

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|---------------------------------|
| Degree | M.COM |
| Year &Semester | I & I |
| Course Code | KDAIC |
| Course Name | ORGANIZATIONAL BEHAVIOUR |

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

Reference Books

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. - OrganisationalBehaviour - Tamilnadu Book House.

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|--|
| Degree | M.COM |
| Year & Semester | II & III |
| Course Code | KDAXB |
| Course Name | BUSINESS ETHICS, CORPORATE GOVERNANCE & SOCIAL RESPONSIBILITY |

Unit I

Concept of ethics - sources -- values - codes of conduct - what is an ethical issue? - Ethical theory and its applications to business/morality and ethical theory – Ethical management - love and reverence in work and life - strengthening personal and organizational integrity - the spiritual core of leadership

Unit II

Advertising and information disclosures - environmental responsibility - ethics and ecology - employee rights - conflict of interests - work ethics - professional ethics and responsibility

Unit III

Corporate Social Responsibility (CSR) - meaning - promoting corporate responsiveness - managing socially responsible business

Unit IV

Corporate Governance – Meaning and scope -- Origin- Practices – Shareholders Vs. Stakeholders approach – Board mechanism, Role and duties of the directors-Chairman-Governance committees

Unit V

Codes of governance – Birla committee report

Reference Books

1. A M A, “Corporate Governance And Business Ethics”, Excel Books
2. Cannon Tom, “Corporate responsibility. A textbook on business ethics, governance, environment: role and responsibilities”, Pitman, London
3. Hoffman, W. Michael, et, “Corporate Governance and Institutionalizing Ethics”, Lexington Books
4. Sutton, Brenda, editor, “The Legitimate Corporation; Essential Readings in Business Ethics & Corporate Governance”, Blackwell Publishers
5. Manual Vela Squez, “Business Ethics Concepts and Cases”, Prentice Hall, New Jersey
6. Kenneth Blanchard and Norman Vincent Peale, “The Power of Ethical Management”, New York, William Morrow & Co.,
7. Sekhar R C, “Ethical Choices in Business”, Response Books
8. Kendall, Nigel, “Corporate Governance”, London, Financial Times Pitman Publishing



CROSS CUTTING ISSUE: PROFESSIONAL ETHICS

| | |
|----------------|---|
| Degree | B.Com (General),B.Com(AccountingFinance), B.Com (Banking Management),B.Com.(C.A), B.Com(ISM) |
| Year &Semester | I & II |
| Course Code | 146S2B |
| Course Name | RETAIL MANAGEMENT |

Unit-I Overview of Retail

Introduction to Retail (Barter System to Trading) - Contribution to GDP -Career Opportunities in Retail - Retail & Entrepreneurship - Retail Formats - SMART Goals

Unit-II Retail Marketing

Basic Retail Marketing Concepts - Fundamentals of Pricing - Promotion - Omni Channel Retail Marketing & Distribution - Inventory management

Unit-III Retail Store Operations

Store Layout & Design - Visual Merchandising - Point of sale – Customer Handling - Basics in Retail Logistics & Supply Chain Management

Unit-IV Customer Value Management

Retail Communication - Personality Grooming - Sales Management - Cross Selling & Up-selling - Customer experience and feedback management - WOW factor in Retail Business - Health and Safety at Workplace - Retail KPI - Team Work & Leadership Skills - Ethics in Retail

Unit-V Latest Trend in Retail Business

Latest technological developments in retail Sector - Social Media Marketing - Basic Retail Analytics

Reference Books

1. Retailing Management, Gibson C Vedamani , Jaico Publishing House
2. Retail Management, : Suja Nair, Publisher: Himalaya Publishing House
3. Retailing Management, : Michael Levy, Barton A Weitz and Ajay Pandit, Tata McGraw Hill Publishing
4. The Art of Retailing, A J Lamba, Tata McGraw Hill Publishing

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|----------------------------|
| Degree | B.COM |
| Year &Semester | I & I |
| Course Code | 145B1A |
| Course Name | PROFESSIONAL ETHICS |

Unit-I Concept and Theories of Business Ethics:

Definition of Ethics – Personal Ethics and Business Ethics – Morality and Law – How are moral standards are formed? - Religion and Morality – Morality, Etiquette and - Professional Codes – Indian Ethical Traditions.

Unit-II Business Ethics:

Principles of Personal Ethics – Principles of Professional Ethics – Evaluation of Ethics over the Years – Honesty, Integrity and Transparency – Distinction between Values and Ethics – Roots of Unethical Behaviour – Ethical Decision-making

Unit-III Ethical Dilemmas, Sources and their Resolutions:

What is an Ethical Dilemma? – Sources of Ethical Behaviour – Code of Personal Ethics for Employees – How to resolve an Ethical problem? – How to resolve Ethical Dilemmas?

Unit-IV Ethical Decision-making in Business:

Ethical Models that guide Decision-making – Which approach to use? – Ethical Decision-making with cross-holder Conflicts and Competition – Applying Moral Philosophy to Ethical Decision-making – Kohlberg’s Model of Cognitive Moral Development – Influences on Ethical Decisionmaking – Personal values and Ethical Decision-making.

Unit-V Human Values for Indian Managers:

Lessons from Ancient Indian Education System – The Law of Karma – Quality of Work Life – Ethics of Vivekananda, Gandihiji, Aurobindo and Tagore

Reference Books

1. Tom L. Beauchamp and Norman E. Bowie, “Ethical Theory and Business”, Prentice Hall, New Jersey
2. Manual Vela Squez, “Business Ethics Concepts and Cases”, Prentice Hall, New Jersey
3. Kenneth Blanchard and Norman Vincent Peale, “The Power of Ethical Management”, New York, William Morrow & Co
4. Dr.S.S.Khanka, “Business Ethics and Corporate Governance”,S Chand and Company Ltd,NewDelhi.
5. R.S.Naagarazan, “A Textbook on Professional Ethics and Human Values”, New Age International(P) Limited.
6. A.C.Fernando, “Business Ethics and Corporate Governance”, Pearson.
7. A.C.Fernando,K.P.Muraleedharan, E.K.Satheesh, “Business Ethics - An Indian Perspective”,Pearson India Education Service Pvt Ltd.

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|---------------------------------|
| Degree | B.COM |
| Year &Semester | I & I |
| Course Code | 146C1B |
| Course Name | PRINCIPLES OF MANAGEMENT |

Unit I Introduction to Management

Meaning- Definitions – Nature and Scope - Levels of Management – Importance - Management Vs. Administration – Management: Science or Art –Evolution of Management Thoughts – F. W. Taylor, Henry Fayol, Peter F. Drucker, Elton Mayo - Functions of Management - Trends and Challenges of Management. Managers – Qualification – Duties & Responsibilities

Unit II Planning

Planning – Meaning – Definitions – Nature – Scope and Functions – Importance and Elements of Planning – Types – Planning Process - Tools and Techniques of Planning – Management by Objective (MBO). Decision Making: Meaning – Characteristics – Types - Steps in Decision Making – Forecasting.

Unit III Organizing

Meaning - Definitions - Nature and Scope – Characteristics – Importance – Types - Formal and Informal Organization – Organization Chart – Organization Structure: Meaning and Types - Departmentalization– Authority and Responsibility – Centralization and Decentralization – Span of Management.

Unit IV Staffing

Introduction - Concept of Staffing- Staffing Process – Recruitment – Sources of Recruitment – Modern Recruitment Methods - Selection Procedure – Test Interview– Training: Need - Types– Promotion – Management Games – Performance Appraisal - Meaning and Methods – 360 degree Performance Appraisal – Work from Home - Managing Work from Home [WFH].

Unit V Directing

Motivation –Meaning - Theories – Communication – Types - Barriers to Communications – Measures to Overcome the Barriers. Leadership – Nature - Types and Theories of Leadership – Styles of Leadership - Qualities of a Good Leader – Successful Women Leaders – Challenges faced by women in workforce - Supervision.

Co-ordination and Control

Co-ordination – Meaning - Techniques of Co-ordination.Control - Characteristics - Importance – Stages in the Control Process - Requisites of Effective Control and Controlling Techniques – Management by Exception [MBE].

Reference Books

1. K Sundhar, Principles Of Management, Vijay Nichole Imprints Limited, Chennai
2. Harold Koontz, Heinz Weirich, Essentials of Management, McGraw Hill, Sultan Chand and Sons, New Delhi.
3. Griffffin, Management principles and applications, Cengage learning, India.
4. H.Mintzberg - The Nature of Managerial Work, Harper & Row, New York.
5. Eccles, R. G. &Nohria, N. Beyond the Hype: Rediscovering the Essence of Management. Boston The Harvard Business School Press, India

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|-------------------------------|
| Degree | B.COM |
| Year &Semester | I & I |
| Course Code | 145E1A |
| Course Name | BUSINESS COMMUNICATION |

Unit I

Introduction to Business Communication Definition – Meaning – Importance of Effective Communication – Modern Communication Methods – Barriers to Communication – E-Communication - Business Letters: Need - Functions – Essentials of Effective Business Letters – Layout

Unit II

Trade Enquiries – Orders and their Execution – Credit and Status Enquiries – Complaints and Adjustments – Collection Letters – Sales Letters – Circulars

Unit III

Banking Correspondence – Types – Structure of Banking Correspondence – Elements of a Good Banking Correspondence – Insurance – Meaning and Types – Insurance Correspondence – Difference between Life and General Insurance – Meaning of Fire Insurance – Kinds – Correspondence Relating to Marine Insurance – Agency Correspondence – Introduction – Kinds – Stages of Agent Correspondence – Terms of Agency Correspondence

Unit IV

Company Secretarial Correspondence – Introduction – Duties of Secretary – Classification of Secretarial Correspondence – Specimen letters – Agenda and Minutes of Report writing – Introduction – Types of Reports – Preparation of Report Writing

Unit V

Application Letters – Preparation of Resume – Interview: Meaning – Objectives and Techniques of Various Types of Interviews –Creating & maintaining Digital Profile

Reference Books

- 1 V.K. Jain and Om Prakash, Business communication, S.Chand, New Delhi.
- 2 RithikaMotwani, Business communication, Taxmann, New Delhi.
- 3 Shirley Taylor, Communication for Business-Pearson Publications - New Delhi.
- 4 Bovee, Thill, Schatzman, Business Communication Today - Pearson Education, Private Ltd- NewDelhi.
- 5 Penrose, Rasbery, Myers, Advanced Business Communication, Bangalore.

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|---|
| Degree | BBA |
| Year & Semester | II&III |
| Course Code | MAM3G&BB23B |
| Course Name | ORGANIZATIONAL BEHAVIOR–CORE SUBJECT |

UNIT I

Need and scope of organizational behaviour - 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 – Socio-metry - Group norms - Role position status

UNIT V

Organizational culture and climate - Organizational Development

Recommended Books

1. Uma Sekaran, Organizational Behavior Text & cases, 2nd edition, Tata McGraw Hill Publishing CO.Ltd
2. GangadharRao, Narayana ,V.S.P Rao, Organizational Behavior 1987, Reprint 2000, Konark Publishers Pvt.Ltd , 1st edition
3. S.S. Khanka , Organizational Behavior, S.Chand& Co , New Delhi.
4. J.Jayasankar , Organizational Behavior, Margham Publications , Chennai .3.

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|---|
| Degree | B.COM CS |
| Year & Semester | II & III |
| Course Code | MAMID & BB21A |
| Course Name | COMPANY LAW & SECRETARIAL PRACTICE- II |

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 – Natures and Types of Policies – Decision – making – Process of Decision – making – Types of Decision.

UNIT III

Organizing: Types of Organisations – Organisation Structure – Span of Control and Committees – Departmentalization – Informal Organisation- Authority – Delegation – Decentralization – Difference between Authority and Power – Responsibility.

UNIT IV

Recruitment – Sources, Selection, Training – Direction – Nature and Purpose. Coordination – Need, Type and Techniques and requisites for excellent Co-ordination – Controlling – Meaning and Importance – Control Process.

UNIT V

Definition of Business ethics - Types of Ethical issues -Role and importance of Business Ethics and Values in Business - - Ethics internal - Ethics External - Environment Protection - Responsibilities of Business

Recommended Books

1. C.B.Gupta, Management Theory & Practice - Sultan Chand & Sons - NewDelhi.
2. L.M.Prasad, Principles & Practice of Management - Sultan Chand & Sons – New Delhi.
3. P.C. Tripathi& P.N Reddy, Principles of Managements - Tata Mc.Graw Hill – New Delhi.
4. Wehrich and Koontz, Management – A Global Perspective
5. N.Premavathy, Principles of Management - Sri Vishnu Publication -Chennai.
6. J.Jayasankar, Business Management - Margham Publication -Chennai.

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|-------------------------|
| Degree | BA ENGLISH |
| Year & Semester | I & I |
| Course Code | LZ11A |
| Course Name | COMMUNICATIVE ENGLISH I |

Unit I

1. Listening and Speaking

a. Introducing self and others b. Listening for specific information c. Pronunciation (without phonetic symbols)

- i. Essentials of pronunciation
- ii. American and British pronunciation

2. Reading and Writing

a. Reading short articles – newspaper reports / fact based articles

- i. Skimming and scanning
- ii. Diction and tone
- iii. Identifying topic sentences

b. Reading aloud: Reading an article/report

c. Journal (Diary) Writing

3. Study Skills - 1

a. Using dictionaries, encyclopaedias, thesaurus

4. Grammar in Context: Naming and Describing

- Nouns & Pronouns
- Adjectives

Unit II

1. Listening and Speaking

- a. Listening with a Purpose
- b. Effective Listening
- c. Tonal Variation
- d. Listening for Information
- e. Asking for Information
- f. Giving Information

2. Reading and Writing

1. a. Strategies of Reading: Skimming and Scanning
- b. Types of Reading: Extensive and Intensive Reading
- c. Reading a prose passage
- d. Reading a poem
- e. Reading a short story
2. Paragraphs: Structure and Types
 - a. What is a Paragraph?
 - b. Paragraph structure
 - c. Topic Sentence
 - d. Unity
 - e. Coherence
 - f. Connections between Ideas: Using Transitional words and expressions
 - g. Types of Paragraphs

3. Study Skills II:

Using the Internet as a Resource

- a. Online search
- b. Know the keyword



- c. Refine your search
- d. Guidelines for using the Resources
- e. e-learning resources of Government of India
- f. Terms to know

4. Grammar in Context Involving Action-I

- a. Verbs
- b. Concord

Unit III

1. Listening and Speaking

- a. Giving and following instructions
- b. Asking for and giving directions
- c. Continuing discussions with connecting ideas

2. Reading and writing

- a. Reading feature articles (from newspapers and magazines)
- b. Reading to identify point of view and perspective (opinion pieces, editorials etc.)
- c. Descriptive writing – writing a short descriptive essay of two to three paragraphs.

3. Grammar in Context:

Involving Action – II
Verbals - Gerund, Participle,
Infinitive
Modals

Unit IV

1. Listening and Speaking

- a. Giving and responding to opinions

2. Reading and writing

- a. Note taking
- b. Narrative writing – writing narrative essays of two to three paragraphs

3. Grammar in Context:

Tense

- Present
- Past
- Future

Unit V

1. Listening and Speaking

- a. Participating in a Group Discussion

2. Reading and writing

- a. Reading diagrammatic information – interpretations maps, graphs and pie charts
- b. Writing short essays using the language of comparison and contrast

3. Grammar in Context:

Voice (showing the relationship between Tense and Voice)

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|--------------------------|
| Degree | BA ENGLISH |
| Year & Semester | I & II |
| Course Code | LZ12A |
| Course Name | COMMUNICATIVE ENGLISH II |

Unit I

1. Listening and Speaking a. Listening and responding to complaints (formal situation) b. Listening to problems and offering solutions (informal)
2. Reading and writing a. Reading aloud (brief motivational anecdotes) b. Writing a paragraph on a proverbial expression/motivational idea.
3. Word Power/Vocabulary a. Synonyms & Antonyms
4. Grammar in Context-Adverbs Prepositions

Unit II

1. Listening and Speaking a. Listening to famous speeches and poems b. Making short speeches- Formal: welcome speech and vote of thanks. Informal occasions- Farewell party, graduation speech
2. Reading and Writing a. Writing opinion pieces (could be on travel, food, film / book reviews or on any contemporary topic) b. Reading poetry b.i. Reading aloud: (Intonation and Voice Modulation) b.ii. Identifying and using figures of speech - simile, metaphor, personification etc.
3. Word Power a. Idioms & Phrases 4. Grammar in Context Conjunctions and Interjections

Unit III

1. Listening and Speaking a. Listening to Ted talks b. Making short presentations – Formal presentation with PPT, analytical presentation of graphs and reports of multiple kinds c. Interactions during and after the presentations
2. Reading and writing a. Writing emails of complaint b. Reading aloud famous speeches
3. Word Power a. One Word Substitution
4. Grammar in Context: Sentence Patterns

Unit IV

1. Listening and Speaking a. Participating in a meeting: face to face and online b. Listening with courtesy and adding ideas and giving opinions during the meeting and making concluding remarks.
2. Reading and Writing a. Reading visual texts – advertisements b. Preparing first drafts of short assignments
3. Word Power a. Denotation and Connotation
4. Grammar in Context: Sentence Types

Unit V

1. Listening and Speaking a. Informal interview for feature writing b. Listening and responding to questions at a formal interview
2. Reading and Writing a. Writing letters of application b. Readers' Theatre (Script Reading) c. Dramatizing everyday situations/social issues through skits. (writing scripts and performing)
3. Word Power a. Collocation
4. Grammar in Context: Working With Clauses

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|------------------|
| Degree | BSW |
| Year & Semester | I & II |
| Course Code | 119C2A |
| Course Name | SOCIAL CASE WORK |

UNIT - 1

Social Case Work: Definition, Nature, Purpose of Social Case Work. Philosophical assumptions and casework values. Case work and its relationship with other methods of Social Work. Historical development of Social Case work in India and in the West(UK&USA). Skills and Roles of Case Worker. Principles of Social Case Work.

UNIT - 2

Components and Tools of Social Case Work: Components: Person, Problem, Place and Process. Case worker- client relationship: Meaning and Importance, Characteristics of Professional Relationship, Empathy. Problems in Relationship -Transference and Countertransference, Resistance. Case Work Tools: Observation, Listening, Interview, Collateral Contacts and Home Visits.

UNIT - 3

Case Work Process – Study (Case recording, Interview, Collateral contacts etc) Diagnosis - Treatment (methods and techniques), Follow – up and termination. Recording: Uses, Principles, Types, Structure and Content,

UNIT - 4

Theories and Approaches in Case Work: Psycho-Social approach, Functional approach, Problem-Solving approach, Behavioral Modification, Family Centered Approach, Client Centered therapy, Crisis Intervention, Psychotherapy, Transactional Analysis and Holistic approach .

UNIT - 5

Case work in different settings: School/Education setting, Family and Children Welfare setting, Community setting, Clinical settings, Correctional and Industrial settings –Working with older adults, Persons with Disability and Terminally ill. Substance and De-Addiction Treatment Services

Books for References:

1. Jeffrey, K. A., & Shepard, D. S. (2009). Counselling: theories and practice. New Delhi: Cengage Learning India Pvt. Ltd.
2. Goldstein H. 1979, Social Work Practice: A Unitary Approach, Carolina, University Carolina Press.
3. Hamilton, G. 1946, Principles of Social Case Recording, New York, Columbia University Press.
4. Helen, 1995, Social Case Work: A Problem Solving Process, The University of Chicago
5. Robert W, Roberts Robert H. Nee, 2000 Theories of Social Casework, University of Chicago Press, Chicago.

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|---|
| Degree | BSW |
| Year & Semester | II & III |
| Course Code | AW22A |
| Course Name | SOCIAL WORK PRACTICE WITH INDIVIDUAL |

Unit I

Introduction to working with individuals 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, Components of Social Case Work– Person, Place, Problem, Process,(4p's)and Case 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

BOOKS FOR REFERENCE

1. Bhattacharya, Sanjay. Social Work, An Integrated Approach. New Delhi: Deep & Deep, 2004.
2. DatarSudha, Ruma, Bawikar et al. Skill Training for Social Workers- A Manual. New Delhi:Sage, 2010.
3. Hamilton, Gordon, Theory & Practice of Social Case Work 2nd Edition. Jaipur: Rawat, Indian Reprint, 2013.
4. Hepworth, D.H. & J.A. Larsen. Direct Social Work Practice: Theory and Skills. Dorsey Press, 1993.
5. Hollis, F. Case Work: A Psychosocial Therapy. New York: Randam House, 1964. Mathew, Grace. An Introduction to Social Casework. Mumbai TISS, 1992.
6. Misra, P.D. &BeenaMisra.Social Work Profession in India. Lucknow: New Royal Book, 2004.
7. Perlman, Helen Harris, Social Casework, Chicago: The University of Chicago Press, 1957.
8. Pippins, J. Developing Case Work Skills. USA: Sage, 1980.
9. Trevithick, Pamela. Social Work Skills – A Practice Handbook.2nd Edition. Jaipur: Rawat, 2009.



| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|---|
| Degree | BSW |
| Year & Semester | II & IV |
| Course Code | BHA3A |
| Course Name | SOCIAL WORK PRACTICE WITH GROUPS |

Unit I

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

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, handling conflict, building team spirit, monitoring evaluation, follow up.

Unit III

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

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

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

BOOKS FOR REFERENCE

1. Bhatt R.M. Records of Group Work Practice in India. Baroda University : Baroda,1960.
2. Bhattacharya, Sanjay. Social Work an Integrated Approach. New Delhi: Deep & Deep, 2008.
3. Doel, Mark & Sawda, Catherine. The Essentials of Group Worker. London: Jessica Kingsley, 2003.
4. Douglass, Tom. Group Processes in Social Work – A Theoretical Synthesis. New Delhi: Thomson, 1979.
5. Garvin, Charlesd.D.Gutierrez, Lorraine .M. Galinsky, Maeda. J. Handbook of Social Work with Groups. New York: The Guildford, 2006.
6. Johnson and Johnson. Joining Together: Group Theory and Group Skills. New Delhi: Premier, 1982.
7. Konopka Gisela. Social Group Work – A Helping Process. London: Prentice Hall, 1963 2nd Edition.
8. Mark, Doel. Using Group Work. London: Routledge, 2010.
9. Milson, Fred. An Introduction to Group Work Skills, London: Routledge and Kegan Paul, 1973.
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.
12. Toseland, R.W. Rivas. R.F. An Introduction to Group Work Practice. New York: Macmillan, 1984.

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|--|
| Degree | BSC CRIMINOLOGY & CRIMINAL JUSTICE SCIENCE |
| Year & Semester | I & I |
| Course Code | 102C1A |
| Course Name | FUNDAMENTALS OF CRIMINAL & CRIMINAL JUSTICE |

Unit I:

Introduction to Crime Definition of crime - Sin, Tort, Vices – Nature and origin of Criminology – Deviance – Typology of crime and criminal behaviour - Felony and Misdemeanor

Unit II:

Introduction to Criminology Criminology Definition – Historical development of Criminology – Nature and Scope – Relevance of criminology with other social sciences, medicine & law

Unit III:

Schools of Criminology Schools of Thought: Pre-classical school – Classical school – Neo-classical school – Positive school – Cartographic school

Unit IV:

Sociological Explanation of Criminal Behaviour Differential Association Theory – Law of imitation – Labeling Theory – Anomie – Routine activity theory – Rational choice theory – Sub-culture Theory – Social Bond Theory – Techniques of Neutralization. UNIVER

Unit V:

Introduction to Criminal Justice System (CJS) Criminal Justice System: Historical Development– Structure — Accusatorial and Inquisitorial system of Criminal Justice System- Role of legislature; police; judiciary and prison in Criminal Justice System

References:

- Joyce, P. (2006). Criminal Justice: An Introduction to Crime and the Criminal Justice System Willan Publishing.
- Muncie, J., & Wilson, D. (2004). Student Handbook of Criminal Justice and Criminology Cavendish Publishing Ltd.
- Piquero, A. R. (2015). The Handbook of Criminological Theory John Wiley & Sons.
- Schram, P. J., & Tibbetts, S. G. (2020). Introduction to Criminology: Why Do They Do It? SAGE Publications.
- Shahidullah, S. M. (2017). Crime, Criminal Justice, and the Evolving Science of Criminology in South Asia: India, Pakistan, and Bangladesh (Palgrave Advances in Criminology and Criminal Justice in Asia) (1st ed. 2017). Palgrave Macmillan.
- Siegel, L., & Worrall, J. L. (2017). Introduction to Criminal Justice (16th Edition). Cengage Learning.
- Skoll, G. (2009). Contemporary Criminology and Criminal Justice Theory: Evaluating Justice Systems in Capitalist Societies. Palgrave Macmillan.
- Waldron, M. E., Quarles, C. L., McElreath, D. H., Waldron, M. E., & Milstein, D. E. (2009). The Criminal Justice System: An Introduction, Fifth Edition. Routledge.
- Weisburd, D., & Bruinsma, G. (2014) Encyclopaedia of Criminology and Criminal Justice Springer.
- Winters, R. C., Globokar, J. L., & Roberson, C. (2014). An Introduction to Crime and Crime Causation (1st ed.). CRC Press.

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|---|
| Degree | BSC CRIMINOLOGY & CRIMINAL JUSTICE SCIENCE |
| Year & Semester | I & II |
| Course Code | 102S2A |
| Course Name | ORGANIZATIONAL BEHAVIOUR AND HUMAN RESOURCE MANAGEMENT |

Unit I:

Introduction to Organisational Behaviour Meaning and scope of organisational behaviour - Challenges and Opportunities – Foundations of Individual behaviour, Motivation - Theories (Maslow, ERG, Douglas McGregor two-factor theory), Group dynamics, Leaderships styles

Unit II:

Organisational Conflict and Change Organizational Conflict - causes and consequences - conflict and negotiation, Organizational change, change management process, resistance to change, flexibility and crisis management – Organisational Development – concept and significance.

Unit III:

Introduction to Human Resource Management HRM: Meaning, definition and functions. Job Analysis, Job Design, Human Resource Planning - Recruitment and Selection - Sources of Recruitment - Selection process, Placement and Induction

Unit IV:

Human Resource Development Introduction to Human Resource Development: Concepts - Training and Development - methods of training, importance of Performance Appraisal, traditional and modern methods of performance appraisal, Job Evaluation - methods of Job Evaluation, Wage and Salary Administration

Unit V:

Compensation Management, Industrial Relations and Emerging HR Practices Compensation – Concepts and Principles, Influencing Factors, Emerging Trends in Compensation – Methods of Payment – Incentives and Rewards, Managing Industrial Relations – Emerging trends and practices in human resource management

References:

1. Aswathappa, K. (2010). Human Resource & Personnel Management (6th ed.). Tata McGraw Hill.
2. Aswathappa, K. (2016). Organizational Behaviour (12th ed.). Himalaya.
3. Davar, R. S. (2009). Personnel Management & Industrial Relations (10th ed.). Vikas Publishers.
4. Flippo, E. B. (2013). Personnel Management (6th ed.). Tata McGraw Hill.
5. Matoria, C. B., & Rao, V. S. P. (2015). Personnel Management (20th ed.). Himalaya.
6. McShane, S., & Von Glinov, M. A. (2007). Organisational Behaviour (4th ed.). Tata McGraw Hill.
7. Robbins, S. P. (2008). Organisational Behaviour (11th ed.). PHI Learning / Pearson Education.
8. Subba Rao, P. (2014). Management & Organizational Behaviour (2nd ed.). Himalaya.
9. Venkataratnam, K. (2011). Human Resource Management (1st ed.). Seven hills Book Publications.

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|---|
| Degree | B.SC COMPUTER SCIENCE, SOFTWARE APPLICATIONS & BCA |
| Year & Semester | III & V |
| Course Code | SU25A |
| Course Name | SOFTWARE ENGINEERING |

UNIT- I

Introduction – Evolution – Software Development projects – Emergence of Software Engineering. Software Life cycle models – Waterfall model – Rapid Application Development – Agile Model – Spiral Model

UNIT- II

Requirement Analysis and Specification – Gathering and Analysis – SRS – Formal System Specification

UNIT- III

Software Design – Overview – Characteristics – Cohesion & Coupling – Layered design – Approaches Function Oriented Design – Structured Analysis – DFD – Structured Design – Detailed design

UNIT- IV

Object Modeling using UML – OO concepts – UML – Diagrams – Use case, Class, Interaction, Activity, State Chart – Postscript

UNIT- V

Coding & Testing – coding – Review – Documentation – Testing – Black-box, White-box, Integration, OO Testing, Smoke testing.

TEXT BOOK:

1. Rajib Mall, “Fundamentals of Software Engineering”, PHI 2018, 5th Edition.

REFERENCE BOOKS:

1. Roger S. Pressman, “Software Engineering - A Practitioner’s Approach”, McGraw Hill 2010, 7th Edition.
2. PankajJalote, “An Integrated Approach to Software Engineering”, Narosa Publishing House 2011, 3rd Edition

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|-----------------------------------|
| Degree | B.SC SOFTWARE APPLICATIONS |
| Year & Semester | III & VI |
| Course Code | DSE2C |
| Course Name | SOFTWARE TESTING |

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.

RECOMMENDED TEXTS:

1. B. Beizer , “Software Testing Techniques”, DreamTech New Delhi 2003, 2nd Edition. 2. K.V.KK. Prasad, “Software Testing Tools”, DreamTech New Delhi 2005.

REFERENCE BOOKS:

1. Burnstein, “Practical Software Testing”, Springer International Edn 2003.
2. E. Kit, “Software Testing in the Real World: Improving the Process”, Pearson Education Delhi 1995.
3. R.Rajani, and P.P.Oak, “Software Testing”, Tata McGraw Hill, New Delhi 2004.

| CROSS CUTTING ISSUE: PROFESSIONAL ETHICS | |
|--|---------------------|
| Degree | BCA |
| Year & Semester | II & III |
| Course Code | DSE2C |
| Course Name | RDBMS |

OBJECTIVES:

- Gain a good understanding of the architecture and functioning of Database Management Systems
- Understand the use of Structured Query Language (SQL) and its syntax. • Apply Normalization techniques to normalize a database.
- Understand the need of transaction processing and learn techniques for controlling the consequences of concurrent data access.

OUTCOMES:

- Describe basic concepts of database system
- Design a Data model and Schemas in RDBMS
- Competent in use of SQL
- Analyze functional dependencies for designing robust Database

UNIT - I Introduction to DBMS– Data and Information - Database – Database Management System – Objectives - Advantages – Components - Architecture. ER Model: Building blocks of ER Diagram – Relationship Degree – Classification – ER diagram to Tables – ISA relationship – Constraints – Aggregation and Composition – Advantages

UNIT - II Relational Model: CODD’s Rule- Relational Data Model - Key - Integrity – Relational Algebra Operations – Advantages and limitations – Relational Calculus – Domain Relational Calculus - QBE.

UNIT - III Structure of Relational Database.Introduction to Relational Database Design - Objectives – Tools – Redundancy and Data Anomaly – Functional Dependency - Normalization – 1NF – 2NF – 3NF – BCNF. Transaction Processing – Database Security.

UNIT - IV SQL: Commands – Data types – DDL - Selection, Projection, Join and Set Operations – Aggregate Functions – DML – Modification - Truncation - Constraints – Subquery.

UNIT - V PL/SQL: Structure - Elements – Operators Precedence – Control Structure – Iterative Control - Cursors - Procedure - Function - Packages – Exceptional Handling - Triggers.

TEXT BOOK:

1. S. Sumathi, S. Esakkirajan, “Fundamentals of Relational Database Management System”, Springer International Edition 2007.

| CROSS CUTTING ISSUE: GENDER | |
|-----------------------------|-----------------|
| Degree | BA ENGLISH |
| Year & Semester | III & V |
| Course Code | BRA5C |
| Course Name | WOMEN'S WRITING |

Objectives:

This course intends to acquaint the students to the body of literature written by women as a discrete academic discipline and become aware of women's voices and perspectives and their integral role in human experiences.

Unit 1: Poetry

- 1.1 "A Fairy Tale" – Amy Lowell
- 1.2 "Eve to her Daughters" - Judith Wright
- 1.3 "Snapshots of a Daughter-in-Law" - Adrienne Rich
- 1.4 "Tribute to Papa" – MamtaKalia
- 1.5 "Women's Work" - Julia Alvarez
- 1.6 "Phenomenal Woman" – Maya Angelou
- 1.7 "Purdah" - ImtiazDharker
- 1.8 "Kongu isn't a rag that stands guard over my head" – JhoopakaSubadra

(From, Kaitunakaladan Dem.)

Unit 2: Prose

- 2.1 "Professions for Women" – Virginia Woolf
- 2.2 "Links in our Chain- 1931" – MahadeviVarma [Pages 3 to 22]
- 2.3 "The Spectacle is Vulnerable : Miss World, 1970" - Laura Mulvey [Chapter 1 from Visual and Other Pleasures]
- 2.4 Excerpts from We Should All Be Feminists - ChimamandaNgoziAdichie
-Pages 26-34 :Problematic bringing up of boys and girls
-Pages 38-46 :Unlearning of preconceived notions, why problem of gender is always overlooked

Unit 3: Short Story

- 3.1 "The Yellow Wallpaper" - Charlotte Perkins Gilman
- 3.2 "Boys and Girls" – Alice Munro
- 3.3 "Admission of Guilt" – LalithambikaAntharjanam
- 3.4 "Yellow Woman" – Leslie Marmon Silko

Unit 4: Drama

- 4.1 Thus spakeShoorpanaka, so said Shakuni - PolieSengupta

Unit 5: Fiction

- 5.1 Fasting, Feasting - Anita Desai

| CROSS CUTTING ISSUE: GENDER | |
|-----------------------------|---|
| Degree | BSW |
| Year & Semester | III & VI |
| Course Code | AW26B |
| Course Name | WOMENDEVELOPMENT – ISSUESANDCONCERNS |

Objectives

- To gain an understanding of the basic concepts of women and development of the status of women in society
- To enable students, understand the issues and concerns of women development
- To understand the various strategies and approaches to development specifically for women

Unit I

Introduction – Gender and Development Gender and Development – Meaning and Definition, Women in the Development Process: Need and Importance, Developmental Rights of Women, Significance of Women’s Development; Positive and Negative Indices of Women Development.

Unit II

Basic Concepts in Understanding Women’s Development 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

Issues and Concerns related to Women Socialization of the Girl Child, Dowry, Widowhood, Foeticide, Rape, Sexual Abuse, Domestic Violence, and Problems faced by Female Headed Households, Feminization of Poverty, 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 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 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

1. Devandar, Kiran. Status and Positions of Women in India. New Delhi: Shakti Books, 1985.
2. Kanhere U.S. Women and Socialisation. New Delhi: Mittal, 1980.
3. Kaushik, Susheela. Women’s Oppression – Patterns and Perspectives. New Delhi: Shakti Books, 1985.

| CROSS CUTTING ISSUE: GENDER | |
|-----------------------------|--|
| Degree | BSW |
| Year & Semester | II & III |
| Course Code | AXA3A |
| Course Name | HUMAN RIGHTS AND SOCIAL JUSTICE |

Objectives

- Develop sensitivity to the problems and concerns in Indian Society
- Develop ability for analysis of 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

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

Human rights concern – the U.N. Declarations of Human Rights. Introduction to the Conventions – Civil and Political and Economic, Social and Cultural.

Unit III

Constitution of India 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

Justice Issues and Human Rights with Specific Reference to Women, Children, Dalits, Environment, Unorganised Labourers, Disabled and Tribes.

Unit V

Role of Social Work in Relation to Human Rights. Mechanism of securing social justice: First Information Report, Public Interest Litigation, Legal Aid, Lok Adalats, role of organizations working in the field of Human Rights - advocacy, role of social action.

BOOKS FOR REFERENCE

1. Agarwal, H.O, International Law and Human Rights, Central law Publications, 2002.
2. Alok Chakravati, Protecting Human Rights, Reference Press, New Delhi, 2003
3. Bajwa G.S, Human Rights in India, Anmol Publishers, 1995
4. Gupta D. N, Human Rights Acts, Statutes and Constitutional Provisions, Kalpaz Publications, 2003
5. Jayashree P.M, Dalit Human Rights Violation, Vol.1, National Campaign, 2000
6. Khanna, H.R, The Judicial System, 11 P.A, New Delhi, 1980
7. Ramphal, Perspectives in Human Rights, Rawat Publications, 2001
8. Syed, M. H, Human Rights-The New Era, Kilaso Books, 2003

| CROSS CUTTING ISSUE: GENDER | |
|-----------------------------|-----------------------|
| Degree | All UG Programme |
| Year & Semester | II & IV |
| Course Code | ENV4B |
| Course Name | ENVIRONMENTAL STUDIES |

Unit 1: Introduction to Environmental Studies

- Multidisciplinary nature of environmental studies;
- Scope and importance; concept of sustainability and sustainable development.

Unit 2 : Ecosystem (2 lectures)

- What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: Food chains, food webs and ecological succession, Case studies of the following ecosystem:
 - a) Forest ecosystem
 - b) Grassland ecosystem
 - c) Desert ecosystem
 - d) Aquatic ecosystem (ponds, stream, lakes, rivers, ocean, estuaries)

Unit 3: Natural Resources : Renewable and Non – renewable Resources (6 lectures)

- Land resources and land use change: Land degradation, soil erosion and desertification.
- Deforestation : Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.
- Water : Use and over –exploitation of surface and ground water, floods, droughts, conflicts over water (international and inter-state).
- Energy resources : Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

Unit 4: Biodiversity and Conservation (8 lecturers)

- Levels of biological diversity: genetics, species and ecosystem diversity, Biogeographic zones of India: Biodiversity patterns and global biodiversity hot spots
- India as a mega- biodiversity nation, Endangered and endemic species of India.
- Threats to biodiversity: Habitat loss, poaching of wildlife, man- wildlife conflicts, biological invasions; Conservations of biodiversity: In-situ and Ex-situ Conservation of biodiversity.
- Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.

Unit 5: Environmental Pollution (8 lecturers)

- Environmental pollution: types, causes, effects and controls: Air, Water, soil and noise Pollution.
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste
- Pollution case studies

Unit 6: Environmental Policies & Practices (8 lecturers)

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture
- Environment Laws: Environment Protection Act, Air (Prevention & Control of Pollution) Act; Water (Prevention and Control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).
- Nature reserves, tribal populations and rights, and human Wildlife conflicts in Indian context



Unit 7: Human Communities and the Environment (7 lectures)

- Human population growth, impacts on environment, human health and welfare.
- Resettlement and rehabilitation of projects affected persons; case studies.
- Disaster management: floods, earthquake, cyclone and landslides.
- Environmental movements :Chipko, Silent Valley, Bishnois of Rajasthan.
- Environmental ethics : Role of Indian and other religions and cultures in environmental conservation.
- Environmental communication and public awareness, case studies(e.g. CNG Vehicles in Delhi)

Unit 8: Field Work (6 lectures)

- Visit to an area to document environmental assets: river / forest/ flora/ fauna etc.
- Visit to a local polluted site – Urban / Rural/ Industrial/ Agricultural.
- Study of common plants, insects, birds and basic principles of identification.
- Study of simple ecosystem- pond, river, Delhi Ridge etc. (Equal to 5 Lectures)

Suggested Readings:

1. Carson , R. 2002.Silent Spring, Houghton Mifflin Harcourt.
2. Gadgil , M.,&Guha, R. 1993.This Fissured Land: An Ecological History of India. Univ.of California Press.
3. Glesson, B. and Low, N.(eds.)1999. Global Ethics and Environment, London, Routledge.
4. Gleick,P.H.1993.Water Crisis. Pacific Institute for Studies in Dev.,Environment& Security. Stockholm Env.Institute, Oxford Univ.Press.
5. Groom, Martha J., Gary K.Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates,2006.
6. Grumbine,R.Edward, and Pandit,M.K2013.Threats from India's Himalayas dams .Science,339:36-37
7. McCully,P.1996.Rivers no more :the environmental effects of dams(pp.29-64).Zed books.
8. McNeill,John R.2000.Something New Under the Sun: An Environmental History of the Twentieth Century.
9. Odum,E.P.,Odum, H.T.& Andrees,J.1971.Fundamental of Ecology. Philadelphia Saunders.
10. Pepper,I.L.,Gerba,C.P& Brusseau,M.L.2011.Environmental and Pollution Science. Academic Press.
11. Rao,M.N.& Datta,A.K1987.Waste Water Treatment. Oxford and IBH Publishing Co.Pvt.Ltd.
12. Raven,P.H.,Hassenzahl,D.M& Berg,L.R.2012 Environment.8th edition. John Willey & sons.



| CROSS CUTTING ISSUE: HUMAN VALUES | |
|-----------------------------------|------------------|
| Degree | All UG Programme |
| Year & Semester | II & IV |
| Course Code | VAE5Q |
| Course Name | VALUE EDUCATION |

Objectives:

- He will know the types of folk literature that appeared orally in the Tamil land from time to time.
- He knows the specialties of folk literature.
- Knows the various disciplinary approaches to be followed in the study of folklore.

Folklore History Literary Genres Folk Songs Stories Narratives Proverbs Household Tales Social, Anthropological, Psychological Aspects Etymology, Oral Literature Similarities, Differences.

Visual texts

L S.Sakthivel - A Study of Folklore, Manivasakar Publishing House, Chennai.

2. Six. Ramanathan - Studies in Folklore, Manivasakar Publishing House, Chidambaram.

| CROSS CUTTING ISSUE: HUMAN VALUES | |
|-----------------------------------|------------------|
| Degree | All UG Programme |
| Year & Semester | II & IV |
| Course Code | VAE5Q |
| Course Name | VALUE EDUCATION |

Objective:

Value are socially accepted norms to evaluate objects, persons and situations that form part and parcel of sociality. A value system is a set of consistent values and measures. Knowledge of the values are inculcated through education. It contributes in forming true human being, who are able to face life and make it meaningful. There are different kinds of values like, ethical or moral values, doctrinal or ideological values, social values and aesthetic values. Values can be defined as broad preferences concerning appropriate courses of action or outcomes. As such, values reflect a person's sense of right and wrong or what "ought" to be. There are representative values like, "Equal rights for all", "Excellence deserves admiration". "People should be treated with respect and dignity". Values tend to influence attitudes and behavior and help to solve common human problems. Values are related to the norms of a culture.

UNIT I:

Value education-its purpose and significance in the present world – Value system – The role of culture and civilization – Holistic living – balancing the outer and inner – Body, Mind and Intellectual level – Duties and responsibilities.

UNIT II:

Salient values for life – Truth, commitment, honesty and integrity, forgiveness and love, empathy and ability to sacrifice, care, unity, and inclusiveness, Self esteem and self confidence, punctuality – Time, task and resource management – Problem solving and decision making skills – Interpersonal and Intra personal relationship – Team work – Positive and creative thinking.

UNIT III:

Human Rights – Universal Declaration of Human Rights – Human Rights violations – National Integration – Peace and non-violence – Dr.A P J Kalam's ten points for enlightened citizenship – Social Values and Welfare of the citizen – The role of media in value building.

UNIT IV:

Environment and Ecological balance – interdependence of all beings – living and non-living. The binding of man and nature – Environment conservation and enrichment.

UNIT V:

Social Evils – Corruption, Cyber crime, Terrorism – Alcoholism, Drug addiction – Dowry – Domestic violence – untouchability – female infanticide – atrocities against women – How to tackle them.

Books for Reference :

1. M.G. Chitakra: Education and Human Values, A.P.H. Publishing Corporation, New Delhi, 2003.
2. Chakravarthy, S.K: Values and ethics for Organizations: Theory and Practice, Oxford University Press, New Delhi, 1999.
3. Satchidananda, M.K: Ethics, Education, Indian Unity and Culture, Ajantha Publications, Delhi, 1991.
4. Das, M.S. & Gupta, V.K.: Social Values among Young adults: A changing Scenario, M.D. Publications, New Delhi, 1995.
5. Bandiste, D.D.: Humanist Values: A Source Book, B.R. Publishing Corporation, Delhi, 1999.

| CROSS CUTTING ISSUE: HUMAN VALUES | |
|-----------------------------------|-------------------------------|
| Degree | BSW |
| Year & Semester | I & I |
| Course Code | 119E1B |
| Course Name | MAN AND INDIAN SOCIETY |

Learning Objectives

- 1 To define the concepts in Society
- 2 To understand the Components of Indian Society
- 3 To know the importance of Social Stratification
- 4 To appreciate the Indian Social Institutions in the Indian Society
- 5 To explain the Social Structure and Social Problems in the Indian Society

UNIT – I

Introduction: Society – Meaning, Definition, Characteristics, Types, Composition of Indian Society- Racial, Religious, Linguistic Groups in India, Changing trends in the Indian Society

UNIT – II

Components of Indian Society: Community – Meaning, Definition and Types. Socialisation – Meaning, Definition, Agents of Socialisation. Culture – Meaning, Definition, Components of Culture. Globalisation, Privatisation, Liberalisation – Meaning, Definition, Effects on Indian Society, Advantages and Disadvantages.

UNIT – III

Indian Social Stratification: Social Stratification – Meaning, Definition, Characteristics, Need and Importance. Caste, Class – Definition, Difference between Caste and Class, Changing Patterns in Caste and Class, Impact of Caste, and Class on Indian Society. Sex and Gender – Meaning, Definition, Difference. Social Mobility – Meaning, Definition, Forms of Social Mobility

UNIT – IV

Social Institutions: Social Institutions – Meaning, Definition Marriage – Meaning, Definition, Types, Changing Trends. Family – Meaning, Definition, Functions, Types, Changing Trends. Kinship – Meaning, Definition, Types. Religion – Meaning, Definition, Types, Role of Religion in Society

UNIT – V

Social Structure and Social Problems: Social Control – Meaning, Definition, Forms of Social Control. Social Processes – Meaning, Definition, Types. Social Change – Meaning, Definition, Factors affecting Social Change. Social Problems – Meaning, Definition, Causes of Poverty, Unemployment, Illiteracy, Addiction and Crime

| CROSS CUTTING ISSUE: HUMAN VALUES | |
|-----------------------------------|-----------------------------------|
| Degree | BSW |
| Year & Semester | I & II |
| Course Code | 119E1B |
| Course Name | PSYCHOLOGY FOR SOCIAL WORK |

Learning Objective:

- To provide Knowledge of Psychology and its relevance to social work
- To understand the principles of human growth and development.
- To introduce various stages and processes in human development.
- To introduce the basics of human behaviour and mental processes.
- To acquire skills in applying social work intervention methods in promoting mental health.

UNIT – I

Introduction to Psychology: Psychology- meaning and definition. Fields of psychology.Relevance of psychology in social work. Human Development- meaning, characteristics, and Principles. Concepts of human development- growth and development, maturation, and Learning. - its impact on human development.

UNIT – II

Life span Characteristics and stages. Prenatal period – conception, stages, Characteristics, and hazards.Types of delivery.Infancy and Childhood - Developmental task, characteristics, and hazards of infancy, babyhood, early and late childhood.Jean Piaget's theory of cognitive development.

UNIT – III

Puberty and Adolescence – physical, psychological, and social changes and hazards.Development of self-concept and self-esteem and its impact on adolescence.Erikson's theory of psychosocial development. Role of Social worker in Schools and colleges

UNIT – IV

Adulthood, middle age, and old age -developmental task, characteristics, adjustments vocational and marital, and hazards.Role of a social worker in family counselling.

UNIT – V

Learning – definition, types, Memory – meaning, process- registration, retention, and recall, types of memory, Intelligence – definition, levels, Motivation – meaning, types- Intrinsic and Extrinsic. Mental Health – concept, Minor and Major mental disorders. Role of a social worker in mental health.

| CROSS CUTTING ISSUE: HUMAN VALUES | |
|-----------------------------------|------------------------|
| Degree | BSW |
| Year & Semester | II & III |
| Course Code | AW33A |
| Course Name | HUMAN BEHAVIOUR |

Learning Objective:

- 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

Introduction to Human Behaviour 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

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

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

Unit IV

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

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

BOOKS FOR REFERENCE

1. Bee, Helen. Mitchell, Sandra. The Developing Person-A Life Span Approach.Ed2, New York Harper and Row,1984.
2. Compton, Beulah. Galaway, Cournoyer, Social Work Processes. Ed 7, USA: Brooks Cole Learning, 2005
3. Corner Ronald,J ., Abnormal Psychology. New Delhi: Wisdom Press, 2012 Engler, Barbara, Personality Theories-An Introduction. Ed3, Boston: Brooks Cole Learning, 1991.