

# Courses on Cross Cutting Issues



<b>MSW II</b>	<b>CORE</b> <b>Specialisation: Family &amp; Child Welfare</b>	<b>Max Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester – III</b>	<b>FAMILY WELFARE MANAGEMENT</b>	<b>6 hrs week</b>
<b>18MSWFC31</b>		<b>Credit: 5</b>

### OBJECTIVES

- To provide the basic concepts about family welfare management
- To make the students to understand their roles in enhancing the capacity of the family

#### UNIT.I

Family-definition, origin, type, values, functions and its importance. Role of family in the development of its members. Joint and Nuclear family, Women headed families and its characters, strengths and weaknesses. Single parent family and its problems. Marriage and its role in the family process. Changing pattern of family.

#### UNIT.II

Family disorganization - causes, impact and remedies. Marital problems and ways to manage it. Dysfunctional family, Broken family. Communication in families. Nature and blocks in decision making. Communication skills for day to day living. Impact of migration and urbanization on family, Families with problems and ways to manage them.

#### UNIT.III

Family welfare – Concept, Communication pattern of interaction among family members and programmes organized by national, international organizations, Family Court. International day of the families – objectives. Role of non-governmental organization in family welfare.

#### UNIT.IV

Family life management. Family life cycle - Growth, Needs and Development tasks for each phase. Family Life Education - meaning, objectives and its content. Sex Education. Population education and Family Health Education.

#### UNIT.V

Laws related to adoption ( -Hindu, Muslim, Christian ), Inter Country Adoption ( Guardianship and Wards Act)

Role of Social worker in enhancing the capacity of the family to cope with the changing trends.

Marital and family counselling. Family counseling center and its function.

#### REFERENCES:

1. Systematic Family Therapy from Theory & Practice – Winek (John) – 2011- Sage Publication (New Delhi)
2. Family Life Education with Diverse Population – Ballard (Sharon) – 2012 – Sage Publication (New Delhi)
3. Social Work and Social Welfare – Shankar Pathak – 2012 – Nirmal Publication (New Delhi)
4. Encyclopedia of Social Work: Social Welfare and Social Work – Kumar Jha – 2002 – Anmol Publication (New Delhi)
5. Krishna Kant Singh & Ram Shankar Singh, (2011), Social Work and Family Intervention, ABD Publishers, Jai pur, Rajasthan.
6. Rao, Shankar C.N. (2007). Indian Society, New Delhi: S S Chand &
7. Barik, S. (2011). Domestic Violence in India, Delhi: Adhyayan Publishers & Distributers

MSW II	Specialisation: Family & Child Welfare	Max Marks 100
		Int: 25 Ext: 75
Semester – III	WOMEN & CHILD WELFARE	6 hrs week
18MSWFC32		Credit: 5

### Objectives

- To offer the basic concepts, approaches and programmes for child welfare.
- To provide the basic concepts, approaches and programs for women welfare.

### UNIT.I

Definition of Child, The place of child in the family and in society. Status of Children in India  
 - Stages of child development .Child rearing pattern. Needs and behavioral problems of different types of children – Infants, Destitute, Gifted, Neglected, Dependent, Exploited, Child labor, Street children, Sexually exploited, Dropouts, Delinquent children, Physically handicapped and Emotionally disturbed children, Mentally challenged children

### UNIT.II

Child Welfare - meaning, objectives and scope. Mother and Child Health Services. Child Guidance Clinics. Importance of recreation in child development. Substitute family care. Adoption, Foster Care, Institutional care and its scope and limitations.

### UNIT.III

Concept of Women's Welfare - Changing role and status of women in India with reference to religion, family economy and in the Media. Women's movement with special reference to India and abroad, Women Rights - Gender justice and CEDWA- objectives ,Feminism. Concept and types, Women empowerment

### UNIT.IV

Problems of woman - Marriage, Educational backwardness, Working women, Women deprived of normal home life, Adolescent mothers, Traffic in Women and Girls. Problems of maternity, childcare, Menopause. Violence against women - infanticide, rape, Wife battering, dowry death, sexual abuse and victimization.

### UNIT.V

Programs for Women and Child Welfare –Creative use of play therapy ,dance,art, drama, mediums helping children . Central Social Welfare Board, State Social Welfare Boards, NCPCR, SCPCR . Role of SHGS, National Commission for Women ,Rights of Children. National Policy on Children - National Institute for Public Cooperation and Child development. Integrated Child Development Services (ICDS), WHO, CARE, UNICEF. Legislations related to Women and Children.

### REFERENCES:

- Helen Cahalane (2016), Contemporary Issues in Child Welfare Practice (Contemporary Social Work Practice) , Springer, New Delhi
- Ajit K. Singh (2011) Family and Child Welfare, Centrum Press. New Delhi
- Geeta Chopra (2015), Child Rights in India: Challenges and Social Action, Springer, New Delhi
- Susan C. Mapp, (2011) Global Child Welfare and Well-Being, Oxford University Press, Chennai
- Sameera Maiti (2016), Women Empowerment And Development, Sage ,New Delhi
- Gurpreet Bal (2016), CONTEMPORARY GENDER ISSUES : Identity, Status and Empowerment, Sage ,New Delhi
- G. Madhavi (2011) , Women Welfare Programmes, Sage ,New Delhi
- Mamta Rao (2018), Law relating to Women & Children, Eastern Book Company, Lucknow, Uttar Pradesh.
- Sudha Ojha, (2011) , Women and child development , Kunal Books, New Delhi .
- Rameshwari Pandya (2008), Women Welfare and Empowerment in India, New Century Publication, New Delhi.

	Elective	Max Marks 100 Int: 25 Ext: 75
BSW III	WOMEN AND DEVELOPMENT	6 hrs week
Semester -VI		Credit: 5
18BSWE62		

### OBJECTIVES

- To orient students status of women in India.
- To make the students understand the Issues related to Women.
- To help students understand the programmes and schemes related to women.

### UNIT- I

Women : Status of Women in India-Women's Movements – Pre – independent, Post – independent and Current women's movements.

### UNIT- II

Women and Health: Health status of women in India – Mortality and Morbidity factors influencing health – Nutrition and health, Reproductive health – HIV and AIDS control program.

### UNIT -III

Changing role of women – Marriage – Single parent – Motherhood – Widows. Women entrepreneurship: Self help Group. Managing personal and professional roles.

### UNIT -IV

Indian Constitution and provisions relating to women. , Violence against, women ,Legal protection , Family Courts , Rights of the women, National Commission for Women.

### UNIT – V

Women Development approaches in Indian Five – Year Plans , women and leadership – Panchayath Raj – Political Role and Participation – NGOs and Women Development – National and International Funding Agencies.

### REFERENCES

1. Sagar Rajive, Delhi, 2010, Women and Professional Development in India.
2. Pruthi, Raj Kumar; Rameshwari Devi and Romila Pruthi (2001). Status and Position of Women: In Ancient, Medieval and Modern India. Vedam books.
3. Ela.R. Bhatt (2006) We Are Poor but So Many: The Story of Self-Employed Women in India Oxford University Press, New York.
4. Vina Mazumdar (2011) Education, Equality and Development: Persistent Paradoxes in Indian Women's History, Pearson Publications, Bangalore.
5. Pamela Paxton & Melanie M. Hughes (2014) Women, Politics, and Power- A Global Perspective- Sage Publication, New Delhi.

<b>MSW I</b>	<b>CORE</b>	Max Marks 100
<b>Semester - II</b>	<b>SOCIAL WELFARE ADMINISTRATION &amp;</b>	Int: 25 Ext: 75
<b>18MSWC22</b>	<b>LEGISLATION</b>	6 hrs week
		Credit: 4

**Objectives:**

- To make the students to understand various social policies and social welfare administration
- To throw more light on various legal aspects, acts which are applicable in the field.

**UNIT.I**

Definition and Scope of Social Policy and Social Welfare Administration. Administrative arrangements and constitutional base for Social Welfare / Policy in India. Functional areas of Ministries (Central and State), Boards (Central Social Welfare Board) and other National Institutions.

**UNIT.II**

Policy issues related to Nutrition and Food Security, Education, Health, Women and Children, Backward Classes, Senior Citizens, Unorganized sector workers. Project administration. Project Identification, Planning, Appraisal, Implementation Monitoring and evaluation. Guidelines to prepare project proposals

**UNIT.III**

Procedure for Registration of Human Service Organizations under Societies Registration Act, Trust Act, Memorandum of Association, Constitution and Bye - laws, Functions of Governing Board, Provisions in Income Tax Act, Overview of administrative process, POSDCORB, Planning, Organizing, Staffing, Directing, Controlling, Reporting and budgeting.

**Unit-IV**

Family Courts Act 1984, Protection of Women from Domestic Violence Act, 2005, Dowry Prohibition Act, 1961, Person with Disabilities Act 1995, Prohibition of Child Marriage Act, 2006. Compulsory Registration of Marriage Act, 2007, Pre-conception and Prenatal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994, Sexual Harassment at Work Place, (Prevention, Prohibition and Redressal) Act 2013, POSCO Act 2012.

**Unit-V**

Right to Information Act 2005, The Maintenance and Welfare of Parents and Senior Citizens Act, 2007, The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act 1989, Right of Children to free education and compulsory Education Act 2009, Consumer Protection Act of 1986. Public Interest Litigation in India: Growth, issues to be raised in PIL. Legal Services Authority Act 1987

**REFERENCE BOOKS:**

1. Gautam et al, (2011), Social Work, Social Policy , Concept and Methods. Centrum Press, New Delhi
2. Goel, S.L., ( 2013), Social Welfare Administration, Deep & Deep, New Delhi
3. Gangrade, K.D. (2011), Social Legislations in India, Concept Publishing Bhatiya & Dingh (2009), Social Policy In India, New Royal Book Company, Lucknow.
4. Sachdev, ( 2012), Social Welfare Administration in India, Kitab Mahal, N.D.
5. Bose, A.B, (2001), Social Welfare Planning in India, Bangkok, United Nations.
6. Chowdhry, Paul, (1993), Hand Book on Social Welfare in India, Delhi, Atmaram
7. Suresh Murugan (2016) , Social problem and Social legislation, E book

<b>BSW I</b>	<b>Non Major Elective</b>	<b>Max Marks 100</b>
<b>Semester –II</b>		<b>Int: 25Ext: 75</b>
<b>18BSWN21</b>	<b>UNDERSTANDING FAMILY</b>	<b>2 hrs week</b>
		<b>Credit: 2</b>

## OBJECTIVES

- To help students understand the concept of family.
- To orient them about the various issues relating to family.
- To enable them understand the strategies to strengthen the family

### UNIT - I

Family-definition, functions and its importance.Types of family, Changing trends, Ideal family – Characteristics, Family as a socializing agent

### UNIT II

Urban, Rural, Tribal families: characters, strengths and weaknesses. Joint and Nuclear family: characters, strengths and weaknesses.Status & Roles of members of family.Role conflict, generation gap.

### UNIT-III

Marriage, Types of Marriage, Marriage and its role in the family process Marital problems and ways to manage it. Family Conflicts: parental conflicts-couple conflicts- relationship conflicts-: causes impact and remedies.

### UNIT – IV

Family Life Education - meaning, 8 Stages: Stage 1: Family of origin experiences,Stage 2: Leaving home, Stage 3: Pre-marriage stage, Stage 4: Childless couple stage,Family Life Education: Stage 5: Family with young children, Stage 6. Family with adolescents, Stage 7: Launching children, Stage 8: Later family life

### UNIT V

Positive Parenting, Counseling: family counseling/ Pre marital counseling

## REFERENCES

1. CarterBetly& Monica, M (Ed.), (1999), Expanded Family Life Cycle: Individual, Family and Social Perspectives.Allyn and Bacol.
2. Collins, Donald, et al, (1999), Introduction to Family Social Work, Peacock Publications.
3. Boss, Pauline, (1988), Family Stress Management, California, Sage Publications.
4. Desai, Murali, (1974), Marital Problems - Treatment and Legislation Analysis in India, Bombay, TISS.

<b>BSW III</b>	<b>Core</b>	<b>Max Marks 100</b>
<b>Semester –V</b>	<b>INTRODUCTION TO SOCIAL WORK WITH FAMILY</b>	<b>Int: 25 Ext: 75</b>
<b>18BSWC53</b>		<b>5 hrs week</b>
		<b>Credit: 5</b>

**Objectives:**

- To help students understand the concept of family.
- To orient them about the various issues relating to family.
- To enable them understand the strategies to strengthen the family

**UNIT – I**

Marriage: Meaning and Definition. Types of Marriage, Role of Marriage in Family Process.

Family – Meaning and Definition. Origin, structure, values, functions and its importance

**UNIT – II**

Types of Family: Joint Family, Nuclear Family, Extended family and its characters, strengths

Family Tree (Pedigree): Need for family Tree,

Role of family in the development of its members. Changing pattern of family. Single parent family and its problems.

**UNIT – III**

Family Disorganization – Causes, Impact and remedial measures,

Marital problems and ways to manage it. Communication in families. Families with problems and ways to manage them. Family as change agent for individuals

**UNIT – IV**

Importance of Family in Individual's Development, Family and emotional bonding, Parenting Styles in developing children.

Family Welfare – Planning, Programming and Methods of Family Planning – Temporary and Permanent. Family welfare programmes.

**UNIT – V**

Social Work Interventions: Family Life Education - meaning, objectives. Counseling: Premarital counseling, Family Counseling, Family counseling centre in Tamil Nadu. National and international Organizations working for family welfare, Family court and its functions.

**References:**

1. Sharon Ballard, (2012), Family life Education with diverse population, Publication, New Delhi
2. Murali Desai (2000), Family and interventions, Tata institute of social Institutions, Mumbai
3. Usha .S(2009), Family Law, Ushapublications, Pune.
4. Tulsi Patel(2005), The Family in India , Vel publishers ,Madurai
5. Shankar Pathak , (2012), Social Work and Social welfare ,Nirmalpublications, New Delhi
6. Vidhyabushan(2014)ED ,Introduction to Sociology, Sultan Publishers

BSW III	Elective	Max Marks 100
		Int: 25 Ext: 75
Semester -VI	CHILD PROTECTION	6 hrs week
18BSWE64		Credit: 5

### OBJECTIVES

- To orient students basic concepts related to Child Protection.
- To make the students understand the Issues related to Children.
- To help students understand the programmes and schemes related to Child Protection.

### UNIT I

Child: Definition, Status of Children in India/world, Child Protection: meaning, definition, nature, Need for child Protection.

### UNIT -II

Child Abuse: Definition, concept. Types of Child Abuse: Child trafficking, Child labour, Violence, Child marriage, sexual abuse, corporal Punishments. Interventions for Child Abuse.

### UNIT -III

Child Protection and rights of the children: **United Nations Convention on the Rights of the Child (UNCRC)**, Policies for Children, Integrated child protection scheme, JJ Act 2015

### UNIT - IV

Child Protection: Role of Family, Role of Teachers ( Positive discipline, Mentoring style), Role Of NGO, Role of Government, Role of Social Worker in Child Protection, The procedures to rescue and rehabilitate  
Resilience: Meaning, Importance, building resilience among children

### UNIT - V

Agencies working for children: United Nations Children's Fund (UNICEF), CHILDLINE-1098, Integrated Child Protection Scheme (ICPS): State Child Protection Unit, District Child Protection Unit, Integrated Child Development Services (ICDS), Indian Council for Child Welfare (ICCW), Save the Children, NCPCR.

### REFERENCES

1. Child protection: A handbook for parliamentarians, UNICEF, 2004.
2. Humanitarian Action for Children: Building resilience: UNICEF 2011
3. Child Protection Information Sheet: UNICEF
4. Eileen Munro 2005 Child protection, Stage, Publication.
5. Flurry Ferguson (2011) Child Protection Practice Palgrave Macmillan



<b>B.A.(Eng) - III</b>	<b>PART-III - Core Subject</b>	<b>Max Marks 100</b>
<b>Semester VI</b>	<b>WOMEN WRITERS</b>	<b>Int 25 Ext 75</b>
<b>18BAELC62</b>		<b>6 hrs week</b>
		<b>Credits 4</b>

### OBJECTIVES:

1. To introduce students to the literary contribution by outstanding women writers.
2. To acquaint the students with the themes and techniques in women's writings.
3. To initiate discussion on important issues connected with women's writings.

### UNIT I

#### Prose

- Shashi Deshpande - Why I Am Feminist ?  
 Virginia Woolf - Profession for Woman  
 Shashi Deshpande - Telling Our Own Stories

### UNIT II

#### Poetry

- Toru Dutt - Lotus  
 Sylvia Plath - Mirror  
 Judith Wright - Woman to Man  
 Sarojini Naidu - Palanquine Bearers  
 Gwendolyn Brooks - The Life of Lincoln West

### UNIT III

#### Drama

- Lorraine Hansberry - A Raisin in the Sun

### UNIT IV

#### Fiction

- Jumpha Lahari - The Namesake

### UNIT V

#### Fiction

- Bharathi Mukherjee - Jasmine

#### Short Stories

- Alice Munro - "The Photographer" (extract from Lives of Women and Girls)  
 Margaret Lawrence - "The Man from Mars"

### BOOKS RECOMMENDED:

1. Ed. June Wedgwood Benn; The Woman's View, Routledge and Kegan Paul, London yr 2014.
2. P.M. Nayak, Feminism & Indian English Fiction, Prakash Book Depot, Bareilly yr 2015.
3. Lorraine Hansberry: A Raisin in the Sun, Vintage Books, New York yr 2014.
4. Ed.C.D. Narasimmaiah : An Anthology of Commonwealth Poetry, Macmillan, Chennai yr 2014.
5. Shashi Deshpande: That Long Silence, Penguin Press, New Delhi yr 2014.
6. Bharathi Mukherjee: Wife, Penguin Press, New Delhi yr 2015.

<b>MSW II</b>	<b>Value added</b>	<b>Max Marks 100</b>
<b>Semester –IV</b>		<b>Int: 50Ext: 50</b>
<b>18MSWV42</b>	<b>SKILL LAB –CD: DISASTER MANAGEMENT</b>	<b>2 hrs week</b>
		<b>Credit: 1</b>

**Objective:**

This course is aimed at Concept, Type and Impact of Disaster, Psychological Response to Disaster, Psychosocial needs of women, children, elderly and disabled, Psychosocial care.

**Unit -I:**

Introduction: Concept, Type and Impact of Disaster, Psychological Response to Disaster: Reaction to Traumatic Stress, Stages and Phases of Reaction, PTSD, Dissociative Reaction

**Unit -II:**

Psychosocial needs of women, children, elderly and disabled, Psychosocial care: Importance, need assessment, principles of Emotional support, basic techniques of psychosocial care, role of psychosocial caregiver, ethics for providing psychosocial care

**Unit –III**

Vicarious Trauma, Psychological and Physiological impact of disaster on rescuers, Management of Rescuer's stress.

**References:**

1. K. Shekheret. al. : Psychosocial care in Disaster Management : Facilitation Manual for Trainers of Trainees in Natural Disaster ; Nimhans , Care Bangalore
2. Prewitt Diaz, J.O. et. al. : Crisis to recovery : the road to resiliency ,
3. New Delhi: Indian Red Cross Society/ American red Cross
4. Prewitt Diaz, J.O. et. al. : Disaster Mental Health in India : Indian red cross
5. Elaine Enarson , P.G.DharChakrabarti : Women , Gender and Disaster
6. Global Issue and Initiatives , Sage Publication/.

MSW II	Specialisation: <b>Core Community Development</b>	Max Marks <b>100</b>
		Int: 25 Ext: 75
Semester – IV	<b>ISSUES IN CONTEMPORARY DEVELOPMENT</b>	6 hrs week
18MSWCD41		Credit: 5

**Objectives:**

- To provide training students in understanding the concept of globalization and its impact on livelihood of the people and changing industrial scenario in India.
- To inform the students about the issues and problems related to women and development, issues of appropriate technology and development, consumer protection and training and development.

**UNIT-1**

Concept of Globalization and its impact on livelihoods of the people, Agriculture and Allied sector. Employment Generation.

Energy and Development -types of energy and energy consumption. Energy Crisis, Alternative source of energy with reference to gobar / biogas, wind, solar and nuclear energy. Programmes to promote non - conventional sources of energy.

**UNIT-II**

Changing Industrial scenario in India. Problems and Prospects related to Special Economic Zones. Casualization of work force and their welfare.

Ecology and Development: Status of Environment, global environment issues, causes and strategies to maintain ecological balance.

**UNIT-III**

Women and Development: Problems / status of Indian Women. Women as partners in development. Programmes / Polices/*legislation*, organizations for women's development.

Child Welfare –status of Indian children, child protection, issues relating to protection, policies, programmes. Child protection Mechanisms – District Child Protection Unit- DCPU, CWC, JJB

Integrated Child Protection Scheme (ICPS), Issues of old age people and policies and programs for their welfare

**UNIT-IV**

Policy for Health and development: Status of health in India. Burden of diseases. Issues and problems in Indian health delivery system. National *policies and* programmes for the promotion of health.

Water and sanitation–water for life, health issues from lack of water and sanitation, water security.

**UNIT-V**

Consumer protection: Consumerism, Problems of consumer. Genesis and Development of consumer protection policies and organization.

Training and Development: Concept, Meaning and Methods of Training in Community Development Practice.

**REFERENCES:**

- Gurpreet Bal [2016] Contemporary Gender issues : Identity, Status and Empowerment ;Rawat Publication –New Delhi
- Sameera Maiti [2016] Women empowerment and Development : Readings from Asia Rawat Publication –New Delhi
- Benjamin K. Sovacool [2013] Energy Security ; Sage publication New Delhi
- Dr.G.R.Desai [2014] Environmental Studies ; Himalaya publishing house pvt. Ltd - New
- Chopra, [2015] Child Rights in India ; Challenges and Social Action; Springer publication New
- Contemporary India and Education Paperback– 2016 - Dr. pragya Aggarwal (Author) – Sudha
- Globalisation and the Challenges of Development in Contemporary India – 2016 Editors: Venkateswar, Sita, Bandyopadhyay, Sekhar
- Economic Challenges for the Contemporary World – 2016 - Edited by: Mausumi Das - New Delhi. Sage Publishing

BSW II	Core	INTRODUCTION TO COMMUNITY ORGANISATION	Max Marks 100
Semester – IV			Int: 25 Ext: 75
18BSWC41			5 hrs week
			Credit:4

### OBJECTIVES

- To expose students to the concept of community and community organization.
- To help them understanding the community dynamics.
- To strengthen their understanding about role of community organizer.

### UNIT - I

Definition of community. Characteristics of community, Types of community, History of Community organization In USA, UK, India

### UNIT - II

Community Organization -Definition, objectives, assumption and Principles- M.G.Ross, Methods in community organization, Difference between community development and community Organization

UNIT III Social Action- Definition, Meaning and Forms. Phases in community organization: Study, Analysis, Assessment, Decision Making, Organization. Tools and models of community organization

### UNIT - IV

Community Leadership-Definition, Meaning, Types & Functions. Power structure in the community, Qualities of Social leader. Conflict resolution- meaning, definition, methods.

### UNIT -V

Role of community organizer. Application of community organization methods in Rural and Urban areas, during disasters and civil conflicts. Skills of community organizer

### REFERENCES

1. Janagamika, 2010-Social Problems: Community Policy and Social Action, Naugage.
2. Patel(AK), 2010, Methods of Social Work, Crescent, New.
3. Pradeep Kumar Johri, 2005, Social Work for Community Development, Anmol.
4. Thomas William .A, Dr. A.J. Christopher (2016) Community Organization and Social Action ,himalaya publishing house , Chennai.
5. Yadav .C.P- 2012- Encyclopaedia of Social Work : Social Work & Community Organization, Anmol, New Delhi.
6. Asha Ramagonda Patil, 2013 Community Organization and Development: An Indian Perspective , PHI Learning
7. Patil A.R (2012), Community Organization and Development: An Indian Perspective, Prentice Hall India Learning Private Limited, New Delhi.

B.Sc(CS)III Year	Environmental Studies	Max Marks 100
		Int: 25 Ext: 75
Semester – V	Understanding our Environment	2 hrs week
18BSCCSE51		Credits: 2

### Objectives

- To understand that living and non living things are interlinked from micro to macro level as an unbroken chain from sun to soil.
- To understand that the exploitative human activity is polluting the environment locally and globally which needs attention and urgent action?
- To prepare the individual and the society to face and escape from natural and man made disasters with scientific management and societal involvement.

### UNIT-I

#### Earth and its Environment:

Evolution of Earth, Resources: Renewable and Non Renewable Resources. Structure of Earth and its components: Atmosphere, Lithosphere, Hydrosphere and Biosphere .

### UNIT –II

#### Ecology and Ecosystem Concepts

Ecology: Definition .Ecosystem: Definition, structure and function . Energy flow – food chain and food web – one example for an ecosystem.

### UNIT III

Biogeochemical cycles – Nitrogen, Carbon, Phosphorous, water

### UNIT IV

#### Pollution and Global Issues

Pollution: Definition, causes, effects and control measures of Air, Water, Soil, Marine, Noise, thermal and nuclear pollution.

### UNIT V

#### Global issues

Acid Rain, Climate change, Ozone Layer Depletion, Global Warming

### References:

1. Agarawal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd., Bikaner.
2. Bharucha Rach, The Biodiversity of India, Publishing Pvt., Ltd., Ahmedabad - 380014. India.
3. Brunner R.C., 1989, Hazardous Westel Incineration, McGraw Hill Inc. 480p.
4. Clark R.S., Marine Pollution, Clanderson, McGraw Hill Inc. 480p.

B.Sc(IT) III Semester – V 18BSCITES51	Environmental Studies	Max Marks 100
	UNDERSTANDING OUR ENVIRONMENT	Int: 25 Ext: 75
		2 hrs week Credits: 2

### Objectives

- To understand that living and non living things are interlinked from micro to macro level as an unbroken chain from sun to soil.
- To understand that the exploitative human activity is polluting the environment locally and globally which needs attention and urgent action?
- To prepare the individual and the society to face and escape from natural and man made disasters with scientific management and societal involvement.

### UNIT-I

#### Earth and its Environment:

Evolution of Earth, Resources: Renewable and Non Renewable Resources. Structure of Earth and its components: Atmosphere, Lithosphere, Hydrosphere and Biosphere .

### UNIT –II

#### Ecology and Ecosystem Concepts

Ecology: Definition .Ecosystem: Definition, structure and function . Energy flow – food chain and food web – one example for an ecosystem.

### UNIT III

Biogeochemical cycles – Nitrogen, Carbon, Phosphorous, water

### UNIT IV

#### Pollution and Global Issues

Pollution: Definition, causes, effects and control measures of Air, Water, Soil, Marine, Noise, thermal and nuclear pollution.

### UNIT V

#### Global issues

Acid Rain, Climate change, Ozone Layer Depletion, Global Warming

### References:

1. Agarawal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd., Bikaner.
2. Bharucha Rach, The Biodiversity of India, Publishing Pvt., Ltd., Ahemedabad - 380014. India.
3. Brunner R.C., 1989, Hazardous Westel Incineration, McGraw Hill Inc. 480p.
4. Clark R.S., Marine Pollution, Clanderson, McGraw Hill Inc. 480p.

BBA III	PART- IV -	Max Marks 100
Semester – V	ENVIRONMENTAL STUDIES	Int: 25 Ext: 75
18BBAES51		6 hrs week
		Credits: 5

### Objectives

- To understand that living and non living things are interlinked from micro to macro level as an unbroken chain from sun to soil.
- To understand that the exploitative human activity is polluting the environment locally and globally which needs attention and urgent action?

### UNIT-I

#### Earth and its Environment:

Evolution of Earth, Resources: Renewable and Non Renewable Resources. Structure of Earth and its components: Atmosphere, Lithosphere, Hydrosphere and Biosphere .

### UNIT -II

#### Ecology and Ecosystem Concepts

Ecology: Definition .Ecosystem: Definition, structure and function . Energy flow – food chain and food web – one example for an ecosystem.

### UNIT III

Biogeochemical cycles – Nitrogen, Carbon, Phosphorous, water

### UNIT IV

#### Pollution and Global Issues

Pollution: Definition, causes, effects and control measures of Air, Water, Soil, Marine, Noise, thermal and nuclear pollution.

### UNIT V

#### Global issues

Acid Rain, Climate change, Ozone Layer Depletion, Global Warming

#### References:

1. Agarawal, K.C. (2001) Environmental Biology, Bikaner ,Nidi Publ. Ltd..
2. BharuchaRach, "The Biodiversity of India", Ahemedabad – 380014 Nidi Publishing Pvt Ltd.,
3. Brunner R.C., (1989), "Hazardous Westel Incineration", McGraw Hill Inc.
4. Clark R.S., Marine Pollution, Clanderson, McGraw Hill Inc.

B.Com (CA) III	ENVIRONMENTAL STUDIES	Max Marks 100
Semester – V	UNDERSTANDING OUR ENVIRONMENT	Int: 25 Ext: 75
18 BCOMCES51		2 hrs week
		Credits: 2

### Objectives

- To understand that living and non living things are interlinked from micro to macro level as an unbroken chain from sun to soil.
- To understand that the exploitative human activity is polluting the environment locally and globally which needs attention and urgent action?
- To prepare the individual and the society to face and escape from natural and man made disasters with scientific management and societal involvement.

### UNIT-I

#### Earth and its Environment:

Evolution of Earth, Resources: Renewable and Non Renewable Resources. Structure of Earth and its components: Atmosphere, Lithosphere, Hydrosphere and Biosphere .

### UNIT –II

#### Ecology and Ecosystem Concepts

Ecology: Definition .Ecosystem: Definition, structure and function . Energy flow – food chain and food web – one example for an ecosystem.

### UNIT III

Biogeochemical cycles – Nitrogen, Carbon, Phosphorous, water

### UNIT IV

#### Pollution and Global Issues

Pollution: Definition, causes, effects and control measures of Air, Water, Soil, Marine, Noise, thermal and nuclear pollution.

### UNIT V

#### Global issues

Acid Rain, Climate change, Ozone Layer Depletion, Global Warming

### References:

1. Agarawal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd., Bikaner.
2. BharuchaRach, The Biodiversity of India, Publishing Pvt., Ltd., Ahemedabad – 380014. India.
3. Brunner R.C., 1989, Hazardous Westel Incineration, McGraw Hill Inc. 480p.
4. Clark R.S., Marine Pollution, Clanderson, McGraw Hill Inc. 480p.



B.Com II	Core	ENVIRONMENT OF BUSINESS	Max Marks 100
Semester – IV			Int: 25 Ext: 75
18BCOMRC44			5 hrs week
			Credits: 4

**Objectives:**

- 1) To provide the basic knowledge about the business environment
- 2) To provide a foundation to understand the subjects like business policy.
- 3) To enable the students to understand the Internal and External Environment of the business

**Unit I:**

Introduction – Meaning – Business – Scope of Business – characteristic of Modern Business - Business Environment –micro and macro - Need for environment analysis-Benefits and limitations.

**Unit II:**

Introduction – Meaning – Interface between Business and Culture-Social Responsibilities of business – arguments for and against social responsibilities of business –Barriers of Social Responsibility –Business ethics.

**Unit III:**

Introduction – Meaning – New Economic Policy 1991-Evaluation of New Economic Policy-Privatization – nature – objectives- growth-achievements –failures- Public Sectors in India.

**Unit IV:**

Introduction – Meaning – Environment and Business – Pollution – way of preventing industrial pollution – Incentives and regulation for pollution control.

**Unit V:**

Introduction – Meaning – Globalization – nature of globalization –Role of MNC's in Globalization - challenges of globalization to Indian industry.

**Text Book:**

1. Francis Cherunilam, Business Environment Himalaya Publication House, New Delhi, 2015.

**Reference Books:**

1. Peter F. Drucker, Innovation and Entrepreneurship, Tata McGraw Hill, New Delhi, 2014.
2. Wilson, The Business Environment of the Seventies, Dunkel Road, New Delhi, 2016.
3. N.D. Kapoor, Elements of Company Law, Sultan Chand, New Delhi, 2017.

B.A.(Eng.)-II	PART-IV	Max Marks 100 Int 25 Ext 75
Semester – IV	ENVIRONMENTAL STUDIES	2 hrs week
18BAELES51		Credits: 2

## OBJECTIVES

1. To understand that living and non living things are interlinked from micro to macro level as an unbroken chain from sun to soil.
2. To understand that the exploitative human activity is polluting the environment locally and globally which needs attention and urgent action?
3. To prepare the individual and the society to face and escape from natural and man made disasters with scientific management and societal involvement.

### Unit I

**Earth and its Environment:** Evolution of Earth, Resources: Renewable and Non Renewable Resources. Structure of Earth and its components: Atmosphere, Lithosphere, Hydrosphere and Biosphere.

### Unit II

**Ecology and Ecosystem Concepts:** Ecology: Definition .Ecosystem: Definition, structure and function. Energy flow – food chain and food web – one example for an ecosystem.

### Unit III

Biogeochemical cycles – Nitrogen, Carbon, Phosphorous, water

### Unit IV

**Pollution and Global Issues:** Pollution: Definition, causes, effects and control measures of Air, Water, Soil, Marine, Noise, thermal and nuclear pollution.

### Unit V

Global issues: Acid rain, Climate change, Ozone Layer Depletion, Global Warming

### References:

1. Agarawal, K.C. 2011 Environmental Biology, Nidi Publ. Ltd., Bikaner yr 2015.
2. Bharucha Rach, The Biodiversity of India, Publishing Pvt., Ltd., Ahemedabad - 380016. India yr 2014.
3. Brunner R.C., 1989, Hazardous Westel Incineration, New Delhi yr 2015.
4. Clark R.S., Marine Pollution, Clanderson, McGraw Hill Inc. 480p yr 2014.

MSW II Semester – III 18MSWCD32	CORE Specialization: Community Development	Max Marks 100 Int: 25 Ext: 75
	URBAN COMMUNITY DEVELOPMENT	6 hrs week Credit: 5

**Objectives :**

- To provide basic concepts & theories about urban community development
- To orient the students on various Govt. & Non-Govt. organization for urban community development.

**UNIT I**

Definition and characteristics of urban areas - town, city, metropolis, suburbs, satellite towns. Urban Sociology, Urban Ecology and Environmental Psychology – its relevance for urban community development practice. Demographic and land use pattern in Urban areas. Social Area Analysis. Urbanization and urban growth in India and in TamilNadu.

**UNIT II**

Problems and prospects of Urban life – Crowding, Density, Noise, Air, Solid and Liquid waste disposal, Pollution, Urban housing, Water supply, Transport, Urban public health, Urban non-formal sector.

**UNIT III**

Urban Community Development - meaning and scope. Poverty in Urban areas, Urban development programs in India. Review of Indian experience in urban development with reference to Town Planning, HUDCO (Housing and Urban Community Development) IDSMD (Integrated Development of Small and Medium Towns etc) and JNNURM. Smart Cities Mission, Atal Mission For Rejuvenation And Urban Transformation (AMRUT), Swatch Bharat Mission

**UNIT IV**

Slums in India – Characteristics ,history, types, theories, causes and Conditions, Culture of Poverty in slums. Slum Clearance Board , Urban poverty alleviation programmes , Tamil Nadu State Government Programme for Urban Development

**UNIT V**

Administrative structure and functions of policy arrangements for urban development with reference to Municipalities, Corporations, Metropolitan Development Authorities. Constitution -74<sup>th</sup> amendment and its relevance to urban development. Municipal Administration in TamilNadu.

**REFERENCES:**

1. Oliver Brito (2014), Understanding Urban Poverty, Rawat publications, New Delhi.
2. Vandana Vasudevan (2013), Urban Villager Life in an Indian Satellite town, Sage publications, New Delhi.
3. Ahluwalia (2014), Urbanisation in India, Sage publications, New Delhi.
4. P. Anbalagan (2012), Urban Development and Sustainable Transport ,Bookwell Publications, New Delhi
5. Smart Cities & Urban Development in India Hardcover – by N. Mani (Author) – 2016
6. Urban Renewal in India - Theory, Initiatives and Spatial Planning Strategies - S. K. Kulshrestha – 2018 - Sage Publications
7. Urbanisation in India - Challenges, Opportunities and the Way Forward - Edited by: Isher Judge Ahluwalia - 2014 – Sage Publications.

<b>MSW II</b>	<b>CORE</b>	<b>Max Marks 100</b>
<b>Semester –III</b>	<b>Specialization: Community Development</b>	<b>Int: 25 Ext: 75</b>
<b>18MSWCD31</b>	<b>RURAL AND TRIBAL COMMUNITY DEVELOPMENT</b>	<b>6 hrs week</b>
		<b>Credit: 5</b>

### Objectives

- To orient the students about various Government & Non-Government organizations working for rural community development
- To understand the nature of tribal problems and difficulties in the development of tribal areas

### UNIT. I

Rural Development - Concept, Definition, Meaning, , Objectives. Rural Development in India - Origin and background - Srineketan, Sevagram, Marthandam, Guregon, Baroda, Firka Development, Nilokheri and Etowah Pilot Project. Approaches to rural development - Gandhian contractive programme - Contribution of Vinobaji.

### UNIT II

Administrative and organizational arrangement for rural development from block to National level. Constitution 73rd amendment – Salient features of new Panchayati Raj system – Rural credit - role of co-operatives, banks, and NABARD. District Rural Development Agency.

### UNIT III

Rural poverty - causes, consequences, measurement. Issues relating to rural migration ,food security ,water security ,energy security and social security. Programmes .Programmes-SYSY,SYRY,MNREGP, NRHM, ICDS, Rurban and mid day meals scheme. Schemes by Ministry of Rural Development - Pradhan Mantri Awas Yojana- (PMAY), Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDUGKY), Gram Swaraj Abhiyan (GSA), Mission Andhodaya.

### Unit IV

Tribes: Definition, Concept, Characteristics of the Tribal Community; Nomadic and Denotified Tribes; History of Indian Tribes and Tribes in Tamil Nadu; Problems of Tribes: Child Marriage, Poverty, Illiteracy, Exploitation and Atrocities on Tribes; migration and its related problems; Tribal resettlement and Rehabilitation and its related problem;. Tribal Movements in India.

### Unit V

Tribal Development Programmes: Tribal Development Policies, Tribal Area Development Programme, Hill Area Development Programmes, Forest land cultivation; Constitutional provisions for the protection of Tribes. Rights of Tribal under Forest Rights Act ,Role of Voluntary Agencies in Tribal Development.

### REFERENCES:

1. Katar Singh , Anil Shishodia (2016)Rural Development-Principles, Policies, and Management, Sage ,New Delhi
2. Desai, Vasant, (2012) Rural Development in India, Past, Present and Future Challenges, Mumbai, Himalaya Publishing Company
3. G Sreedhar ,D Rajasekhar {2014} Rural Development in India ( Strategies and Processes
4. Chacko (2013), Tribal Community and Social Change, Sage publications,
5. M. Pariyaram Chacko(2005) ,Tribal Communities and Social Change, Sage
6. Amita shah, Jharna pathak(2013), Tribal Development in Western India, Routledge India,New Delhi.
7. Rural Development: Concept And Recent Approaches - Paul, Sujit Kumar - 2015. New Delhi: Concept Publishing Company Pvt. Ltd.
8. Tribal Studies and Beyond: Contributions of D.N. Majumdar to Indian Anthropology, H.S Saksena - 2017, Binding Hardback, Sale Territory World (ISBN 9788131609095) (Except USA and Canada)

<b>MSW II</b>	<b>CORE</b> <b>Specialization: Community Development</b>	<b>Max. Marks:100</b>
<b>Semester III</b>		<b>Int.25 Ext.75</b>
<b>18MSWCD33</b>	<b>INTRODUCTION TO LIVELIHOOD PROMOTION</b>	<b>Hours 6</b>
		<b>Credit 5</b>

### OBJECTIVES

- To help the students understand the concept of livelihood & promotion
- To facilitate their understanding about the livelihood frameworks.
- To develop their skills in developing livelihood interventions.

### UNIT I

Concept, Meaning, Principles, Need, History and Importance of Livelihood Promotion .Understanding Livelihood Frame Work – Assets/Capitals – Natural, Physical, Financial, Human and Social.Vulnerability context, Policies and Process, Livelihood Strategies, Livelihood Outcomes. Income Generation Program - IGP and Livelihood, Equity, Empowerment, Approaches of Livelihood – Spatial, Segmental, Sectoral and Holistic – TRAID.

### UNIT II

Livelihood Frame Work Analysis – Different models – IFAD, DIFD, CARE, BASIX, IMM. Objectives of livelihood promotion – Enhancing Income, Increasing Food Security, Reducing Risk, Reducing variances in income, Reducing migration, Organizing Producers, Enhancing money circulation. Exploring External Environment – 3E tool

### UNIT III

Steps and Tools in designing livelihood intervention. Internal and External context. Creating livelihood profile, Mapping of Community Assets, Profiling the local markets. Understanding Viability, Range of goods, Clustering, Internal & External Economies, Backward& Forward Linkages. ; Business plan development

### UNIT VI

Markets and Livelihoods- Importance of Sector, Sub sector, Value chain analysis in selecting an intervention.Understanding Rural & Urban Livelihood Linkages. Methods of Interventions – Technology, Training, Marketing, Policy Advocacy, Asserting Rights, Developing Local Economy, Credit, Infrastructure and Institution Building. Ownership and Management

### UNIT V

Case studies in Livelihood Promotion –Watershed, Animal Husbandry, Micro enterprises, Micro Finance. Government, Non Profit & Corporate Initiatives in livelihood promotion. Design and Formulation of Livelihood Interventions and Producer Companies; Government and livelihoods – schemes – State Rural Livelihood Mission- SRLM, National Rural Livelihood Mission NRLM,National Urban Livelihood Mission - NULM, Rural Self Employment Training Institutes – RSETI ; National Skill Development Mission

### REFERENCES

1. V. L. Chopra (2015) Technologies for Livelihood Enhancement, New India Publishing Agency, New Delhi
2. Keshav Lall Maharjan (2014), Communities and Livelihood Strategies in Developing Countries, Springer, Bangalore
3. Vipin Sharma (2012), State of India`s Livelihoods Report 2012, SAGE India, New
4. Dr. Sankar Datta, & Mr. Vijay Mahajan,Resource Book for Livelihood Promotion (4<sup>th</sup> Edition), New Concept Information Systems Pvt,
5. HyderabadState of India`s Livelihoods Report, (2011). The State of India`s Livelihoods: A Time of Volatility, New Delhi: Sage Publications
6. Technologies for Livelihood Enhancement Hardcover – 2015 - V. L. Chopra (Author) and Sanjay Kumar
7. Livelihoods Education In India - 2015 –Edited by C Shambu Prasad V Joseph Satish, Bhubaneswar & www.livelihoods-manthan.net

MSW II	Specialisation: <b>Core</b> <b>Community Development</b>	Max	Mark
		100	
Semester – IV	<b>ISSUES IN CONTEMPORARY DEVELOPMENT</b>	Int: 25	Ext: 75
18MSWCD41		6 hrs week	Credit: 5

**Objectives:**

- To provide training students in understanding the concept of globalization and its impact on livelihood of the people and changing industrial scenario in India.
- To inform the students about the issues and problems related to women and development, issues of appropriate technology and development, consumer protection and training and development.

**UNIT-1**

Concept of Globalization and its impact on livelihoods of the people, Agriculture and Allied sector. Employment Generation. Energy and Development -types of energy and energy consumption. Energy Crisis, Alternative source of energy with reference to gohar / biogas, wind, solar and nuclear energy. Programmes to promote non - conventional sources of energy.

**UNIT-II**

Changing Industrial scenario in India. Problems and Prospects related to Special Economic Zones. Casualization of work force and their welfare. Ecology and Development: Status of Environment, global environment issues, causes and strategies to maintain ecological balance.

**UNIT-III**

Women and Development: Problems / status of Indian Women. Women as partners in development. Programmes / Polices/*legislation*, organizations for women's development. Child Welfare –status of Indian children, child protection, issues relating to protection, policies, programmes. Child protection Mechanisms – District Child Protection Unit - DCPU, CWC, JJB Integrated Child Protection Scheme (ICPS), Issues of old age people and policies and programs for their welfare

**UNIT-IV**

Policy for Health and development: Status of health in India. Burden of diseases. Issues and problems in Indian health delivery system. National *polices and* programmes for the promotion of health. Water and sanitation–water for life, health issues from lack of water and sanitation, water security.

**UNIT-V**

Consumer protection: Consumerism, Problems of consumer. Genesis and Development of consumer protection policies and organization. Training and Development: Concept, Meaning and Methods of Training in Community Development Practice.

**REFERENCES:**

- Gurpreet Bal [2016] Contemporary Gender issues : Identity, Status and Empowerment ;Rawat Publication –New Delhi
- Sameera Maiti [2016] Women empowerment and Development : Readings from Asia Rawat Publication –New Delhi
- Benjamin K. Sovacool [2013] Energy Security ; Sage publication New Delhi
- Dr.G.R.Desai [2014] Environmental Studies ; Himalaya publishing house Pvt. Ltd - New
- Chopra, [2015] Child Rights in India ; Challenges and Social Action; Springer publication New
- Contemporary India and Education Paperback– 2016 - Dr. pragya Aggarwal (Author) – Sudha
- Globalisation and the Challenges of Development in Contemporary India – 2016 Editors: Venkateswar, Sita, Bandyopadhyay, Sekhar
- Economic Challenges for the Contemporary World – 2016 - Edited by: Mausumi Das - New Delhi, Sage Publishing

<b>BSW III</b>	<b>Core</b>	<b>Max Marks 100 Int: 25 Ext: 75</b>
<b>Semester- V</b>	<b>INTRODUCTION TO SOCIAL WORK IN COMMUNITY</b>	<b>5 hrs week</b>
<b>18BSWC51</b>		<b>Credit: 5</b>

#### OBJECTIVES

- To expose students to the concept of community and community development.
- To help them understand the problems relating to rural and urban life.
- To develop insight into the structure and functions of rural and urban bodies.

#### UNIT – I

Development – Meaning, development indicators, Sustainable development  
Community Development - Concept, Definition, Meaning, History, Need, Objectives.  
Rural Community Development: Meaning, definition  
Urban Community Development :  
Meaning, definition

#### UNIT II

Rural Development in India - Origin and background - Srinekethan, Marthandam, Firka  
Development, and Etowah Pilot Project. structure and functions of rural local bodies (73<sup>rd</sup>  
Amendment). Problems of Rural people in relation to Agriculture, Employment, Education,  
Water and Health.

#### UNIT - III

Urban Area: Town, City, Metropolis, Suburbs, Satellite towns -Meaning and characteristics.  
Urban Community Development - Scope, structure and functions of local bodies (74<sup>th</sup>  
Amendment). Problems of Urban life with reference to pollution and waste management.

#### UNIT – IV

Tribal community development – meaning, definition, structure and functions of Governing  
bodies. Problems of tribal in relation to Basic amenities, education and culture.  
Slum - Meaning, definition, History and problems. Role of slum clearance board.

#### UNIT – V

Rural Community Development Programmes - Swaranjayanti Gram Swarozgar Yojana,  
National Rural Livelihood Mission, PURA [2004-05], National Social Assistance  
Programme, Indira Awaas Yojana  
Urban development programmes- Jawaharlal Nehru National Urban Renewal  
Mission. Introduction to AMRUT- Atal mission for urban rejuvenation & Transformation.  
Urban basic services, Prime Minister's Integrated Urban Poverty Eradication  
Programme. SMART cities, WATCHBHARAT, National Urban Livelihood mission  
Tribal welfare programmes -Integrated Tribal Development Project (ITDP).

#### REFERENCES

1. Vasanthdesai (2011), Rural Development in India, Himalaya Publications
2. R.N.Sharma(2010), Urban Sociology, Kishore, New Delhi
3. Archana Ghosh (2015), Urban Environment Management: Local  
Government and Community Action, Concept Publishing Company Pvt. Ltd,
4. Jerry W. Robinson, Gary Paul Green (2010) - Introduction to Community  
Development Theory, Practice, and Service-Learning, sage publications, ND
5. Soubhagya Ranjan Padhi and Biswajita Padhy (2009), Tribal Development In  
India: Contemporary Issues And Perspectives, Manglam Publications, ND
6. Ahluwalia, (2014), Urbanization in India, Sage publications, New Delhi

B.Com II	Core	Max Marks 100
Semester – IV	ENVIRONMENT OF BUSINESS	Int: 25 Ext: 75
18BCOMRC44		5 hrs week
		Credits: 4

**Objectives:**

- 1) To provide the basic knowledge about the business environment
- 2) To provide a foundation to understand the subjects like business policy.
- 3) To enable the students to understand the Internal and External Environment of the business

**Unit I:**

Introduction – Meaning – Business – Scope of Business – characteristic of Modern Business - Business Environment –micro and macro - Need for environment analysis-Benefits and limitations.

**Unit II:**

Introduction – Meaning – Interface between Business and Culture-Social Responsibilities of business – arguments for and against social responsibilities of business –Barriers of Social Responsibility –Business ethics.

**Unit III:**

Introduction – Meaning – New Economic Policy1991-Evaluation of New Economic Policy-Privatization – nature – objectives- growth-achievements –failures- Public Sectors in India.

**Unit IV:**

Introduction – Meaning – Environment and Business – Pollution – way of preventing industrial pollution – Incentives and regulation for pollution control.

**Unit V:**

Introduction – Meaning – Globalization – nature of globalization –Role of MNC's in Globalization - challenges of globalization to Indian industry.

**Text Book:**

1.FrancisCherunilam, Business Environment Himalaya Publication Hose, New Delhi, 2015.

**Reference Books:**

- 1.Peter F. Drucker, Innovation and Entrepreneurship, Tata McGraw Hill, New Delhi, 2014.
- 2.Wilson, The Business Environment of the Seventies, Dunkel Road, New Delhi, 2016.
- 3.N.D. Kapoor, Elements of Company Law, Sultan Chand, New Delhi, 2017.



<b>BSW III</b>	<b>Skill Based</b>	<b>Max Marks 100</b>
<b>Semester –V</b>	<b>GOVERNMENT POLICIES AND PROGRAMMES</b>	<b>Int: 25 Ext: 75</b>
<b>18BSWS51</b>		<b>2 hrs week</b>
		<b>Credit: 2</b>

## OBJECTIVES

- To help students understand development Policies.
- To foster their understanding about the development programmes.

### UNIT I –

Development – meaning and concept , development policies in India .Introduction to various ministries working for women,children, rural,urban,sc/st, backward classes.

### UNIT II

Rural development Programmes -,PradhanMantri Gram SadakYojana,Swarnjayanti Gram SwarozgarYojanaIndiraAawas Yojna,Mahatma Gandhi National Rural Employment Guarantee Act-2005,pura

### UNIT III

Urban developmentProgrammes–JNNURM- Jawarharlal Nehru national urban renewal mission ,UIDSSMT- urban infrastructure development scheme for small and medium towns,NUIS- National urban information system

### UNIT IV

Women development programmes- Support to Training and Employment Programme for Women (STEP),National Mission for Empowerment of Women (NMEW),RashtriyaMahilaKosh (RMK) ,National Maternity Benefits Scheme (NMBS)

### UNIT V

Child development programmes-  
Reproductive and Child Health Programme.UDAY FOUNDATION, SAVE THE CHILDREN, CASA.

## REFERENCES

1. Gautam P.R., Singh R.S, Social Work and Social Policy (Concepts and Methods), Centrum Press, New Delhi, 2011. 1<sup>st</sup> Edition
2. Bhartiya.K.Anoop. Kumar Singh Dinesh, Social Policy in India, New Royal Book Company, Lucknow, 2003.
3. <http://india.gov.in/my-government/schemes>
4. Agarwal,A.N,2001: Indian Economy: Nature, Problem & Progress, Vikas Publishing House, New Delhi.

MSW I	CORE	Max Marks 100
		Int: 25 Ext: 75
Semester – I	PROFESSIONAL SOCIAL WORK AND SOCIAL PROBLEMS	6 hrs week
18MSWC11		Credit: 4

### Objectives

- To orient the students on the basic concepts related to professional social work
- To make the students to appreciate the professional values and ethics of social work
- To orient the students to Know about the various social problems and policy measures taken to address it

### UNIT-I

Understanding Social Welfare, Social Work, Social Policy, Social Security, Social Development, Social Policy. Evolution of Social Welfare in U.K. U.S.A. and in India. Approaches and Models in Social Welfare and Social Work practice Professionalization of Social Work Practice.

### UNIT- II

Principles, Objectives, Functions of Social Work. Components of Social Work practice - Social Work Process –Knowledge/Theoretical base-Values and ethical base-Skills base. Social work in the context of human service professions.

### UNIT – III

Social problem - Concept, Causes, Characteristics and Theories - Social Pathology, Social Labeling, Social Deviance, Social Disorganization.

### UNIT- IV

Major Social Problems - Poverty, Unemployment, Commercial Sex Work, Beggary, Substance Abuse, Delinquency, HIV/AIDS, Problems of the people with disabilities, Racial prejudice and Regional Disparity, Social Work and legislative Interventions to combat social problems.

### UNIT – V

Fields of Social Work - Community, Family, Health, School, Industry. International and National Associations for Social Work Education and Social Work Practice. Objectives and activities of IASSW, ISPSW, APASWE, NASW, IFSW, ASSWI. Problems and Challenges of Social Work Education in India. Role of Social Workers in Different Settings.

### REFERENCES:

1. Mishra,P.D & Mishra, Beena ( 2010), Social Work Profession In India, Lucknow, New Royal Book & co
2. Segal,A, Elizabeth, Gerdes, E., Karen, Steines, Sue, (2010), Professional Social Work, New Delhi,Rawat Publications.
3. Ahuja, Ram, (2014), Social Problems in India, New Delhi Rawat Publications
4. Sardar,N.K. (2010), Social Work-Intervention methods and Strategies, Delhi, NAVYUG publishers and distributors.
5. Gautham, P.R, Singh.R.S.( 2011), Social Work -Methods, Practice & Perspective, New Delhi ,Centrum Press,
6. Bhattacharya, Sanjay, (2012), Social Work and Integrated approach, New Delhi Deep & Deep publications

MSW II	NON MAJOR ELECTIVE- offered to other Dept. – Dept. of .CS	Max Marks 100 Int: 25 Ext: 75
Semester – III	PROFESSIONAL SOCIAL WORK FOR HUMAN PROFESSION	6 hrs week
18MSWN35		Credit: 4

### Objectives:

- ✓ To expose the students to social work discipline
- ✓ To give an opportunity to understand the methods of social Work

### UNIT- I

Meaning of Social Welfare, Social Work, Professionalization of Social Work Practice, Principles, Objectives, Functions of Social Work. Components of Social Work practice - Social Work Process –Knowledge/Theoretical base-Values and ethical base-Skills base. Social work in the context of human service professions

### UNIT-II

Fields of Social Work - Community, Family, Health, School, Industry, Role of Social Workers in Different Settings

### UNIT-III

Social case work - Concept, definition, meaning, objectives and history, Basic components of social case work - Problem, Person, Place, Principle & Process. History of Social Case Work in India and Abroad. Principles of Social Case Work Process – Intake (Types), Study (Case History Collection), Diagnosis(Prognosis), Treatment, follow up and termination.

### UNIT-IV

Introduction to Social Group Work: Definition, Objectives of Social Group work, Historical development of group work – Group work as a method of social work and its relationship to the other method of social work

### UNIT-V

Social Welfare Administration: Method of Social Work, Definition, Concept, and Scope of Social Welfare Administration, Social Work Research: Method of Social Work, Definition, Concept, and Scope of Social Work Research

### REFERENCE

1. Mishra,P.D & Mishra, Beena (2010), Social Work Profession In India, Lucknow, New Royal Book & co
2. Sardar,N.K. (2010), Social Work-Intervention methods and Strategies, Delhi, NAVYUG publishers and distributors.
3. Gautham, P.R, Singh.R.S.( 2011), Social Work -Methods, Practice & Perspective, New Delhi ,Centrum Press,
4. Bhattacharya, Sanjay, (2012), Social Work and Integrated approach, New Delhi Deep & Deep publications
5. Pearlman Helen (2011), Social Case Work, New Delhi, Rawat Publications
6. Karin Crawford, Marie Price & Bob Price (2014). Group work Practice for Social Workers. SAGE Publications Ltd.
7. Mathew, Grace,(1993), An Introduction to Social Case Work, Bombay, TISS.

MSW I	S CORE	Max Marks 100 Int: 25 Ext: 75
Semester – I 18MSWC14	SOCIAL CASE WORK	6 hrs week Credit: 4

### OBJECTIVES:

- To help the students understand the concepts, principles, process of social case work and its applications.
- To develop the competence of students to practice Social Case Work.

### UNIT-I:

Social case work - Concept, definition, meaning, objectives and history. Dynamics of human behaviour and its application to social case work. Basic components of social case work - Problem, Person, Place, Principle & Process. History of Social Case Work in India and Abroad.

### UNIT- II:

Principles of Social Case Work Process – Intake, Study (Case History Collection), Diagnosis (Prognosis), Treatment, follow up and termination. After care, Understanding change and change process.

### UNIT- III:

Models of Social case work- Social diagnostic (Richmond), Supportive (Hamilton), Problem Solving (Perlman), Crisis Intervention (Rappaport) and Competence Based (Elleen Gabriel). Approaches to Social Case Work.

### UNIT - IV.

Tools of helping- listening, the art of probing, conditions promoting therapeutic relationship: unconditional positive regard, genuineness and empathy, managing reluctant and resistant clients, resources mobilization, home visits and collateral contact. Transference & Counter-Transference.

### UNIT V:

Application of Social work in different settings: family, educational, medical, Correctional and Industry. Recording-importance, types: narrative, process, verbatim and summary.

Supervision- need and importance in the practice of Social Case Work.

Case study and case presentation will be considered as assignment and seminar for Continuous Internal evaluation ( Brain Budgukal 2008)

### REFERENCES:

1. Pearlman Helen (2011), Social Case Work, New Delhi, Rawat Publications
2. Aptaker, Herbert. (1982), Dynamics of Case Work and Counseling, Boston, Mifflin Pub.
3. Mathew, Grace, (1993), An Introduction to Social Case Work, Bombay, TISS.
4. Upadhyay, P.K. (2003), Social Case Work, New Delhi, Rawat Publications.

MSW II	CORE	Max Marks 100
	Medical & Psychiatric Social Work	Int: 25 Ext: 75
Semester -III	HOSPITAL ADMINISTRATION	6 hrs week
18MSWMP33		Credit: 5

#### Objectives

- To inform the students about the fundamental concepts of hospitals, hospital organization and hospital administration
- To help the students in learning about various hospital departments and their services, quality assurance in hospital service and Laws pertaining to hospitals.

#### UNIT -I

Hospital: Definitions, meaning, functions, history, growth and classification of Hospitals in India. Hospital Administration: Concept Definition, general principles , importance , functions.. Difference between Gneral and Hospital Administration.

#### UNIT -II

Hospital Organization: The Governing Boards, Committees. Hospital administrator , Role functions and duties. The Hospital Auxilliary Services. Role of Hospital in the Health Care Delivery System.

#### UNIT -III

Hospital Departments: Out-patient services, Dietary services, Nursing and Ward Management, Medical records, Laboratory services, Radiological services , Casualty and Emergency services., Human Resources Management( HRM) Department.

#### UNIT -IV

Quality Assurance in Hospital Service. Control of Hospital acquired infection and associated problems . Use of Computers in Hospitals. Ethics in Hospitals-HUDAS. Application of MIS in Health care Management, Rights of the patients.

#### UNIT- V

Laws pertaining to Hospital: Prevention of Food Adulteration Act 1954 - The Drugs and Cosmetics Act 1940 - The Births, Deaths and- Marriages Registration Act - The Epidemic Diseases Act 1897 - The Employees' Provident Fund Act 1952 - The Employees Pension Insurance Act 1948.

#### REFERENCES:

- Sharma D.K., Goyal R.C (2013) Hospital Administration and Human Resource Management, New Delhi, PHI learning Pvt ltd
- Lawrence F. Wolper 2010, Health Care Administration: Managing Organized Delivery Systems, 5th Edition
- Donald J.Griffin (2010) Hospitals: What they Are and how they work?4<sup>th</sup> edition, London, Jones &Barlett
- Francis C.M (2004) Hospital Administration, New Delhi, Jaypee Publishers
- Sharma R.C. , Goyal D.K., 2013 Hospital Administration And Human Resource Management, Kindle Publication.
- Anand K K, (1996) Hospital Management, New Delhi, Vikas Publishing House.
- Desai VA, (1985) Hospital Administration, Miraj, Wanless Hospital.
- Goyal,RC (2006) Hospital Administration and Human Resource Management,

MSW II	<b>CORE</b> <b>Human Resource Management</b> <b>INDUSTRIAL RELATIONS AND</b> <b>EMPLOYEE WELFARE</b>	Max Marks 100
Semester - III		Int: 25 Ext: 75
18MSWHR32		6 hrs week
		Credit: 5

**Objectives:**

- To enable the students to understand concepts of industrial relations, trade unions and collective bargaining
- To enable the students to understand various issues in the field of Industrial Relations.

**UNIT-I**

Industrial Relations - Concept, Objectives, Need, and Scope- Bipartite and Tripartite bodies in Industrial Relations; Role of Government, Employers and Unions in Industrial Relations. Concept of grievance, conflict and dispute. Recent trends in industrial relations in India. Approaches to Industrial Relations.

**UNIT-II**

Trade Unions -Concepts, Objectives, Functions, Structure, Administration, Growth of trade unions in India. Recent trends in union movement in India. Employer's Association - aims, objectives and activities.

**UNIT-III**

Industrial unrest – types, impact, causes and prevention, Collective Bargaining - concept, objectives, principles, scope, type, problems and process of bargaining; Difficulties in implementing collective agreements. Cases of Collective Bargaining based on field work experience. Process of Domestic Enquiry.

**UNIT-IV**

Employee Welfare - Concept, Definition, Principles, Theories, Non-Statutory Welfare facilities- Personal Health Care, Employee Assistance Programmes, Harassment Policy, Maternity & Adoption Leave, Medi-claim Insurance Scheme, Employee Referral Scheme, Education, Safety, HSE and SA 8000.

**UNIT-V**

Employee Involvement Programme- Various Policies on Welfare – Welfare Schemes for unorganized Sectors- Scope of Social Work Practice in Industrial Settings, Industrial Counselling, Meaning, Definition and Process of Industrial Counseling, Support services to members of the family.

**References:**

1. Punekar, S.D. (2011), Labour Welfare Trade Unions and Industrial Relations, Himalaya Publisher, New Delhi.
2. Jerome Joseph, (2013), Industrial Relations, Sage Publishers, New Delhi.
3. Subba Rao, (2008), Labour Welfare and Social Security, Himalaya Publisher, ND.
4. Neil Anderson, (2014), Employee Selection Performance Management, Sage
5. Sarma A M (2011), Industrial Relations – Conceptual and legal framework, Mumbai: Himalaya
6. Mamoria, Mamoria and Gankar, (2013), Dynamics of Industrial Relations, Mumbai: Himalaya
7. Bhatia SK, (2003), Constructive Industrial Relations and Labour laws, New Delhi: Deep & Deep.

<b>MSW I<sup>st</sup></b>	<b>CORE</b>	<b>Max Marks 100</b>
<b>Semester – II</b>	<b>SOCIAL GROUP WORK</b>	<b>Int: 25 Ext: 75</b>
<b>18MSWC21</b>		<b>6 hrs week</b>
		<b>Credit: 4</b>

**Objectives:**

- To help the students understand the concepts, principles, process of Social Group Work and its applications.
- To develop the competence of students to practice Social Group Work.

**Unit – I**

Introduction to Social Group Work: Definition, Objectives of Social Group work, the group and personality Development Historical development of group work – Group work as a method of social work and its relationship to the other method of social work

**Unit – II**

Dynamics of group Process: Process of group formation structure and demotion of the Pattern and Process of group interaction: group clinic, group diagnosis, leadership, Use of Socio metrics & Socio matrix, Socio drama, psychodrama, Models of Group Work

**Unit – III**

Principles of Social group Work: Principles of planned group formation – specific objectives- purposeful worker group relationship – continuous individualization – guided group interaction – democratic group self-Determination – Flexible functional organization - Progressive programme experience.

**Unit - IV**

Group work Process: Intake – Study – diagnosis goal setting, treatment and Evaluation. Principles of Programme Planning. Programme Laboratory and its Relevance: Games, Singing and dance, arts and crafts, dramatics and role play, storytelling, Puppetry, Group discussion and exposure.

**Unit – V**

Role of Group worker- enabler, helper, supporter, therapist, resource utilization and evaluation. Skills of the social group worker. Application of Social Group Work in different settings-Industry, Hospital, Family, educational, correctional. Preparation of group work records – guidelines for writing records – Focused Group discussion and report presentation will be considered as assignment and seminar for Continuous Internal evaluation ( FGD-Mary Goodyear)

**REFERENCES**

1. Karin Crawford, Marie Price & Bob Price (2014). Group work Practice for Social Workers. SAGE Publications Ltd.
2. Trevor Lindsay, Sue Orton (2014) Group work Practice in Social Work, Third Edition, SAGE Publications Ltd.
3. P.D. Misra and Bina Misra (2008). Social Group Work: Theory and Practice
4. Charles D. Garvin, Lorraine M. Gutiérrez, and Maeda J. Galinsky (2006). Handbook of Social Work with Groups. Guilford Press.

BSW I	Core	Max Marks 100
Semester -II		Int: 25 Ext: 75
18BSWC21		5 hrs week
INTRODUCTION TO SOCIAL CASE WORK & GROUP WORK		Credit: 4

### OBJECTIVES

- To help the students understand the components of Social Case Work and Group Work.
- To foster their understanding about the process of Social Case Work and Group Work.
- To help them understand the applications of Social Case Work and Group Work in different settings.

#### Unit I

Social Case Work: Definition, Meaning, Concept, Objectives and History of Social Case work in India and Abroad. Basic components of Social Case Work - Problem, Person, Place, Process and Principles.

#### Unit II

Case Work Process – Study (Case recording, Interview, Collateral contacts etc) Diagnosis. Treatment (Direct & Indirect), Follow – up and termination. Relationship - nature, establishment, maintenance, termination. Transference and Counter transference. Recording in Case Work: Importance and methods.

#### Unit III

Social Group Work - Definition, Meaning, Concept, Scope, Objectives and history. Principles of Group Work. Dynamics of group: Group formation, Structure and Functions of group.

#### Unit IV

Group work Processes: Planning phase, Beginning phase, Middle phase, Ending phase. Recording in Group work: Importance and methods. Program planning in Social Group work - Meaning, principles, planning stages. Basics of Programme Laboratory (Art, Music, Storytelling, Group Discussion, Play) Roles of group worker, Skills of Social group worker.

#### Unit V

Application of Social Case Work in family, educational institutions, community, industries hospitals and Correctional setting. Application of Social Group Work among children, youth, aged and women.

### REFERENCES

1. Mathew, Grace, (1993), An Introduction to Social Case Work, Bombay, TISS.
2. Upadhyay, P.K. (2003), Social Case Work, New Delhi.
3. Ratna Guha, (2012) Social Work with Individual and Groups, Centrum press, New Delhi
4. Gisela, Konopka. (1970), Group Work in the Institution, New York, Associated Press.
5. Bhattacharya. S (2009), Social Case Work Administration & Development, Rawat Publications, New Delhi.
6. Charles. H. Zastrow (2009) Social Work with Groups, Cengage Learning, New Delhi
7. H.Y. Siddiqui (2008), Group Work: Theories and Practices, Rawat Publications, Jaipur.



BSW I	Core	Max Marks 100
		Int: 25 Ext: 75
Semester - I	INTRODUCTION TO PROFESSIONAL SOCIAL WORK	5 hrs week
16 BSWC11		Credit:4

### OBJECTIVES

- To help the students understand the concept and the historical evolution of social work.
- To develop their understanding about professional social work.
- To enable them to understand the status of social work education in India.

**Unit-I**  
Social Work- Meaning, Definition, Objectives, Functions, Principles, Values and Professional Ethics. Voluntary Social work, Radical Social Work and Constructive Social Work.

**Unit-II**  
Historical Development of Social work - UK, USA and in India. Social Work Approaches - Charity approach, Welfare approach, Right based approach, Developmental Approach.

**Unit-III**  
Introduction to Methods of Social work -Social Case Work, Social Group Work, Community Organization, Social Welfare Administration, Social Work Research, Social Action.

**Unit-IV**  
Introduction to Fields of social work- meaning and concept. Scope of Social Work in different fields- family, community, Health, educational, Correctional and industry.

**Unit-V**  
Social work education in India-Nature and Status of Social Work training institutions in India. Structure and functions of IASW, NASW, ASSWI.

### REFERENCES

1. Gautam.PR, 2011, Social Work and Social Development , Centurmpress
2. P.D.Misra, BeenaMisra, (2010), Social Work Profession in India, New Royal Books & Co.
3. Krishnakanth Sing (2011) An Introduction to Social Work, ABD Publishers
4. Kumar Jha (2011) An Introduction to Social Work, Anmol ,NewDelhi.
5. M.S. Gore, 2011, Social Work And Social Work Education , Rawat Publications
6. SethuramaSubbaiah, Emerging trends in social work education in India (2016)
7. SethuramaSubbaiah (2011) Professional social work in India, Western Press, New York.
8. Ponnusamy. C (2011) Professional social work, Chennai.
9. Elizabet. A. Segal (2011) Professional social work, Crescent, New Delhi.
10. Louise C Johnson (2011) Social Work Practice, PHI,New Delhi.
11. Sanjay Bhattacharya (2012), Social work an integrated approach, Deep Publication PVT Ltd, New Delhi

<b>BSW III</b>	<b>Core</b>	<b>Max Marks 100</b>
<b>Semester –III</b>	<b>INTRODUCTION TO SOCIAL WELFARE ADMINISTRATION</b>	<b>Int: 25 Ext: 75</b>
<b>18 BSWC32</b>		<b>5 hrs week</b>
		<b>Credit: 4</b>

### OBJECTIVES

- To introduce students to the concepts of administration.
- To familiarize students with administrative process.
- To enable students to understand the functions of social welfare ministries.

### UNIT -I

Social Policy, Social welfare, Social Defence,– Concept .  
Administration - Meaning, Definition and characteristics.  
Social Welfare Administration – Definition, Nature and scope.

### UNIT -II

Ministry of Social Justice and Empowerment: History, structure and Functions.  
Functions of Department of Social Justice and Empowerment , Department of Disability Affairs,  
Ministry of Women & Child Development : History, Function  
Structure and functions of Department of Social Welfare: Central Social Welfare Board, State Social Welfare Board and District Social Welfare Board.

### UNIT-III

Basic Administrative Processes - Planning, Organizing, Staffing, Decision making, Co-ordination, Recording and Budgeting. NGO management through Societies and Trust Act.

### UNIT-IV

Personnel Administration - Staff selection, Induction, Training, Orientation, Placement, Service conditions, Discipline, Staff morale, Supervision and Evaluation.

### UNIT-V

Public Relations – Meaning, need, Principles, use of different media. Fund raising. Communication system in the office. Application of computers and Records management in office.

### REFERENCES

1. Shankar Pathak (2012) Social Work and Social Welfare, Nirmal Pub
2. Kumar Jha(2002) Encyclopaedia of Social Work: Social Welfare and Social Work, Anmol, New Delhi
3. Goel(SL),2010, Social Welfare Administration- Voll & Vol 2 Deep & Deep.
4. Sanjay Bhattacharya,2009, Social Work Administration and Development Raul Jaipur. ABD Publishers.
5. Sachdeva D.R. Social welfare administration in india(2009 )kitab mahal publishers

MSW II	CORE	Max Marks 100
Semester – III	Specialisation: Human Resource Management	Int: 25 Ext: 75
18MSWHR31	HUMAN RESOURCE MANAGEMENT-I	6 hrs week
		Credit: 5

- Objectives :**
- To explain the basic concepts of HR and their application in students
  - To impart the knowledge about various HR practices which are applicable in industry

**UNIT I**  
 Management - Definition, Concept, Principles. Human Resource Management: Definition, Concept, philosophy, principles, role and importance in general management. Functions of Human Resource Manager, qualities, and competencies of HR Manager.

**UNIT II**  
 Human Resources Planning – Concept and Process. Job analysis- Job description- Job specification- Job evaluation - techniques in job evaluation - Job enrichment - Job enlargement,

**UNIT III**  
 Human Resource Acquisition: Recruitment – Concept, Theories, Selection Process and problems: Modern Technology & recruitment: Social Media, Selection policy, Psychometric testing – Purposes, Nature, type of testing. Interview – Types, technique, Guideline for effective Interview. Attrition analysis, Retention Management: Need & objectives, method, Exit interviews

**UNIT IV**  
 Performance Management: Performance Appraisal, Performance Management System – History, Concepts, Philosophy, Process – New techniques & methods of PA.- Organizational goal setting process, Key Result Area (KRA) and Key Performance Indicator (KPI), Competency Mapping, Skill Matrix, 360 Degree Appraisal, Balanced Score Card, Assessment Centre, Potential Appraisal, Performance Counselling, Mentoring and Coaching

**UNIT IV**  
 Training and Development: Definition, need and Scope of Training, Training Need Analysis, Assessment of Return-on- Investment (ROI) on training; Methods of training, On-the-Job Training, Coaching, Mentoring, Management Games, Case Study, Role Plays, Job Rotation, Simulation Training, Training for workers, supervisors and managers. Evaluation of Training.

**Reference**

- Bhattacharya, Dipak Kumar, (2013), Human Resource Management, Jain Book Agency,
- Prasad,L.M ( 2015), Human Resource Management, Jain Book Agency,
- Aswathappa, K (2010), Human Resource Management, New Delhi, Tata-McGraw Hill.
- Chatterjee, Baskar (2007), Human Resource Management, New Delhi,
- Ghosh, Biswath ( 2014), Human Resource Development and Management, Jain Book, New Delhi
- Tripathi, P.C.(2015), Human Resource Development, Jain Book, New Delhi

BBA I	Part I – TAMIL	Max Marks 100
		Int: 25 Ext: 75
Semester – II	அலுவலகமேலாண்மை	6 hrs week
18BBAL21		Credits: 3

**பகுதி 1**  
 அலுவலகமேலாண்மை - இலக்கணம் - நவீன அலுவலகத்தின் அமைப்புமுறைகள்  
 நவீன அலுவலகத்தின் இலக்கணம் செல்பாடுகள் மற்றும் முக்கியத்துவம் மேலாண்மை மற்றும்  
 அமைப்பு - அலுவலகமுறைமற்றும் அன்றாட நடவடிக்கைகள்  
 பணிபோக்கு ஒப்படைப்பு செயல்முறைகள் - அதிகாரத்தையளவலாக்குதல் - அலுவலகவளமை  
 வகைகள் - வளமைகளைத் தயாரித்தல் - பயன்படுத்துதல் மற்றும் அமைப்புத்திட்டம் .  
 பணிக்கேற்ற குழ்நிலை-பணியை எளிதாக்குதல்.

**பகுதி 2**  
 அஞ்சலகமுறைகடிதப்போக்குவரத்தும் பதிவேடுகளை பராமரித்தல் - தபால்களைக்  
 கையாளுதல் - அஞ்சல் துறையை அமைத்தல் மையப்படுத்தப்படும் அஞ்சல் பணி-உள்வரும்  
 மற்றும் வெளிதொடர்வு-வாய் மொழிதகவல் தொடர்புமற்றும் எழுத்து மூலம் தகவல்  
 தொடர்புபதிவேடுகளை உருவாக்குதல் - எழுத்துப் பணிகள் அலுவலக அறைகள் - படிவக்  
 கட்டுப்பாடு-வடிவமைப்பு-தொடர்பு எழுதுபொருள்.

**பகுதி 3**  
 கோப்பிலிடுதல் - நல்லகோப்பீடுமுறையின் முக்கிய அம்சங்கள் - வகைப்படுத்தல் மற்றும்  
 வரிசைப்படுத்துதல் - கோப்பீட்டுமுறைகள் மையக்கோப்பீட்டுமுறைமற்றும்  
 பரவலாக்கப்பட்ட கோப்பீட்டு-முறைகட்டகராதியின் பல்வேறு வகைகள்.

**பகுதி 4**  
 அலுவலக இயந்திரங்களும் சாதனங்களும் பல்வேறு சாதனங்களின் தேவைகள் அலுவலக  
 இயந்திரங்களைத் தேர்ந்தெடுப்பதற்கான அடிப்படைக்கோட்பாடுகள் - கணிப்பொறிமற்றும்  
 புள்ளிவிவரங்களைத் தொகுத்தளிக்கும் இயந்திரம்.

**பகுதி 5**  
 அலுவலக அறிக்கைகள் - அறிக்கையின் வகைகள் - அமைப்புமற்றும் அறிக்கைகளின்  
 செயலாக்கம் பொதுவணிகச் சொற்கள்.

**பாடப்புத்தகம்**

1. க. யுரவணுடுர் மற்றும் ராமர் அலுவலகமேலாண்மை பாவைபதிப்பகம் மதுரை

BBA I	PART-IV - Non Major Elective	Max Marks 100
Semester – 1	INTRODUCTION TO BUSINESS ADMINISTRATION	Int: 25 Ext: 75
18BBAN11		2 hrs week
		Credits: 2

**Objectives:**

1. To make the students to understand the evolution of management thought.
2. To familiarize the students with the staffing.
3. To acquire knowledge in the various functions of management.

**Unit I:**

Management – definition – nature of business administration – principle. Planning – Definition – characteristic – importance – advantages – limitations – steps in planning.

**Unit II:**

Organising – definition – steps – importance – bases – function. Territory – customer – uses of staff – delegation of authority.

**Unit III:**

Staffing – definition – recruitment – sources. Selection – techniques – training – methods – performance appraisal – importance.

**Unit IV:**

Directing – definition – elements – orders. Motivation – importance. Leadership – style – importance. Communication – meaning – process – importance – barriers – ways to overcome.

**Unit V:**

Controlling – meaning – steps – qualities of good control system – benefits of controlling.

**Text Book:**

1. L.M.Prasad, (2013) "Principles and Practice of Management", Sultan Chand & Sons, New Delhi.

**Reference Books:**

1. Stephen P Robbins, (2002), "Organisational Behaviour", Prentice Hall of India Private Limited, New Delhi.
2. Tripathi & C.N. Reddy, (2003), "Principles of Management", Tata MacGraw Hill Publishing Co. Ltd., New Delhi.
3. C.B. Gupta, "Management Theory & Practice", Sultan Chand & Sons, New Delhi.
4. Dinkarpagare, (2001), "Business Management", Sultan Chand & Sons, New Delhi.
5. Parampal Singh, (2008), "Principles & Practice of Management", Kalyani Publishers, Chennai.

<b>BBA II</b>	<b>PART-III – Core</b>	<b>Max Marks 100</b>
<b>Semester – IV</b>	<b>ORGANISATIONAL BEHAVIOUR</b>	<b>Int: 25 Ext: 75</b>
<b>18BBAC42</b>		<b>6 hrs week</b>
		<b>Credits: 4</b>

**Objective**

1. To develop an understanding of interpersonal and organizational dynamics.
2. To develop the personality of an individual
3. To understand the emerging issues in organizational dynamics environment

**Unit I:**

Organizational Behaviour – definition – nature – key elements – distinctions – approaches.  
Foundation of human behaviour – challenges.

**Unit II:**

Individual dimensions of OB – definition - determinants – personality theories – types.  
Learning – theories – process – behaviour modification – attitude – perception

**Unit III:**

Group dynamics in organization – meaning – types – behaviour – cohesiveness – decision making – group development – stages

**Unit IV:**

Organizational culture – creation – sustaining – organization change process – causes of resistance to change – overcoming resistance to change

**Unit V:**

Organizational development – meaning – definitions – characteristics – process – methods – interventions – change agent

**Text Book:**

1. "Roshi & Joshi", "Organization Behaviour", "Kalyani Publications"

**Reference Books:**

1. Stephen.P Robbins,( 2005) "Organization Behaviour", PHI, Delhi.
2. Stephen P. Robbins, Timothy A. Judge (2012), "Organizational Behavior" Pearson Education, New Delhi.
3. By K. Aswathappa, (2013), (10th Edition) "Organizational Behavior" Himalaya Publishing House Pvt. Ltd, New Delhi.
4. Mohini Sukhapure & Uday N. Limaye, (2010), "Organizational Behaviour" ,Himalaya Publishing House Pvt.Ltd, New Delhi.

BBA III	PART -III- Core	Max Marks 100
Semester - V	PRODUCTION MANAGEMENT	Int: 25 Ext: 75
18BBAC51		5 hrs week
		Credits: 4

### Objectives

1. To understand the basic concept of production management.
2. To identify the situations under which different flow of production is justified.
3. To familiarize with the basic types of plant layouts and the factors to be considered for designing layout.

### Unit - I

Production management - meaning - definition - scope - importance - objective - basic manufacturing process

### Unit - II

Plant location - factors affecting plant location - multi plant location decision. Plant layout - principles - methods - types - product - process and combination layout

### Unit - III

Plant maintenance - organization for maintenance - types of maintenance - safety engineering - good house keeping

### Unit - IV

Production systems - continuous - intermittent - mass flow production - batch and job order production.

### Unit - V

Production planning and control - objectives and functions - steps - techniques - work study - method study and work measurement.

### Text Book:

1. "C.P. Gupta", "Production Management", "Kalyani Publications"
2. Dr. P. C. Sekar, R. Ponraj, and S. Saravanan, "Production Management", Enpee Publications, Madurai.

### Reference Books:

1. B.Mahadevan (2015) "Operations Management: Theory and Practice" Pearson education India, New Delhi.
2. R.Panneerselvam, (2012) "Productions and operations management" PHI learnings, New Delhi.

BBA III	PART- III - Allied	Max Marks 100
Semester V	STRATEGIC MANAGEMENT	Int: 25 Ext: 75
18BBAA51		2 hrs week
		Credits: 2

### Unit – I

Strategic Management : An Introduction:- Strategy/ Strategic Management; Definitions; Levels of Strategy; Core of competence – Approaches to strategy Making; Roles of different strategies; Strategic Management Process; Benefits and Relevance of Strategic Management; Limitation – Principles of Good Strategy – Strategic Management in India.

### Unit – II

Vision - Mission, Objectives and Social Responsibilities:- Mission – Elements of Mission statement; Mission and Strategy- Objectives, Goals and Targets; Factors affecting objectives; Top-down and Bottom-up Approaches

### Unit – III

SWOT Analysis and strategy formulation:- SWOT Analysis; Techniques for Environmental Analysis; TOWS Matrix

### Unit – IV

Strategy Implementation - Steps in strategy Implementation – Leadership implementation; communicating the strategy; annual objectives; Functional Strategies; Role of Leadership in Strategy Implementation

### Unit – V

Strategy and Structure:- Strategy structure Relationship – Organisation – Principles and Types; Strategic control – premise control; implementation control; Strategic Surveillance; Special alert Control – Business portfolio Analysis – Trends in portfolio strategy.

### Text Book:

1. Azar Kazmi, “Strategic Management”, “Tata McGraw – Hill Pvt., Ltd”

### Reference Book:

1. R.Nanjudeiah ,(2003) , “Strategic planning and business policy” Himalaya Publishing house Pvt ltd, New Delhi.
2. P.SubbaRao, (2011),” Business policy & Strategic Management” Himalaya Publishing house Pvt ltd, New Delhi.
3. R.M.Srivastava (2014)” Management policy & Strategic Management “Himalaya Publishing house Pvt ltd, New Delhi.
4. V.S.Mangnalie , (2012), KB.Ramanando –stratagic management & global challenges, Himalaya Publishing house Pvt ltd, New Delhi.



BBA III	PART - III - Core	Max Marks 100
Semester - VI		Int: 25 Ext: 75
18BBAC61	MARKETING MANAGEMENT	5hrs week
		Credits: 4

**OBJECTIVES:**

1. To enable the students to understand the modern concept of marketing.
2. To understand how pricing can be fixed to achieve the objectives at each stage of the product life cycle.

**Unit I:**

Marketing – Definition – Nature – Scope – Functions – Role of Marketing – Marketing Management – Definition – Role of Marketing Management – Types of Consumers – Consumer Behaviour Model.

**Unit II:**

Product – Classification – Planning and Modification – Diversification of Product – Elimination – New product development – Product Life Cycle.

**Unit III:**

Pricing - Meaning – Objectives – Factors influencing price determination – Methods of price determination – Cost oriented pricing – Demand oriented pricing – Competitive pricing – New product pricing - Product line pricing - Geographical pricing – Psychological pricing – Price discounts.

**Unit IV**

Channels of distribution – Channel functions – Factors to be considered in channel selection – retailing, wholesaling, direct marketing and internet marketing.

**Unit V:**

Advertising – Objectives – Types – Benefits – Criticism against advertising – Advertising as a process of communication – Media selection.

**Text Book:**

1. "Rajan Nayar", "Marketing Management", "PHI Publishing Pvt., Ltd"
2. Philip Kotler and Kevin Lane Keller (2011), "Marketing Management "(14th Edition), Pearson education, New Delhi.

**Reference Books:**

1. Greg Marshall and Mark Johnston (2014), "Marketing Management", McGraw Hill Publication, New Delhi.

B.Com III	Core	HUMAN RESOURCE MANAGEMENT	Max Marks 100
Semester – V			Int: 25 Ext: 75
18BCOMRC51			5 hrs week
			Credits: 4

### Objectives

1. To understand the meaning and concept of Human resource management.
2. To understand the role of human resource management in real situation.
3. To enlighten on the problems while handling people.

### Unit – I

Introduction – Meaning – Human resource management – definition – concept – nature and scope – objectives – functions – organization of personnel department

### Unit – II

Human Resource Planning - Introduction – Meaning – objectives and steps. Job analysis – description – specification - evaluation

### Unit – III

Introduction – Meaning – Recruitment & Selection process – merits and demerits – training and development – wage and salary administration – sources

### Unit – IV

Introduction – Meaning – Performance appraisal – methods, Collective Bargaining – Workers participation in management – criteria for a good appraisal

### Unit – V

Introduction – Meaning – Trade Union – industrial relations – significance causes for poor relations – remedies. Industrial disciplinary system – grievance handling system – machinery and procedures

### Text Book:

SubbaRao, Personal Management, Sultan Chand, New Delhi, 2014.

### Reference Books:

1. Shasi K. Gupta & Rosy Josi, Human Resource Management, Kalyani Publishers, New Delhi, 2015.
2. A. Memoria, Personal Management, Himalaya Publishing House, New Delhi, 2014.
3. A. Monappa and M.S. Saiyadain, Personal Management, Tata McGraw Hill, New Delhi, 2015.
4. Tripati & Reddy, Personal Management and Industrial Relations, Himalaya Publishing House, New Delhi, 2013.

B.Com I	Core	PRINCIPLES OF MANAGEMENT	Max Marks 100
Semester – 1			Int: 25 Ext: 75
18BCOMRC12			5 hrs week
			Credits: 4

### OBJECTIVES:

1. To make the students to understand the evolution of management thought.
2. To familiarize the students with the principles of management.
3. To acquire knowledge in the various functions of management.

### UNIT – I

Management – Meaning, Nature, Level of Management – Schools of Management Thought – F.W. Taylor, Henry Fayol - Administration vs Management.

### UNIT –II

Planning – Meaning- Importance – Process of planning – Forecasting – Techniques of Forecasting – Decision making – Importance and process.

### UNIT –III

Organization – Meaning – Importance – Principles of Organizations – Types of Organization – Departmentation – Basis of Departmentation – Centralization and decentralization of authority – Merits and Demerits – Delegation – Barriers to delegation – Span of control.

### UNIT –IV

Staffing –Introduction – Meaning – Recruitment, Selection, Training – Direction – Leadership- Importance – Qualities- styles- Communication – Importance types – Barriers to communication - Motivation, Financial and Non Financial.

### UNIT V:

Co-ordination and controlling – Introduction – Meaning – Need for co-ordination – Nature and process of control – Tools of management control.

### TEXT BOOK:

L.L.M.Prasad, Principles and Practice of Management, Sultan Chand & Sons, 2015.

### REFERENCE BOOKS:

1. Dinkarpagare, Business Management, Sultan Chand & Sons, 2014.
2. Tripathi& C.N. Redy, Principles of Management, Tata MacGraw Hill Publishing Co. Ltd., New Delhi, 2015.
3. C.BGupta, Management Theory & Practice, Sultan Chand & Sons, New Delhi, 2016.

B.Com II Semester -III 18BCOMRC32	Core	Max Marks 100 Int: 25 Ext: 75
	MARKETING MANAGEMENT	5hrs week Credits: 4

**OBJECTIVES:**

- 1) To enable the students to understand the modern concept of marketing.
- 2) To understand how pricing can be fixed to achieve the objectives at each stage of the product life cycle.
- 3) To familiarize with physical distribution system.

**Unit-I**

Marketing Management -- Introduction -- Meaning --Definition -- Objectives -- Functions -- Role -- Principles.

**Unit II:**

Market segmentation -- Introduction -- Meaning --bases for segmenting the market -- need for segmentation - Product -- Classification -- Planning and Modification -- Diversification of Product -- Elimination -- New product development -- Product Life Cycle.

**Unit III:**

Pricing - Meaning -- Objectives -- Factors influencing price determination -- Methods of price determination -- Cost oriented pricing -- Demand oriented pricing -- Competitive pricing -- New product pricing - Product line pricing - Geographical pricing -- Psychological pricing -- Price discounts.

**Unit IV**

Introduction -- Meaning --Channels of distribution -- Channel functions -- Factors to be considered in channel selection -- retailing, wholesaling, direct marketing -- Logistics management

**Unit V:**

Introduction -- Meaning -- Internet marketing -- marketing challenges of the liberalized economy -- global marketing strategies for Indian firms-- Green Marketing (Basic theory only).

**Text Book:**

1. G.B. Gupta &Rajan Nair, Marketing Management, Sultan Chand, New Delhi, 2014.

**Reference Books:**

1. Philip Kotler, Marketing Management, Sultan chand, New Delhi, 2013.
2. Dr.S.N.Maheswari, Marketing Management, Sultan Chand, New Delhi, 2015.
3. P.L Varshney& S.L. Gupta, Marketing Management, Sultan Chand, New Delhi, 2014.

B.Com III	Core	
Semester – V	HUMAN RESOURCE MANAGEMENT	Max Marks 100
18BCOMRC51		Int: 25 Ext: 75
		5 hrs week
		Credits: 4

### Objectives

1. To understand the meaning and concept of Human resource management.
2. To understand the role of human resource management in real situation.
3. To enlighten on the problems while handling people.

### Unit – I

Introduction – Meaning – Human resource management – definition – concept – nature and scope - objectives – functions – organization of personnel department

### Unit – II

Human Resource Planning - Introduction – Meaning – objectives and steps. Job analysis – description – specification - evaluation

### Unit – III

Introduction – Meaning – Recruitment & Selection process – merits and demerits – training and development – wage and salary administration – sources

### Unit – IV

Introduction – Meaning – Performance appraisal – methods, Collective Bargaining – Workers participation in management – criteria for a good appraisal

### Unit – V

Introduction – Meaning – Trade Union – industrial relations – significance causes for poor relations – remedies. Industrial disciplinary system – grievance handling system – machinery and procedures

### Text Book:

SubbaRao, Personal Management, Sultan Chand, New Delhi, 2014.

### Reference Books:

1. Shasi K. Gupta & Rosy Josi, Human Resource Management, Kalyani Publishers, New Delhi, 2015.
2. A. Memoria, Personal Management, Himalaya Publishing House, New Delhi, 2014.
3. A. Monappa and M.S. Saiyadain, Personal Management, Tata McGraw Hill, New Delhi, 2015.
4. Tripati & Reddy, Personal Management and Industrial Relations, Himalaya Publishing House, New Delhi, 2013.

BBA I	PART-III - Core	Max Marks 100
Semester – 1	PRINCIPLES OF MANAGEMENT	Int: 25 Ext: 75
18BBAC11		5 hrs week
		Credits: 4

### OBJECTIVES:

1. To make the students to understand the evolution of management thought.
2. To familiarize the students with the principles of management.
3. To acquire knowledge in the various functions of management.

#### Unit I:

Management – Meaning, Nature, Functions - Levels of Management – Administration and Management – Schools of Management Thought – F.W. Taylor, Henry Fayol, Hawthorne Experiments.

#### Unit II:

Planning – Meaning – Importance – Process of Planning – Types of plans – Single use and Repeat use plans – Forecasting – Techniques of forecasting – Decision making – Importance and process.

#### Unit III:

Organization – Meaning – Importance – Principles of Organization – Types of Organization – Departmentation – Basis of Departmentation – Centralization and decentralization of authority – Merits and Demerits – Delegation – Barriers to delegation – Span of control – Committee – Merits and Drawbacks.

#### Unit IV:

Staffing – Recruitment, Selection, Training – Direction – Leadership – Importance – Qualities – Styles – Communication – Importance – Types – Barrier to Communication – Motivation – Importance – Intrinsic and extrinsic motivation.

#### Unit V:

Co-ordination and controlling – Need for co-ordination – Nature and process of control – Tools of management control.

#### Text Books:

1. M. Govindarajan, S. Natarajan (2005) “ Principles Of Management “Phi Learning Pvt. Ltd, New Delhi.
2. L.M.Prasad, (2013) “Principles and Practice of Management”, Sultan Chand & Sons, New Delhi.
3. T. Ramasamy (2005), “Principles of Management”, “Himalayan Publications”, New Delhi

#### Reference Books:

1. Harold Koontz, Heinz Wehrich 7th Ed, (2007) , “Essentials of Management” - an international perspective, TATA McGraw HILL, New Delhi.
2. R N Gupta, (2007), “Principles of management”, S. Chand, New Delhi.
3. By Cassidy kreitner, (2013), “Principles of management”, Cengage Learning Publisher international Books, New Delhi.
4. By K.Natarajan&K.P.Ganesan, (2012), “Principles of Management”, Himalaya Publication Pvt, Ltd, New Delhi.

MBA I Year	Core	Max. Marks 100
		Int: 25 Ext: 75
Semester – 1	PRINCIPLES OF MANAGEMENT	5 hrs week
14MBAC11		4 Credits

**Objectives:**

The subject will provide a fundamental exposure to the theories in management and practice by contemporary executives with international perspective.

**Unit I: Management**

Management: Definition - Nature, Scope and Functions - Evolution of management thought -Relevance of management to modern industry, government, university, hospital & other institutions. Management and society.

**Unit II: Planning**

Planning: Nature and importance – procedure - Types of planning, Techniques & strategies. MBO - Meaning, Objectives, process. Forecasting: Meaning, Objectives, and Process. Decision making – policy, strategy & techniques.

**Unit III: Organizing**

Organizing: Nature, purpose, Organizational Structure, theories of organization - Span of control, Line & Staff functions. Authority & Responsibility, Centralization and Decentralization - Delegation of Authority – Span of control - pros and cons, factors to be considered in the establishment of organization.

**Unit IV: Directing & Coordination**

Directing - Nature of directing - Leadership qualities – styles – Motivation - morale and discipline –incentive for motivation – Nature & purpose of coordination - Techniques of coordination.

**Unit V: Controlling**

The system and process of Controlling - Control Techniques. Information Technology -Productivity and Operations Management - overall control and future through preventive control - global controlling strategies.

**References:**

1. Harold Koontz, Heinz Weihrich 7th Ed 2007 - TATA McGraw HILL Essentials of Management – an international perspective
2. Harold Koontz, Heinz Weihrich, a Ramachandra Aryasri - TATA McGraw HILL - Principles of Management.
3. R N Gupta 2007 S.Chand- Principles of management.

MBA I Year	Core	Max. Marks 100
Semester – 2	HUMAN RESOURCE MANAGEMENT	Int: 25 Ext: 75
14MBAC21		5 hrs week 4 Credits

**Objectives:**

To provide an in depth understanding on the subject covering all the recent developments like entry of MNC'S, strategic orientation and to highlight the changing role of Human Resource Management. To provide an ethical perspective in the decision making areas in human Resource Management.

**UNIT I: Introduction**

Definition, History of HRM-Scope, Importance of HRM to organizational performance-Functions of HRM -Decision Areas in HRM, Strategic Human Resource Management.

**UNIT II: Human Resource Planning, Acquisition and Retention of Employees**

H R Planning, Fore Casting Demand, Job Analysis: Definition, Various methods Recruitment, Sources, Selection, Induction, Position and Transfer Retention & Rewarding of the employees – Compensation Policy – Perks & Benefits -CTC, Executive Compensation & Indirect Compensation Group incentive Competency Mapping-Application Blank, Job Evaluation methods.

**UNIT III: Performance Appraisal & Human Resource Development**

Appraisal of the employees, various methods, potential or shortfall to take-up additional responsibility, Training and Promotion Concept of HRD – Training and Development - Types of Training -Job changes and issues.

**UNIT IV: Grievance, Discipline, Employee Participation & Broader Aspects of HRM:**

Developing Grievance Redressal Models & Procedure. Need and Concept of Discipline – Standing Orders & Procedure for Domestic Enquiry & Natural Justice. Concepts, benefits - Forms of Participation - Quality of Work Life - Quality Circle Emerging issues in HRM - Strategic HRM – HRIS - Personnel Audit & Research - Human Resource Accounting - Future of HRM. The Role of Employees/Employers/Government in the changing Global/Business Scenario

**UNIT V: Industrial Relation& Compensation:**

Industrial Relation Causes for Industrial Conflict, Machinery for Prevention, Settlements, Arbitration, Labour Courts, Strikes, Lockouts, Lay-off, Retrenchment, Closer Collective Barraging – Concept Process Strategies & Tektites. Compensation Policy – Perks & Benefits - CTC, Executive Compensation & Indirect Compensation Group incentive Competency Mapping.

**References:**

1. K. Aswathappa 4<sup>th</sup> Ed 2005 TMH - Human Resource and Personnel Management (Text & Cases)
2. Biswajee&Pattannayak 2<sup>nd</sup> 2003 PHI Human Resource Management
3. Edwin B Flippo Personal Management
4. C.B. Memoria Personnel Management.



MBA II Year	Core	Max. Marks 100
		Int: 25 Ext: 75
Semester – 4	INTERNATIONAL BUSINESS MANAGEMENT	5 hrs week
14MBAC41		4 Credits

**Objectives:**

It enables the students to understand the aspects and importance of international business management in the current border less business scenario. To provide an in-depth perspective into the international business operations and its complexities, decision making process.

**UNIT I: Introduction**

Definition – trade and investment flow – economic theories – forms of international business – Trade Policy – Export promotion – Export procedures and documents – FOREX management – exchange rate determination – Exchange risk – Managing exchange rate.

**UNIT II: International Business Environment**

Globalization of business – economic, political and cultural environment of international business – WTO and trade liberalization – emerging issues – implications for India – regional trade blocks – inter – regional trade among regional groups.

**UNIT III: Global Strategic Management**

Structural design of MNEs – strategic planning – strategic considerations – national Vs global competitiveness.

**UNIT IV: Control and International Business Environment**

Control of MNEs – approaches to control – the role of information systems – performance measurement – mechanics of measurement – various performance indicators – evaluation and evaluation systems.

**UNIT V: Conflict In IB & Negotiation**

Factors causing conflict – conflict resolution actions – the role of negotiations in international business – the role of international agencies in conflict resolution.

**References:**

1. John. D. Daniels and Lee H. Radebaugh, 'International Business', Pearson Education Asia, New Delhi, 2000.
2. Richard M. Hodgetts and Fred Luthans, 'International Management', Tata McGraw Hill, New Delhi, 2003.
3. Anand K. Sundaram and I. Stewart Black, 'The International Business Environment', Prentice Hall of India, New Delhi, 2001)
4. Michael R. Czinkota, Ilkka A. Ronkainen and Michael M. Moffett, 'International Business', Thompson, Asia, Bangalore, 2003.
5. Don Ball and Wendell McCulloch, 'International Business', Irwin McGraw Hill, New York, 1999.

<b>MBA II Year</b>	<b>Value Added Course</b>	<b>Max. Marks 50</b>
<b>Semester – 3</b>	<b>BUSINESS ETHICS AND CORPORATE SOCIAL</b>	<b>Int: 50</b>
<b>14MBAV32</b>	<b>RESPONSIBILITY</b>	<b>3 hrs week</b>
		<b>2 Credits</b>

**Objective:**

It aims to understand the importance of business ethics and CSR apart than being in the competitive business.

**UNIT I: Business ethics**

Nature and purpose of Ethical Reflection  
 Mediating between moral demands and interests  
 Moral responsibility in business sphere  
 Moral responsibility in business sphere  
 Stakeholders issues

**UNIT II: Value**

Purpose- Science and human values  
 Aristotle view - Application of Values  
 Holistic Approach for Managers in Decision Making  
 Trans-cultural Human Values in Management  
 Secular versus Spiritual Values in Management  
 Stakeholder perspective

**UNIT III: Corporate Social Responsibility**

Meaning –Objectives-Scope-Need of CSR for business development-CSR vs Corporate Governance-Variou Strategies of CSR.

**References:**

1. Garbet 1970 – Times of India Press – Business Ethics
2. Petrick (Joseph A) & Quinn (John F) 1997- National Press- Business Ethics
3. Balachandran (V) – 2009 – University Book House – Corporate Governance& Social Responsibility

MBA II Year	Elective – Human Resource Management	Max. Marks 100
Semester – 4		Int: 25 Ext: 75
14MBAH41	INDUSTRIAL RELATIONS	5 hrs week
		4 Credits

**Objective:**

This course aims to understand a total scenario of HR situation and its trend handling through effective process of IR, bargaining and negotiation.

**UNIT I: Industrial Relations**

Concepts – Importance – Industrial Relations problems in the Public Sector – Growth of Trade Unions – Codes of conduct.

**UNIT II: Industrial Conflicts**

Disputes – Impact – Causes – Strikes – Prevention – Industrial Peace – Government Machinery – Conciliation – Arbitration – Adjudication.

**UNIT III: Labour Welfare**

Concept – Objectives – Scope – Need – Voluntary Welfare Measures – Statutory Welfare Measures – Labour – Welfare Funds – Education and Training Schemes.

**UNIT IV: Industrial Safety**

Causes of Accidents – Prevention – Safety Provisions – Industrial Health and Hygiene – Importance – Problems – Occupational Hazards – Diseases – Psychological problems – Counseling – Statutory Provisions.

**UNIT V: Welfare of Special Categories of Labour**

Child Labour – Female Labour – Contract Labour – Construction Labour – Agricultural Labour – Disabled – Welfare of knowledge workers – Social Assistance – Social Security – Implications.

**References:**

1. Mamoria C.B. and Sathish Mamoria, 'Dynamics of Industrial Relations', Himalaya Publishing House, New Delhi, 1998.
2. Dwivedi. R.S. 'Human Relations & Organizational Behavior', Macmillan India Ltd., New Delhi, 1997.
3. Ratna Sen, 'Industrial Relations in India', Shifting Paradigms, Macmillan India Ltd., New Delhi, 2003.
4. Srivastava, 'Industrial Relations and Labour laws', Vikas, 4th edition, 2000.
5. C.S.Venkata Ratnam, 'Globalization and Labour Management Relations', Response Books, 2001)

<b>B.Sc.-III Psychology</b>	<b>Elective</b>	<b>Marks: 100 Int: 25 Ext :75</b>
<b>Semester –VI 18BSCPSY E65</b>	<b>Human Resource Management</b>	<b>6 hrs per week Credit: 5</b>

#### UNIT I

**Introduction:** Characteristics of Human Resource, Defining of HRM, Characteristics of HRM, Need for HRM, HRM methods and processes, HRM outcomes, Image and Qualities of HR Manager

#### UNIT II

**Job Analysis:** The nature of job analysis, Meaning and Definition, Uses of job analysis information six step in job analysis, Methods of collecting job analysis information, Writing job description, Writing job specification

#### UNIT III

**Recruitment and Selection:** Process of recruitment, Source of recruitment, Internal Sources, External sources, Selection process, Placement , Induction, Internal mobility, Promotions, Separations, Recruitment and Resignation-Suspensions, Discharge and Dismissal-Retrenchment and out placement

#### UNIT IV

**Training and Development:** Nature of training and development, Inputs in training and development, Need and objectives, Determining training needs, The training process, Organizational objectives and strategies, Needs assessment, Designing, Training and Development programme, Methods and Techniques of training

#### UNIT V

**Performance Appraisal:** Meaning and Definition, Objectives and uses of performance appraisal, Appraisal process, Raters concerns, Raters errors, What should be rated, Methods of appraisal, Past oriented method, Future oriented method

#### Text Books:

1. P.C Tripathi **Human Resource Development** , Sulthanchan& sons, educational publishers, 5<sup>th</sup>ed, 2006.

#### Reference Books:

2. Gary Dessler, **Human Resource Management** , prentice Hall of India Pvt.1998.
3. David A. Decenzo Stephen P. Robbins Personnel/ **Human Resource Management** 3<sup>rd</sup>.1998.
4. C.B Mamoria S.V, Gankar , **Personnel Management** ,Himalaya publishing.23rdEdition, 2003.
5. C.S Venkataratnam, B.K. Srivastava ,**Personal Management and Human Resources** Tata Macgraw Hill publishing.1991.
6. Aswatheppa. K **Human Resource and personal Management** Tata Macgraw Hill publishing.2006.

<b>BSW II</b>	<b>VALUE EDUCATION</b>	<b>Max Marks 100</b>
<b>Semester III</b>		<b>Int: 25 Ext: 75</b>
<b>18 BSW V31</b>		<b>2 hrs week</b>
		<b>Credits: 2</b>

**Objectives:**

1. To impart the basic knowledge on cultural heritage of India
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world.

Value System: The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

**UNIT IV**

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, Corruption, sexual harassment, domestic violence, dowry.

**UNIT V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

**Reference:**

1. Awakening Indians to India, Chinmayananda Mission, 2003
2. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi,2003
3. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002
- 4.G.R.Madanindian social problems (2009) Allied publishers pvt.Ltd.
5. Mohammed KamalunNabi, Kishore C. Raut ,Consumer Rights and Protection in India, New Century Publications (2015)

B.Sc (CS)- II	VALUE EDUCATION	Max Marks 100
Semester – III		Int: 25 Ext: 75
18BSCCSV31		2 hrs week
		Credits: 2

**Objectives:**

1. To impart the basic knowledge on cultural heritage of India
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world.

Value System: The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness. Unit IV

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, Corruption, sexual harassment, domestic violence, dowry.

**Unit V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

**Reference:**

1. Awakening Indians to India, Chinmayananda Mission, 2003
2. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi,2003
3. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002.

<b>B.Sc(IT) -II</b>	<b>VALUE EDUCATION</b>	<b>Max Marks 100</b>
<b>Semester – III</b>		<b>Int: 25 Ext: 75</b>
<b>18BSCITV31</b>		<b>2 hrs week</b>
		<b>Credits: 2</b>

**Objectives:**

1. To impart the basic knowledge on cultural heritage of India
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world.

Value System: The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

**Unit IV**

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, Corruption, sexual harassment, domestic violence, dowry.

**Unit V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

**Reference:**

1. Awakening Indians to India, Chinmayananda Mission, 2003
2. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi,2003
3. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002.

<b>BBA II</b>	<b>Value Education</b>	<b>Max Marks 100</b>
<b>Semester – III</b>		<b>Int: 25 Ext: 75</b>
<b>18BBAV31</b>		<b>2 hrs week</b>
		<b>Credits: 2</b>

**Objectives:**

1. To impart the basic value system in life.
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world.

Value System : The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit II**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

**Unit IV**

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, corruption, sexual harassment, domestic violence, dowry.

**Unit V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

**Reference:**

1. Awakening Indians to India, Chinmayananda Mission
2. M.G.Chitakra, (2003) "Education and Human Values", New Delhi A.P..H.Publishing Corporation
3. Mani Jacob (Ed) (2002), "Resource Book for Value Education", New Delhi, Institute for Value Education.



<b>BCOM (CA) II Year</b>	<b>VALUE EDUCATION</b>	<b>Max Marks 100</b>
<b>Semester III</b>		<b>Int: 25 Ext: 75</b>
<b>18BCOMCV31</b>		<b>2 hrs week</b>
		<b>Credits: 2</b>

**Objectives:**

1. To impart the basic knowledge on cultural heritage of India
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**UNIT I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world.

Value System: The role of culture and civilization.

**UNIT II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**UNIT III**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

**UNIT IV**

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, Corruption, sexual harassment, domestic violence, dowry.

**UNIT V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

**REFERENCE:**

1. Awakening Indians to India, Chinmayananda Mission, 2003
2. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi,2003
3. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002.

<b>B.Com II</b>	<b>VALUE EDUCATION</b>	<i>Max Marks 100</i>
<b>Semester III</b>		<i>Int: 75 Ex: 75</i>
<b>18BCOMRV31</b>		<i>2 hrs week</i>
		<i>Credits: 2</i>

**Objectives:**

1. To impart the basic value system in life.
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.  
 Value Education: Its Purpose and significance in the present world.  
 Value System : The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values : Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

**Unit IV**

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, corruption, sexual harassment, domestic violence, dowry.

**Unit V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamraj, EVR.

**Reference:**

1. Awakening Indians to India, Chinmayananda Mission, 2003
2. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi, 2003
3. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002.

B.A.(Eng.)- II	Value Education	5
		Max Marks 100 Int: 25 Ext: 75
		2 hrs week Credits: 2
Semester III		
18BAELV31		

**Objectives:**

1. To impart the basic value system in life.
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.  
 Value Education: Its Purpose and significance in the present world.  
 Value System : The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

**Unit IV**

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, corruption, sexual harassment, domestic violence, dowry.

**Unit V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

**Reference:**

1. Awakening Indians to India, Chinmayananda Mission, 2013.
2. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi, 2015.
3. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2015.

**Objectives:**

1. To impart the basic knowledge on cultural heritage of India
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.  
Value Education: Its Purpose and significance in the present world.  
Value System: The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

**UNIT IV**

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, Corruption, sexual harassment, domestic violence, dowry.

**UNIT V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

**References:**

1. Awakening Indians to India, Chinmayananda Mission, 2003
2. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi,2003
3. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002.