final statement of receipts and payments

UNIT – IV

Goodwill - meaning – factors – Methods of calculation – Simple average profit – Weighted Average profit – Calculation of Adjusted profit – Calculation of Average capital employed – Normal profit - Super profits method – Capitalization method - Annuity methods – Sliding scale method.

UNIT –V

Valuation of shares – need – methods – Net asset basis or Intrinsic value method - Yield method – valuation based on rate of dividend – valuation based on rate of earnings - valuation based on price earnings ratio – Capitalizations factor – Valuation based on productivity factor – Fair value of shares.
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REFERENCE BOOKS:
1. R.L.Gupta – Corporate Accounting
2. Jain &Narang – Company Accounts
3. T.S.Reddy&A.Murthy – Corporate Accounting
4. Shukla&Grewal – Advanced Accounting
5. Chakraborthy – Advanced Accountancy

WEB REFERENCES

https://www.icai.org/post.html?post_id=14495

https://www.icsi.edu/media/webmodules/Corporate%20and%20Management%20Accounting.pdf

CORE XIII – ELECTIVE - ENTREPRENEURIAL DEVELOPMENT
SUB CODE: CYE5A

UNIT I

Concept of Entrepreneurship – Entrepreneurship – Meaning – Types - Qualities of an Entrepreneur - Classification of Entrepreneurs - Factors influencing Entrepreneurship - Functions of Entrepreneur.

UNIT II

Entrepreneurial Development – Agencies - Commercial Banks - District Industries Centre - National Small Industries Corporation - Small Industries Development Organisation - Small Industries Service Institute - All India Financial Institutions (IDBI, IFCI, ICICI, IRDBI.)

UNIT III

PROJECT MANAGEMENT

Business Idea Generation Techniques - Identification of Business Opportunities - Feasibility Study - Marketing, Finance, Technology & Legal Formalities - Preparation of Project Report Tools of Appraisal.

UNIT IV

Entrepreneurial Development Programmes (EDP) - their role, relevance and achievements - Role of Government in organizing EDPs - critical evaluation.

UNIT V

ECONOMIC DEVELOPMENT & ENTREPRENEURIAL GROWTH

Role of Entrepreneur in economic growth - strategic approaches in the changing economic scenario for Small-Scale Entrepreneurs – Networking - Niche play, Geographic Concentration, Franchising / Dealership - Development of Women Entrepreneurship.

REFERENCE BOOKS:

1. Srinivasn N.P. – Entrepreneurial Development
2. Saravanavel – Entrepreneurial Development
3. Vasant Desai- Project Management
4. Jayashree Suresh- Entrepreneurial Development
5. Holt- Entrepreneurship- New venture creation
6. J.S. Saini & S.K. Dhameja- Entrepreneurship & Small business
7. P.C. Jain- Handbook for New entrepreneurs
8. Dr. C.B. Gupta & Dr. S.S. Khanka- Entrepreneurship & small business

CORE PAPER XVII – INDIRECT TAXES
SUB CODE: CYA6D

UNIT I

TAXATION AND TAX SYSTEM IN INDIA

History of Taxation – Elements of Tax – Objectives of Taxation – Canons of Taxation – Tax System in India – Classification of Taxes.

UNIT II

CENTRAL EXCISE

Basic Concepts – Types of Excise Duties – Definition of some terms – Classification of Goods – Levy and Collection of Tax – Sec 4 & 4A Valuation of Goods – Administrative setup of Central Excise – Registration – Excise and Exports – Excise and Small Scale Industries – CENVAT.

UNIT III

CUSTOMS ACT 1962

Customs Act – Definition, Concepts and Scopes – Levy and Collection of Customs Duty – Classification of Goods – Assessment of Duty – Valuation of Goods under Customs Act – Prohibition on Importation & Exportation of Goods – Demand and Recovery of Customs Duty – Clearance of Goods – Baggage.

UNIT IV

CENTRAL SALES TAX (CST) & TAMILNADU VAT

Historical background of CST Act – Definition of terms – Inter-State Sales – Exemptions from CST – Registration of Dealers – Levy and Collection of CST – Provisions of Tamil Nadu VAT – Dealers – Registration – Input Tax Credit – Levy of Tax.

UNIT V

SERVICE TAX

Growth of Service Sector – Elements of Service Tax – Different Services on which tax is payable - Service Tax payment.

REFERENCE BOOKS:

1. V.S. Datey - Indirect Tax law and practice.
2. T.S. Reddy & Dr. Y. Hari Prasad Reddy - Business Taxation.
3. N.S.Govindan – Indirect Taxes made Easy

SEMESTER - V

CORE PAPER IX – MANAGEMENT ACCOUNTING

UNIT I

Management Accounting – Meaning, Scope, Importance and Limitations - Management Accounting vs. Cost Accounting - Management Accounting vs. Financial Accounting.

Analysis and interpretation of Financial Statements, nature, objectives, and tools – methods - Comparative Statements, Common Size Statement and Trend Analysis.

UNIT II

Ratio analysis - interpretation, benefits and limitations.Classifications of ratios - liquidity, profitability, turnover, Computation of ratios – Preparation of Balance sheet.

UNIT III

Funds – meaning – schedule of changes in working capital – Funds from operation – Fund flow Statement – AS 3 – Cash flow from Operating Activities - Direct Method **–** Indirect Method – Investment Activities – Financing Activities - Cash Flow Statements – (Simple problems Only)

UNIT IV

Budget and budgetary control- meaning, objectives, merits and demerits - types of budgets-production, cash and flexible budgets.

UNIT V

Marginal Costing (excluding Decision-Making) - Absorption Costing and Marginal Costing - CVP Analysis - Break-Even Analysis - Break Even Chart.

REFERENCE BOOKS

1. Dr. Maheswari S.N.- Management Accounting
2. Chadwick- The Essence of Management Accounting
3. Sharma and ShashiK.Gupta- Management accounting
4. T.S. Reddy &Y. Hari Prasad Reddy.
5. Hansen/ Mowen- Cost management accounting and control.

CORE PAPER XIV – INDUSTRIAL LAWS W.E.F.2019-2020
For the Students admitted from the Academic year 2017-18

UNIT I
FACTORIES ACT 1948

Definitions – Health – Safety – Welfare – Working Hours of Adults – Employment of Women – Employment of Young Persons – Leave with Wages.

UNIT II

INDUSTRIAL DISPUTES ACT 1947

Definitions – Authorities under the Act – Reference of Disputes – Procedures and Powers of Authorities – Strikes and Lock-outs – Lay-off & Retrenchment – Special Provisions relating to Lay-off, Retrenchment & Lock-outs

UNIT III

THE WORKMEN COMPENSATION ACT 1923

Need for the Act – Scope & Coverage of the Act – Definitions – Employer's liability for Compensation (Section 3) including Theory of Notional Extension & Occupational Diseases – Defences available to Employer – Amount & Distribution of Compensation – Notice & Claim – Medical Examination - Obligations & Rights of Employers & Employees - Schedules to the Act

UNIT IV

EMPLOYEES STATE INSURANCE ACT 1948

Objects-definitions-ESI corporation, functions- contribution and recovery- benefits- penalties for false claims

UNIT V

EMPLOYEES PROVIDENT FUND AND MISCELLANEOUS PROVISION ACT, 1952

Objects- definition- provident fund schemes- contribution and recovery – penalties and offences

REFERENCE BOOKS**:**

1. N.D.Kapoor – Industrial Law.
2. P.C.Tripathi - Industrial Law.
3. Dr.M.R.Sreenivasan - Industrial Law.

SEMESTER -VI

ELECTIVE PAPER II – INSTITUTIONAL TRAINING

W.E.F.2019-2020

(For the Students admitted from the Academic year 2017-18)

Supervised Institutional Training shall be an integral part of B.Com (Corporate Secretaryship) Degree Course. It is a sort of job testing programme designed to bridge the gap between theory & practice and create a natural interest in the practical aspects of the Company Secretaryship so as to stimulate trainee's desire to face its challenges and problems.

The training should be given under the joint supervision and guidance of the Training Officer of the Institution and Faculty member of Corporate Secretaryship of the college. The details of the training given and the assessment of each student in that regard should be fully documented.

The duration of the training shall be for a period of 30 days during the third year. The training shall broadly relate to

(a) Office Management
(b) Secretarial Practice.

The training relating to Office Management may be designed to acquaint the trainees with:

1. Company's activities, organization structure, departments and authority relationship.
2. Study of layout, working conditions, office maintenance, safety and sanitary conditions.
3. Study of the Secretarial service, communication, equipments, postal and mailing services and equipments.
4. Acquaintance with office machines and equipments and accounting, machines.
5. Acquaintance with filing department, sales, purchases, sales accounts, salary, administration and personnel departments.

The training pertaining to Secretarial Practice shall be on all aspects of the, functions of a corporate secretary.

The following types of organizations may be selected for the training:

1. Public Limited Companies (Both Industrial and Commercial).
2. Statutory bodies, Public Enterprises and Public Utilities like L.I.C., Electricity Board, Housing Board and Chambers of Commerce, Cooperative Societies and banks.
3. Office Equipment Marketing Organizations.
4. Office of a Practicing Chartered Accountant, Cost Accountant or Company Secretary.

In view of the objective of the course to prepare the students to become professionals like Chartered Accountants, Cost Accountants and Company Secretaries, it is proposed to give on the job training with Practicing Chartered Accountants, Cost Accountants or Company Secretaries. For Institutional training the students may either select to go to a company or to a practicing professional.

The paper on Institutional Training shall carry hundred marks and Internal and External Viva - Voce based on a report submitted by the candidate, under the guidance of the faculty member of the respective colleges assisted by the training officers of the Institutions providing training.

The students undergoing training in Chartered Accountant/Cost Accountant /Company Secretary's office shall prepare a report on any Public Ltd Company Listed in BSE or NSE. The Report shall include information about the profile products, projects, milestones, performance specifically analysis of financial performance for the past 5 years of the selected company.

The report shall be around 50 typed pages, excluding tables, figures, bibliographies and appendices. The department of the respective college shall value the report. The marks shall be sent to the University before 31st March of the Third year. A candidate failing to secure the minimum for a pass (40%) shall be required to resubmit this report to the department and the marks after valuation shall be forwarded to the University before the commencement of the examination.

The external examiner in consultation with internal, examiner should conduct Viva- Voce and evaluate the report.

DEPARTMENT OF SOCIAL WORK – UG

SEMESTER – I

CORE PAPER – I

SOCIAL WORK PROFESSION- HISTORY AND PHILOSOPHY

CREDITS: 4   **TOTAL TEACHING HOURS: 64**

OBJECTIVES OF THE COURSE

- To appreciate the history and philosophy of Social Work and its emergence as a profession.
- To comprehend its underlying ideologies, philosophical base, theories and approaches to practice.
- To understand social work as a profession – its beliefs, values and principles.
- To develop an understanding of the various methods and fields of Social Work practice.
- To gain an understanding of current trends in Social Work practice.

UNIT I

Social Work Profession

Social Work Profession: Meaning and Definition of Social Work as a Profession, Origin and Growth of Social Work Profession in India, Goals and Functions, Principles and Scope of Social Work Profession, Beliefs and Values, Code of Ethics (NASW)

UNIT II

Historical Development of Social Work Profession

Overview of Historical Development of Social Work in UK and USA; Historical Development of Social Work in India - Social Service and Traditional Social Institutions; Contribution of Social Reformers – Raja Ram Mohan Roy, Sarojini Naidu, Periyar, Gandhi, Contributions of Religious

thought to Social Work, Contributions of Christian Missionaries to social development, Role of INGOs, NGOs and civil society organisations.

UNIT III

Introduction to Social Work and Social Work theories

Social Service, Social Security, Social Change, Social Welfare, Social Policy, Social Planning, Social Action, Social Development, Empowerment; Social Work Theory-Conceptual understanding of Theory, Importance of Theory in Social Work, Major Theories in Social Work - Problem Solving Model, Behaviour Modification Model, and Crisis Intervention Model.

UNIT IV

Fields of Social Work Practice

Health, Mental Health, Community Development, Child Rights, Legal and Correctional settings, Family, Vocational Rehabilitation, Education, Economic and Social Development, Rural Development, Urban Development, Industrial, and Environment.

UNIT V

Social Work Education

Social Work Education in India, Importance of Field Work and Supervision in Social Work Education, Professional Associations - International Federation of Social Workers (IFSW), The National Association of Social Workers (NASW), National Association of Professional Social Workers in India (NAPSWI), and the Professional Social Worker's Association (PSWA)

BOOKS FOR REFERENCE

Adams, R. *Social Work and Empowerment*. New York: Palgrave Macmillan, 2003.

Alston, M. and Mckinnon, J. *Social Work – Fields of Practice*. Australia: Oxford U P, 2003.

Banks, S. *Ethics and Values in Social Work*. New York: Palgrave Macmillan, 2001.

Black, K., J. *Development in Theory and Practice- Paradigms and Paradoxes*. Jaipur: Rawat, 2007.

Bogo, M. *Social Work Practice- Concepts, Processes and Interviewing*. New York: Columbia University Press, 2006.

Clark, L., C. *Social Work Ethics – Politics, Principles and Practice*. New York: Palgrave Macmillan, 2001.

Desai, M. *Ideologies and Social Work- Historical and Contemporary Analyses*. Jaipur: Rawat, 2006.

Doel, M. and Shardlow, M., S. *Modern Social Work Practice- Teaching and Learning in Practice Settings*. London: Ashgate, 2005.

Dominelli, L. *Social Work-Theory and Practice for a Changing Profession*. New Delhi: Rawat, 2005.

Joshi, S., C. *Hand Book of Social Work*. New Delhi: Akansha, 2004.

Payne, M. *Modern Social Work Theory*. New York: Palgrave MacMilan, 2005.

Payne, M. *The Origins of Social Work - Continuity and Change*. New York: Palgrave Macmillan, 2005

Subhedar, T. S. *Field Work Training in Social Work*. Jaipur: Rawat, 2001.

SumitDutta. *Social Work and Social Development*. New Delhi: Wisdom Press, 2013.

Thompson, N. *Understanding Social Work- Preparing and Practice*. New York: Palgrave Macmillan, 2002.

Core Paper – II - FIELD WORK - I

LAB SESSIONS AND OBSERVATION VISITS

These are structured experiences in a skill lab setting, which provide an opportunity of "learning by doing" in a safe environment. Learning about social realities, others and self is essentially through inputs, group experiences and simulation games. The skill lab sessions equip students with knowledge, attitudes and practice skills in keeping with social work values, beliefs and ethics. The students are exposed to social realities existing in society, a critical analysis of such situations and the need to work towards human development.

The observation visits aim to make the students oriented to various organisation in the field of social work, such as non-governmental organisations involved in welfare and development activities, government bodies involved in development work, hospitals and health care organisations, organisations in the care of aged, women and children

OBJECTIVES OF FIELD WORK

➢ To develop understanding of situations in the world of reality through experiencing situations in a laboratory settings, using imagination and fantasy.

➢ To develop the capacity to reflect over one's own behaviour, and its effect on self and others and with the help of the facilitator, develop understanding of the same.

➢ To develop skills to establish relationship with clients and client groups by participating in games for listening, verbal communication and understanding non-verbal messages – body language and life skills.

➢ To acquire skills of observation and develop an understanding of society's response to social problems through various services.

➢ To develop understanding and appreciation and ability to critically evaluate the efforts of voluntary and government programmes.

➢ To develop an appreciation of the significances of social work intervention in these programmes by recording.

The **topics** for **field Lab** Sessions:

a. Self-Awareness
b. Communication skills
c. Interpersonal relationship.
d. Indian social problems
e. Values and ethics in Social Work.
f. Leadership and personality development.

The **visits** to the organisations include:

a. Children
b. Elderly
c. The differently abled (physically/mentally)
d. Governmental agencies involved in Social Work

METHOD OF ASSESSMENT

1. Presentation of consolidated report on various lab sessions and observation visits.

ALLIED PAPER – I

SOCIOLOGY FOR SOCIAL WORK

CREDITS: 4   **TOTAL TEACHING HOURS: 64**

OBJECTIVES OF THE COURSE

- To understand Sociology as a discipline and its relevance for Social Work
- To initiate an understanding of basic Sociological concepts about society, its structure and dynamics
- To create the ability among students to analyse the Indian Social system, Social Phenomena & Social problems

UNIT I

Sociology as a discipline and its relevance for Social Work

Sociology – Introduction and Definition, Relationship between Sociology & Social Work

Difference between Sociology and Social Work, Basic Concepts in Sociology – Society – Definition & types, Community, Institution, Social Organisation, Social Structure, Association.

UNIT II

Individual in Society

Socialisation & Social Control - Definition, Agents – Family & Parents, Peers or age mates, Teachers, Literature & Mass Media of Communication, Functions and Importance of socialisation.

Social Control - formal and informal means.,Culture: Definition, Two components of culture – Material & Non- material, Cultural lag; Folkways, Mores, Norms.Social Processes – Cooperation, Competition, Conflict, Accommodation and Assimilation.

UNIT III

Social groups and Social institutions

Social Groups: Meaning, Definition, Types, Functions and Characteristics. ClassificationofGroups - PrimaryGroup,SecondaryGroup,ReferenceGroup ,Social Institutions: Definition, Meaning and Types - Family, Marriage, Kinship, decent.

UNIT IV

Social Stratification

Definition, Caste, Class and Gender – Changing patterns, Impact of caste on Indian SocietySocial Mobility, Gender roles & Gender discrimination in India

UNIT V

Social Change & Social Movements

Social Change - Concept of social change, Nature and Characteristics of Social change, an introduction to the factors contributing to Social change – Geographic or the Physical Factors, Biological Factors, Cultural Factors, Technological Factors, Social legislation and Social change, Education and Social Change. Social changes in India. Social Movements - Concepts, Types, Meaning, Factors essential for a social movement, Social reform

BOOKS FOR REFERENCE

Dhanagare, D., N. *Indian Sociology*. Jaipur and New Delhi: Rawat, 1993.

Frances, V., Moulder. *Social Problems of the Modern World. U.S.A.*: Eve Harward, 2000.

Mac, Iver R., M. and Page, C., H. *Society: An Introductory Analysis*. Chennai: Macmillan, 1990.

Ram, Ahuja. *Social Problems in India*. Jaipur and New Delhi: Rawat, 1997.

Rao Shankar, C.N. *Principles of Sociology*. New Delhi: S.Chand

Sharma, Rajendra, K. *Indian society – Institutions and Change*. New Delhi: Atlantic, 1997.

Shepard, Jon, M. *Sociology*. New York: West Publishing Co, 1981.

Upadhyaya, Sharma, V., P. *Contemporary Indian Society* New Delhi: Anmol, 1992.

SEMESTER II

CORE PAPER – III

SOCIAL WORK PRACTICE WITH INDIVIDUALS

CREDITS: 4   **TOTAL TEACHING HOURS: 64**

OBJECTIVES OF THE COURSE

- To introduce the various methods of Social Work practice
- To enable and identify the appropriate usages of the various methods in practice
- To equip students with knowledge in various models of Case Work.

Unit   I
Introduction

Introduction to the methods of Social Work – Definition, Meaning - Case Work, Group Work, Community Organisation, Social Action, Social Work Administration and Social Work Research as practice methods . Integrated Method of Social Work, Shifts in focus of practice – from expert/professional to collaborative partner

Unit   II
Social Case Work

Historical Evolution of Case Work - Objectives, Principles, Philosophy, Values, Skills and Techniques   of   Case   Work,   ComponentsofSocialCaseWork–Person,Place,Problem,Process,(4p's)andCase work Relationship.

Unit   III
Models of Social Case Work

Meaning of Theory and Model, Psychosocial Model, Client Centered Model, Life Model perspective in Social Case Work.

Unit IV
The Helping Process

Phase I- Psychosocial Study, Psychosocial Assessment

Phase II- Intervention Plan and Goal Setting, Intervention

Phase III- Termination, Evaluation and Follow up

Unit V

Recording and Supervision in Social Case Work

Recording in Social Case Work – Definition, Types, Need and Importance of Recording

Supervision in Case Work – Meaning, Need and Importance

Role of a Social Case Worker in different settings – Medical, Child Guidance Clinics, Correctional

Settings, Family and Child Welfare Settings and Geriatric Care.

BOOKS FOR REFERENCE

Bhattacharya, Sanjay. *Social Work, An Integrated Approach*. New Delhi: Deep & Deep, 2004.
DatarSudha, Ruma, Bawikar et al. *Skill Training for Social Workers- A Manual*. New Delhi: Sage, 2010.

Hamilton, Gordon, *Theory & Practice of Social Case Work 2nd Edition*. Jaipur: Rawat, Indian Reprint, 2013.

Hepworth, D.H. & J.A. Larsen. *Direct Social Work Practice: Theory and Skills*. Dorsey Press, 1993.

Hollis, F. *Case Work: A Psychosocial Therapy*. New York: Randam House, 1964.

Mathew, Grace. *An Introduction to Social Casework.* Mumbai TISS, 1992.

Misra, P.D. &BeenaMisra.*Social Work Profession in India.* Lucknow: New Royal Book, 2004.

Perlman, Helen Harris, *Social Casework*, Chicago: The University of Chicago Press, 1957.

Pippins, J. *Developing Case Work Skills*. USA: Sage, 1980.

Trevithick, Pamela. *Social Work Skills – A Practice Handbook.* 2nd Edition. Jaipur: Rawat, 2009.

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Core Paper – IV - FIELD WORK - II

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LAB SESSIONS AND OBSERVATION VISITS

These are structured experiences in a skill lab setting, which provide an opportunity of "learning by doing" in a safe environment. Learning about social realities, others and self is essentially through inputs, group experiences and simulation games. The skill lab sessions equip students with knowledge, attitudes and practice skills in keeping with social work values, beliefs and ethics. The students are exposed to social realities existing in society, a critical analysis of such situations and the need to work towards human development.

The observation visits aim to make the students oriented to various organisation in the field of social work, such as non-governmental organisations involved in welfare and development activities, government bodies involved in development work, hospitals and health care organisations, organisations in the care of aged, women and children

OBJECTIVES OF FIELD WORK

➢ To develop understanding of situations in the world of reality through experiencing situations in a laboratory settings, using imagination and fantasy.
➢ To develop the capacity to reflect over one's own behaviour, and its effect on self and others and with the help of the facilitator, develop understanding of the same.
➢ To develop skills to establish relationship with clients and client groups by participating in games for listening, verbal communication and understanding non-verbal messages – body language and life skills.
➢ To acquire skills of observation and develop an understanding of society's response to social problems through various services.
➢ To develop understanding and appreciation and ability to critically evaluate the efforts of voluntary and government programmes.
➢ To develop an appreciation of the significances of social work intervention in these programmes by recording.

The **topics** for **field Lab** Sessions:
g. Reality walk – meeting various people and understanding reality life situations.
h. The City slums through an NGO involved in developmental work.

i.   Time Management
j.   Societal Analysis
k.   Stress Management and Problem Solving

The **visits** to the organisations include:
e.   Children
f.   Elderly
g.   The differently abled (physically/mentally)
h.   Governmental agencies involved in Social Work
i.   Government hospitals – specific departments

Skill training in alternate media of communication – street theatre, folk songs and folk dance

METHOD OF ASSESSMENT
2.   Presentation of consolidated report on various lab sessions and observation visits.
3.   Presentation of the alternate media for communication in a slum community.

ALLIED PAPER – II

PSYCHOLOGY I

HUMAN GROWTH AND DEVELOPMENT

CREDITS: 45   **TOTAL TEACHING HOURS: 64**

Objectives:

- To understand the principles of human development process

- To develop an understanding of the developmental task

- To learn to apply human growth and development principles for better social work interventions

Unit I

Introduction to Psychology

Definition ofPsychology, Fields of Psychology- General, Developmental, Abnormal, Social, Counselling, CommunityPsychology, Relationship between Psychology and Social Work Relevance of Psychology for Social WorkPractice

Unit II

Human Growth and Development

Meaning of growth and development, principles of development, life span, 3A's of happiness and unhappiness during life span.

UNIT III

Prenatal period: Characteristics, conception, pregnancy, delivery and hazards during prenatal period. Infancy: Characteristics, major adjustments and hazards of infancy. Babyhood: Characteristics and developmental tasks. Childhood: Early childhood-Characteristics, developmental tasks and hazards, Late childhood- Characteristics, developmental tasks and hazards.

UNIT IV

Puberty: Characteristics, causes, age, body change, effects of change and hazards. Adolescence: Characteristics, developmental tasks, physical, social, psychological changes and hazards.

Adulthood: Characteristics, developmental tasks, vocational adjustments, marital adjustments, personal, social, vocational and marital hazards.

UNIT V

Middle age: Characteristics, developmental tasks, physical, psychological, social and vocational adjustments, social, personal, vocational and marital hazards. Old age: Characteristics, developmental tasks, adjustment to physical changes, changes in motor and mental ability, vocational adjustments and hazards.

BOOKS FOR REFERENCE

Bee, Helen. Mitchell, Sandra. *The Developing Person-A Life Span Approach.*Ed2, New York Harper and Row,1984.

Engler, Barbara, *Personality Theories-An Introduction.* Ed3, Boston: Brooks Cole Learning, 1991.

Mangal, S K., *General Psychology.* New Delhi: Sterling, 2010

Spect, Riva.Craig, Grace J., *Human Development-A Social Work Perspective.*
  New Jersey: Prentice Hall, 1982

Vankhede, A N., *Handbook of Psychology.* New Delhi: Wisdom Press, 2012.

Coleman, James, *Abnormal Psychology and Modern Life.*Ed 5, Mumbai: D.B Taraporewala& Sons, 1976.

Compton, Beulah. Galaway, Cournoyer, *Social Work Processes.* Ed 7, USA: Brooks Cole Learning, 2005

Corner Ronald,J ,. *Abnormal Psychology.*New Delhi: Wisdom Press, 2012

Hurlock, Elizabeth, *Developmental Psychology-A Life Span Approach.* Ed 5, New Delhi: Tata

McGraw Hill, 1995.

Morgan, Clifford T., King, A., Richard Weisz., John .R. and Schople, *Introduction to Psychology.*New York: Tata McGraw Hill, 1986

SEMESTER III

CORE PAPER – V

SOCIAL WORK PRACTICE WITH GROUPS

CREDITS: 4   **TOTAL TEACHING HOURS: 60**

OBJECTIVES OF THE COURSE

- To acquire knowledge of the objectives, characteristics values of working with groups.
- To understand the significance of the methods and their uses in the Indian context and equipping students with a broad range of skills in social work practice.
- To develop the necessary skills to apply the methods of working with groups.

UNIT I   **(10 hours)**

Introduction to Groups

Definition, Meaning, and types of groups and their characteristics - Open and closed groups, Treatment Groups: Educational, Growth, remedial and socialization.Task Groups: Committees, councils, teams; Therapeutic Groups: T groups, and group counseling. Significances of social groups in the life of the individuals and families

UNIT II   **(10 hours)**

Introduction to Group Work

Definition, Meaning, Goals, and characteristics of Group Work. Historical evolution of social group work practice .Principles of Group work, purposive programming planning, guiding group interaction, handing conflict, building team spirit, monitoring evaluation, follow up.

UNIT III   **(10 hours)**

Basic skills and techniques of working with groups

Skills or working with groups: skills in identifying potential groups, skills in forming groups, skills in strengthening groups, facilitation and leadership.

UNIT IV (15 hours)

Stages in Social Group Work

Forming and assessing groups: Group formation, Formulation of objectives, individual and group goals, Planning assessment, Implementation and intervention in groups.

Stages of group development – Identifying barriers to change and managing them Termination and Evaluation.

UNIT V (15 hours)

Recording in Group Work and the Role of a Group Worker in Different Settings

Recording – Types and uses; Role of a Social Group Worker in different settings – Community Development Settings, Residential Settings, Clinical, Schools, Addiction Centres

BOOKS FOR REFERENCE

Bhatt R.M. *Records of Group Work Practice in India.*Baroda University : Baroda,1960.

Bhattacharya, Sanjay. *Social Work an Integrated Approach*. New Delhi: Deep & Deep, 2008.

Doel, Mark &Sawda, Catherine.*The Essentials of Group Worker*. London: Jessica Kingsley, 2003.

Douglass, Tom. *Group Processes in Social Work – A Theoretical Synthesis*. New Delhi: Thomson, 1979.

Garvin, Charlesd.D.Gutierrez, Lorraine .M. Galinsky, Maeda. J. *Handbook of Social Work with Groups*. New York : The Guildford,.2006.

Johnson and Johnson.*Joining Together: Group Theory and Group Skills*. New Delhi: Premier, 1982.

Konopka Gisela. *Social Group Work – A Helping Process*. London: Prentice Hall, 1963 2nd Edition.

Mark, Doel.*Using Group Work*. London: Routledge, 2010.

Milson, Fred. *An Introduction to Group Work Skills*, London: Routledge and Kegan Paul, 1973.

Misra P.D. and BeenaMisra.*Social Work Profession in India.*Lucknow: New Royal,1979.

Trecker.Harleigh, B. *Social Group Work- Principles and Practice*. New York: Association Press, 1970.

Toseland, R.W. Rivas. R.F.*An Introduction to Group Work Practice*. New York: Macmillan, 1984.

Core Paper – VI - FIELD WORK – III

RURAL CAMP AND CONCURRENT FIELD WORK

The students will attend the rural camp before concurrent Field Work begins. The broad aim of Field Work is to provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with individuals, groups and communities. These will be in keeping with the placement agency's philosophy, policy and goals and use of guided supervision.

OBJECTIVES OF FIELD WORK

- To develop an understanding of the rural social system with special reference to a specific poverty group
- To develop an understanding of government intervention in relation to poverty groups in the region and the related structures of decision-making and intervention
- To develop the capacity to appreciate and make a critical analysis of interventions of both voluntary organisation and the government agencies
- To experience in-group living, appreciate its value in terms of self-development, interpersonal relationships, sense of organisation, management and mutual responsibility
- To acquire skills in planning, organising, implementing the camp
- To understand the organisation, its philosophy and goals and to prepare an organisation's profile
- To understand the community, the needs and problems of the communities by preparing a community profile
- To analyse the organisations' structure, functioning and it's networking strategies

METHODS OF ASSESSMENT

1. A seminar will be organised to present group papers to cover the activities of the camp.
2. A report on their observations and learning of the organisations and Community.

ALLIED PAPER – III

PSYCHOLOGY II

HUMAN BEHAVIOUR

CREDITS: 4TOTAL TEACHING HOURS: 60

Objectives:

- To understand the basic concepts of human behavior.
- To gain knowledge on psychological base of human behavior.
- To get an insight on the individuals to become an effective social worker.

UNIT – I **(12 hours)**

Introduction

Human Behaviour: Meaning, basic concepts, understanding human behavior and Personality

Personality- Definition. Personality Traits and Dimensions to describe Personality

Theories related to Structure and Development of Personality. Psychoanalytic (Freud), Psychosocial Development (Erickson), Social Learning (Bandura), Humanistic (Rogers)

UNIT II   (12 hours)

Sensation- meaning, Perception: meaning, perceptual process, factors in perception and perceptual selectivity. `Learning: meaning, process, theories of learning and types of learning. Memory: registration, retention and recall. Intelligence: concept, level of intelligence and theories of intelligence.

UNIT – III (12 hours)

Motivation: concept, theories and types of motives. Emotions: nature and characteristics emotional expressions, adaptive and disruptive qualities of emotions.

UNIT IV   (12 hours)

Attitude: meaning, types of attitudes, attitude formation, attitude change, stereo types and prejudices. Adjustment: concept of adjustment and maladjustment, factors in adjustment, stress, frustration, conflict and defense mechanisms.

UNIT V   (12 hours)

Concept of Mental Health, Minor and Major mental disorders, Community Mental Health. Community Based Mental Health.

BOOKS FOR REFERENCE

Bee, Helen. Mitchell, Sandra. *The Developing Person-A Life Span Approach.*Ed2, New York Harper and Row,1984.

Compton, Beulah. Galaway, Cournoyer, *Social Work Processes.* Ed 7, USA: Brooks Cole Learning, 2005

Corner Ronald,J ,. *Abnormal Psychology.*New Delhi: Wisdom Press, 2012 Engler, Barbara, *Personality Theories-An Introduction.* Ed3, Boston: Brooks Cole Learning, 1991.

Mangal, S K., *General Psychology.* New Delhi: Sterling, 2010

Morgan, Clifford T., King, A., Richard Weisz., John .R. and Schople, *Introduction to Psychology.*New York: Tata McGraw Hill, 1986

Vankhede, A N., *Handbook of Psychology.* New Delhi: Wisdom Press, 2012

Core Paper – VIII - FIELD WORK - IV

CONCURRENT FIELD WORK

The broad aim of Field Work is to provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with individuals, groups and communities. These will be in keeping with the placement agency's philosophy, policy and goals and use of guided supervision.

OBJECTIVES OF FIELD WORK

➢ To develop an understanding and sensitivity towards the needs and problems of individuals and families
➢ To identify 3 cases and draw up a face sheet
➢ To draw up a family profile of two families
➢ To execute simple referrals
➢ To identify groups in existence and study the functions/ activities of the group
➢ To conduct a group activity with any one existing group in the community
➢ To visit and interact with different groups that exists in the community (Youth, Women, Children and Senior Citizens).

METHODS OF ASSESSMENT

1. In relation to task and personal growth.
2. An internal viva voce will be conducted.

ALLIED PAPER – IV

ECONOMIC AND POLITICAL SYSTEMS AND PROCESSES

CREDITS:4TOTAL TEACHING HOURS: 60

OBJECTIVES OF THE COURSE

• Understand the importance of economics and politics for social work.
• Understand the Indian political and economic system and be able to examine problem situations in the field.
• Develop skills in analyzing the political & economic processes in the context of development/under development.
• To know the performance of Five Year Plans in India and to realize the significance of economic & political aspects of planning.

UNIT I

Introduction to Economic and Political Systems (12 Hours)

Relationship between economics, politics & social work; Economic concepts for social work: Poverty, unemployment, Rural and Urban Economy, Rural-Urban Gaps, Urbanisation and Industrialisation as economic processes. Concept of Development and Underdevelopment, economic growth.Indicators of Development: Human Development Index, Human Poverty Index, Gender Development Index. Millennium Development Goals (MDG).Sustainable Development Goals (SDGs).

UNIT II (12 Hours)

Economic systems: Types of Economy: Capitalists, Socialists and Mixed economy. The Indian economic system, Concept of welfare in relation to economic development; Economic planning under the constitution, Five Year Plans- an overview, poverty and under development in the third world countries with special reference to India.

UNIT III   (12 Hours)

Political concepts for Social Work: Politics, State, Power and Authority, Government, Nation and Nationality; .Political Socializations, Participation and Culture; Political Parties; Political system: Definition, types of political system based on power and authority; Centre and State relations in Indian Federation. Officials of the Political System - President, Prime Minister, Council of Ministers – Cabinet Ministers of State – Governor , Chief Minister, Comptroller and Auditor General of India

UNIT IV   (12   Hours)

The Indian Constitution: features, fundamental rights and Duties, Directive Principles of state policy. Demographic governance, rural and urban, administrative patterns, role of civil societies in promoting development.

UNIT V   (12 Hours)

Overview of problems in the economic and political system of India – systemic / structural and functional.Analysis of economic and political policies.

BOOKS FOR REFERENCE

Agarwal, A.N. *Indian Economy: Nature, Problem and Progress*. New Delhi: VikasNiraj Prakash, 1994

Bhat, Anil. *Development and Social Justice - Micro Action by Weaker Section*. New Delhi: Sage Publications, 1989.

Bhattacharya, S. *Social Work Administration and Development*. Jaipur: Rawat, 2006.

Dahiwala, S. M. *Understanding Indian Society - The Non-Brahmanic Perspective*. Jaipur: Rawat Publications, 2006.

Dutt, Ruddar, Sundharam, K.P. M. *Indian Economy*. New Delhi: Chand & Company, 2006.

Kumar, H. *Social Work and Developmental Issues*. New Delhi: Aakar Books, 2005.

Jogdand, P.G. and Michael. S. M. *Globalisation and Social Movements - Struggle for a Humane Society*. Jaipur: Rawat Publications,2006.

Pant, S.K. *Human Development- Concept and Issues in the Context of Globalisation*. Jaipur; Rawat, 2006.

Papalia, D. Wendkos, S. and Feldman, R.D. *Human Development*. New Delhi: Tata McGraw - Hill, 2004.

Phadke, V. S. and Banerjee, Guha, S. *Urbanisation Development and Environment*. Jaipur: Rawat, 2007.

Radhakrishna, R. and Shovan, Ray.*Handbook of Poverty in India - Perspectives, Policies and Programmes*. New Delhi: Oxford University Press, 2006.

Verma, K. Manish. *Development, Displacement and Resettlement*. Jaipur: Rawat, 2004.

Core Paper – XII - FIELD WORK - V

CONCURRENT FIELD WORK

The broad aim of Field Work is to provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan implement and evaluate these experiences while working with residents in an institution. These will be in keeping with the placement agency's philosophy, policy and goals and use of guided supervision.

OBJECTIVES OF FIELD WORK
➢ To organise and conduct a programme based on the needs assessed
➢ To develop skills in resource mobilisation
➢ To identify 3 cases and draw up a face sheet and case analysis
➢ To execute simple referrals
➢ To identify groups in existence and study the functions/ activities of the group
➢ To conduct groups work with any one existing group
➢ To acquire the skills in report writing
➢ To acquire the basic skills of administration

METHODS OF ASSESSMENT
1. In relation to tasks achieved and personal growth
2. An internal viva voce will be conducted.

SEMESTER VI

CORE PAPER – XIII

FIELDS OF SOCIAL WORK

CREDITS: 4   **TOTAL TEACHING HOURS: 60**

OBJECTIVES OF THE COURSE
• To develop an understanding regarding the macro level of practice in Social Work
• To develop skills in students to envisage, plan and work out strategies in working with different macro level interventions

Unit   I
Social Work with Family, Children, Adolescents and Youth   **(12 hours.)**
Intervention with Family and Children – Indian Families, Prospects and Problems, Problems of Children, Children in Special Circumstances, Emerging Issues in the Areas of Family and Child Welfare, Services in the Field of Family and Child Welfare, Role of Social Worker; Intervention with Adolescents and Youth – Definition, Demographic Profile, Needs, Specific Problems and Services for Youth, School Social Work, Role of Social Worker, National Policy on Youth

Unit   II
Social Work with the Senior Citizens   **(12hours.)**
Definition of the Aged, Changes – Physiological, Economic and Social, Common Problems of the Elderly, Services for the Senior Citizens.Legislation and Polices for the Senior Citizens

Unit   III
Social Work with Rural and Urban Communities   **(12 hours.)**
Definition of Rural and Urban Community and Rural and Urban Community Development, Emerging Trends in Urban and Rural Development. Current Issues in Urban Areas, Different Services in the Field of Urban and Rural Community Development, Role of Social Worker

Unit   IV
Social Work with the Displaced   **(12 hours.)**
Meaning, Causes, Problems of Displacement, Social, Economic, Psychological,   Cultural, Rehabilitation,   Problems   of   Rehabilitation   –   Awareness,   Resources, Opportunities.Legislations –The Displaced Persons Claims and Other Laws Repeal Bill (2004), Programmes, Services, Role of Social Worker

Unit   V
Social Work with Industries   **(12 hours.)**
Definition, Concept, Meaning – Labour Welfare and Industrial Relations, Industrial Welfare Measures, The Need and Importance of Social Work Services in the Field of Labour Welfare and Industrial Relations

BOOKS FOR REFERENCE

Brandon, M., Schofield, G., and Trinder, L. *Social Work With Children*. NewYork: Palgrave, 1998.

Colton, P., Sanders, M., R., and Williams, M.*An Introduction to working with Children – A Guide for Social Workers*. New York: Palgrave Macmillan, 2001.

Devi, Laxmi. *Child and Family Welfare- Institute for sustainable development.,* New Delhi: Anmol.1998

Johri, P., K. *Social Work for Community Development*. New Delhi: Amol, 2005.

Kaila, H., L. *Women, Work And Family*. New Delhi: Rawat, 2005.

Liebig, S., P., Rajan, I., S.*An Aging India- Perspectives, Prospects and Policies*. Jaipur: Rawat, 2005.

Ledwith, M. *Community Development*. Jaipur: Rawat, 2005.

Katare, M., P. *Social Work and Rural Development*. New Delhi: Arise, 2006.

Kumar, S. *Methods for Community Participation – A Complete Guide for Practitioners*. New Delhi: Vistaar, 2002.

Mohan, S. *Urban Development New Localism*. New Delhi: Rawat, 2005.

Nagpaul, H. *Social Work in Urban India*. Jaipur: Rawat, 2005.

Phillips, I., Ray, Mo, Marshall, M. *Social Work With Older People*. New York: Palgrave Macmillan, 2006.

Radhakrishna, R., and Ray, Shovan. *Handbook of Poverty in India- Perspectives, Policies and Programmes.*New Delhi: OxfordUniversity Press, 2006.

Sandhya, N. *Indian Society.*New Delhi: Vrinda Publications (P) Ltd., 2005.

Sharma, Ram Nath and Sharma, Rachana. *Child Psychology*. New Delhi: Atlantic, 2006.

Twelvetrees, A. *Community Work.*New York: Palgrave, 2002.

Verma, K., Manish. *Development, Displacement and Resettlement.* Jaipur: Rawat, 2004.

CORE PAPER – XIV

WOMEN DEVELOPMENT- ISSUES AND CONCERNS

CREDITS: 4   **TOTAL TEACHING HOURS: 60**

OBJECTIVES OF THE COURSE

- To gain an understanding of Gender positions in society
- To enable students comprehend the various domains of development and its impact on men and women
- To understand the various approaches to development processes specifically for women
- To empower students with skills in social work practice for women's development

Unit   I

Introduction – Gender and Development   **(12 hours.)**

Gender and Development – Meaning and Definition, Women in the Development Process: Need and Importance, Developmental Rights of Women, WID, WAD, GAD, GEM, Significance of Women's Development; Positive and Negative Indices of Women Development.

Unit   II

Basic Concepts in Understanding Women's Development   **(12 hours.)**

Sex and Gender, Gender Stereotypes, Gender Relations, Gender Division of Labour, Gender Roles and Responsibilities, Gender Discrimination, Equity and Equality, Gender Mainstreaming, Concept of Patriarchy, Feminism.

Unit III

IssuesandConcerns related to Women   **(12 hours.)**

SocializationoftheGirlChild,Dowry, Widowhood, Foeticide,Rape,SexualAbuse,Domestic Violence,and Problems faced by FemaleHeaded Households,FeminizationofPoverty, women and health, maternal health, Reproductive health, Women in Media, Rights of the Girl Child, Problems of Women at Work- Women's Triple Role, Invisibility of Women's Work, Glass Ceiling, Women and Self- Employment, Self- Help Groups Micro-Enterprises and Women's Development.

Unit IV

Legislations Related to Women   **(12 hours.)**

Legal Rights of Women with Reference to Inheritance, Adoption, Education, Employment, Health, Marriage, Divorce and Maintenance, CEDAW – Convention on Elimination of All Forms of Discrimination Against Women and Girls.

Unit V

Empowerment Strategies for Women   **(12 hours.)**

Empowerment: Definition and Meaning, Types and Levels of Women's Empowerment, Needs of Women – Practical and Strategic Needs of Women (PGN/SGN), National Policy for Empowerment of Women 2001, Government Policies and Programmes, Social Work and Women's Empowerment

BOOKS FOR REFERENCE

Devandar, Kiran. *Status and Positions of Women in India*. New Delhi: Shakti Books, 1985.

Kanhere U.S. *Women and Socialisation*. New Delhi: Mittal, 1980.

Kaushik, Susheela. *Women's Oppression – Patterns and Perspectives*. New Delhi: Shakti Books, 1985.

Kidwai M.H. *Women under different Social and Religious Laws*. New Delhi: Seema, 1979.

Marilee Karl. *Women and Empowerment - Participation and Decision Making*. London: Zed, 1995.

Marilyn Carr, Martha Chen, RenanaThabvala. *Speaking Out: Women's Economic Empowerment in South Asia*.London:IT Publications on behalf of Aga Khan Foundation Canada and UNIFEM, 1996.

Neera Desai and MaitreyiKrishnaraj.*Women and Society in India*. New Delhi: Ajanta, 1987.

Core Paper XV - FIELD WORK - VI

CONCURRENT FIELD WORK

OBJECTIVES OF FIELD WORK
- ➤ To record systematically using the Integrated Social Work process
- ➤ To enable students practice the Integrated Approach in specialised settings
- ➤ To record systematically using the Integrated Social Work process
- ➤ To acquire the skills of fund raising and resource mobilisation
- ➤ To acquire the skills in report writing
- ➤ To acquire the basic skills of administration
- ➤ To develop skills working with different client systems using the integrated approach in practice – integrating methods

METHODS OF ASSESSMENT
1. In relation to tasks achieved and personal growth and change
2. An external viva voce will be conducted.

A comprehensive viva voce of all the six semesters fieldwork learning will be conducted.

CORE PAPER – XVI

RESEARCH PROJECT

CREDITS: 4   **TOTAL TEACHING HOURS: 60**

OBJECTIVES:
- To train the students to design research problem.
- To orient the students about research methodology, data collection and data analysis.
- To equip the students to compile a project report.

RESEARCH R E P O R T FORMAT

Title Page

Acknowledgement

Certificate

Declaration

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- National and International issues related to the research problem

- Legislationsrelatedto researchproblem
- Statistical reportrelatedto researchproblem
- PresentsituationinTamilnadu
- Profileofthestudyorganization

ChapterII-Reviewof literature

- Researchstudies from different sources (Journals, Articles, Books, online resources)
- InChronologicalorderandreviewsfrom2010.

ChapterIII-Research Methodology

- Titleofthestudy
- Operationaldefinition
- Aimofthestudy
- Objectivesofthestudy
- Statementoftheproblem
- Scopeofthestudy
- Pilotstudy
- Researchdesign
- Universeofthestudy
- SamplingTechnique(Samplesize30)
- SourcesofDatacollection
- ToolsofDatacollection
- Pre–test (with3samples)
- Limitationsofthestudy
- Chapterisation

ChapterIV-DataAnalysisandInterpretation
- Simple tables
- Percentage analysis
- Diagrammatic Representation

ChapterV - Findings,SuggestionsandConclusion
Summary, Findings, Discussions, Suggestions, Conclusion
References: APAFormat–6[th]Edition

Appendix

RESEARCHGUIDELINES

1.   Introductionchaptershouldcontainthebasicconceptsandtheoretical

backgroundofthestudyforabout10pages.

2. Profileofthestudy organizationhastobegivenbrieflynotexceedingfive pages.

3. Minimum 15reviewshavetobegiveninthereviewofliterature chapter concerning previousstudiesrelatedtotheresearch topic.

4. Shouldbetypedin"TIMESNEWROMAN"font, Size12.

5. Shouldbetypedinonesideofthe A4sheet.

6. Projectshouldbehard boundandthecovershouldbeinuniformcolour. (as prescribed by the Department)

ELECTIVE- II

1. HEALTH CARE

CREDITS: 5   **TOTAL TEACHING HOURS: 60**

OBJECTIVES OF THE COURSE

- To understand the concept and dimensions of health – physical, social, environmental and mental health.
- To give the student an insight into etiology, symptoms, treatment and prevention of communicable disease, non-communicable diseases, deficiency diseases and physical handicaps.
- To appreciate indigenous systems and their influence on holistic health
- To help the student understand the role of the government in the health issues

UNIT I   **(12 hours)**
Health Concepts
Health - Definition, Hygiene – importance of personal hygiene, Illness, Disease and Handicap, changing concepts of health, Dimensions - Physical, Social, Mental, Spiritual and Positive Health, determinants and philosophy of health.
Factors affecting health - Personal hygiene and health – importance, problems associated with lack of personal hygiene – eyes, nose, teeth, mouth, gums, nail, skin, ear, hair, clothing sunlight posture, sleep and personal sanitary habits, poverty, ignorance, superstition and beliefs, Sanitation – meaning and importance.

UNIT II   **(12 hours)**
Diseases
Clinical aspects of major communicable diseases – leprosy, TB, STD, AIDS, Poliomyelitis, malaria, cholera, typhoid and diarrhoeal diseases.
Clinical aspects of major non-communicable diseases – cancer, diabetes, asthma, hypertension, cardiac disorders.

UNIT III   **(12 hours)**
Nutrition
Malnutrition, Clinical aspects of deficiency diseases.
Environmental
Water, air, vector control, housing, noise, radiation, waste disposal.
Mental health
Mental Health - Definition, History, Characteristics of a Mentally Healthy Person, Types of Mental Illness – Definition, Meaning, Types, Causes, Symptoms, Treatment and Prevention - Major and Minor Mental Illnesses – Schizophrenia, MDP, Anxiety, Phobia, OCD, Hysteria) Psycho-Physiological Disorders - Definition, Meaning, Types, Causes, Symptoms, Treatment and Prevention – Respiratory Disorders, Digestive Disorders

UNIT IV   **(12 hours)**
Factors contributing to health
Food hygiene, balanced diet, Indigenous system of health – Siddha, Unani, Ayurveda, Yoga, Naturopathy, Relaxation Therapy, Meditation, Exercise.

UNIT V
Health Care Services   **(12 hrs.)**
Voluntary Health Agencies in India – Role of - Indian Red Cross Society, Indian Council for Child Welfare, Tuberculosis Association in India, Central Social Welfare Board, Family Planning Association of India
Health Programmes in India – Overview of National Malaria Eradication Programme, Diarrhoeal Diseases Control Programme, National Filarial Control Programme, National Tuberculosis Control Programme, STD Control Programme
Role of International Organisations – WHO, UNICEF, FAO

BOOKS FOR REFERENCE

Abraham, Verghese. *Introduction to Psychiatry*. BI Pub, 1996.
Bajpee. *Textbook of Preventive and Social Medicine*. New Delhi: Jaypee Brothers Medical
        Publishers, 1995.
Chauhan, S., S. *Mental Hygiene – A Science of Adjustment*. New Delhi, 2009.
Mangal, S., K. *Introduction to Abnormal Psychology*. New Delhi: Sterling Publishers, 2004.

Park, J., E., and Park, K, *Textbook of Preventive and Social Medicine*. Jabalpur: Banarsidas,
2011.
Park, K. *Textbook of Prevention and Social Medicine*. Jebelpur: Banaridas, 2011.

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ELECTIVE- I

2. HUMAN RIGHTS AND SOCIAL JUSTICE

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CREDITS: 4TOTAL TEACHING HOURS: 60

OBJECTIVES OF THE COURSE

- Develop sensitivity to the problems and concerns in Indian Society

- Develop ability for analysis or Indian society and identify the roots of the problems and also the structures that sustain them.

- To understand Human Rights with specific reference to special groups.

UNIT I   **(12 hours)**
Concept of human rights and classification of human rights, Importance of Human Rights.Human rights and social justice concerns in Indian society: inequality, injustice, oppression, social economic, political structures of Indian society, and their effect on social development and ecology. Globalization and its impact on human rights.

UNIT II   **(12 hours)**
Human rights concern – the U.N. Declarations of Human Rights. Introduction to the Conventions – Civil and Political and Economic, Social and Cultural.

UNIT III   **(12 hours)**
The Preamble, Fundamental Rights and duties under the Indian Constitution, Directive principles of State Policy, Law and social justice in India, a critical assessment.

UNIT IV   **(12 hours)**
Justice Issues and Human Rights with Specific Reference to Women, Children, Dalits, Environment, UnorganisedLabourers, Disabled and Tribes.

UNIT V   **(12 hours)**
Role of Social Work in Relation to Human Rights. Mechanism of securing social justice: First Information Report, Public Interest Litigation, Legal Aid, LokAdalats, role of organizations working in the field of Human Rights - advocacy, role of social action.

BOOKS FOR REFERENCE

Agarwal, H.O, *International Law and Human Rights*, Central law Publications, 2002.

AlokChakravati, *Protecting Human Rights*, Reference Press, New Delhi, 2003

Bajwa G.S, *Human Rights in India*, Anmol Publishers, 1995

Gupta D. N, *Human Rights Acts, Statutes and Constitutional Provisi*ons, Kalpaz Publications, 2003

Jayashree P.M, *Dalit Human Rights Violation*, Vol.1, National Campaign, 2000

Khanna, H.R, *The Judicial System*, 11 P.A, New Delhi, 1980

Ramphal, *Perspectives in Human Rights*, Rawat Publications, 2001

Syed,M. H, *Human Rights-The New Era*,Kilaso Books, 2003

DEPARTMENT OF SOCIAL WORK – PG

APPENDIX - (R & S)
UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)

SYLLABUS
SEMESTER – I
CORE PAPER I – Social Work Profession   - History and Philosophy
Total Teaching Hours: 60

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

Unit   1
Historical Evolution of Social Work; International Perspectives: UK, USA, Social Work in India: Socio-cultural and religious thought; Contributions of Social Reformers and Social Movements - E.V.R. Periyar, Raja Ram Mohan Roy, Ambedkar; Dalit and Backward Class Movements, Gandhian ideology and Sarvodhaya Movement; Christian Missionaries, Gandhian Social Work, India as a Welfare State, Contributions of Voluntary organisations.

Unit   2
Social Work Profession; Meaning & definition; basic concepts; goals and functions; methods and fields; origin and growth in India: scope and status, International/ national bodies and forums, social work education; importance of fieldwork and supervision; problems and status; bodies/ forums in education, curriculum recommendations of UGC.

Unit   3
Social Work Ideologies, Theories and Approaches; Ideologies: Philanthropy, humanitarianism, welfarism, socialism, democracy, marxism, equality, human rights and social justice; Models: welfare, developmental, empowerment and advocacy models, approaches: remedial, rehabilitative, preventive and promotive approaches, rights based, participatory, indigenous approaches, anti-discriminatory practice.

Unit   4
Philosophy of Social Work Profession; Values, Beliefs and Principles of the Profession; Code of Ethics: Evolution of Code of Ethics, IFSW & IASSW Ethics in Social Work, Statement of Principles, Declaration of Ethics for Social Workers (SWEF -1997).

Unit   5
International Social Work; Concept, definition, meaning and need, global issues, basic concepts, principles and assumptions; values, beliefs and goals; practice levels and sectors; approaches: personal, social, developmental, global; multicultural, international and transnational practice models; Global Agenda; Global Standards; Skills for practice; Dilemmas in practice.

BOOKS FOR REFERENCE

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

CORE PAPER II – Work with Individuals (Case Work)   Total Teaching Hours: 60

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

Unit 1

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

Unit 2

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

Unit 3

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

Unit   4

Tools and Techniquesin working with Individuals

Observation, Interviews, Home Visits, Collateral Contacts, Resource Mobilization, Referrals, Environment modification, Communication.

Unit   5

Case Work in different Settings and Recording

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

BOOKS FOR REFERENCE

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

CORE PAPER III – Work with Groups (Group Work) Total Teaching Hours: 60

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

Unit   1

Introduction to Working with Groups (Social Group Work)

Historical development of Social Group Work as a Method, definition and meaning, purpose, objectives, values, skills, principles, use of groups in practice.

Unit   2

Types of Groups

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

Unit   3

Phases of Group Work Process

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

Unit   4

Group Processes and Dynamics

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

Unit   5

Group Work Models and Practice in different settings

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

BOOKS FOR REFERENCE

1. Bhattacharya, Sanjay. *Social Work an Integrated Approach*. New Delhi: Deep & Deep, 2008.
2. Choudhary, Paul. *Introduction to Social Work*. Delhi : Atma Ram & Sons,1983.
3. Douglass, Tom. *Group Processes in Social Work – A Theoretical Synthesis*. New Delhi: Thomson, 1979.
4. Jha, Jainendra Kumar. *Encyclopaedia of Social Work*. New Delhi: Anmol,2001.
5. Balagopal, P.R .Vassil, T.V. *Group in Social Work an Ecological Perspective*. New York: Macmillan, 1983.
6. Doel, Mark &Sawda, Catherine. *The Essentials of Group Worker*. London: Jessica Kingsley, 2003.
7. Garvin, Charlesd.D.Gutierrez, Lorraine .M. Galinsky, Maeda. J. *Handbook of Social Work with Groups*. New York: The Guildford, 2006.
8. Johnson and Johnson. *Joining Together: Group Theory and Group Skills*. New Delhi: Premier, 1982.
9. Mark Doel.*Using Group Work*. London: Routledge, 2010.
10. Misra P.D. and Beena Misra. *Social Work Profession in India*. Lucknow: New Royal,1979
11. Trecker. Harleigh, B. *Social Group Work- Principles and Practice*. New York: Association Press, 1970.

CORE PAPER IV - Field Work Practicum I

General Objectives:
1. To get exposed to wider area of social realities at the micro level
2. To develop analytical and assessment skills of social problems at the level of individual, group and community and local, regional, national and international dimensions
3. To acquire documentation skills to ensure professional competence
4. To develop the right values and attitudes required for a professional social worker

Components:

1. Orientation
2. Practice Skill Laboratory
3. Observation Visits
4. Rural Camp

EXTRA DISCIPLINARY PAPER – I
Social and Psychological Foundations for Social Work

Total Teaching Hours: 60

PART A

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

Unit 1

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

Unit 2

Theories Related to Personality: Personality: Definition and nature of Personality, Psycho-Dynamic approach (Freud), Humanistic approach (Carl Roger and Maslow's) Psycho Social approach (Erik Erikson), Cognitive Development (Piaget), Moral Development (Kholberg), Social learning theory (Bandura)

Unit 3

Understanding Behaviour and Mental Health: Sensation, Perception and learning (Classical and Operant learning theories), Memory process: Registration, retention and recall, Intelligence – factors influencing intelligence, Mental Health; Mental Illness; Classification of minor and major mental illness, ICD 10 - Outline of common mental disorders, and Mental Retardation

Unit 4

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

Unit 5

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

BOOKS FOR REFERENCE

1. Bhatia, Hansraj, *Elements of Social Psychology*, Somaiya Publications, Bombay, 1970
2. Christensen, I.P., *Psychology*, BIOS Scientific Publications, New York, 2001
3. Engler, Barbara, *Personality Theories- An Introduction*,3rd edition, Houghton Muffin, Company, Boston, 1991
4. Gardner Murphy, *An Introduction to Psychology*, Oxford and IBH Publishing and Co., Calcutta, 1964.
5. Morgan, Clifford, T, *Introduction to Psychology*, McGraw-Hill Book Company- New York, 1986
6. Robert A. Baron, 2001, *Psychology*,Prentice Hall of India Pvt., Ltd., New Delhi.
7. Verma, R.M. 2003, *Foundation in Psychology*, Common Wealth Publishers, New Delhi
8. Abhijit Dasgupta, 2012, *On The Margins: Tribes, Castes And Other Social Categories* (Fourth), Sage Publications, New Delhi
9. Anthony Giddens, 1998, *Sociology* (Third), Polity Press, London
10. Sachdeve D.R. And Vidhya Bhushan, 2006, *Introduction To Sociology*, Kitab Mahal, Allahabad
11. Frank N Magill, 1995, *International Encyclopedia of Sociology*, British Library, England
12. Indhira R., 2012, *Themes In Sociology of Education*, Sage Publications, New Delhi
13. Jainendra Kumar Jha, 2002, *Basic Principles of Developmental Sociology*, Anmol Publications, New Delhi
14. Khare R.S., 2006, *Caste, Hierarchy, Individualism*, Oxford University Press, New Delhi
15. Mohanty B. B., 2012, *Agrarian Change and Mobalization*, Sage Publications, New Delhi
16. Sahu D.R., 2012, *Sociology Of Social Movement*, Sage Publications, New Delhi
17. Shanger Rao C. N, 2012, *Sociology Principles Of Sociology With An Introduction To Social Thought,* S Chand And Company, New Delhi

CORE PAPER VII - Field Work Practicum- II

Objectives
The broad objectives of II semester Field Work Practicum are to

- Acquire knowledge and practice related to social work intervention at the individual, group and community level in different fields.
- To train students to practice social work from an ecological, development and integrated perspective
- Develop skills for problem solving in work at the micro level and change at the macro level.
- Provide concurrent opportunity for the integration of class-room learning and Field Practicum
- Develop professional values and commitment and the professional ideal
- Develop skills to effectively use the integrated approach to problem solving and enhance skills of intervention, at the micro and the macro levels of system in relation to the needs and problems of the client system.
- Develop skills to organize people to meet their needs and solve their problems.
- Use roles appropriate to work e.g. advocacy for child's right, human rights.
- Develop an understanding of the pattern of behaviour of people – their strengths and their pathological behaviour.
- Develop the ability to carry out tasks in relations to service delivery and programme management. Routine administration, staff supervision and training, prepare project proposals, time management, management by objectives and enhancing skills in documenting.

- Recording skills to show interest, engagement in practice and enhanced growth as a practitioner
- Develop the ability to make innovative contribution to the organization's functioning
- Gain confidence to represent the profession in interdisciplinary teams, and integrate theory or classroom training into practice
- Develop the capacity to utilize instruction for enhancing and integrating field Practice
- Utilize field instructions for enhancing and integrating professional growth
- Make creative use of field instructions to evaluate mutual input
- Utilize practice-based research to test effectiveness of specific aspects of Intervention
- Weekly individual conference with Faculty and Agency Supervisor to enable integration of theory and practice

Field Work Practicum Seminars
Viva –Voce to be conducted before the commencement of university Examinations.

ELECTIVE PAPER – I– 1.Disaster Management   **Total Teaching Hours: 45**

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

Unit 1

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

Unit 2

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

Unit 3

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

Unit 4

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

Unit 5

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

BOOKS FOR REFERENCE

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

EXTRA DISCIPLINARY –II - Gender and Development
Total Teaching Hours: 60

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

Unit   1

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

Unit   2

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

Unit   3

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

Unit   4

Global Perspectives in Women's Development

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

Unit   5

Special Initiatives and Programmes: Status of women in India, problems specific to Indian women; discrimination against the girl child; National and State Commissions for Women; Ministry for Woman and Child Development; the National Plan of Action for the Girl Child (1991-2000); National Policy for the Empowerment of Women-2001; Reservation for Women in Local Self Government; Five Year Plans, Gender Budgeting

BOOKS FOR REFERENCE

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

SPECIALIZATION I – COMMUNITY DEVELOPMENT AND EMPOWERMENT
2. Rural Community Development   Total Teaching Hours: 60

Objectives

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

Unit 1

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

industries, rural marketing, urbanization, Industrialization, Globalization, migration and consequent social erosion.

Unit 2

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

Unit 3

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

Unit 4

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

Unit 5

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

BOOKS FOR REFERENCE

1. Agrwarl A.N (2001) Indian economy, nature, problems and progress, Vikas Biraj, Prakash, New Delhi.
2. Dayal, Rajeshwar, (1974), C.D Programme in India, Kitab Mahal Pvt, Ltd.,
3. Desai, A.R., (1971), Rural Sociology, popular press,Bombay.
4. Desai, vasanth, (1994), Dynamics of entrepreneurial development, Himalayas publishing house, NEWDELHI.
5. Dudhashi, P.R.,(1977), Rural developmental Administration in India, popular press Mumbai.
6. Jain, S.C., (1985), Rural development institute and strategies, Rawatpublication.
7. Kartar Singh, (1986), Rural development- principles, policy and management, Sage publication, NewDelhi.
8. Michael Lipton, (1982), Why poor people remain poor, Heritage publication, New Delhi.
9. Mukerji, B.M (1961), Community development in India, Orient Longman,Chennai.
Ministry Reports, Planning Commission Reports.

SPECIALIZATION I – HUMAN RESOURCE AND MANAGEMENT
3. Labour Legislations   Total Teaching Hours: 60

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

Unit 1

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

Unit 2

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

Unit 3

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

Unit 4

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

Unit 5

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

BOOKS FOR REFERENCE

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

SPECIALIZATION I – MEDICAL AND PSYCHIATRIC SOCIAL WORK

4. Medical Social Work   Total Teaching Hours: 60

Objectives

To develop an in-depth understanding of the patients and their problems and to enhance social work skills and intervention in health care settings.

- To develop a holistic and integrated approach to Medical Social Work practice.
- To develop an analytical view in relation to the Psychological, Socio – cultural & environmental factors in disease and to develop an inter-interdisciplinary approach in the health care settings.

Unit 1

Introduction to Medical Social Work: Definition and Concept of Medical Social Work: Origin and Development of Medical Social Work in UK, USA, and India. Trends & Scope in Medical Social work practice in India.

Unit 2

Health Care Approaches & Interventions: Psychosomatic approach, holistic approach to prevention and promotion model. Problem assessment: Intake, assessing individual, social and clinical factors, assessing the family milieu, home visits and discharge planning; patient as a person, patient as a whole. Problems due to hospitalization and interventions: Psycho-socio-economic problems; stages of terminal illness; Application of Methods-Group work, Psychotherapy, Support Counselling

Unit 3

Medical Social Work Department: Medical Social Work Department in a hospital: Organization and administration; Functions, Staff development programmes for Medical social workers. Public relations in hospital, Medical Social Work in relation to other disciplines, Multidisciplinary approach and teamwork; Importance of case conference, documentation and record keeping.

UNIT 4

Medico-Legal issues: Medico-Legal issues: Consumer Protection Act (COPRA) and its relevance to Medical Social Work profession and the rights of the patients, Health Insurance-Concept, Types and its importance, Medical ethics: Euthanasia, Organ Transplant, Stem Cell Research and Human Cloning

Unit 5

Medical Social Work practice in different settings: Role, Functions and skills of Medical Social worker; Outpatients departments, Geriatric Department, Pediatric Department, Emergency/crisis care, Hospice and community health. Use and relevance of various Social Work interventions in Health care settings: HIV/AIDS; Tuberculosis; Maternal Health; Burns; Cancer; Orthopedic; Cardiology; Dialysis unit; Blood Bank; Rehabilitation and CBR.

BOOKS FOR REFERENCE:
1. William C. Cockerham (1967): Medical Sociology, Prentice Hall.INC. New Jersey
2. Anderson R. & Bury M. (1988) Living with Chronic Illness- The experience of patients and their families; Unwin Hyman, London
3. Bajpai. P.K. (1997) Social work perspectives o Health, Rawar Publications, Delhi
4. Bartlet. H.M (1961) Social work Practice in the Health Field, National Association of Social workers, New York.
5. Field M. (1963). Patients are people- A Medico Social Approach to prolonged Illness; Columbia University Press, New York.
6. Goldstein D. (1955) Expanding Horizons in Medical Social work. The University of Chicago Press, Chicago.
7. Narasimman M.G & Mukherjee. A.K. (1987) Disability- A continuing Challenge; Wiley Eastern Ltd. New Delhi.
8. Pathak. S. H. (1961) Medical Social work in India; DSSW, Delhi.
9. Pokarno. K.L. (1995) Social beliefs, Cultural Practices in Health & Disease, Rawat Publications, Delhi
10. Prasad L (1996) Rehabilitation of the Physically Handicapped. Konark Publishers, Delhi
11. Reish M. & Gambrill E. (1997) Social work in the 21st Century; Fine Forge Press, New Delhi
12. Tuckett D. & Kanfert J.M.(1978) Basic Readings in Medical sociology; Tavistok Publishers, London

SPECIALIZATION II – COMMUNITY DEVELOPMENT AND EMPOWERMENT
2. Urban Community Development   Total Teaching Hours: 60
Objectives

- To enable students to gain an understanding about the urban poor.
- To develop sensitivity and commitment for working with the urban poor.
- To provide knowledge on various developmental efforts.
- To expose students to skills and techniques of working with urban poor.

Unit 1

Basic Concepts: Concept of Urban, Urban Development, Urban Community Development, Urbanization. Urbanism, Differences between urban development and Urban Community Development. Principles and Approaches of UCD.

Unit 2

Slum: Definition, characteristics, types, causes and consequences of growth of slums. Theory of slums, Power structure of Slums.The Tamil Nadu Slum Areas (Slum Clearance and Improvement) Act, 1971 – Policies, structure and functions of the Tamil Nadu Slum Clearance.Problems of slum dwellers, squatter settlement dwellers, street children. – programmes for the development of slum dwellers. Critical analysis of the Programmes and approaches.

Unit 3

Urban Community Development in India: Delhi and Hyderabad projects – Urban Community Development in Tamil Nadu – MUDP and TNUDP
Governmental agencies in Urban Community Development – structure and functions of the Tamil Nadu Housing Board, HUDCO, Corporation of Chennai, CMDA – Non-Governmental agencies in Urban Community Development.

Unit 4

People's participation in Urban Community Development: concept of involvement – importance and scope of people's participation – factors hindering promoting people's participation.

Unit 5

Conscientization – goal settings; identifying and developing leadership, resource mobilization; human resource development resolving group conflicts, programme planning and service delivery, eliciting people's participation, monitoring and evaluation.

BOOKS FOR REFERENCE
1. Ashish Bose, (1971), India's Urbanisation : 1990 – 2001, McGraw Hill, New Delhi.
2. Bhattacharya, B., (1979), Urban Development in India, Shree Publishing House, Delhi.
3. Bidyut Mohanty, (1993), Urbanization in Developing Countries Basic Services and Community Participation, ISS and Concept Publishing Co., New Delhi.
4. Clinard, Marshall, B., (1970, Slums and Urban Community Development, The Free Press, New York.
5. Desai, A.R. & Devadas Pillai (ed.) (1972), Slums and Urbanization, Popular Prakashan, Bombay.
6. Paul Wiebe, (1975), Social Life in an Indian Slum, Vikas Publishing House, Delhi.

SPECIALIZATION II – MEDICAL AND PSYCHIATRIC SOCIAL WORK
4. **Psychiatric Social Work**   **Total Teaching Hours: 60**

Objectives:

- To acquire knowledge of various treatment approaches and to develop the skill to apply the same to Mental Health needs of the people
- To understand the need for preventive and promotive approaches and to develop the ability to apply Social work methods in the promotion of mental health.
- To develop a holistic and integrated approach to Social work practice in the field of Mental Health.

Unit 1

Psychiatric Social Work Practice in India

Definition, History and Scope of Psychiatric Social work in India, Changing perspectives of psychiatric Social work, Social work practice in various Mental Health services.

Mental Hospital as a Social system - Concept of Milieu therapy and Therapeutic Community, Working with Multi-Disciplinary Team and Psycho Social aspects of Hospitalization

Unit 2

Social Work Treatment in Psychiatric Settings- Theory and models

Psycho analytical, Psycho Social, Transactional analysis, Family therapy, Crisis Intervention, Behaviour therapy, Rational Emotive Therapy, Group Therapy & Strength approach

Unit 3

Psychiatric Social work practice in special settings
a) Child Mental Health (Special reference to CGC)
b) Deaddiction Clinics
c) Crisis Intervention Clinics
d) Geriatric clinics
e) Schools
f) Family counseling centers
g) Industrial setting

Unit 4

Rehabilitation in Psychiatry

Concepts, Principles, Process and programmes, Role of a Psychiatric Social worker
Concept of Community Psychiatry and Community based Rehabilitation, Role of a Psychiatric Social worker.

Unit 5

Programmes and Legislations related to Mental Health.

Mental Health Act 1987, International Conventions relevant to mental health - Convention on Rights of Persons with Disabilities (CRPD) Narcotics & Psychotropic Substances Act 1987, Rights of the mentally ill & Advocacy. National Mental Health

Program (NMHP) 1982, Revised Version 2002, District Mental Health Programs (DMHP) and their implementation.

BOOK REFRENCES

1. Bhattacharya, Sanjay. *Social Work Interventions and Management.* New Delhi: Deep & Deep, 2008.
2. Colin Pritchard (2006): Mental Health Social Work, London: Routledge Publication
3. Francis, Abraham P. (Ed.) Social *Work in Mental Health – Areas of Practice, Challenges & Way Forward.* New Delhi: Sage, 2014.
4. Francis, Abraham P. (Ed.) *Social Work in Mental Health – Contexts & Theories for Practice.* New Delhi: Sage, 2014.
5. Goodman, Michael, Janet Brown, Pamela Deitz (1992): Managing Managed Care – A Mental Health Practitioner's Survival Guide. Washington DC: American Psychiatric Press, Inc.
6. Herman, Helen. Saxena, Shekhar. Moodie, Rob. (Eds.) *Promoting Mental Health – Concepts, Emerging Evidence & Practice.* Geneva: WHO, 2005.
7. Mane P. & Gandevia K. (Eds.) (1993): Mental Health in India: Issues and Concerns; Mumbai: Tata Institute of Social; Sciences.
8. Malhotra, Savita (2002): Child Psychiatry in India – An Approach to Assessment and Management of Childhood Psychiatric Disorders. New Delhi: Macmillan India Ltd.
9. Pritchard, Colin. *Mental Health Social Work.* London: Routledge, 2006.
10. Roberts, Albert R. & Greene, Gilbert J. *Social Workers' Desk Reference.* New York: Oxford University, 2001.
11. Robert Bland, Noel Renouf & Ann Tullgren. Social Work Practice in Mental Health: An introduction. Australia: Allen & Unwin, 2009
12. Sekar,K. Parthasarathy,R. Muralidhar,D. Chandrasekhar Rao.*Handbook of Psychiatric Social Work.* Bangalore: NIMHANS, 2007.
13. Srinivasa Murthy & Burns B. (Eds). *Community Mental Health – Proceedings of the Indo-US Symposium.* Bangalore: NIMHANS, 1992.
14. T.T. Ranganathan Clinical Research Foundation (1989): Alcoholism & Drug Dependancy, Chennai: TTK Hospital
15. Verma, Ratna. *Psychiatric Social Work in India.* New Delhi: Sage, 1991.
16. Vijayakumar, Lakshmi (2003): Suicide Prevention – Meeting the challenges together, Chennai: Orient Longman Pvt. Ltd.
17. Weisman, Avery D. (1972): On Dying and Denying – a psychiatric study of terminality. New York: Behavioral Publications, Inc.

CORE PAPER XI– Field Work Practicum III

Objectives of Field Work based on Specializations:

Family Social Work

Objectives:

1. To enable the students to acquire the necessary assessment skills to understand family life and intervention
2. To enable the students to practice the methods of Social Work in Family and Child Welfare setting
3. To equip the students with necessary skills for the therapeutic and service oriented intervention
4. To enable the students to develop a Plan for Assessment and Goal setting for Family and Child Rights intervention

Tasks:

Assessment of families through Ecomap, Genogram and Family Dynamics
Applying interventions with families - Crisis Intervention, Family System Intervention, Family Counselling for Self Help groups
Practicing Family Life Education
Working with Families in difficult circumstances (HIV/ disaster, displacement)
Planning and Organizing Training Programmes

Duration: 16 Days

Community Development

Rural Community Development

Objectives:

1. To study the rural and semi rural life in all its ramifications including group dynamics and power structure in rural community
2. To develop an understanding of the process of programme formulation and programme management of the rural local bodies, government and non government agencies
3. To develop positive attitude to work in a rural community setting and to acquire the skills such as public relations, fact findings, leadership, networking, fund raising, budgeting, report writing, lobbying and advocacy required for a development worker
4. To enable to work with disadvantaged groups in rural areas
5. To enable to plan and implement methods, tools and techniques for intervention based on the needs of the community

Tasks

1. Administrative set up of Panchayati Raj Institutions (PRIs)
2. Panchayat Raj members, their socio-economic and caste status
3. Coordination of block level administrative personnel with elected person at different levels

4. Decision making process: type of problems that come before Panchayat Union and Village Panchayat, who initiates various development projects and process of assessing them. How decisions are made- manipulations, lobbying, pressure tactics used

5. Current Major Programmes, budget allocations for the programmes, methods of implementation, participation of people, impact of development and social justice

6. Application of the principles of Rural Community Development

7. Application of methods of professional social work in rural setting

8. Identify/ study/ explore the rural problems covering the following aspects:

a) The physical, ecological, socio-economic and political structure, living pattern, social roles, community power structure, occupation, housing, available social services.

b) The general nature of the problem, the pre-existing condition, the existing situation, and the major units of the client system concerned with the problem concerned with health, education and welfare (Social Audit)

c) The problem as perceived by the i) rural community/ village / client system ii) rural local body iii) field work agency and iv) professional social work trainee

Human Resource Management

Manufacturing/ Service/ IT Sectors
Objectives:

1. To practically understand the concept of Industrial Relations and to acquire the related competencies

2. To familiarize with the Labour Legislations

3. To learn to apply the various methods of Social Work in various Industrial Settings

4. To observe the application of various Labour Welfare measures

5. To observe the practice of current trends in HR

6. To provide opportunity for the integration of class room learning and field practice

7. To acquire human resource management skills

8. To observe the CSR activities

9. To develop skills to organize people to meet their needs and solve their problems

10. To make innovative contributions to the organization functioning

11. To represent HR profession in inter disciplinary terms

12. To carry out application oriented mini – research projects

13. To utilize field instructions for enhancing and integrating professional growth in Human Resource

Tasks:

I Organizational Profile

History of the Agency, Organisation Chart, The Products/ Services, Branches/ Units, Workforce, Line and staff management, Structure and functions of the Human Resource Department

II Areas of Personnel Functions

• Manpower Planning (Need Analysis)
• Recruitment (Advertisement/ Consultancies /Campus /Other Bureaus/ Sources)
• Types of Employees (Contract/ Temporary/ Permanent/ Part-Time)
• Selection (Interview/ Written Test /Group Discussion / Physical examination

- Induction and Placement, Promotion and Transfer
- Training and Development (Need Analysis/ Types/Outsourcing)
- Disengagement - Retention, Resignation/ Termination and Retirement (Exit Interviews)
- Time Office (Daily Attendance/ Swiping Cards/ Attendance Register)
- Hours of Work (Time In/Break/ Movement Register/Period of Rest/ Time Out)

Leave and Holidays (Casual Leave/ Medical Leave/ National and Festival Holidays etc.)
Wage and Salary Administration (Daily/ Monthly/ Hourly/ Time- Rate/ Piece- Rate)
Social Security Benefits (Social Insurance/ Social Assistance)
Employee Service Register, Communication
Employee Appraisal (Ranking/ Free Essay/ 360-degree Appraisal), Balance Score Card,
Succession Planning

III Industrial Relations Functions

IR at Shop Floor & Plant Level (Works Committee/ Joint Production Committee/ Joint
Management Councils
Grievance Handling - Grievance Settlement Procedure
Works Standing Orders (Employee Discipline/ Domestic Enquiry/Absenteeism/ Alcoholism/
Punishment)
Employers' Association, Trade Unions, Collective Bargaining - The Agreements, Strikes,
Lock- Outs and Retrenchment

IV Labor Welfare Measures

Intra Mural and Extra Mural - Statutory and Non Statutory Measures (Housing/ Crèche/
Canteen/ Credit and Consumer Co-operatives)
Safety and Accident Prevention, Industrial Health and Hygiene (Occupational
Diseases/Hazards), Industrial Mental Health (Screening and Detection/ Stress/ Fatigue/ Burn
Out), Employee Counseling
Workers' Education, Recreation, Other Welfare Measures

V Labor Legislations

Legislations applicable to the Organisation

VI Others

TQM, ISO, Use of OD Techniques, CSR Activities

ELECTIVE PAPER – II- 1.CounselingTheory and Practice

Total Teaching Hours: 45

Objectives:
- To develop a basic understanding of theory and skills in counselling
- To learn the different approaches and to develop an eclectic approach to counselling
- To integrate counselling skills in Social work practice

Unit 1

Concept of Counselling: Definition, principles and goals; factors influencing counselling process; Counsellor as a professional: attitudes, values, beliefs, relationship, burn–out stress management, self-renewal. Client as a person: voluntary and non – voluntary client, expectations, client's behaviour.

Unit 2

Different Approaches of Counselling; Approaches: Over view of alternate approaches: yoga, meditation, storytelling, art therapy, psychodrama, medical

clowning, laughter therapy, movement therapy. Need for Eclectic approach to counselling

Unit 3

Types and Techniques to Counselling; Types: directive counselling, non-directive counselling, individual counselling, group counselling, community counselling, peer counselling. Counselling Techniques: Initiating contact, intake, rapport building, establishing structure, interaction, attending behaviour, observation and responding, SOLER

Unit 4

The Eagan Model of Counselling: Stage- 1: Problem exploration and clarification-Part I – Attending & listening, orienting oneself to the present, Micro skills- active listening- verbal and non-verbal messages and behaviour; Part II – Helper's response and clients self-exploration, Helper's skills- accurate empathy (primary level), respect, genuineness, concreteness, Clients' skills – self exploration

Stage- 2: Integrative understanding/ dynamic self-understanding, Part I- focusing, summarizing, probing for missing experiences, behaviour feelings. Part II- Helper's skills- skills of stage-1, self-disclosure, immediacy, confrontation, Client's skill - non-defensive listening, dynamic self-understanding

Stage- 3: Facilitating action; developing new perspective; preferred scenario, Part I - helping clients see alternatives; choose and formulate action plan; implement and evaluate.

Unit 5

Counselling in different settings

Marital, family, HIV/AIDS, pastoral counselling, student guidance and counselling, career guidance and grief counselling, counselling suicidal clients, gerontological counselling, adolescent counselling, de-addiction counselling and disaster counselling

BOOKS FOR REFERENCE:

1. Association of Psychological and Educational Counsellors of Asia (APECA) (1982): *Counselling in Asia, Perspectives and Practices.*
2. Bianca Cody Murphy, Carolyn Dillion (2003):*Interviewing in Action Relationship, Process and Change.*2nd Ed. USA: Thompson Brooks/Cole.
3. Colin Feltham (2010): *Brief Counselling*, New Delhi: Tata McGraw Hill.
4. David R. Evans, Margret T. Hearn, Max R. Ullmann & Allen E. Ivey (2008): *Essential Interviewing: A Programmed Approach To Effective Communication* (7th Ed.), USA: Thompson Brooks/Cole.
5. Dalaganjan Naik. (2004): *Fundamentals of Guidance and Counselling.* Delhi: Adhyayan.
6. Gibson L. Robert & Mitchell. (2008): *Introduction to Counselling and Guidance.* New Delhi: Prentice Hall of India.
7. Jacobs, E., Masson, L., Harvill, L., (1998): Group Counselling Strategies and Skills, USA: Brooks/Cole Publishing Company.
8. John, McLeod *An Introduction to Counselling* (3rd Ed.), Jaipur: Rawat Publications.
9. John, McLeod (2007), *Counselling Skills* (1st Ed.), Jaipur: Rawat Publications.
10. Lawrence, Shulman (2006): *The Skills of Helping- Individuals, Families, Groups, and Communities* (5th Ed.), USA: Thompson Brooks/Cole. .
11. Rao, S. Narayana. (1981): *Counselling Psychology.* Tata McGraw Hill.
12. Reeves, Andrew. (2013):*Counselling and Psychotherapy.* New Delhi: SAGE.

ELECTIVE III – 1. Social Policy and Social Legislation

Total Teaching Hours: 45

Objectives

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

Unit 1

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

Unit 2

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

Unit 3

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

Unit 4

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

Unit 5

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

BOOKS FOR REFERENCE

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

DEPARTMENT OF COMPUTER SCIENCE

B.Sc. DEGREE COURSE IN COMPUTER SCIENCE

SYLLABUS

I BSC : SEM 1

Title of the Course/ Paper	Programming in C SUBCODE: SAE1A		
Core	I Year & First Semester	Credit: 4	
Objective of the course	This course introduces the basic concepts of programming in C		
Course outline	Unit 1: C fundamentals Character set - Identifier and keywords - data types - constants - Variables - Declarations - Expressions - Statements - Arithmetic, Unary, Relational and logical, Assignment and Conditional Operators - Library functions.		
	Unit-2: Data input output functions - Simple C programs - Flow of control - if, if-else, while, do-while , for loop, Nested control structures - Switch, break and continue, go to statements - Comma operator.		
	Unit 3: Functions –Definition - proto-types - Passing arguments - Recursions. Storage Classes - Automatic, External, Static, Register Variables – Multi-file programs.		
	Unit-4:Arrays - Defining and Processing - Passing arrays to functions – Multi-dimension arrays - Arrays and String. Structures - User defined data types - Passing structures to functions - Self-referential structures – Unions - Bit wise operations.		
	Unit-5 : Pinters - Declarations - Passing pointers to Functions - Operation in Pointers - Pointer and Arrays - Arrays of Pointers - Structures and Pointers - Files : Creating , Processing ,Opening and Closing a data file.		

1. Recommended Texts
i.E.Balaguruswamy, 1995,Programming in ANSI C, TMH Publishing Company Ltd.
2. Reference Books
 i.B.W. Kernighan and D.M.Ritchie, 1988,The C Programming Language, 2nd Edition, PHI.
 ii.H. Schildt, C,2004, The Complete Reference, 4th Edition, TMH
 iii. Gottfried,B.S, 1996,Programming with C, Second Edition, TMH Pub. Co. Ltd., New Delhi .
 iv. Kanetkar Y., 1999,Let us C, BPB Pub., New Delhi.

Title of the Course/ Paper	Practical – I Programming in C SUBCODE: SAE11		
Core	I Year & First Semester	Credit: 4	
Objective of the course	This course train the students to solve the problems using C language		
Course outline	I Summation of Series : 1. Sin(x), 2. Cos(x), 3. Exp(x) (Comparison with built in functions) II String Manipulation : 1. Counting the no. of vowels, consonants, words, white spaces in a line of text and array of lines 2. Reverse a string & check for palindrome. 3. Substring detection, count and removal 4. Finding and replacing substrings III Recursion : 1. ^nP_r, ^nC_r 2. GCD of two numbers 3. Fibonacci sequence 4. Maximum & Minimum 5. Towers of Hanoi. IV Matrix Manipulation : 1.Addition & Subtraction 2.Multiplication 3.Transpose, and trace of a matrix 4.Determinant of a Matrix V Sorting and Searching : 1. Insertion Sort 2. Bubble Sort 3. Linear Search 4. Binary Search		

Title of the Course/ Paper	Digital Electronics & Microprocessors SUBCODE: SAE2B		
Core	I Year & Second Semester	Credit: 4	
Objective of the course	This course introduces the concepts of fundamentals of Digital Electronics and Microprocessor.		
Course outline	Unit 1: Binary Systems & Code conversion,Boolean Algebra & Logic Gates – Truth Tables – Universal Gates – Simplification of Boolean functions: SOP, POS methods – K-map, – Combinational Logic: Adders &Subtractors – Multiplexer – Demultiplexer - Encoder – Decoder.		
	Unit-2: Sequential Logic: RS, Clocked RS, D, JK, Master Slave JK, T Flip-Flops – Shift Registers – Types of Shift Registers – Counters: Ripple Counter – Synchronous Counters – Up-Down Counter.		
	Unit 3: Introduction to Microprocessors, Microcomputers, and Assembly Language – Microprocessor Architecture and Its Operations – Memory – I/O Devices – 8085 MPU – Introduction to 8085 Instructions – Data Transfer Operations – Addressing Modes - Arithmetic, Logic and Branch Operations – Writing Assembly Language Programs .		
	Unit-4:Time Delay Programs: Time Delay Using One Register – Using a Register Pair – Using a Loop within Loop Technique – Counter Design with Time Delay – Stack and Subroutines – BCD to Binary Conversion and Vice-versa – BCD to HEX Conversion and Vice-versa – Binary to ASCII Conversion and Vice-versa – BCD Addition and Subtraction .		
	Unit-5 : 8085 Interrupt – Vectored Interrupts – Interfacing I/O Devices: Basic Interfacing Concepts – Interfacing Input Devices- Memory-Mapped I/O.		

1. Recommended Texts

i.M. Morris Mano,2005, Digital Logic and Computer Design, Prentice-Hall of India Pvt. Ltd.

ii. Ramesh S. Gaonkar,1999,Microprocessor Architecture, Programming, and Applications with the 8085, 5^{th}Edition,Penram International Publishing (India) Pvt. Ltd.

2. Reference Books

i. D. P. Leach and A. P. Malvino,2002,Digital Principles and Applications,5th Edition, Tata McGraw, Hill Publishing Co. Ltd.

ii. V. Vijayendran,2004,Digital Fundamentals,S. Viswanathan (Printers & Publishers) Pvt. Ltd.

iii. V. Vijayendran ,2004, Fundamentals of Microprocessor – 8085, S. Viswanathan (Printers & Publishers) Pvt. Ltd.

iv. N. K. Srinath,2005, 8085 Microprocessor Programming and Interfacing,Prentice-Hall of India Pvt. Ltd.

Title of the Course/	**Paper –V PROGRAMMING IN C++ AND DATA STRUCTURES**		
	SUBCODE: SAE3A		
Core	**II Year & Third Semester**	Credit: 4	
Objective of the course	This course introduces the basic concepts of programming in C++ and Data Structures		
Cours e outlin e	Unit 1: Introduction to C++; Tokens, Keywords, Identifiers, Variables, Operators, Manipulators, Expressions and Control Structures in C++; Pointers - Functions in C++ - Main Function - Function Prototyping - Parameters Passing in Functions - Values Return by Functions - Inline Functions - Friend and Virtual Functions		
	Unit-2: Classes and Objects; Constructors and Destructors; and Operator Overloading and Type Conversions - Type of Constructors - Function overloading. Inheritance : Single Inheritance - Multilevel Inheritance - Multiple Inheritance - Hierarchical Inheritance - Hybrid Inheritance. Pointers, Virtual Functions and Polymorphism; Managing Console I/O operations.		
	Unit 3: Working with Files: Classes for File Stream Operations - Opening and Closing a File - End-of-File Deduction - File Pointers - Updating a File - Error Handling during File Operations - Command-line Arguments. Data Structures: Definition of a Data structure - primitive and composite Data Types, Asymptotic notations, Arrays, Operations on Arrays, Order lists.		
	Unit-4:Stacks - Applications of Stack - Infix to Postfix Conversion, Recursion, Maze Problems - Queues- Operations on Queues, Queue Applications, Circular Queue. Singly Linked List- Operations, Application - Representation of a Polynomial, Polynomial Addition; Doubly Linked List - Operations, Applications.		
	Unit-5 : Trees and Graphs: Binary Trees - Conversion of Forest to Binary Tree, Operations - Tree Traversals; Graph - Definition, Types of Graphs, Hashing Tables and Hashing Functions, Traversal - Shortest Path; Dijkstra's Algorithm.		

1. Recommended Texts

i. E. Balagurusamy,1995,Object Oriented Programming with C++, Tata McGraw-Hill Publishing Company Ltd.

ii. E.Horowitz and S.Shani,1999,Fundamentals of Data Structures in C++ , Galgotia Pub.

2.Reference Books

i. Robert Lafore, Object Oriented Programming in Microsoft C++, Galgotia publication.

ii. H.Schildt, C++,1998,The Complete Reference-1998-TMH Edition, 1998

iii.R. Kruse C.L. Tondo and B. Leung ,1997, Data Structures and Program design in C, PHI.

iii.Cangsam,Auguenstein,Tenenbaum,Data Structures using C & C++,PHI

iv.D.Samantha,2005, Classic Data Structures, PHI,New Delhi.

Title of the Course/	**Paper VI** **PRACTICAL – III DATA STRUCTURES USING C++**		
	SUBCODE: SAE31		
Core	**II Year & Third Semester**	Credit: 4	
Objective of the course	This course deals with practical implementation of Data Structure using C++.		
Course outline	1. Implement PUSH, POP operations of stack using Arrays. 2. Implement PUSH, POP operations of stack using Pointers. 3. Implement add, delete operations of a queue using Arrays. 4. Implement add, delete operations of a queue using Pointers. 5. Conversion of infix to postfix using stack operations 6. Postfix Expression Evaluation. 7. Addition of two polynomials using Arrays and Pointers. 8. Creation, insertion, and deletion in doubly linked list. 9. Binary tree traversals (in-order, pre-order, and post-order) using linked list. 10.Depth First Search and Breadth first Search for Graphs using Recursion.		

Title of the Course/	**Paper –VII - PROGRAMMING IN JAVA** **SUBCODE :SAE4A**
Core	**II Year & Fourth Semester**	Credit: 4	
Objective of the course	This course introduces the basic concepts of programming in JAVA
Course outline	Unit 1: Introduction to Java-Features of Java-Basic Concepts of Object Oriented Programming-Java Tokens-Java Statements-Constants-Variables-Data Types- Type Casting-Operators-Expressions-Control Statements: Branching and Looping Statements.
	Unit-2: Classes, Objects and Methods-Constructors-Methods Overloading-Inheritance-Overriding Methods-Finalizer and Abstract Methods-Visibility Control –Arrays, Strings and Vectors-String Buffer Class-Wrapper Classes.
	Unit 3: Interfaces-Packages-Creating Packages-Accessing a Package-Multithreaded Programming-Creating Threads-Stopping and Blocking a Thread-Life Cycle of a Thread-Using Thread Methods-Thread Priority-Synchronization-Implementing the Runnable Interface .
	Unit-4:Managing Errors and Exceptions-Syntax of Exception Handling Code-Using Finally Statement-Throwing Our Own Exceptions-Applet Programming-Applet Life Cycle-Graphics Programming-Managing Input/Output Files: Concept of Streams-Stream Classes-Byte Stream Classes-Character Stream Classes – Using Streams-Using the File Class-Creation of Files-Random Access Files-Other Stream Classes.
	Unit-5: : Network basics –socket programming – proxy servers – TCP/IP – Net Address – URL – Datagrams -Java Utility Classes-Introducing the AWT: Working with Windows, Graphics and Text- AWT Classes-Working with Frames-Working with Graphics-Working with Color-Working with Fonts-Using AWT Controls, Layout Managers and Menus.

1. Recommended Texts

i.E. Balagurusamy,2004,Programming with JAVA, 2nd Edition,Tata McGraw-Hill Publishing Co.Ltd.

ii.Herbert Schildt,2005,The Complete Reference Java^{TM}2,5thEdition,TataMcGraw-Hill Publishing Co. Ltd.

2. Reference Books

i. Y. Daniel Liang ,2003, An Introduction to JAVA Programming, Prentice-Hall of India Pvt. Ltd.
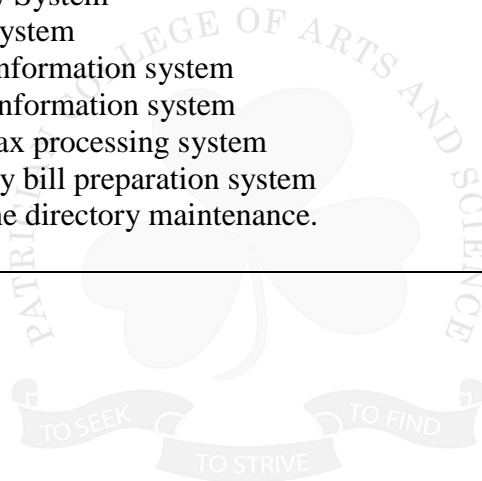
ii. Cay S. Horstmann and Gary Cornell,2005, Core Java^{TM}2 Volume I-Fundamentals,7th Edition- Pearson Education.

Title of the Course/	**Paper -VIII** **PRACTICAL – IV: JAVA PROGRAMMING LAB** **SUBCODE: SAE41**		
Core	**II Year & Fourth Semester**	Credit: 4	
Objective of the course	This course gives the practical training in JAVA programming		
Course outline	**APPLICATIONS:** 1. Substring Removal from a String. Use String Buffer Class. 2. Determining the Perimeter and Area of a Triangle. Use Stream Class. 3. Determining the Order of Numbers Generated randomly using Random Class. 4. Usage of Calendar Class and Manipulation. 5. Implementation of Point Class for Image Manipulation. 6. String Manipulation Using Char Array. 7. Database Creation for Storing E-mail Addresses and Manipulation. 8. Usage of Vector Classes. 9. Interfaces and Packages 10. Implementing Thread based Applications and Exception Handling. 11. Application using Synchronization such as Thread based, Class based and Synchronized Statements. 12. Textfiles (copy, display, counting characters, words and lines) 13. Data file creating and processing for electricity billing. 14. Data file creating and processing for telephone billing **APPLETS:** 15. Working with Frames and Various Controls. 16. Working with Dialog Box and Menus. 17. Working with Colors and Fonts. 18. Drawing various shapes using Graphical statements. 19. Working with panel and all types of Layout. 20. Design a simple calculator with minimal of 10 operations 21. Usage of buttons, labels, text components in suitable application 22. Usage of Radio buttons, check box ,choice list in suitable application.		

Title of the	**Paper -XII - PRACTICAL – V: RDBMS LAB**		
Course/	**SUBCODE:SAE51**		
Core	**III Year & Fifth Semester**	Credit: 4	
Objective of the course	This course train the students to implement the database applications		
Course outline	Create database and performing the operations given below using a Menu Driven program: Insertion, (b)Deletion, (c)Modification, (d)Generating a reports (Simple) for the following Systems using any RDBMS package : Payroll Mark sheet Processing Savings bank account for banking Inventory System Invoice system Library information system Student information system Income tax processing system Electricity bill preparation system Telephone directory maintenance.		

Title of the Course/ Paper	**VISUAL PROGRAMMING SUBCODE:SEE5A**		
Elective	**III Year & Fifth Semester**	Credit: 4	
Objective of the course	To inculcate knowledge on Visual Basic concepts and Programming.		
Course outline	Unit 1: Customizing a Form - Writing Simple Programs - Toolbox - Creating Controls - Name Property - Command Button - Access Keys - Image Controls - Text Boxes - Labels - Message Boxes - Grid - Editing Tools - Variables - Data Types - String - Numbers.		
	Unit-2: Displaying Information - Determinate Loops - Indeterminate Loops - Conditionals - Built-in Functions - Functions and Procedures.		
	Unit 3: Lists - Arrays - Sorting and Searching - Records - Control Arrays - Combo Boxes - Grid Control - Projects with Multiple forms - DoEvents and Sub Main - Error Trapping.		
	Unit-4:VB Objects - Dialog Boxes - Common Controls - Menus - MDI Forms - Testing, Debugging and Optimization - Working with Graphics.		
	Unit-5 : Monitoring Mouse activity - File Handling - File System Controls - File System Objects - COM/OLE - automation - DLL Servers - OLE Drag and Drop.		

1. Recommended Texts

Gary Cornell - Visual Basic 6 from the Ground up - Tata McGraw Hill -
1999. Noel Jerke - Visual Basic 6 (The Complete Reference) - Tata McGraw
Hill – 1999

Title of the Course/	**Paper -XIV** **WEB TECHNOLOGY SUBCODE:SAE6B**		
Core	**III Year & Sixth Semester**	Credit: 4	
Objective of the course	This course introduces the concepts of ASP, VB Script , Java Script.		
Course outline	Unit 1: Introduction to` VBScript - Adding VBScript Code to an HTML Page - VB Script Basics - VBScript Data Types - VBScript Variables - VBScript Constants - VBScript Operators – mathematical- comparison- logical - Using Conditional Statements - Looping Through Code - VBScript Procedures – type casting variables - math functions –date functions – string functions –other functions - VBScript Coding Conventions - Dictionary Object in VBScript - Err Object		
	Unit-2: Introduction to Javascript – Advantages of Javascript – Javascript syntax - Data type –Variable - Array – Operator & Expression – Looping – control structures - Constructor Function – user defined function Dialog Box .		
	Unit 3: Javascript document object model – Introduction – Object in HTML – Event Handling – Window object – Document object – Browser object – Form object – Navigator object – Screen object – Build in object – User defined object – Cookies.		
	Unit-4: ASP.NET Language Structure – Page Structure – Page event , Properties & Compiler Directives . HTML server controls – Anchor, Tables, Forms, Files . Basic Web server Controls – Lable, Text box, Button, Image Links, Check & radio Button, Hyperlink, Data List Web Server Controls – Check box list. Radio button list, Drop down list, List box, Data grid, Repeater.		
	Unit-5: Request and Response Objects, Cookies, Working with Data – OLEDB connection class, command class, transaction class, data adaptor class, data set class. Advanced issues – email, Application issues, working with IIS and page Directives, error handling. Security – Authentication, IP Address, Secure by SSL & Client Certificates		

1.Recommended Texts

Bayross, 2000, Web Enable Commercial Application Development Using HTML, DHTML, Javascript, Perl CGI, BPB Publications.

ii. A.Russell Jones, Mastering Active Server Pages 3, BPB Publications.

2. Reference Books

i. HathleenKalata, Internet Programming with VBScript and JavaScript, Thomson Learning

ii. Mike McGrath, XML Harness the Power of XML in easy steps, Dreamtech Publications

iii. T.A. Powell, 2002,Complete Reference HTML , TMH.

iv. J.Jaworski, 1999, Mastering Javascript, BPB Publications.

v. Powell, Thomas; Schneider, Fritz, JavaScript: The Complete Reference, 2nd edition2004, TMH

Title of the Course/	**Paper - XV** **PRACTICAL – VI -WEB APPLICATIONS LAB** **SUBCODE:SAE61**		
Core	**III Year & Sixth Semester**	Credit: 5	
Objective of the course	This course gives training in web design and applications.		
Course outline			

VB SCRIPT & JAVASCRIPT

1. Write a program outputs the squares, roots, cubes and complements of integers between 1 and 100.
2.Create a calculator.
3. Write a script to Sort numbers and strings
4. Create a program to generate a hit counter
5. Create a program to verify whether email address provided by user is valid or invalid.
6. Write a program to scroll the text on status bar.
7. The form consists of two multiple choice list and one single choice list
a. the first multiple choice list display the major dishes available.
b. the second Multiple choice list display the stocks available.
        c. The single choice list display the miscellaneous (Milkshakes, soft drinks, softy available etc.)
8. Write a sript to create a digital clock.
9. Create a web page using two image file which switch black and white one another as the mouse pointer moves over the image. Use the On Mouse over and On Mouse event, onDblclick handler
10. Build a WWW page with an image and 3 buttons., Pick three favorite graphics, Label the buttons and make each one swap in the graphic you have chosen
11. Create a frameset that has two frames, side by side.
    1. Make the left-hand frame contain a form with 3 radio buttons
    2. The buttons should be for three search engines:
            a.   Yahoo (http://www.yahoo.com)
            b.   Altavista (http://www.altavista.com)
            c.   Infoseek (http://www.infoseek.com)

    3. When the user clicks on of the option buttons, the frame on the right hand side
        should be loaded with the right search engine.

12.Write a program to implement Employee database with all validation

ASP

1. Create a login form, to expire, if the user does not type the password within 100 seconds
2. Create an employee database and manipulate the records using command object in ASP
3. Develop an application to illustrate the usage of Request and Response Objects in ASP.
4. Write an ASP program using Request Object to give the exact list of headers sent by the browser to the Web server.
5. Create an Active Server Page to display the records one by one from a student database. The student database should contain roll no, name, marks & total.
7. Design an ASP application that describes books in the Online Bookshop.(Use AD Rotator Component, Content Rotator Component, Content Linking Component)
8. Create a document and add a link to it. When the user moves the mouse over the link it should load the linked document on its own (User is not required to click on the link).
9. Create a document, which opens a new window without a toolbar, address bar, or a status bar that unloads itself after one minute.
10. Create a document that accepts the user's name in a text field form and displays the same the next time when the user visits the site informing him that he has accessed the site for the second time, and so on.

DEPARTMENT OF PSYCHOLOGY

II YEAR

III SEMESTER
CORE PAPER - V: DEVELOPMENTAL PSYCHOLOGY – I
SUBJECT CODE: SAT3A

UNIT - I

Human development, period of life span, Conception through birth: Fertilization, heredity and environment, prenatal development, birth: stages, methods, and settings of childbirth.

UNIT - II

Characteristics of infancy and early childhood - physical development, health, motor, sensory, emotional, and perceptual development; characteristics of late childhood, developmental tasks, physical development, health, motor skills, cognition and language.

UNIT - III

Cognitive development: Piaget sensory motor stage, Piaget preoperational stage; Piaget stage of concrete operations, moral development, personality in late childhood, development of self-concept, Freud's latency period, Erickson's industry versus inferiority, social learning theory, Piaget stage of formal operations, moral development.

UNIT - IV

Characteristics of adolescence, developmental tasks of adolescence, physical changes, maturation in adolescence, psychological impact of physical changes, health concerns of adolescence, aspects of intellectual development.

UNIT - V

Social changes during adolescence: interests, theoretical perception in adolescence, identity formation, approved sex roles, family relationships, relationship with peers, personality changes, hazards of adolescence, and problems of adolescence: teenage pregnancy, Juvenile delinquency, positive view of adolescence.

REFERENCE

1. Papalia, Diane E., Sally Wendos Olds (2005). Human Development. 9th Edition. Tata McGraw Hill Publishing Co.

2. Hurlock, E. (1980). Developmental Psychology. Tata McGraw Hill Publishing.

3. Shaffer, David R. (1993). Developmental Psychology. IV Edition Brooks / Cole Publishing Company.

4. Smith, Barry D. (1998). Psychology Science and Understanding. McGraw-Hill Company

5. Santrock, John W. (2007). Adolescence. 11th edition. Tata McGraw Hill Publishing Company.

6. Santrock, John W. (2007). Child Development. 11th edition. Tata McGraw Hill Publishing Company.

II YEAR

IV SEMESTER

CORE PAPER - VII: DEVELOPMENTAL PSYCHOLOGY – II

SUBJECT CODE: SAT4A

UNIT - I

Characteristics of adulthood, physical, sensory, and psychomotor functioning, health in adulthood, changes in interest in adulthood, social mobility, sex role adjustment, personal and social hazards of adulthood, intellectual development, vocational adjustment, marital adjustment, adjustment to parenthood.

UNIT - II

Characteristics of middle age, developmental tasks, physical changes, sensory, psychomotor functioning, health in middle age, intellectual development.

UNIT - III

Personal and social hazards, changes to interest, works in the middle age, adjustment to changed family patterns, marital hazards of middle age, adjustment to single-hood, adjustment to loss of a spouse, relationship with maturing children and aging parents.

UNIT - IV

Characteristics of old age, developmental tasks, physical development, sensory and psychomotor functioning, intellectual development, health in old age, social adjustment in old age, physical hazards, psychological hazards, religion, and emotional well being.

UNIT - V

Social issues related to aging, relationship with siblings, friends, adult children; family management of elder care, adjustment to retirement, adjustment to single-hood, vocational and family hazards of old age, living arrangements for the elderly; Death: facing death; three aspects of death.

REFERENCE

1. Papalia, Diane E., Olda Sally Wendoke (2005). Human Development. 9th Edition. Tata McGraw Hill Publishing Co.

2. Hurlock, E. Developmental Psychology (1995). IV Edition. Tata McGraw Hill Publishing.

3. Shaffer, David R. (1993). Developmental Psychology. IV Edition. Brooks / Cole Publishing Company.

4. Smith, Barry D. (1998). Psychology Science and Understanding. The McGraw-Hill Company.

5. Gohale, S.D., Ramamurti, P.V., Pandit, N. & Pandal, B. (1999). Aging in India. Mumbai Somaign Publication Pvt. Ltd.

6. Chakravarthy, L. (1997). Life in Twilight Years, Calcutta: Kwality Books Co.

7. Biswas, S.K. (1987). Aging in Contemporary India. Calcutta: The Indian Anthropological Society.

8. Birren, J. E. & Schaie, W. (1996). Handbook of Psychology of Aging. New York: Academic Press

CORE PAPER - VIII: PSYCHOLOGICAL ASSESSMENT (Practical)

SUBJECT CODE: SAT41

LIST OF PAPER PENCIL TESTS (Any 10)

1. Expression of Emotions
2. Student Stress Scale
3. Multiple Intelligence Scale
4. Eysenck Personality Inventory
5. Self-concept Questionnaire
6. Emotional Maturity Scale
7. Job Satisfaction Scale
8. Career Maturity Scale
9. Organizational Climate Inventory
10. Raven's Standard Progressive Matrices
11. Superstition Scale
12. Strait & Trait Anxiety Scale
13. Strait & Trait Anger Expression Inventory
14. Self-esteem Scale
15. Social Maturity Scale
16. Social Distance Scale
17. Religious Attitude Scale
18. Altruism

Marks: 100   **Internal** = 25 (Record - 15, Assignment - 5, Test - 5)

External = 75 (Viva - 20, Record - 5, Conduction - 15, Plan and Procedure - 10, Results and Tabulation - 10, Discussion - 10, Conclusions - 5)

III YEAR

V SEMESTER

CORE PAPER - IX: PSYCHOPATHOLOGY – I

SUBJECT CODE: SAT5A

UNIT - I

Definition of abnormal behavior, Incidence of mental disorders, Historical views of abnormal behavior, Humanitarian approach, Contemporary views of abnormal behavior.

UNIT - II

Causal and risk factors for abnormal behavior- Biological view point and causal factor, Psychosocial view point and causal factor, Socio cultural view point and causal factor.

UNIT - III

Anxiety disorders – Specific phobia, social phobia, panic disorders with and without Agora phobia, generalized anxiety disorder, obsessive compulsive disorder; Biological psychosocial and socio cultural causal factors for all anxiety disorders, Treatment and outcome.

UNIT - IV

Somatoform and dissociative disorder - Somatoform disorder - Hypochondriasis, Somatization disorder, Pain disorder, Conversion disorder and Body dysmorphic disorder

Dissociative disorders - Depersonalization disorder, Dissociation amnesia and fugue, Dissociative identity disorder, Biological, Psychosocial and socio cultural causal factors of somatoform and dissociative disorders, Treatment and outcomes.

UNIT - V

Prevention and treatment- Perspectives on prevention, Psychological approach to treatment- Behaviour therapy, Cognitive and cognitive behavioural therapies, Humanistic and experiential therapy, Psychodynamic therapy, Family and marital therapy, Eclectism and integration.

REFERENCE

1. David H. Barlow & Durand V. Mark (2000). Abnormal psychology. 2nd edition. New York: Brooks\Cole Publishing Co.,

2. Robert C. Carson, James N. Butcher, Susan Mineka, Jill M. Hooley (2007). Abnormal psychology. 13th edition. Pearson Education.

3. James C. Coleman (1976). Abnormal psychology and modern life. 5th edition. Scott, Foresman and Company.

4. Irwin G. Sarason, Barbara Sarason (2005). Abnormal psychology. New Delhi: Prentice Hall Publication.

CORE PAPER - XI: APPLIED PSYCHOLOGY
SUBJECT CODE: SAT5C

UNIT - I

What is applied psychology - fields of applied Psychology, the science and profession of Psychology- who is an applied Psychologist? Brief review of research methods used in applied settings.

UNIT - II

Psychology in business and industrial settings - Engineering Psychology - the role of engineering psychologist - Industrial and Organizational Psychology - the role of Organizational Psychologist - Organizational Development - the role of Organizational development professionals - Applied Cognitive Psychology - the role of applied Cognitive Psychologist - Consumer Psychology - the role of Consumer Psychologist.

UNIT - III

Psychology in community settings - Clinical Psychology - the role of Clinical Psychologist - Community Psychology - the role of Community Psychologist - Health Psychology - the role of Health Psychologist - Applied Social Psychology - the role of Applied Social Psychologist - Applied Environmental Psychology - the role of Environmental Psychologist.

UNIT - IV

Psychology and Human Development- Applied Psychology in Education- School Psychology- the role of School Psychologist- Applied Sport Psychology- the role of Sport Psychologist- Applied Developmental Psychology- the role of Applied Developmental Psychologist.

UNIT - V

Psychology and Medicine- Psychology in medical practice, Psychology in medical education, Psychology in health research, Psychosomatic medicine, Somato Psychology, Forensic Psychology.

REFERENCE

1. Anne Anastasi. Fields of Applied Psychology. McGraw Hill Book Company

2. W. L. Gregory, W. J. Burroughs (1989). Introduction to Applied Psychology. Scott, Foresman and Company.

3. Oamar Hasan (1998). Applied Psychology: Indian Perspective. New Delhi: Gyan Publishing House.

CORE PAPER - XII: SOCIAL PSYCHOLOGY – I

SUBJECT CODE: SAT5D

UNIT - I

Introduction to Social Psychology: Social Psychology: A Working Definition; History of Social Psychology, research methods in social psychology; Social Psychology in the new millennium

UNIT - II

Social Cognition: Self-concept – Perceived Self-control – Self-Serving Bias – Self-Presentation/Impression Formation and Impression Management – Attribution – theories of attribution, attribution errors

UNIT - III

Attitudes and Behavior: Attitude formation: how and why attitudes develop; do attitudes determine behavior? Does behavior determine attitudes? Why do actions affect attitudes? – Theory of cognitive dissonance - The fine Art of Persuasion – Resistance to Persuasion

UNIT - IV

Conformity: Definition- When do people conform? Why do people conform? Who conforms? Classic studies- Sheriff, Asch, Milgram's obedience studies - Resisting Social Pressure

UNIT - V

Interpersonal attraction & altruism: The Beginning of Attraction: Proximity and Emotions – Becoming Acquainted: The need to affiliate and the Effect of Observable characteristics. Altruism- why do we help? When will we help? Whom do we help? Increasing helping behaviour.

REFERENCE

1. Myers David G. (2002). Social Psychology, 7th Edition, McGraw Hill Book Company.
2. Baron A. & Byrne D. (2002). Social Psychology, 10th edition, Prentice-Hall of India.

ELECTIVE PAPER - I: HEALTH PSYCHOLOGY

SUBJECT CODE: SET5A

UNIT - I

Introduction to Health Psychology - Definition of Health Psychology - why is the field of health psychology needed - Models in Health Psychology - Training for a career in health psychology.

UNIT - II

Health promotion and the practice of health behaviour - Introduction to health behaviour - barriers to effective health promotion - factors influencing the practice of health behaviour.

UNIT - III

Modification of health behaviour - changing health behaviour by changing health beliefs - Cognitive behavioural approaches to health behaviour change - Appropriate venue for health habit modification.

UNIT - IV

Health enhancing behaviour- Exercise - benefits, determinants of regular exercise - Accident prevention - Cancer related health behaviour- weight control, maintaining a healthy diet.

UNIT - V

Health compromising behaviour - Alcoholism and problem drinking - Smoking - why do people smoke - Intervention to reduce smoking - smoking prevention.

REFERENCE

1. Shelley E.Taylor (1995). Health Psychology. 6th edition. Tata McGraw Hill edition.
2. Edward P.Sarafino (1994). Health Psychology. Joha Wiley and Sons
3. David F Marks, Michael Murray, Brian Evans, Carla Willig, Cailine Woodall and Catherine M.Sykes (2008). Health Psychology: Theory, Research and Practice. 2nd edition. New Delhi: Sage Publications.

PROJECT

SUBJECT CODE: SAT5Q

Students must submit 3 Case study Reports (compulsory) from three different areas mentioned below:

Health and Organizational Psychology

Physical, Mental Health, Deviant Behaviour, Adjustment Problems, Special Children, Neurological Disorders, Educational Institutions, Retail Outlets, Service Industries, NGO.

Marks: 100   **Internal** = 25;

External = 75 (Viva = 25, Report = 50)

Credits = 5

III YEAR
IV SEMESTER
CORE PAPER - XIII: PSYCHOPATHOLOGY – II
SUBJECT CODE: SAT6A

UNIT - I

Mood disorders - Unipolar mood disorders, Biological, psychosocial, socio cultural causal factors in Unipolar mood disorders, Bipolar disorders, Biological, Psychosocial and socio cultural causal factors affecting bipolar disorders, Treatment and outcomes.

UNIT - II

Schizophrenia - schizophrenia and clinical picture, subtypes of Schizophrenia, Causes of schizophrenia, Treatment and outcomes.

UNIT - III

Personality disorders - Clinical features, categories of personality disorders, Treatment and outcomes; Antisocial personality disorder and Psychopathy, etiology and treatment of antisocial personality disorder and Psychopathy

UNIT - IV

Addiction disorders - Alcohol abuse and dependence, Drug abuse and drug dependence, Treatment and outcome.

UNIT - V

Sexual variants, sexual abuse and Sexual dysfunctions - Sexual and gender variants, sexual abuse, sexual dysfunction, causes and treatment of sexual dysfunctions.

REFERENCE

1. David H. Barlow& Durand V. Mark (2000). Abnormal psychology. 2nd edition. Brooks\Cole Publishing Co.
2. Robert C. Carson, James N. Butcher, Susan Mineka,Jill M. Hooley (2007). Abnormal Psychology. 13th edition. Pearson Education.
3. James C. Coleman (1976). Abnormal Psychology and Modern Life. 5th ed. Scott, Foresman and Company.
4. Irwin G. Sarason, Barbara Sarason (2005). Abnormal Psychology. New Delhi: Prentice Hall Publication.

CORE PAPER - XIV: ORGANIZATIONAL PSYCHOLOGY
SUBJECT CODE: SAT6B

UNIT - I

Introduction: Definition, scope and historical development of organizational psychology, Pioneers on personnel selection, Challenges for organizational Psychology – virtual work place, virtual employees, worker involvement, changing technology and skills.

UNIT - II

Organizational Structure: Organizational Structure - Definition, Common organizational designs, New design options, Organizational designs and employee behaviour, Organizational Culture - Definition, creating and sustaining an ethical and customer responsive culture, How employees learn culture, Spirituality and Organizational culture. Organizational Dynamics - Contemporary issues for managers, stimulating innovation, creating a learning organization, forces for change, managing planned change, resistance to change.

UNIT - III

Work Team, Leadership and Communication: Leadership – Definitions; Trait, behavioral and contingency theories; Inspirational approaches to leadership; Ethical and online leadership; Finding and creating effective leaders. Communication – Functions and process of communication; organizational communication (Formal small group networks, the grapevine, computer aided communication), Barriers to effective communication. Differences between groups and teams, Types of teams, creating effective teams, Teams and quality management.

UNIT - IV

Work Motivation and Job Satisfaction: Early theories of work motivation – Need Hierarchy, Theory X and Theory Y; Two Factor theory. Contemporary theories of motivation: ERG theory; McClelland's theory of needs. Job satisfaction and work attitudes – Importance of work attitudes and opinions in industry. Job Satisfaction and its influence on work behaviour.

UNIT - V

Work Environment: Physical working conditions – illumination, noise, color, music, temperature and humidity. Work Schedules – work hours, shift work, rest pauses. Accidents and Safety – causes of accidents (individual and situational factors), prevent of accidents.

REFERENCE

1. Schultz, D. and Schultz, S.E. (2004). Psychology and Work Today. Delhi: Pearson Inc.

2. Mc Cormick, E.J. and Ilgen, D.R. (1984). Industrial psychology. New Delhi: Prentic Hall of India.

3. Robbins, S.P. (2005). Organizational Behavior. 11th Edition. New Delhi: Prentice Hall of India Pvt. Ltd.

CORE PAPER - XV: SOCIAL PSYCHOLOGY – II

SUBJECT CODE: SAT6C

UNIT - I

Group Dynamics: What is a Group – Formation of groups- Types of Groups social facilitation, social loafing; Deindividuation – Group Polarization – Group think – Minority Influence.

UNIT - II

Aggression: Theoretical Perspectives- Biological theories, Drive theories, Modern theories; Determinants of aggression- Social determinants, Situational determinants; Prevention and control of aggression.

UNIT - III

Prejudice: The Nature and Power of Prejudice - Sources of Prejudice- Social Sources; cognitive sources; emotional sources – Techniques for countering the effects of Prejudice in India.

UNIT - IV

Conflict and Peace Making: Conflict- Social dilemmas, competition, perceived injustice; Misperception. Peacemaking – Contact, co-operation, communication, conciliation.

UNIT - V

Application of Social Psychology: Applying Social Psychology to the

(i) Legal System: Effects of police procedures and media coverage; Eyewitness Testimony-Effects of judges and defendants.

(ii) Organization: Job satisfaction: Attitudes about work, Pro-social behaviour at work, Leadership: Patterns of influence within groups.

(iii) Health: Responding to health related information- the emotional and physiological effects of stress- coping with stress.

Applying Social Psychology to Sports, Military and Media.

REFERENCE

1. Myers, David G. (2002). Social Psychology. 7th Edition, McGraw Hill Book Co.
2. Baron A & Byrne. (2003). Social Psychology. 10th Edition, Prentice Hall

ELECTIVE PAPER - II: COUNSELLING AND GUIDANCE

SUBJECT CODE: SET6A

UNIT - I

Introduction: Definitions of Counselling – Guidance: Role of counseling in guidance – Scope of counselling – The client counsellor relationship – Characteristics of an effective counselor – Counselling Skills – Dimensions of Counsellor functioning – Ethical issues in counseling.

UNIT - II

Approaches to Counselling: The Directive approach – Humanistic approach – Roger's Client centered approach – Behaviouristic approach – Existential approach – The Minnesota point of view – The Eclectic approach.

UNIT - III

The Counselling Process: Goals of counseling – Relationship Establishment – Problem Identification and Exploration: Planning for Problem solving – Solution, Application and Termination – Evaluation.

UNIT - IV

Educational and Vocational Guidance: Guidance needs related to education – Aptitudes and Interests – Guidance at school level – Guidance towards life goals – Educational counseling. Vocational Guidance – Theories of vocational development – The vocational counseling process – Exploration and contract setting – The state of critical decision.

UNIT - V

Counselling of Special Groups: Life Skills Training – Relationship counseling – Counselling women – Counselling older adults – Business and Industry – People who abuse drugs – People who use Tobacco – People who abuse alcohol – People with AIDS – Victims of abuse – Counselling the differently abled and their care givers – People in poverty – Counselling relating to sexual identity issues.

REFERENCE

1. Gibson L Robert & Mitchell H Marianne. (2003). Introduction to counseling and Guidance. 6th edn. Delhi: Pearson Education

2. Nelson-Jones. (1995). The theory and practice of counseling. 2nd Edn. London: Holt, Rinehart and Winston Ltd.

3. Burnard Philip. (1995). Counselling Skills Training – A sourcebook of Activities. New Delhi: Viva Books Private Limited.

ELECTIVE PAPER - III: HUMAN RESOURCE MANAGEMENT

SUBJECT CODE: SET6B

UNIT - I

Introduction to HRM – Definition and Scope of HRM – Functions of HRM – Role of HRM in the organization – Changing trends and Challenges in HRM

UNIT - II

Recruiting and Selection – Human Resource Planning (short and long term) – Job analysis, description and specification – Recruitment and Selection – Sources of recruiting – The different processes in recruiting – Advantages and disadvantages of different methods of recruitment – Interviews and methods of interviews

UNIT - III

Training and Development – Need for training – Training Need analysis – Designing training courses – Training methodology – Training effectiveness – Training at Different Levels – Managing star performers and underperformers – Grievances and Redressal – multiskilling – HR process reengineering

UNIT - IV

Performance Assessment – approach to performance appraisal – Stages in Performance evaluation – Performance Evaluation Systems – Different Methods– MBO – 360* evaluation – Balanced score Card etc – Assessment Centres – Link of performance evaluation to rewards – PE and Development

UNIT - V

Compensation and Benefits: Different components of Compensation Benefits – Productivity and Performance related compensation – Role of Compensation in retention, Development and career progression.

REFERENCE

1. Keith Davis & John W. Newstrom (2006). Human relations at work. New York: McGraw Hill.

2. Edwin B. Flippo (1984) Personnel Management. New York: McGraw Hill.

3. T.V.Rao (2006) Human Resource Management. New York: McGraw Hill.

4. Michael Armstrong (2001) A Handbook of Human Resource Practice. 8th Edn, London: Kogan.

5. David S. Decenzo and Stephen Robbins (1988) Personnel/Human Resource Management. 3rd Edn. New Delhi: Prentice Hall.

6. Venkata Ratham C.S, Shrivastava B.K (1998) Personnel Management & Human Resources. New Delhi: Tata McGraw Hill.

7. Ashwathappa. K (2005) Human Resource and Personnel Management: Text and Cases. New Delhi. Tata McGraw Hill.

PROJECT

SUBJECT CODE: SAT6Q

Students must submit 2 Survey Reports (Compulsory) each from different areas mentioned below:

Mental Health Problems, Physical Health Problems, Issues pertaining to Women, Social Psychology, Environmental Psychology, Consumer behaviour, Child Psychology, Old age problems.

Report should be submitted not exceeding 75 pages

Marks: 200   **Internal** = 50;

                   External = 150 (Viva = 50, Report = 100)

                   Credits = 10

DEPARTMENT OF VISUAL COMMUNICATION

ALLIED – II / Paper – I: **Computer Graphics I**

(Practical: *Record - 80, Viva - 20)*

The practical will include

1. DTP for Publication Design: PageMaker (latest version)
2. Editing and manipulation of image/pictures using PhotoShop (latest Versions)

Exercises

1. Design a 'logo' for an
   a. Advertising agency
   b. Commercial organization
   c. Non-profit organization
   d. Government agency
   e. Service industry

2. Design a 'visiting card' & 'letter head' for the same FIVE organizations Mentioned above using the logo created in the previous exercise.

3. Design a 'news letter' for any one of the above-mentioned agencies.

4. Design the 'front cover' of an in-house journal published by any one of the above mentioned agencies.

CORE PAPER – X: <u>Television Production</u>

Unit I

Introduction of visualization, Different approaches to visualization - TV, Films, and Ad films. Types of telecasting, Production standards NTSC, PAL, Secam etc. Television Crew, an overview of direction, art direction, floor management- indoor & outdoor, production management, budget preparation.

Unit II

Principles of script writing, creative writing, script formats. Planning of Story, story board, discussions, screen play, dialogue writing, selection of cast, costumes, locations, set & design ,Research. Locations: In-door, set, On-sights sets, -- Outdoor on-sight sets, blue matte. Etc.,

Unit III

Camera techniques   & operation, Types of camera, Video formats (VHS, SVHS,
U-MATIC, BETA, DIGITAL), framing, shots & movements (wide, medium, close ups, shadow, zoom, pan , tilt, aerial etc.),   usage of various types of camera lenses (Normal, Tele, Zoom etc.,),   usages of various filters (day , night, colour correcting filter, diffusion filter), objectives TV lighting, various types of Lights (baby, Junior, Senior, etc.,) colour temperature, lighting for different situations (interviews, indoor, out-door), types of lighting(Back, Front, full, semi, etc.,)

Video recording format - Audio on line or off line . Usage of various kinds of mics (Dynamic mic, condenser mic, ribbon mic, Uni-directional, Bi-directional, omni-directional mics, Hand mic, Head set mic, quadraphonic mic and wireless mic, lapel etc.,) Knowledge about audio recording (mono, stereo, surround sound, eco etc.,).

Unit IV

Editing procedure, assembling shots, symbolic editing and editing errors. The language of editing and shooting—sound in editing-categories of sound, post-synchronization, voice-over or narration, music and dubbing, Video Editing – linear, non-linear, types of editing modes (assemble mode, insert mode, on line mode) computer editing - time code roll editing, etc., Television graphics & titling and specials effects, Audio – Dubbing, Back ground Music, synchronizing of video and audio, voice Over (narration)etc. Presentation skills, recording live programmes.

References

Millerson, G. H (1993) Effective TV Production. Focal Press
Holland, P (1998). The Television Handbook. Routledge

CORE PAPER – XI: <u>Web Publishing</u>

(Practical: *Record - 80, Viva - 20*)

Web publishing: Web Publishing Tool, FrontPage or Dream Weaver and MM Flash

HTML and XML Programming

Creation of the Home Page of a Web Site with proper links

Creation of a dynamic web page using appropriate web development tool (e.g. Dream Weaver) for three different concepts.

Students should be given orientation of web/multimedia usability issues and interface design basics

Each student to provide individual CD-ROMs **with all** the exercises done during the year with proper dates. Students should be given adequate orientation on Web design and usability concepts

Each student to provide individual CD-ROMs **with all** the exercises done during the year with proper dates.

Note

1. The web pages should contain objects created by the students only. **No objects/ elements downloaded from the Internet should be used**. If static images are to be included, then the student is expected to create her/his own images using appropriate software like PhotoShop.
2. A minimum of Five exercises should be carried out on each theme outlined above

3. At least FIVE complete web sites for different categories of products or organizations must be created for the record

4. All exercises should be accompanied by "paper-page" and "paper-design" in **record** form along with the original fine containing the exercises.

5. The above mentioned are the *minimum requirement* for external examination.

References

Powell, Thomas . Web Design(2000). The Complete   Reference. Tata McCraw-Hill

Arora, Deva Yashwant Singh. Multimedia 98: Shaping the Future

Grahm, L (1999) The principles of Interactive Design. Thomson Learning

Xavier: World Wide Web with HTML. Tata McGraw- Hill

CORE PAPER – XV: <u>3 D Animation</u>

(Practical: *Record - 80, Viva - 20)*

Project work (walk-through, animated logo, etc.) should contain record containing advanced animation works done by the student. At least FIVE concepts for animations should be included as a part of the record. Each student to provide individual CD-ROMs **with all** the exercises done during the year with proper dates. Students should be given adequate orientation on basic design and usability concepts. The web pages should contain objects created by the students only. **No objects/elements downloaded from the Internet should be used**. If static images are to be included, then the student is expected to create her/his own images using appropriate software like PhotoShop. All exercises should be accompanied by "paper-design" in **record** form along with the original file containing the exercises.

DEPARTMENT OF COMMERCE - UG

Allied Paper – I - BUSINESS ECONOMICS (Existing Syllabus)

UNIT I

Introduction to Economics – Wealth, Welfare and Scarcity Views on Economics - Positive and Normative Economics

Definition – Scope and Importance of Business Economics

Concepts: Production Possibility frontiers – Opportunity Cost – Accounting Profit and Economic Profit – Incremental and Marginal Concepts – Time and Discounting Principles – Concept of Efficiency

UNIT II

Demand and Supply Functions:

Meaning of Demand – Determinants and Distinctions of demand – Law of Demand – Elasticity of Demand – Demand Forecasting – Supply concept and Equilibrium.

UNIT III

Consumer Behaviour : Law of Diminishing Marginal utility – Equimargianl Utility – Indifference Curve – Definition, Properties and equilibrium.

UNIT IV

Production: Law of Variable Proportion – Laws of Returns to Scale – Producer's equilibrium – Economies of Scale

Cost Classification – Break Even Analysis

UNIT V

Product Pricing: Price and Output Determination under Perfect Competition, Monopoly – Discriminating monopoly – Monopolistic Competition – Oligopoly – Pricing objectives and Methods

Recommended Texts

1. S.Shankaran, Business Economics - Margham Publications - Ch -17
2. P.L. Mehta, Managerialo Economics – Analysis, Problems & Cases - Sultan Chand & Sons - New Delhi – 02.
3. Francis Cherunilam, Business Environment - Himalaya Publishing House - Mumbai – 04.
4. Peter Mitchelson and Andrew Mann, Economics for Business - Thomas Nelson Australia -Can -004603454.
5. C.M.Chaudhary, Business Economics - RBSA Publishers - Jaipur - 03.
6. H.L. Ahuja, Business Economics – Micro & Macro - Sultan Chand & Sons - New Delhi – 55.

Core Paper IV - PRINCIPLES OF MANAGEMENT

Objectives
No of Credits : 4

□□□To make the students to understand the basic concepts of management.

□□□To prepare the students to know about the significance of the management in Business.

Unit I : Introduction
Definition - Importance - Nature and Scope of Management - Process of Management - Role and functions of Managers - Levels of Management - Scientific Management - Contributions to Management by different Schools of thought.

Unit II : Planning
Nature - Importance - Types of Planning - Steps in planning - Objectives of Planning - Policies - Decision making Process - Types of Decisions.

Unit III : Organisation
Meaning and Types of organisations - Principles - Formal and Informal organisation - Organisation Structure - Span of Control - Departmentalisation - Basis - Meaning and Importance of Departmentalisation. Policies - Meaning and Types - Procedures - Forecasting.

Unit IV : Authority and Responsibility
Authority - Definition - Sources - Limitations - Difference between Authority and Responsibility - Delegation of Authority - Meaning - Principles and importance - Centralisation Vs Decentralisation.

Unit V : Direction Co-ordination & Control
Direction - Nature - Purpose. Co-ordination - Need - Types and Techniques - Requisites for Excellent Co-ordination. Controlling - Meaning - Importance - Control Process.

Suggested Readings

1. Gupta, C.B. Management Theory & Practice, Sulthan Chand & Sons, New Delhi.

2. Prasad, L.M. Principles & Practice of Management, Sultan Chand & Sons, New Delhi.

3. Tripathi, P.C. & Reddy, P.N. Principles of Managements, Tata Mac. Graw Hill, New Delhi.

4. Weihrich and Koontz, Management - A Global Perspective.

5. N. Premavathy, Principles of Management, Sri Vishnu Publications, Chennai.

6. Jayasankar, J. Business Management , Margham Publication, Chennai.

7. Sundar, K. Principles of Management, Vijay Nicole Imprints Pvt. Ltd., Chennai.

E-Resources
www.wisdomjobs.com

www.aima.in

www.clep.collegeboard.org

Allied Paper - INDIAN ECONOMY (Existing Syllabus)

UNIT I

Economic growth and economic Development-Features of economic development-Indicators of economic development-National Income - Basic concepts and computation of National Income

UNIT-II

Major problems of Indian Economy-Poverty-Inequalities-Unemployment-Population. Transport & Foreign Trade

UNIT-III

Agriculture –Contribution to economic development-Green Revolution-Irrigation-Minor, Medium, Major irrigation works. Land Reforms-Food policy and Public Distribution System

UNIT IV

Industry-Role of industries in economic development-Large and Small scale Industries-New Economic Policy 1991

UNIT V

Five Year plans in India-Achievements and failures-Economic development under Five Year Plans

Recommended Texts

1. I.C. Dingra, Indian Economy
2. Ruddar Datt & K.P.M. Sundharam, Indian Economy - S.Chand & Sons - New Delhi.
3. K.N. Agarwal, Indian Economy – Problem of Development of Planing - Wishwa Prakasan - New Age of International Ltd.
4. S.K.Misra & V.K.Puri, Indian Economy – Its Development - Himalaya Publishing House - Mumbai.

Core Paper VII - BANKING THEORY, LAW AND PRACTICE

Objectives   No of Credits : 4

- To facilitate the understanding of the origin and the growth of the Indian Banking System.
- To understand the Modern day Developments in Indian Banking Sector.

UNIT I : Introduction to Banking

History of banking - Components of Indian banking - Indian banking system - Phases of development - Banking structure in India - Payment banks and Small Banks - Commercial banking - Definition - Classification of banks. Banking system - Universal banking - Commercial Banking - functions - Role of Banks in Economic Development. Central Banking - Definition - Need - Principles - Central Banking Vs. Commercial banking - Functions of Central bank.

UNIT II : RBI

Establishment   - Objective - Legal framework - Functions - SBI - Origin and   History - Establishment - Indian subsidiaries - Foreign subsidiaries - Non-banking - Subsidiaries - Personal banking - International banking- Trade financing - Correspondent   banking. Co-operative banks - Meaning and Definition - Features - Co-operative banks Vs Commercial banks - Structure.

UNIT III : e - banking

Meaning - Services - e-banking and Financial services - Initiatives - Opportunities - Internet banking - Meaning - Internet banking Vs Traditional banking - Services - Drawbacks - Frauds in Internet banking. Mobile banking - Meaning - Features - Services - Security issues - Electronic Mobile Wallets. ATM - Evolution - Concept - Features - Types - Mechanism - Functions. Electronic money - Meaning - Categories - Merits of e-money - Electronic Funds Transfer (EFT) system - Meaning - Steps - Benefits.

UNIT IV - Bank Account :

Opening   - Types of accounts - FDR - Steps in opening Accounts - Savings Vs Current Account - 'Donatio Mortis Causa' - Passbook - Bank Customer Relationship - Special Types of customers - KYC norms. Bank Lending - Lending sources - Bank Lending Principles - Forms of lending - Loan evaluation   process - Securities of lending - Factors influencing Bank lending - Negotiable Instruments - Meaning - Characteristics - Types.   Crossing - Definition - Objectives - Crossing and negotiability - Consequences of crossing.

UNIT V - Endorsement

Meaning - Components - Kinds of Endorsements - Cheques payable to fictitious persons - Endorsement by legal representative - Negotiation back - effect of endorsement - Rules regarding endorsement. Paying banker - Banker's duty - Dishonoring of cheque - Discharge of paying banks - Payment of a crossed cheque - Material alteration - Statutory protection under Section 85 - Refusal of cheque payment. Collecting Banker - Statutory protection under section 131 - Collecting banker's duty - RBI instructions - Paying banker Vs Collecting Banker - Customer grievances - Grievances redressal - Banking Ombudsman.

SuggestedReadings

1. Gurusamy S, Banking Theory: Law and Practice, Vijay Nicole Publications, 2015, Chennai
2. Clifford Gomez, Banking and Finance, Theory, Law and Practice, Jain Book Agency, 2010, Mumbai
3. Gupta, R K BANKING Law and Practice, Jain Book Agency, 2001, New Delhi
4. Sundaram and Varshney, Banking Theory Law and Practice, Sultan Chand Co, 2010, New Delhi
5. Maheswari, S.N. Banking Law Theory and Practice, Kalyani Publications, 2011, Mumbai
6. Santhanam B, Banking Theory Law and Practice, Margam Publications
7. Nirmala Prasad, Banking and Financial Services, Himalaya Publications

E Resources

www.lawcommissionof india.nic.in

www.rbi.org

www.bankingombudsman.org

Core Paper : XII - BUSINESS TAXATION

Objectives   **No of Credits : 4**

□□□To make the students to gain knowledge of the Principles of the Indirect Tax.

□□□To highlight the students about the Customs duty, Excise duty, VAT etc.

UNIT I : Introduction

Objectives of Taxation - Canons of Taxation - Tax system in India - Direct and Indirect Taxes - Meaning and Types.

UNIT II : Central Excise Duty

Classification - Levy and Collection of Excise Duty - Clearance of Excisable goods - Exemption from Excise Duty - Excise and Small Scale Industries - Excise and Exports - Demand, Refund, Rebate of Central Excise Duty - Offences and Penalties - Settlement - Appellate Provisions.

UNIT III : Customs Duty

Meaning - Levy and Collection of Customs Duty - Organisation of the Customs Department - Officers of the Customs - Powers - Appellate machinery - Infringement of the law - Offences and Penalties - Exemption from Duty - Customs Duty Drawback - Duty Free Zones.

UNIT IV :Sales Tax Act

Central Sales Tax Act - Levy and Collection of CST - Important Definitions - Sales Purchase in the course of export or import-   Liability of Tax - Registration of Dealers - Goods of Special Importance - Offences and Penalties.

UNIT V : Value Added Tax

Value Added Tax - objectives - Levy of VAT - Arguments in favour of VAT - Difficulties in administering VAT - Set off / Input Tax Credit - Carrying over of Tax Credit - Registration - TIN - Returns - Assessment of VAT liability - Declaration Form - Service Tax - Tax on Different Services - Rates of Service Tax - Exempted services.

SuggestedReadings

1.Central Excise Act.

2. Customs Act

3. Central Sales Act

4. Ahuja Girishand Gupta Ravi Practical Approachto Income Tax

5.VinodK.Singhania and MonicaSinghania, Students Guideto Income Tax, Taxman Publications

6.Datta, D C, Layman's Guide on GST, Taxman Publications

7. Reddy & Dr. Y. Hariprasad Reddy, Business Taxation, MarghamPublications, Chennai

E-Resources

www.legalserviceindia.com

www.indiacorporateadvisor.com

www.tnvat.gov.in

www.cbec.gov.in

www.aces.gov.in

Core Paper XIV - PRACTICAL AUDITING

Objectives   No of Credits : 4

- To make the students to understand the concept of present day Auditing Practices.

- To enable the students to gain knowledge of various techniques of Auditing.

UNIT I : Introduction

Meaning and Definition of Auditing - Distinction between Auditing and Accounting - Objectives - Advantages and Limitations of Audit - Scope of Audit - Classifications of Audit - Audit Planning - Meaning. Audit programme - Meaning - Objectives and Contents - Audit Note Book, - contents, Usefulness of Audit Note Book - Audit working papers - Meaning. Ownership and Custody - Test checking and Routine checking - Meaning. Internal control - Meaning - Definition - Objectives - Technique for evaluation of Internal Control System. Internal check - Meaning - Objectives difference between Internal control, Internal check and Internal Audit .

UNIT - II : Vouching and Verification

Vouching - Meaning and Definitions - Objectives. Trading Transactions - Audit of Ledger- Scrutinizing of ledgers - Vouching of cash Receipts and Payments - Vouching of outstanding Assets and Liabilities - Verification - Meaning - Objectives and Process - Valuation of Assets and liabilities - Distinction between Verification and Valuation.

Unit III : Audit and Accounting Standards

Types of Audit - Statutory Audit - Concurrent Audit - Stock Audit - Cost Audit - Secretarial Audit - CAG Audit - Management Audit. Accounting Standards - Standards on Auditing - Standards on Internal Audit - Penal Provisions - Role of National Financial Reporting Authority (NFRA)

Unit IV : Auditors and Audit Report

Appointment - Procedures - Eligibility and Qualifications - Powers and Duties - Rotation and Removal of Auditors - Resignation of Auditors - Remuneration of Auditors - Audit report - Preparation and presentation. Auditor's Responsibilities and liabilities towards Shareholders, Board and Audit Committee. Restriction on other Services.

Unit V : Recent Trends in Auditing

EDP Audit - Meaning - Division of auditing in EDP environment. Impact of Computerization on Audit Approach - Online Computer System Audit - Types of Online Computer System Audit - Audit around with the Computers - Procedure of Audit under EDP system.

Suggested Readings

1. Auditing, D.P. Jain Konark Publishers Pvt. Ltd.

2. Auditing, Principles and Practice, Ravinder Kumar and Virender Sharma, Eastern Economy Edition.

3. Practical Auditing, B.N. Tandon, Sultan Chand and Co., New Delhi.

4. Contemporary Auditing, Kamal Gupta, Tata Mc Graw Hill.

5. Practical Auditing, Dinkar Pagare, Sultan Chand & Sons

6. Sundar. K & Paari. K, Practical Auditing, Vijay Nicole Imprints Pvt. Ltd. Chennai

E-Resources

http://www.osbornebooksshop.co.uk/p/auditing_tutorial

www.mu.ac.in

www.learnthat.com

Core Paper XV - ENTREPRENEURIAL DEVELOPMENT

Objectives   **No of Credits : 4**

1. To make the students to understand the concept of Entrepreneurship and there work in life.
2. To enable the students to know the effectiveness of the Manpower in Entrepreneurship.

UNIT I : Concept of Entrepreneurship

Entrepreneurship - Meaning - Types - Qualities of an Entrepreneur - Classification of Entrepreneurs - Factors influencing Entrepreneurship - Functions of Entrepreneurs.

UNIT II : Entrepreneurial Development Agencies.

Commercial Banks - District Industries Centre - National Small Industries Corporation - Small Industries Development Organisation - Small Industries Service Institute. All India Financial Institutions. SIPCOT and its objectives. MSME Sector and its coverage- Objectives of Ministry of MSME. Role and Functions of MICRO Small and Medium Enterprises - Development Organisation (MSME - DO) - Objectives of SIDCO - Functions of Tamil Nadu SIDCO - IRBI and its Role. NABARD and its role in the Rural Development of India - Introduction to Micro Units Development Refinance Agency (MUDRA).

UNIT III : Project Management

Business idea generation techniques - Identification of Business opportunities - Feasibility study - Marketing, Finance, Technology & Legal Formalities - Preparation of Project Report - Tools of Appraisal.

UNIT IV - Entrepreneurial Development Programmes

Entrepreneurial Development Programmes (EDP) - Role, relevance and achievements - Role of Government in organizing EDPs- Critical evaluation.

UNIT V - Economic development and Entrepreneurial growth

Role of Entrepreneur in Economic growth - Strategic approaches in the changing Economic scenario for small scale Entrepreneurs - Networking, Niche play, Geographic Concentration, Franchising / Dealership - Development of Women Entrepreneurship. Self-help groups and empowerment of Women in India - Financing SHG and their role in Micro-financing. Financial inclusion and its penetration in india, Challenges and Government role in Financial inclusion - Pradhan Mantri Jan-Dhan Yojana - Six Pillars of Its Mission objectives

Suggested Readings

1. Saravanavel, P. Entrepreneurial Development, Principles, Policies and Programmes, Ess Pee Kay Publishing House - 1997, Chennai.

2. Tulsian, P.C & Vishal Pandey, Business Organization and Management, Pearson Education India, 2002, Delhi.

3. Janakiram, B, and Rizwana, M, Entrepreneurship Development, Text and Cases, Excel Books India, 2011, Delhi.

4. Arun Mittal & Gupta, S.L - Entrepreneurship Development, International Book House Pvt. Ltd, 2011, Mumbai.

5. Anil Kumar, S, Poornima, S, Abraham, K, Jayashree, K - Entrepreneurship Development, New age International (P) Ltd, 2012, Delhi

6. Gupta C B and Srinivasan NP, Entrepreneurial Development, Sultan Chand & Sons

7. Raj Shankar, Entrepreneurship, Vijay Nicole Imprints Pvt. Ltd. Chennai

E-resources

http://inventors.about.com/od/entrepreneur/
http://learnthat.com/tag/entrepreneurship/

Core Paper XIX - BUSINESS ENVIRONMENT

Objectives   **No of Credits : 4**

- □□□To impart the knowledge of Business environment.
- □□□To enable the students to know the factors influencing the changes in the Business Climate.

UNIT I : Introduction

The Concept of Business Environment - Its Nature and Significance - Brief overview of Political, Cultural, Legal, Economic, Social and Global Environments and their impact on Business and Strategic Decisions.

UNIT II : Political Environment

Meaning - Government and Business Relationship in India - Provisions of Indian Constitution pertaining to Business.

UNIT III : Social Environment

Meaning - Cultural heritage - Social attitudes - impact of foreign culture - Castes and Communities - Joint family systems - Linguistic and Religious groups - Types of Social Organization - Social Responsibilities of Business.

UNIT IV : Economic Environment

Economic Systems and their impact on Business - Macro Economic parameters like GDP, Growth Rate Population - Urbanisation. Fiscal Deficit - Plan investment - Per Capita income and their impact on Business decisions - Five Year Planning.

UNIT V : Global Environement

Factors Determing Global Environment - Forex Environment - Financial Environment. Financial System - Commercial Banks - Financial Institutions - RBI - Monetary Policy- Stock Exchange - IDBI - Non-Banking Financial Companies (NBFCs).

Suggested Readings

1. Sankaran.S., Business Environment
2. Francis Cherunilam, Business Environment, Himalaya Publishing House
3. Aswathappa, Business Environment, Himalaya Publishing House
4. Dasgupta & Sengupta, Government and Business in India.
5. Srinivasan.K., Productivity and social Environment, ASIA
6. Dhanabakiyam & Kavitha.M, Business Environment, Vijay Nicole Imprints Pvt. Ltd. Chennai

E-Resources

www.businesscasestudies.co.uk
www.yourarticlelibrary.com
www.mbaofficial.com
www.mbaknol.com

Elective Paper III – (1) HUMAN RESOURCE MANAGEMENT

Objectives   **No of Credits : 4**

   □□□To facilitate the students to know about the importance of Human Resources.

   □□□To make the students to understand the various aspects of the Human Resources
      Management.

UNIT I : Introduction

Nature and Scope of Human Resources Management - Differences between Personnel Management and HRM - Environment of HRM - Human Resource Planning - Recruitment - Selection - Methods of Selection - Uses of various Tests - Interview techniques in Selection and Placement.

UNIT II : Training

Meaning - Induction - Methods - Techniques - Identification of the Training needs - Training and Development - Performance appraisal -Transfer - Promotion and Termination of services - Career Development.

UNIT III : Compensation

Cost to Company - CTC Fixed and Flexible Pay - Components - Incentives - Benefits - Motivation - Welfare and Social Security Measures.

UNIT IV : Labour Relation

Need - Functions of Trade Unions - Forms of Collective bargaining - Workers Participation in management - Types and effectiveness. Industrial Disputes and Settlements (laws excluded)   .

UNIT V : Human Resource Audit

Human Resource Audit - Nature - Benefits - Scope - Approaches.

SuggestedReadings

1. Rao, V S P, Human Resource Management, Excel Books

2. Ashwathappa, Human Resource Management, Himalaya Publishing House

3. Garry Deseler, Human Resource Management, Prentice Hall

4. Prasad, L M, Human Resource Management, Sultan Chand & Sons

5. Tripathi, Human Resource Management, Prentice Hall

6. Sundar & Srinivasan, Essentials of Human Resource Management, Vijay Nicole
    Imprints Pvt. Ltd. Chennai

E-Resources

www.whatishumanresource.com
www.managementstudyguide.com
www.humanresources.about.com
www.managementhelp.org

DEPARTMENT OF ENGLISH- PG

Title of the Course / Paper	**CORE PAPER-VI- Poetry II**		
	Eighteenth to Nineteenth Century		
Category of the Course **C**	Year & Semester **First Year & Second Semester**	Credits **4**	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	The objective of this course is to familiarize the students with English Poetry starting from the Augustans to the beginnings of the Romantic Period in English Literature. In the process it also attempts to sensitise the students to certain exclusive poetic qualities of these two periods.		

Course Outline	**UNIT I**
	
	 Classicism and Augustan Ideals: Wit, Taste, Decorum, Propriety, Purity of Genre and Poetic Diction; Heroic Couplet; Verse Satire and Urbanism; Romantic Revolt; Pre-Raphaelites
	
	 UNIT 2
	
	 Augustan Satire
	
	 Alexander Pope **The Rape of the Lock**,
	
	      Canto I (The Rape of the Lock
	
	                      ed.GeoffreyTillotson. Methun
	
	                      & Co. Ltd. London. 1941).		

UNIT 3	
Transitionists	
William Blake	*From***Songs of Experience**
	The Echoing Green
	Night
	From **Songs of Innocence**
	London
William Collins	Ode to Evening
UNIT 4	
Romantics	
William Wordsworth	Ode on the Intimations of Immortality
S.T. Coleridge	Dejection: An Ode
P.B. Shelley	Ode to Skylark
John Keats	Ode on a Grecian Urn

	UNIT 5
	Victorians
	Robert Browning Fra Lippo Lippi
	Lord Alfred Tennyson Lotus Eaters
	G.M. Hopkins The Windhover
	Matthew Arnold Dover Beach

C – Core; E – Elective; ED – Extra disciplinary

Recommended Texts:

1. 1973, **The Oxford Anthology of English Literature Vol. II.** , OUP, London.
2. Standard editions of text.

Reference Books:

1. Douglas Grant, 1965, **New Oxford English Series**, OUP, Delhi.

2. Shiv K. Kumar, 1968, **British Romantic Poets: Recent Revaluations**, University of London Press Ltd., London.

3. A. E. Dyson, ed., 1971 **Keats ODES,** Case Book series, Macmillan Publication Ltd., London.

4. Malcolm Bradbury, David Palmer, eds., 1972, **Stratford–upon–Avon Studies**, Arnold-Heinemann, New Delhi.

5. Graham Hough, 1978, **The Romantic Poets**, Hutchinson & Co., London.

6. David Daiches, 1981, **A Critical History and English Literature Vols. II& III**. Secker &Warbarg, London.

Course Structure: Paper VIII

Title of the Course / Paper	**CORE PAPER- VIII- Fiction II** **Nineteenth to Twentieth Century**		
Category of the Course C	Year & Semester **First Year & Second Semester**	Credits **4**	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		

Objectives of the Course	The scope of this paper is to extend the objectives stated for the paper Fiction I. The 19th and 20th Centuries by virtue of advancement of knowledge in general have contributed to the denseness of fiction, particularly during the 20th century. Therefore, this paper focuses its attention first on several technical issues associated with Fiction per se such as narrative technique, characterization and space-time treatment and secondly on the rich cultural, social and political backdrop which contributed to the diversity of fictional writing.
Course Outline	**UNIT I** French Revolution – Victorian Social Scene Gender– Industrial Development – Colonial Expansion – Issues – Class, Liberal Humanism and the Individual – Individual and the Environment – Man and Fate, realism,multiple narration, stream of consciousness, point of view.
	UNIT 2 **The Victorian Socio - Political and Economic Scenario** Joseph Conrad Heart of Darkness.
	UNIT 3 **Women's Issues** Charlotte Bronte Jane Eyre George Eliot Mill on The Floss
	UNIT 4 **Liberal Humanism, Individual Environment and Class Issues** D.H. Lawrence The Rainbow Virginia Woolf To the Lighthouse

	UNIT 5 **Quest** James Joyce Portrait of the Artist as a Young Man

C – Core; E – Elective; ED – Extra disciplinary

Recommended Texts: Standard editions of texts in Macmillan Classics Series.

Reference Books:

1. Arnold Kettle, 1967, **An Introduction to English Novel Vol. II,** Universal Book Stall, New Delhi.

2. Raymond Williams, 1973, **The English Novel: From Dickens to Lawrence**, Chatto&Windus, London.

3. Malcom Bradbury and David Palmer. Eds., 1979, **Contemporary English Novel,** Edward Arnold Press, London.

4. Ian Watt, 1991,**The Victorian Novel: Modern Essays in Criticism,** OUP, London.

5. Dennis Walder, Ed., 2001, **The 19thCentury Novel; Identities,**Roultledge, London.

Website, e-learning resources

http://en.wikipedia.org/wiki/English_literature

Course Structure: Extra Disciplinary Paper-I

Title of the Course / Paper	**EXTRA DISCIPLINARY PAPER-I- English for Careers**		
Category of the Course E (Elective f or other departments)	Year & Semester **First year & Second Semester**	Credits **2**	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	To equip students with the necessary competence required for emerging areas in the field of Knowledge Management; to develop mastery over presentation skills.		

Course Outline	UNIT I
	Basic concepts in effective business writing and Knowledge Management
	UNIT 2
	Editing techniques for Newsletters and Press Releases
	UNIT 3
	Writing for oral communication, Online CV writing. [FOR OTHER DEPARTMENTS ONLY]
	UNIT 4
	Writing for a website [FOR OTHER DEPARTMENTS ONLY]

C – Core; E – Elective; ED – Extra disciplinary

Reference Books :

1.   Robert Heller, 1998, **Communicate Clearly** – Dorling Kindersley Ltd., London.
2.   Matthukutty M. Monippnally, 2001, **Business Communication Strategies**, Tata McGraw Mill.
3.   T.M. Farhatullah, 2002, **Communication Skills for Technical Students,** Orient Longman.
4.   2004, Write to the top – **Writing for Corporate Success**; Deborah Dumame; Random House
5.   JayashreeBalan, 2005, **Spoken English**, Vijay Nicole Imprints.

Title of the Course / Paper	**EXTRA DISCIPLINARY-II-** **Literature Analysis Approaches and copy editing**		
Category of the Course (Elective Within the Dept)/ED	Year & Semester **2nd year & Third Semester**	Credits **3**	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	To enable the student to experience the practical aspects of literature studies to utilise the resulting skills in day-to-day life		
Course Outline	UNIT I Practical Criticism – Critique and Book Review.		
	UNIT 2 Publishing Industry: Concept organisation function.		
	UNIT 3 Copy Editing : Basics Functions Role and Process; Copy Editor: Role and Responsibility		
	UNIT 4 Proof Reading, Editing and E- Publishing		
	UNIT 5 Technical Writing- Manuals, Business Correspondence		

C – Core; E – Elective; ED – Extra disciplinary

Recommended Text:

Rob Kitchin& Duncan Fuller, 2005, The Academic's Guide to Publishing, Vistaar Publications, New Delhi.

Title of the Course / Paper	**ELECTIVE PAPER- V- Film Studies**		
Category of the Course E (Elective within the department) /ED	Year & Semester **Second Year & Fourth Semester**	Credits **3**	Subject Code
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	To combine the popular interest in films with technical and socio-cultural dimensions of film appreciation.		
Course Outline	UNIT I History of Cinema in India; Major landmarks in India Cinema		

	UNIT 2 **Kinds of Films** Historical Patriotic Documentary Thrillers etc.
	UNIT 3 Art of Film Making: Some Important Techniques Acting/ Photography/Direction/Scriptwriting etc
	UNIT 4 **Films and Entertainment** **Films and Social Responsibility**
	UNIT 5 **Review of Films**

C – Core; E – Elective; ED – Extra disciplinary

1.Recommended Texts:

1. Ed. Bill Nichols, 1993 ,**Movies and Methods** Vol. I, Edition   Seagull Books, Calcutta.

2. Ed. Bill Nichols, 1993, **Movies and Methods** Vol. II, Edition Seagull Books, Calcutta.

3. Susan Hayward, 2004, **Key Concepts in Cinema** Studies, Routledge, London.

DEPARTMENT OF ENGLISH- UG

Core Paper – II - Indian Writing in English

Unit-1: Introduction
- ➢ Arrival of East India Company and the associated impact
- ➢ History of Indian Writing in English
- ➢ Nativisation of English
- ➢ Introduction of English Studies in India (Macaulay's speech)
- ➢ Indian Diasporic writers

Unit-2: Prose
1. The World Community - S. Radhakrishnan
   Prescribed: Links - Balram Gupta
2. The Argumentative Indian - Amartya Sen
   Prescribed: The Diaspora and the World – Chapter 4 only

Unit-3: Poetry
1. The Tiger and the Deer - Sir Aurobindo Ghosh
2. Summer Woods - Sarojini Naidu
3. In India - Nissim Ezekiel
   Prescribed (for poems 1-3): An Anthology of Indian English Poetry - Orient Longman
4. Crab - Arun Kolatkar
5. Eating wheat - Vikram Seth
6. Fireflies - Manohar Shetty
   Prescribed (for poems 4-6): Oxford Indian Anthology of Twelve Modern Poets

Unit-4: Drama
   Dance like a Man – Mahesh Dattani
   Prescribed: Dance like a Man – Penguin Publications

Unit-5: Fiction
1. Swami and Friends - R.K. Narayan

Prescribed Texts:

Links – Balram Gupta

The Diaspora and the World (Chapter 4)

Anthology of Indian English Poetry – Orient Longman

Oxford Indian Anthology of Twelve Modern Poets

Dance like a Man – Mahesh Dattani - Penguin Publications

Swami and Friends - R.K. Narayan

Recommended Texts:

A.K. Mehrotra's Illustrated History of Indian Literature - Introductory

Core Paper – IV - Regional Indian Literature in Translation

Unit-1: Introduction

Concept of Indian Literature, , Agam and Puram Concepts, Theory of Nine Rasas in Indian Aesthetics

Prescribed: Translator's note to Poems of Love and War by AK Ramanujam (Oxford), Indian Literary Criticism: Theory and Interpretation – GN Devy

Bharathamuni from Natyashastra

Unit-2: Poetry

1. Is Poetry always worthy when it's old? Kalidasa (Malavikagnimitram)

   Website references for topic 1:
   http://www.cse.iitk.ac.in/users/amit/books/brough-1977-poems-from-sanskrit.html

2. What She Said - Tevakulattar, Kurunthokai 3 (Tamil)

3. What She Said to her Girlfriend - Kapilar, Akanaanooru 82 (Tamil)

   Prescribed for topics 2 and 3: Translation of Sangam Age Poetry by A.K.Ramanaujan

   Website references for topics 2 and 3:
   http://www.poetrynook.com/poem/what-she-said-7
   https://sangampoemsinenglish.wordpress.com/sangam-tamil-scholar-a-k-ramanujan/

4. Gitanjali – (1-5) - Rabindranath Tagore

5. Six Rubaiiyats - Mirza Arif (Urdu)

Unit-3: Prose

1. Roots - Ismat Chugtai (Urdu)

2. The Shroud - Munshi Premchand (Hindi)

3. Sita Brand Soapnut Powder - Sundara Ramaswamy (Tamil)

   Prescribed: Waves, Manas publications

4. Poovan Banana - Vaikom Mohammad Basheer (Malayalam)

   Prescribed: Poovan Banana and Other Stories

Unit-4: Drama

Wedding Album – Girish Karnad

Unit-5: Fiction

Beasts of Burden – Imayam (Tamil)

Prescribed Texts:

Waves - Manas Publications

Poems of Love and War – AK Ramanujam

DEPARTMENT OF COMPUTER APPLICATIONS

Title of the Course/ Paper -III	**ALLIED PAPER III FINANCIAL ACCOUNTING**		
Allied	**II Year & Third Semester**	Credit: 4	
Objective of the course	This course introduces the concepts of Financial Accounting.		
Course outline	Unit-1: The Accounting structure: Basic accounting concepts and conversions - Accounting equation - Meaning of accounting - Groups interested in accounting information - trial balance, final accounts (emphasis to be given to important adjustments) - Rectification of errors - Suspense account		
	Unit-2: Depreciation accounting - Meaning of depreciation - Methods of providing depreciation - Fixed percentage on original cost - Fixed percentage on diminishing balance (including change in the method of depreciation) Single entry : Definition and salient features Statement of affairs method - Conversion method. Average due date - Account current and investment accounts		
	Unit-3: Branch Accounts: Debtors system - profit and Loss Accounts - Stock and debtors system - Distinction between wholesale profit and retail profit - Independent branch (foreign branch excluded) - Departmental Accounts: Basis for allocation of expenses - Inter departmental transfer at cost or selling price - Treatment of expenses which cannot be allocated.		
	Unit-4: Hire purchase and Instalment purchase: Meaning and legal position - Accounting aspects - Default and re-possession - Hire purchase trading account - Instalment system - Accounting aspect**.** Sale or Return: Meaning and legal position - Accounting procedure under different circumstances.		
	Unit-5 : Partnership Accounts: Section 13 of Indian Partnership Act - Fixed and fluctuating capital - Final accounts of firms - Admission of a partner - Retirement of a partner - Death of a partner - dissolution of partnership - Insolvency of a partner - (Garner Vs Murray) - Insolvency of all partners Gradual realization of assets and piecemeal distribution.		

1.**Recommended Texts & Reference**

1. Gupta R.L, Advanced Accountancy, S.Chand, Delhi.

2. Agarwala A.N, Higher Science of Accountancy, Kitab Mahal,Allahabad.

3. S.P. Jain and K.L. Narang, Financial Accounting

Title of the Course/	**ALLIED PAPER IV** **COST AND MANAGEMENT ACCOUNTING**		
Allied	**II Year & Fourth Semester**	Credit: 4	
Objective of the course	This course introduces the concepts of Cost and Management Accounting		
Course outline	**Unit-1:** Cost Accounting: Definition, Meaning and objectives - Distinction between Cost and Financial Accounting. Elements of cost and preparation of cost sheets and tender. Management Accounting – Definition and objectives – Distinction between management and financial accounting.		
	Unit-2: Stores Records - Purchase Order - Goods Received. Note - Bin Card - Stores Ledger - Purchase, Receipt and Inspection - Inventory Control - ABC Analysis - Economic Ordering Quantity - Maximum, Minimum and Reordering levels - Methods of Pricing Issued. Labour: Importance of Labour Cost Control - Various Methods of Wage Payment - Calculation of wages - Methods of Incentive for Schemes		
	Unit-3: Overheads: Factory, Administration, Selling and Distribution of overheads - Classification - Allocation and Apportionment-Redistribution (Secondary Distribution) - Absorption of Over heads including 'Machine Hour Rate		
	Unit-4: Funds Flow and Cash Flow Analysis**:** Schedule of changes in working capital - Preparation of 'funds flow statement'-Preparation of 'Cash Flow Statement' - Importance of funds flow and cash flow Analysis - Difference between funds flow and cash flow. Ratio Analysis : Utility and limitations of Accounting Ratios - calculation of Accounting Ratios - Ratio Analysis for Liquidity, Solvency, Profitability and Leverage.		
	Unit-5 : Marginal Costing: The Concept - Break Even Analysis - Break - Even Chart - Importance and assumptions - Application of Profit Volumes Ratio - Different types of problems (with special emphasis on decision making problems). Budget and Budgetary Control : Procedure and Utility - Preparation of different types of Budget including Flexible Budget		

1.Recommended Texts & Reference

1. Wheldon A.J., Cost Accounting and Costing Methods.
2. Iyengar S.P., Cost Accounting : Principles and Practice.
3. Bhar B.K., Cost Accounting : Methods and problems.
4. Bigg W.W., Cost Accounts.
5. Prasad N.K, Cost Accounting : Principles and Problems.
6. Jain S.P. and Narang K.L., Advanced Cost Accounting.

7. Agarwal M., Theory and Practices of Cost Accounting
8. Robert Anthony : Management Accounting : Text and cases.

Title of the Course/	Paper -XIV SOFTWARE ENGINEERING		
Core	**III Year & Fifth Semester**	Credit: 4	
Objective of the course	This course introduces the concepts of Life Cycle of Software		
Course outline	Unit-1: Introduction to Software Engineering Some definition – Some size factors – Quality and productivity factors – Managerial issue. Planning a Software Project: Defining the problem – Developing a solution strategy – planning the development process – planning an organization structure – other planning activities		
	Unit-2: Software Cost Estimation: Software – Cost factors – Software cost estimation techniques – specification techniques – level estimation – estimating software maintenance costs.		
	Unit-3: Software requirements definition: The software requirements specification – formal languages and processors for requirements specification.		
	Unit-4: Software Design: Fundamental Design concepts – Modules and modularizing Criteria – Design Notations – Design Techniques – Detailed Design Consideration – Real time and distributed system design – Test plan – Mile stones walk through and inspection – Design guide lines		
	Unit-5 : Verification and validation techniques: Quality assurance – Static analysis – symbolic exception – Unit testing and Debugging – System testing – Formal verification.		
	Software maintenance: Enhancing maintainability during development – Managua aspects of software maintenance – Configuration management – source code metrics – other maintenance tools and techniques.		

1. Recommended Texts

i. Richard E.Fairly - Software Engineering Concepts - Tata McGraw-Hill book

Company.

2. Reference Books

i. R.S.Pressman, 1997, Software Engineering – 1997 - Fourth Ed., McGraw Hill.
ii. Rajib Mall ,2004,Fundamentals of Software Engineering,2nd Edition, PHI.

Title of the Course/	**Paper-XVIII**	**DATA COMMUNICATION AND NETWORKING**	
Core	**III Year & Sixth Semester**	Credit: 4	
Objective of the course	This course introduces the concepts of Networking		
Course outline	Unit-1: Introduction to Data Communication, Network, Protocols & standards and standards organizations - Line Configuration - Topology - Transmission mode - Classification of Network - OSI Model - Layers of OSI Model.		
	Unit-2: Parallel and Serial Transmission - DTE/DCE/such as EIA-449, EIA-530, EIA-202 and x.21 interface - Interface standards - Modems - Guided Media - Unguided Media - Performance - Types of Error - Error Detection - Error Corrections.		
	Unit-3: Multiplexing - Types of Multiplexing - Multiplexing Application - Telephone system - Project 802 - Ethernet - Token Bus - Token Ring - FDDI - IEEE 802.6 - SMDS - Circuit Switching - Packet Switching - Message switching - Connection Oriented and Connectionless services.		
	Unit-4: History of Analog and Digital Network - Access to ISDN - ISDN Layers - Broadband ISDN - X.25 Layers - Packet Layer Protocol - ATM - ATM Topology - ATM Protocol.		
	Unit-5 : Repeaters - Bridges - Routers - Gateway - Routing algorithms - TCP/IP Network, Transport and Application Layers of TCP/IP - World Wide Web.		

1. Recommended Texts

i.Behrouz and Forouzan,2001,Introduction to Data Communication and Networking,

2nd Edition,TMH.

2. Reference Books

i.Jean Walrand 1998,Communication Networks (A first Course),Second Edition,

WCB/McGraw Hill.

ii. Behrouz and Forouzan,2006,Data Communication and Networking,3nd Edition,

TMH.

Title of the Course/	**Paper -XIX** **SOFTWARE TESTING**		
Core	**III Year &** **Sixth Semester**	Credit:4	
Objective of the course	This course introduces the basic concepts of software testing		
Course outline	Unit-1: Introduction: Purpose – Productivity and Quality in Software – Testing Vs Debugging – Model for Testing – Bugs – Types of Bugs – Testing and Design Style.		
	Unit-2: Flow/Graphs and Path Testing – Achievable paths – Path instrumentation – Application – Transaction Flow Testing Techniques		
	Unit-3: Data Flow Testing Strategies - Domain Testing: Domains and Paths – Domains and Interface Testing .		
	Unit-4: Linguistic –Metrics – Structural Metric – Path Products and Path Expressions. Syntax Testing – Formats – Test Cases .		
	Unit-5 : Logic Based Testing – Decision Tables – Transition Testing – States, State Graph, State Testing.		

1. Recommended Texts

     i.   B. Beizer , 2003, Software Testing Techniques, II Edn., DreamTech India, New Delhi.

     ii. K.V.KK. Prasad , 2005, Software Testing Tools, DreamTech. India, New Delhi.

2. Reference Books

     i.   Burnstein, 2003, Practical Software Testing, Springer International Edn.

     ii.   E. Kit, 1995, Software Testing in the Real World: Improving the Process, Pearson Education, Delhi.

     iii. R.Rajani, and P.P.Oak, 2004, Software Testing, Tata Mcgraw Hill, New Delhi.

     iv.

DEPARTMENT OF COMMERCE - PG

First Semester

Advanced Corporate Accounting and Accounting Standards

Objective: To impart knowledge on corporate accounting methods and procedures and to develop skills in the preparation of accounting statements and in their analysis

Unit I Advanced problems in share capital and debenture transactions including underwriting - Valuation of goodwill and shares

Unit II Acquisition, Amalgamation, absorption and reconstruction (internal and external) schemes - Statements for liquidation of companies

Unit III Consolidated final statement of Holding companies and subsidiary companies –inter-company holdings and owings -treatment of dividends

Unit IV Final statements of banking companies and insurance companies Accounting for price level changes -Social responsibility accounting -Human resources Accounting

Unit V Basic postulates of accounting theory and generally accepted accounting principles and practices recommended by the ICAI -Mandatory Accounting Standards (AS) issued by the ICAI

Note: The proportion between theory oriented and problem oriented questions in the University examination shall be 20:80

Book References

1. Shukla M C and T. S. Grewal, Advanced Accounts, New Delhi, S. Chand and Co.

2. Gupta R L and M. Radhaswamy, Advanced Accounts, New Delhi, Sultan Chand

3 Jain S P and K.L. Narang, Advanced Accounts, Ludhiana, Kalyani Publishers

4 Reddy T S and Murthy, Corporate Accounting, Chennai, Margam Publications

Web references
www.indiacorporateadvisor.com
www.iimcal.sc.in
www.futureaccountant.com

Financial Management

Objective: To impart knowledge on the fundamentals of finance function in business and to develop skills in financial analysis and decision making

Unit I Functions of manager – methods and sources of raising finance – sources of short term and long term finance – critical appraisal of different securities and bonds as source of finance – equity shares – convertible and non-convertible debentures – preferred stock - Objectives / goals of finance function -financing decisions -investment decision -importance of financial planning -problems in financial forecasting

Unit II Capital Structure decisions -Traditional and MM approaches -current views -determinants - capital structure- overtrading-over and under capitalization -leverage analysis EBIT -EPS analysis

Unit III Cost of capital measurement WACC-MCC and value of the firm -factors influencing dividend policy of firm -dividend relevancy -company law provisions on dividend payment

Unit IV Investment decisions -risk -required rate of return -estimating cash flows -present value of cash flows -evaluation of alternative investment proposals -sensitivity analysis -simulation -decision making under conditions of risk and uncertainty -inflation and investment decisions

Unit V Working capital management -working capital cycle -forecasting of working capital requirement - factors influencing working capital- different components -inventory -cash - receivables -credit policies –collection policies

Note: The proportion between theory oriented and problem oriented questions in the University Examination shall be 60:40

Book References

1 Van Horne J. Financial Management & Policy Pearson Education, Delhi

2 Brealey and Myers, Principles of Corporate Finance, New York, McGraw Hill

3 West on and Brigham, Managerial Finance, New York, Holt Rinehart

4 Pandey I M, Financial Management, New Delhi, Vikas

5 Babatosh Banerjee, Financial Policy and Management Accounting, Calcutta, The World Press

6 Prasanna Chandra, Financial Management Theory and Practice, New Delhi, TMH

7. Periyasamy P, Financial Management, Vijay Nicole Imprints

Web references
 www.accountingstudyguide.com
www.managementparadise.com

Organizational Behaviour

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

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

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

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

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

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

Book References

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

Web references

www.journals.elsevier.com
www.unesco.org
www.onlinelibrary.wiley.com

Second Semester

Advanced Cost and Management Accounting

Objective: To impart knowledge on cost and management accounting techniques and to develop the skills of students in the preparation of cost and management accounting statements

Unit I Installation of costing system -records required to be maintained under the Companies Act - management control and information system -cost reduction and cost control techniques -control over wastages, scrap, spoilage and defectives

Unit II Costing methods -product costing -process costing -treatment of equivalent units -inter - process profit- JIT costing -Activity based costing

Unit III Budgets and Budgeting control- Flexible Budgets, Zero Base Budgets

Unit IV Cost Volume Profit Analysis -decision making -make or buy, own or lease, repair or renovate, changes V s. Status quo, sell or scrap, export V s. local sales, shut down or continue. Responsibility Accounting and Transfer Pricing -Measurement of Segment Performance

Unit V Financial Statement analysis -Ratio analysis -Funds / Cash flow statement

Note: The proportion between theory and problems shall be 20:80 **Book**

References

1. Murthy and Gurusamy, Cost Accounting, Vijay Nicole Imprints and Tata McGraw Hill

2. Murthy and Gurusamy, Management Accounting, Vijay Nicole Imprints and Tata McGraw Hill

3. Horngren C. T. Cost Accounting -A Managerial Emphasis, New Delhi, Pearson Education

4. Kaplan, Advanced Management Accounting, 3rd Ed. Pearson Education, New Delhi

5. Polimeni, et. at. Cost Accounting: Concepts and Applications for Managerial Decision Ma king, New York, McGrawHill Choudhary Anu Prasad Roy & Amitava Bhattac.harya, Cost and Management Accountancy: Methods and Techniques, Calcutta, New Central Book Agency

6. Reddy T S and Y.H. Reddy, Cost and Management Accounting, Margam Publications, Chennai

Web references

www.futureaccountant.com
www.ce.cmu.edu
www.computerizedaccount.tripod.com

Marketing of Services

Objective: To provide specialized knowledge on marketing skills for service sector and to expose students to marketing practices in service sector

Unit I Nature and classification of services -Characteristics of services and their marketing implications

Unit II Marketing strategies for service firms -with special reference to information, communication, consultancy, advertising, professional services, after -sales service, recruitment, training and tourism

Unit III Product support services -pricing of services -problems of quality -innovations in services

Unit IV Marketing of financial services -nature- types -marketing of insurance -mutual fund -marketing for non-profit firms.

Unit V CRM & Relationship Marketing -Customer Satisfaction

Book References

1 Christopher Lovelock, Services Marketing, 4th Ed, Pearson Education

2 EG Bateson, Mal1agil1g Services Marketing -Text and Readings, Dryden Press, Hinsdale Ill

3 Philip Kotler and Paul N Bloom, Marketing Professional Services, Prentice Hall, New Jersey

4 Payne, The Essencl' of Services Marketing, New Delhi, Prentice Hall

5 Helen Wood Ruffe, Services Marketing, Macmillan India, New Delhi

6 Mary Anrn Pezzallo, Marketing Financial Services, Macrnillan

Web references

www.managementstudyguide.com
www.tutor2u.ne
www.learnmarketing.net

Extra-Disciplinary Paper I - Total Quality Management

Objective: To provide expert knowledge in the emerging Total Management techniques and to build conceptual clarity and skill of concept applications

UNIT I Introduction to Quality Control - Quality and Cost Considerations - Statistics and its Applications in Quality Control

UNIT II Sampling Inspection in Engineering Manufacture- Statistical Quality Control by the Use of Control Charts- Methods of Inspection and Quality Appraisal - Reliability Engineering - Value Engineering and Value Analysis

UNIT III Theory of Sampling Inspection - Standard Tolerancing - ABC Analysis - Defect Diagnosis and Prevention

UNIT IV Quality Improvement: Recent Technique for Quality Improvement - Zero Defect - Quality Motivation Techniques - Quality Management System and Total Quality Control

UNIT V Selection of ISO Model ad Implementation of ISO 9000 - Human Resource Development and Quality Circles - Environmental Management System and Total Quality Control

Book References

1. Srinivasa Gupta and Valarmathy, Vijay Nicole Imprints
2. Dahlgaard Jens J., Kristensen K., Kanji Gopal K, "Fundamentals Of Total Quality Management", Bross Chapman & Hall, London
3. George, Stephen and Weimerskirch, Arnold, "Total Quality Management - Strategies and Techniques Proven", Mohit Publications
4. Hakes, Chris (editor), "Total Quality Management: The Key to Business Success", NY: Chapman and Hall
5. Fox, Roy, "Making Quality Happen. Six Steps to Total Quality Management", McGraw-Hill