

PARUL UNIVERSITY - FACULTY OF SOCIAL WORK

Department of Social Work

SYLLABUS FOR 1st Sem MSW PROGRAMME

Introduction To Hrm (10202101)

Type of Course: MSW

Prerequisite:

Rationale:

Teaching and Examination Scheme:

Teaching Scheme (Hrs./Week)			Credit	Examination Scheme					Total
L	T	P		External		Internal			
				Theory	Practical	Theory	*C.E.	Practical	
3	-	-	3	60	-	20	20	-	100

L-Lectures; T-Tutorial; P-Practical; C.E.-Continuous Evaluation

Contents:

Sr.	Topic	Weightage	Teaching Hrs.
1	Evolution of HRM: Concept, Definition, Functions, Nature and Scope Past-Present & Future of HRM, HRM Process Recent trends in HRM	15%	5
2	Analyzing Work & Designing Jobs: Job Design, Job Analysis, Job Description, Job Specification. Method of collecting job data, Human Resource Planning	15%	6
3	Human Resource Recruitment & Selection: Definitions, Objectives, Process of Recruitment, Sources and techniques Of Recruitment. Selection Procedure, Barriers to effective selection Placement & Orientation	20%	7
4	Employee Training and Development: Objective, Training needs identification, Inputs in Training and Development. Training process, Method of training, Effectiveness of training programme. Career Development and Talent Management	25%	9
5	Performance management system: Meaning, past & future of performance Appraisal, process of performance appraisal. Different methods of performance Appraisal, Edward Demings philosophy of performance appraisal, performance Interview, performance counseling	25%	9

***Continuous Evaluation:**

It consists of Assignments/Seminars/Presentations/Quizzes/Surprise Tests (Summative/MCQ) etc.

Reference Books:

1. Human Resource Management Text and Cases (TextBook)
K Aswathappa; McGraw Hill Education
2. HRM Practices
VSP Rao; Excel Books; 3rd Edition

PARUL UNIVERSITY - FACULTY OF SOCIAL WORK

Department of Social Work

SYLLABUS FOR 1st Sem MSW PROGRAMME

Organizational Dynamics (10202102)

Type of Course: MSW

Prerequisite:

Rationale:

Teaching and Examination Scheme:

Teaching Scheme (Hrs./Week)			Credit	Examination Scheme					Total
L	T	P		External		Internal			
				Theory	Practical	Theory	*C.E.	Practical	
3	-	-	3	60	-	20	20	-	100

L-Lectures; T-Tutorial; P-Practical; C.E.-Continuous Evaluation

Contents:

Sr.	Topic	Weightage	Teaching Hrs.
1	Group Dynamics: Concept, Phases of Group Development, Nature of Groups, Types of Group- formal and informal, Group Structure and Functions, usefulness of group in organization and Conflicts in group	20%	7
2	Personnel Dynamics: Planning, organizing, motivating and controlling, Leadership	20%	7
3	Role Dynamics: The Concept and Systems of Roles, Role Analysis, Role conflict, Organizational Stress and Burnout, Coping with Stress and Burnout	20%	7
4	Power Dynamics: Concept of Power and Power dynamics, Bases of Power, Sources of Power, Effective use of Power, Power tactics, Empowerment and Process of Empowerment, Decentralization and Delegation Transformational Leadership	20%	7
5	Organizational Dynamics: Concept of organization, Principles, Types of Organization. Organizational Culture and climate, Social Responsibilities of Organizations, Organizational Ethics and Values, Cross Cultural Dynamics, Management of Diversity, Strategic Alliances & Formation	20%	8

***Continuous Evaluation:**

It consists of Assignments/Seminars/Presentations/Quizzes/Surprise Tests (Summative/MCQ) etc.

Reference Books:

- Strategic Management & Organizational Dynamics (TextBook)
Ralph D. Stacey; Financial Times Prentice Hall
- Organizational Behavior
K Aswathappa; Tata McGraw- Hill Publishing Company Limited
- Principles of Management
L M Prasad; S. Chand & Sons

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SYLLABUS FOR 1st Sem MSW PROGRAMME

Principles Of Management (10202103)

Type of Course: MSW

Prerequisite:

Rationale:

Teaching and Examination Scheme:

Teaching Scheme (Hrs./Week)			Credit	Examination Scheme					Total
L	T	P		External		Internal			
				Theory	Practical	Theory	*C.E.	Practical	
3	-	-	3	60	-	20	20	-	100

L-Lectures; T-Tutorial; P-Practical; C.E.-Continuous Evaluation

Contents:

Sr.	Topic	Weightage	Teaching Hrs.
1	Concept of Management: Organization and need for Management, Management process Management as Science or Arts, Skills of Manager, Evolution of Management theory, Business ethics and social responsibility, Tools of ethics	20%	7
2	Planning: An Overview, Importance of Planning in organization, Strategic management: Strategic management process, Level of Strategy, Management by Objectives, Decision Making: Process, Bounded rationality, types of decision	20%	7
3	Organizing: Principle of organizing, Element of organizational Structure, Types of organizational Structure :Functional, Product/market, Matrix, The formal and informal organizational structure, Authority, Delegation Decentralization and centralization	15%	6
4	Directing: Meaning of directing, Principles, Features, Importance, Motivation: meaning and theories, Leadership :styles and theories	35%	11
5	Controlling: Meaning of control, Designing control system, process of Control, Budgetary control methods, Types of budgets Information and control.	10%	5

***Continuous Evaluation:**

It consists of Assignments/Seminars/Presentations/Quizzes/Surprise Tests (Summative/MCQ) etc.

Reference Books:

1. Management (TextBook)
James A.F. Stoner,R. Edward Freeman, Daniel R. Gilbert, JR.; Pearson Education
2. Principles of Management (TextBook)
Tripathy PC and Reddy PN; Tata McGraw-Hill

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SYLLABUS FOR 1st Sem MSW PROGRAMME

Working With Individuals (10202104)

Type of Course: MSW

Prerequisite:

Rationale:

Teaching and Examination Scheme:

Teaching Scheme (Hrs./Week)			Credit	Examination Scheme					Total
L	T	P		External		Internal			
				Theory	Practical	Theory	*C.E.	Practical	
3	-	-	3	60	-	20	20	-	100

L-Lectures; T-Tutorial; P-Practical; C.E.-Continuous Evaluation

Contents:

Sr.	Topic	Weightage	Teaching Hrs.
1	Foundation of Individual Behavior: Introduction, Meaning, factors or Variables influencing Individual behavior, Models of Individual Behavior, Perception, Personality and Attitude.	15%	6
2	Communication: Concept, Nature, Types & Techniques of communication. Interpersonal & Intrapersonal communication relationship, Barriers in effective communication, Communication media	25%	9
3	Relationship: Meaning and ethics in different situations for therapeutic, Primitive and developmental Goals. Characteristics of relationship	20%	7
4	Principles of case work, process in case work: Study, assessment, formation, intervention, evaluation, and termination	15%	6
5	Interview and Recording: Interviewing, its importance at different stages and levels in an industry (recruitment - exit: components of interviewing as a skill). The need for recording, nature and the techniques, Intervention process, its nature and steps	25%	8

***Continuous Evaluation:**

It consists of Assignments/Seminars/Presentations/Quizzes/Surprise Tests (Summative/MCQ) etc.

Reference Books:

1. Organizational Behavior (TextBook)
K Aswathappa; Tata McGraw- Hill Publishing Company Limited
2. Group Discussion and Interview
Singh, K; APH Publications
3. Social Casework
Upadhyay, R; Rawat Publications

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SYLLABUS FOR 1st Sem MSW PROGRAMME

Working With Groups And Community (10202105)

Type of Course: MSW

Prerequisite:

Rationale:

Teaching and Examination Scheme:

Teaching Scheme (Hrs./Week)			Credit	Examination Scheme					Total
L	T	P		External		Internal			
				Theory	Practical	Theory	*C.E.	Practical	
3	-	-	3	60	-	20	20	-	100

L-Lectures; T-Tutorial; P-Practical; C.E.-Continuous Evaluation

Contents:

Sr.	Topic	Weightage	Teaching Hrs.
1	Foundations of Group Behavior: Understanding group behavior, Theories of Group formation, stages of group development, Group Inclusion, Group cohesion, Conformity and Obedience, Alienation, Individual influences in a group, Application of working with group as a method in different Situations, Groups and Change	20%	8
2	Team and Team work: Teams characteristics, Types, Team Building, Team and Organization Culture, process of Team work, Cooperation and Competition, Evaluating Team performance, Team V/s Group	15%	7
3	Group work and Approach to Group Work: Approaches in work groups, International patterns and analyzing and evaluation process in groups, decision making and policy making in Groups, Knowledge of skills and techniques for effective work with groups, problem solving, Conflicts - interpersonal inter group / intergroup management and resolution of Conflicts	25%	7
4	Working with Community: Concept of Community, Community mapping, Concept of community organization, Area and levels of community Organization Practice, Approaches of community organization.	20%	7
5	Community and voluntary organization: Concept, Models, Strategies and Limitations of community organization, starting and developing of voluntary organization	20%	7

*Continuous Evaluation:

It consists of Assignments/Seminars/Presentations/Quizzes/Surprise Tests (Summative/MCQ) etc.

Reference Books:

1. Social Group work: Theory and Practice (TextBook)
Misra, P; New Royal
2. Group work in the institution, a modern challenge (TextBook)
Konopka Gisela; New York: White side inc & William Morow and Co

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SYLLABUS FOR 1st Sem MSW PROGRAMME

Field Work (10202106)

Type of Course: MSW

Prerequisite:

Rationale:

Teaching and Examination Scheme:

Teaching Scheme (Hrs./Week)			Credit	Examination Scheme					Total
L	T	P		External		Internal			
				Theory	Practical	Theory	*C.E.	Practical	
3	-	12	6	-	60	-	40	-	100

L-Lectures; T-Tutorial; P-Practical; C.E.-Continuous Evaluation

Contents:

Sr.	Topic	Weightage	Teaching Hrs.
1	Field Work: The student has to undertake field work (6 credits) in each semester. The field work will be carried out by students in communities, agencies, NGO's, organizations etc. The field work may be conducted by the Faculty by placing the student two days (6 hours per day) in a week for field work or 30 days on a continuous basis. The field work has to be undertaken by the students at his/her own cost.	%	

***Continuous Evaluation:**

It consists of Assignments/Seminars/Presentations/Quizzes/Surprise Tests (Summative/MCQ) etc.

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SYLLABUS FOR 1st Sem MSW PROGRAMME

Rural Camp (10202107)

Type of Course: MSW

Prerequisite:

Rationale:

Teaching and Examination Scheme:

Teaching Scheme (Hrs./Week)			Credit	Examination Scheme					Total
L	T	P		External		Internal			
				Theory	Practical	Theory	*C.E.	Practical	
-	-	-	2	-	-	-	-	100	100

L-Lectures; T-Tutorial; P-Practical; C.E.-Continuous Evaluation

Contents:

Sr.	Topic	Weightage	Teaching Hrs.
1	Rural Camp: Candidates have to undertake a survey and Focus group discussions in rural setup under guidance of Coordinators. The time period shall be a minimum of one week.	%	

***Continuous Evaluation:**

It consists of Assignments/Seminars/Presentations/Quizzes/Surprise Tests (Summative/MCQ) etc.

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SYLLABUS FOR 1st Sem MSW PROGRAMME

Soft Skills-1 (10293101)

Type of Course: MSW

Prerequisite: Knowledge of English Language studied till 12th standard.

Rationale: Basic Communication Skills are essential for students

Teaching and Examination Scheme:

Teaching Scheme (Hrs./Week)			Credit	Examination Scheme					Total
L	T	P		External		Internal			
				Theory	Practical	Theory	*C.E.	Practical	
-	2	-	2	60	0	20	20	0	100

L-Lectures; T-Tutorial; P-Practical; C.E.-Continuous Evaluation

Contents:

Sr.	Topic	Weightage	Teaching Hrs.
1	Constructing and presenting the speech: Research, Planning, Importance of Gathering ideas , Executing the presentation, Rehearsal, Final Presentation, Public speech, Academic Speech: Seminar Participation, classroom/paper Presentation	24%	7
2	Fundamentals of Effective Speech:: What makes a good and effective public communicator, Tips for effective delivery, Taboos in speech delivery, Making the speech effective, Seven steps in the preparation and practice of a speech, Stage Fright	24%	7
3	Written Communication: Features of Effective Written Communication, Note Making and Note Taking, Para graph Developments, Paragraph Organization and Editing Writing Job Application	26%	28
4	Academic Writing: -What is Academic Writing -Advancing Your Writing: Starting, getting momentum and engaging creatively in the academic process. -Retreating: Reviewing, revising, crafting and enhancing your writing -Disciplinarily in Academic writing.	26%	8

***Continuous Evaluation:**

It consists of Assignments/Seminars/Presentations/Quizzes/Surprise Tests (Summative/MCQ) etc.

Reference Books:

1. The Handbook Of Academic Writing: A Fresh Approach
Murray, Rowena, Moore, Sarah
2. Oral Communication
Jaime Gutierrez-Ang,; Katha Publishing Co., Phillippine.
3. Profession Speaking Skills
Aruna Koneru; Oxford University Press.
4. Technical Communication : Principles And Practice
Sangeetha Sharma, Meenakshi Raman; Oxford University Press

Course Outcome:

After Learning the course the students shall be able to:

Students will be able to

1. Develop and Express their public speech effectively
2. Attempt academic writing confidently

List of Tutorial:

1. Presentation
2. Public Speaking
3. Writing Job Application
4. Paragraph Development
5. Note Taking
6. Note Making