

**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

**(Autonomous)**

**College with Potential for Excellence, Linguistic Minority Institution**

**Affiliated to University of Madras**

**Arumbakkam, Chennai – 600 106**



**COURSES RELEVANT TO GENDER**



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**GENDER BASED SYLLABUS**

<b>S.NO.</b>	<b>NAME OF THE DEPARTMENT</b>	<b>PAGE NO.</b>
1.	MA English	2
2.	BA English	5
3.	Master of Social Work	6
4.	BA Criminology and Police Administration	21
5.	MA Human Resource Management	27
6.	BA Journalism	37

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**Course Structure: Paper XIII**

<b>Course Code:</b> 1965418	<b>Credits:</b> 04
<b>L:T:P:S:</b> 4:0:0:0	<b>CIA Marks:</b> 40
<b>Exam Hours:</b> 03	<b>ESE Marks:</b> 60

Title of the Course / Paper	<b>CORE PAPER-XIII- Writings by and on Women</b>		
Category of the Course C	Year & Semester <b>2<sup>nd</sup> year &amp; Fourth Semester</b>	Credits 4	Subject Code 1965418
Pre-requisites	Minimum Entry requirements for the course / Eligibility		
Objectives of the Course	CO1: Demonstrate an understanding of the politics of gender and authorship (k3) CO2: Examine patriarchy and its influence on women's lives and creative processes (k4) CO3: Identify and critique gendered oppression (k2&k4) CO4: Examine how women writers have challenged gender-based oppression (k4) CO5: Understand the intersectionality of gender, class, caste, race, etc. (k2) CO6: Read texts within the theoretical framework of feminism (k5)		
Course Outline	UNIT 1: Varieties of Feminism – concept of gender – androgyny- Language of women – environment and women- double marginalisation.  UNIT 2: <b>Poetry:</b> Anne Bradstreet                      Prologue Marianne Moore                      Poetry Sylvia Plath                              Lady Lazarus. Maya Angelou                           Still I Rise Margaret Atwood                      Marsh Languages Charmaine D'Souza                   When God made me a Whore (Rajani P, V. Rajagopalan, Nirmal Selvamony, eds., <b>Living &amp; Feeling</b> , Dept. of English., M.C.C.)  UNIT 3: <b>Prose:</b> John Stuart Mill                      On subjection of women (V.S. Seturaman & C.T. Indraed.,		

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	Virginia Woolf 1994, <b>Victorian Prose</b> , Macmillan India, Chennai. pp-318) <b>A Room of One's Own</b> (chapters 3 & 4) (Jennifer Smith ed., 1998, <b>A Room of One's Own by Virginia Woolf</b> , Cambridge UP, New Delhi.) Vandana Shiva "Introduction to Ecofeminism" ( Vandana Shiva & Maria Mies, 1993, <b>Ecofeminism</b> , Kali for Women, New Delhi. Alice Walker In Search of Our Mother's Garden
	<b>UNIT 4: Fiction</b> Arundathi Roy <b>The God of Small Things</b> Jean Rhys <b>Wide Sargosa Sea</b> Kate Chopin <b>The Awakening</b>
	<b>UNIT 5: Drama</b> Lorraine Hansberry <b>Raisin in the Sun</b> Jane Harrison <b>Stolen</b>

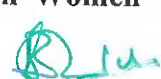
C – Core; E – Elective; ED – Extra disciplinary

**MAPPING OF COURSE OUTCOMES TO PROGRAM OUTCOMES:**

CO/PO/PSO	PSO							PO					
	1	2	3	4	5	6	7	1	2	3	4	5	6
CO1	H	H	H	L	L	M	L	H	H	H	L	L	M
CO2	H	H	H	L	L	L	L	M	H	H	L	L	H
CO3	H	H	H	L	L	L	L	M	H	H	L	L	H
CO4	H	H	H	L	L	M	L	M	H	H	L	L	H
CO5	H	H	H	L	M	L	L	M	H	H	L	L	H
CO6	H	H	H	L	L	M	L	H	H	H	L	L	M

**Recommended Texts:**

1. Sandra M. Gilbert and Susan Gubar, ed., 1985, **The Norton Anthology of Literature by Women**, New York.
2. Rajani P. , V. Rajagopalan, and Nirmal Selvamony, **Who says my hand a needle better fits: An Anthology of American Women Writing**, Dept. of English, Madras Christian College, Tambaram.
3. Standard editions of texts.

  
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**Reference Books:**

1. Lisa Tuttle, 1986, **Encyclopedia of Feminism**, Facts on File Publications, New York.
2. Catherine Belsey & Jane Moore, eds., 1977, **The Feminist Reader**, II ed., Macmillan, London.

Kathy J. Wilson, 2004, **Encyclopedia of Feminist Literature**, Greenwood Press, Westport.

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**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**Head**  
**P.G. Department of English**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College (Shift II)**  
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**III YEAR – VI SEMESTER**  
**CORE – XIV – WOMEN'S WRITING**

**Objectives**

- To make students understand the need of importance of Women's studies in the global literary context.
- To help students study the representative works of women writers.
- To help students understand the emergence and objectives of Women's studies.

**Outcomes**

The students will be able to

- Learn about feminism and the three waves of feminism
- Critically analyse the poems of Maya Angelou, Bhatt, Brooks and Menka Shivdesani
- Examine the works of Uma Parameswaran in the modern context
- Gain perspective on Indian women writers and their idea of feminism through the works of Shashi Deshpande
- Appraise the works African American women writers like Alice Walker

**Module I Introduction**

What is Feminism?

Three Waves of Feminism

**Module II Poetry**

Maya Angelo	-	Still I Rise
Sujata Bhatt	-	Search for My Tongue
Gwendolyn Brooks	-	Kitchenette Building
Menka Shivdesani	-	Iron Woman

**Module III Drama**

Uma Parameswaran	-	Sita's Promise
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**Module IV Fiction**

Shashi Deshpande	-	That Long Silence
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**Module V Prose**

Alice Walker	-	In Search of Our Mother's Garden - Part I
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*M. Jayalakekshmi*  
Head  
Department of English Literature  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

**Suggested Reading**

- Habib, M.A.R. (2011). *Literary Criticism*, Australia, Blackwell Publishing.
- Cavallaro, Dani.(2001). *Critical And Cultural Theory*, New Delhi, Bloomsbury.
- Tillotson, Geoffrey.(2013). *Criticism and the nineteenth century*, London, Bloomsbury.
- Thornham, Sue.(2000). *Feminist Theory And Cultural Studies*, London, Bloomsbury.
- Chanter ,Tina.(2006). *Gender Key Concepts In Philosophy*, London, Bloomsbury.
- Donovan, Josephine.(2012). *Feminist Theory*, London, Bloomsbury publishing plc

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
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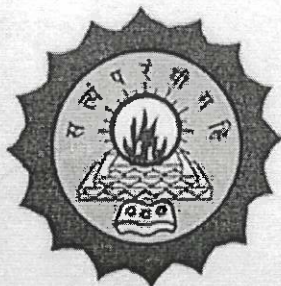
**B G VAISHNAV COLLEGE (AUTONOMOUS)  
CHENNAI - 600106**

**DEPARTMENT OF SOCIAL WORK**

**Choice Based Credit System (CBCS)  
OUTCOME BASED EDUCATION (OBE)**

**SYLLABUS 2020-2021**

**MASTER OF SOCIAL WORK (MSW)**



**Academic Year-2020 - 2021**

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**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

*[Signature]*  
Head  
P.G. Department of Social Work  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

MSW Syllabus With effect from 2020-2021

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**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

*[Signature]*  
Head  
P.G. Department of Social Work  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

**FIRST SEMESTER**  
**Course Title: Social Work Profession**


<b>Course Code : 20/33101</b>	<b>Credits : 04</b>
<b>L:T:P:S : 4:0:0:0</b>	<b>CIA Marks: 40</b>
<b>Exam Hours : 03</b>	<b>ESE Marks: 60</b>

**LEARNING OBJECTIVES:**

- To develop knowledge of History and Development of Social Work in India.
- To acquire knowledge on the fields and methods of Social Work,
- Understand domains in Social Work Education in India,
- Understand the Concept of personal and professional Self.

S.No	CONTENTS OF MODULE	Hrs	COs
1	<b>Social work</b> Definition, Objectives, Philosophy, Principles and their application. Profession: Meaning, Definitions, Attributes of a Profession. Social Work as a Profession, Professional Traits in Social Work, Nature, Goal & Functions of professional Associations (NASW, IFSW, IASW) Social work-related concepts: Social Service, Social Welfare, Social Security, Social reform, Social Policy, Social Defence, Social Development, and Social Justice.	9	CO1 CO 2
2	<b>History and Development of Social Work in India and Abroad:</b> History of Social Work in India Methods of Social Work; Social Case Work, Social Group Work, Community Organisation, Social Work Research, Social Welfare Administration, Social Action. Fields of Social Work: Family & Child Welfare, Mental Health, Correctional, Rural and Urban, Women Welfare. Models of Social Work: Relief model, Welfare model, Clinical model, Systems model, Radical model- relevance and application in practice.	9	CO2 CO 4
3	<b>Religion and Ideology:</b> Religion: Hindu, Islam. Christian, Sikh, Buddhism, Jainism. Social Movements, Gandhian Ideology, Liberalism, Humanism, Socialism, democracy. Social reform movements. Values and Code of Ethics in Social Work Profession.	9	CO3, CO6 CO 2
4	<b>Development of Social Work Education in India:</b> Evolution of social work education, American Marathi mission, Nagpada	9	CO4, CO5

  
Head  
P.G. Department of Social Work  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
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Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



	Neighbourhood House, Mumbai, Sir Dorabji Graduate School Social Work, Mumbai, Various Levels of Training in Social Work Education, Domains in Social Work Education(Core domain, supportive domain, elective and interdisciplinary domain); Emerging trends in Social Work Education. Field work and importance of Field work Supervision.		
5	<b>Personal and professional development Self and Self Awareness:-</b> Significance of understanding self, Meaning of Self, Self-esteem, Self-image and Self-acceptance. Self as “being” and “becoming, Factors affecting Self, Attitudes and Values. <b>Development of Professional Self:</b> Concept of professional Personality, Professional Values and value Conflict. Professional Ethics and Ethical dilemmas <b>Professional Integrity, Competence and Internalization of professional values.</b> Honesty, Professional knowledge, Lifelong Learning, Critical thinking, Ethical decision Making, Self –Understanding, Acceptance of Self and others, Self-control.	9	C05 C06

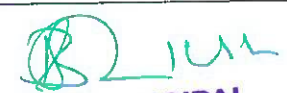
#### REFERENCE BOOKS:

1. Ahuja, R. (1993). *Indian social system*. New Delhi: Rawat Publications
2. Chowdhry, D. P. (1976). *Introduction to Social Work: History, Concept, Methods, and Fields*. Atma Ram.
3. Dasgupta, S. (Ed.). (1967). *Towards a philosophy of social work in India*. New Delhi: Popular Book Services for the Gandhian Institute of Studies.
4. Desai, M. (2002). *Ideologies and social work: Historical and contemporary analyses*. New Delhi: Rawat Publications.
5. Dominelli, L. (2004). *Social work: theory and practice for a changing profession*. USA. Polity Press.
6. Friedlander, W. A. (Ed.). (1976). *Concepts and methods of social work*. New Delhi: Prentice Hall of India Pvt. Ltd.
7. Ife, J. (2012). *Human rights and social work: Towards rights-based practice*. UK. Cambridge University Press.
8. Reamer, F. G. (1999). *Social work values and ethics*. New Delhi: Rawat Publications
9. Thompson, N. (2000). *Understanding Social Work*. London: Macmillan

#### Course Title: Working with Individuals

Course Code : 20/33102	Credits : 04
L:T:P:S : 4:0:0:0	CIA Marks: 40
Exam Hours : 03	ESE Marks: 60

  
**Head**  
P.G. Department of Social Work  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
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Dwaraka Doss Goverdhan Doss  
Vaishnav College  
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## LEARNING OBJECTIVES:


- To understand the values and principles of working with individuals.
- To enhance understanding of the basic concepts, tools and techniques in working with individuals in problem-solving and in developmental work.
- To understand the different models of helping and applying them in social work practices with individuals.
- To develop the ability to work independently as a professional Case Worker.

S. NO	CONTENTS OF MODULE	Hrs	COs
1	<b>Social Case Work:</b> Social Case Work: Definition, Objectives and its Importance, Historical development of Social Case Work. Values, Principles and Relationship. Problems in professional relationship – transference and counter transference.	9	CO1
2	<b>Social Case Work Tools and Techniques</b> Tools and techniques in Case work: listening, observation, Interview – Home Visits, Collateral Contacts, Referrals – techniques in practice – Ventilation, Emotional Support, Action Oriented Support, Advocacy, Environment modification, Modelling, Role-playing and confrontation. Recording in Case Work. Uses, Principles, types, structure and content. Use of genograms and eco-maps.	9	CO2
3	<b>Phases of Case Work:</b> The Helping Process: - Components and Phases. Components – Person and family, problem, agency, resources and process. Phase 1: Exploration of person-in-environment. Phase 2: Multidimensional assessment and planning multidimensional Intervention Phase 3: Implementing and goal attainment Phase 4: Termination and evaluation: follow up	9	CO3
4	<b>Models of Social case work practice:</b> Psycho social, Functional, Supportive and modificatory, Problem solving, Crisis intervention, Family centered approach, Classified treatment method; Competence based approach, Eclectic approach and Eco-system perspective in Social Casework. Casework and Psychotherapy, Case work and Counselling– Similarities and Differences	9	CO4
5	<b>Case work practice in different settings in India:</b> Working with schools / education, Family and Children, Clinical Settings, Community Development, Correctional and Industrial settings, Working with older, Adults, <b>Persons with Disability and LGBT.</b>	9	CO5

## REFERENCE BOOKS:

1. Aptekar, H. H. (1962). Basic concepts in social case work. Chapel Hill, University of North Carolina Press.
2. Banerjee, G. R. (1973). *Papers on social work: An Indian perspective* (No. 23). [Bombay]: Tata Institute of Social Sciences.

  
Head  
P.G. Department of Social Work  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
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3. Bhattacharya, S. (2003). *Social work: An integrated approach*. New Delhi: Deep and Deep Publications.
4. Biestek, F. P. (1957). *The casework relationship*. Chicago: Loyola University Press.
5. Garrett, A. M. (1960). *Interviewing: Its Principles and Methods*. New York: Family Service Association of America.
6. Hamilton, G. (1955). *Theory and Practice of Social Case Work*. New York, Columbia University Press.
7. Hollis, F. (1976). *Case Work: A Psychosocial Theory*. New York: Random House.
8. Kasius, Kora. (1952). *Principles and Techniques of Social Case Work*. New York. Family Service Association.
9. Mathew, G. (1992). *An Introduction to Social Case Work*. Bombay: TISS.
10. Pearlman, H. H. (1995). *Social Case Work: A Problem-Solving Process*. Chicago, The University of Chicago Press.

**Course Title: Working with Communities**

<b>Course Code : 2033207</b>	<b>Credits : 04</b>
<b>L:T:P:S : 4:0:0:0</b>	<b>CIA Marks: 40</b>
<b>Exam Hours : 03</b>	<b>ESE Marks: 60</b>

**LEARNING OBJECTIVES:**

- To develop an understanding of the concepts related to working with Community.
- To gain knowledge of various approaches, Skills and techniques of working with Communities.
- To understand social Action as a method in solving social problems in the community.

S.NO	CONTENTS OF MODULE	Hrs	Cos
1	<b>Analysis of Community:</b> Concept of Community - Definition, Sociological concept of Community, Community as a social system, subsystems in the community, types of communities and their characteristics - Rural, Urban and Tribal communities. Community Power Structure: Concept of Power, Dimensions of community power relevant to community organisation. Community Dynamics: Integrative and disintegrative forces, Participative groups and <b>Gender Empowerment</b> .	9	CO1, CO2
2	<b>Community Organisation:</b> Community Organisation: Definition, History, Principles, Approaches, Scope of Community Organisation in India. Community Organisation as a method of social work, and Community Dynamics, Community Organisation and Community Development, Community Organisation Process - Problem Identification (study), Discussion (Assessment and Analysis), Action	9	CO3


*[Signature]*  
 Head  
 P.G. Department of Social Work  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai-600 106.


*[Signature]*  
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 Dwaraka Doss Goverdhan Doss  
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	Plan, Determination of Strategy, Implementation and Evaluation, Modification and Continuation.		
3	<b>Models of C O and Application of C.O:</b> General Content, Specific Content and Process content, (Murray G. Ross Model) Locality development model, social planning model social action model. (J. Rothman's Model) Community Organisation methods - Public Interest mobilization, Litigation, Protest and Demonstrations. Community Organisation in Slums and Disaster Situations. Recording - Principles, Uses and Types.	9	CO3, CO6
4	<b>Models of Social Action:</b> Definition, Objectives, Principles, strategies, Models of Social Action, Approaches to Social Action - Paulo Freire, Saul Alinsky Model, Mahatma Gandhi, Martin Luther King, <b>Women Centered Model.</b>	9	CO4, CO5
5	<b>Skills in Community Organisation and Social Action:</b> Organizing, Communication, Training, Consultation, Public Relation, Resource Mobilisation, Liaising, Facilitating, Participatory skills, Networking, Advocacy, Legislative Promotion.	9	CO5, CO6

#### REFERENCE BOOKS:

1. Clinard, M. B. (1970). *Slums and community development: Experiments in self-help*. New York: Free Press.
2. Dunham, A. (1958). *Community welfare organization: principles and practice*. New York: Thomas Y. Crowell Company.
3. Gangrade, K.D. (1971). *Community Organisation in India*. Bombay: Popular Prakashan.
4. Harper, E. H. and Arthur Dunham. (1959). *Community Organisation in Action*. New York: Association Press.
5. Harper. E & Arthur Dunham. (1959). *Community Organisation in Action*. New York: Association Press.
6. Khinduka, S.K. & Coughlin, B. (1965). *Social Work in India*. New Delhi: Kitab Mahal.
7. Krammer, R., & Harry, S. (1975). *Community Organisation Practice*: New Jersey, Prentice Hall, Engelwood Cliffs.
8. Kuppusamy, B. (1989). *Social Change in India*. New Delhi. Vikas Publishing House (P), Ltd.
9. Murphy, C. (1954). *Community organisation Theory and Principles*. Mumbai: Harper and Brothers.
10. Ross, M. G. (1955). *Community organization: theory and principles*. New York: Harper and brothers.
11. Siddiqui, H.Y. (1984). *Social Work and Social Action: A Developmental Perspective*. New Delhi: Harnam Publications.
12. Siddiqui, H.Y. (1997). *Working with Communities. An introduction to Community Work*. New Delhi: Hira Publication.

  
**Head**  
P.G. Department of Social Work  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
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**Second Semester**  
**Course Title: Social Welfare Administration and Social Legislation**


<b>Course Code : 2033208</b>	<b>Credits : 04</b>
<b>L:T:P:S : 4:0:0:0</b>	<b>CIA Marks: 40</b>
<b>Exam Hours : 03</b>	<b>ESE Marks: 60</b>

**LEARNING OBJECTIVES:**

- To gain knowledge on Social Welfare Administration in an Organizations.
- To understand the Welfare policies and programmes of the Government.
- To gain knowledge on Social Legislation.
- To develop insights about legal provisions for underprivileged and marginalized.

S.No	CONTENTS OF MODULE	Hrs	COs
1	<b>Social Welfare Administration</b> Concept of administration, Social Welfare Administration - meaning, Definition, Principles and Characteristics, Types of administration: Organisation and Development, POSDCORB, Registration of organizations – Formulation of Trust, Society, Section (8) of Companies Act	9	CO1
2	<b>Programme Development</b> Programme management: Long term, short term and documentation; Project proposals based on for needs, Nature of Resources, Eligibility Criteria, Records, Evaluation and Research, SWOT analysis. Public Relations need and its promotion by all in the organization	9	CO2
3	<b>Social Policy</b> Definition, need and Importance, Evolution, Social work role in Policy Practice- Social Welfare Policy: its relation to the Constitution –Values and Different models underlying social policy. <b>Analysis framework to Social Welfare Policies – a Historical perspective regarding Backward classes, Scheduled Classes. Scheduled Tribes, Women, Children, Youth, Handicapped, Aged, Education and Health.</b> Rural development, Tribal Development and Poverty Alleviation Programmes, Social Planning and Social Development, Indian Planning Commission	9	CO3
4	Introduction to Social Legislation: Definition of social legislation, Social legislation as an instrument of social control and social justice. The constitutional perspective: Fundamental rights and Directive principles Para Legal Systems: Legal Aid: concept, need	9	CO4, CO5

  
Head  
H.G. Department of Social Work  
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Vaishnav College  
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**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
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	for legal aid, Lok Adalat, Consumers protection and Consumer courts. Cruelty to Animal Act 1960, Wildlife (protection) Act 1972, The National Green Tribunal Act 2010, The Environment Protection Act 1986.		
5	<b>Overview of major Social legislation in India</b> The Hindu Marriage Act (1955) The Hindu Succession Act (1956) The Hindu Minority and Guardianship Act (1956). Indian Christian Marriage Act, Provision regarding Marriage and Divorce in Mohammedan law. Legislation pertaining to Children: Child labour (Prohibition & Regulation) Amendment Act 2016, The Juvenile (Care and Protection of Children) Act, 2015 Legislation pertaining to Social problems: Protection of Civil rights Act (1976), SC/ST Prevention of Atrocities Act 1989, Dowry prohibition Act (1961), Immoral traffic prevention Act (1956), Tamil Nadu Slum areas improvement (and Clearance) Act (1971) Transplant of Human Organs Act 1994, Right to Information Act 2005. Tamil Nadu prohibition of Ragging Act 1997, Tamil Nadu Prohibition of Harassment of Women Act, 1998. Persons with Disabilities Act 1995. The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013.	9	CO5, CO4

#### REFERENCE BOOKS:

1. Bhattacharya, S. (2006). *Social work administration and development*. New Delhi: Rawat Publications.
2. Brayne, H. (2008). *Law for social workers*. New Delhi: Rawat Publications
3. Chambers, D. E. (1993). *Social policy and social programs: A method for the practical public policy analyst*. Macmillan College.
4. Coulshed, V. (1990). *Management in social work*. Macmillan International Higher Education.
5. Cull, L. A., Roche, J., & Stringer, D. (2001). *The law and social work: contemporary issues for practice*. Palgrave Macmillan.
6. Donnison, D. V., & Chapman, V. (1965). *Social policy and administration* (No. 3). G. Allen & Unwin.
7. Hudson, J., & Lowe, S. (2009). *Understanding the policy process: analysing welfare policy and practice*. Policy Press.
8. Jacob, K.K. (1989). *Social policy in India*. New Delhi: Rawat Publications
9. Paul Choudhary, D (1983). *Social Welfare Administration*. New Delhi: Atma Ram and Sons.
10. Reichert, E. (2003). *Social Work and human Rights: A foundation for policy and practice*. New York: Columbia University Press.
11. Shanmugavelayutham, K. (1998). *Social Legislation and Social Change*. Chennai. Vayha.
12. Slavin, S. (Ed.). (1985). *Social Administration: Managing finances, personnel, and information in human services* (Vol. 1). Psychology Press.



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

7

  
**Head**  
P.G. Department of Social Work  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
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**Third Semester**  
**Course Title: Labour Legislation**

<b>Course Code : 2033311</b>	<b>Credits : 04</b>
<b>L:T:P:S : 4:0:0:0</b>	<b>CIA Marks: 40</b>
<b>Exam Hours : 03</b>	<b>ESE Marks: 60</b>

**LEARNING OBJECTIVES:**

- To help students learn the basic facts concerning labour law.
- To assist the students to acquire attitude that is apt in the practice of labour law.
- To enable them to realize the need to have suitable skills for the practice of labour law

SL No	CONTENTS OF MODULE	Hrs	COs
1	<b>Labour Legislation:</b> History of labour legislations in India; Labour in the Indian constitution; Industrial jurisprudence; Industrial law as distinguished from Common law.	9	CO1
2	<b>Legislations pertaining to working conditions:</b> The Factories Act, 1948. Industrial Employment (Standing Orders) Act, 1946. Apprentices Act, 1961. Contract Labour (Regulations and abolition) Act, 1970	9	CO2
3	<b>Shops and Establishment legislation:</b> Tamil Nadu shops and establishments Act, 1947. The Tamil Nadu catering establishment Act, 1958. Tamil Nadu Labour welfare fund Act, 1972. The Tamil Nadu Industrial establishments (National and Festival Holidays) Act, 1958.	9	CO3, CO5
4	<b>Wage Legislation and Social Security Legislations</b> Payment of wages Act, 1936. Minimum wages Act, 1948. Payment of Bonus Act, 1965. Workmen's Compensation Act, 1923. Employee's State Insurance Act, 1948. Employee Provident fund and miscellaneous provisions Act. Maternity benefit Act, 1961. Payment of Gratuity Act, 1972	9	CO4
5	<b>Industrial Relations Legislations</b> Trade Unions Act, 1926, Industrial Disputes Act, 1947	9	CO5 CO4

**REFERENCE BOOKS:**

1. Blanpain, R. (2001). *Labour law, human rights and social justice*. The Hague: Kluwer Law Intl.
2. Blanpain, R. (2004). *Comparative Labor Law and Industrial relations in Industrialized Market*. Kluwer law Intl
3. Conaghan, J., Fischl, R. M., & Klare, K. (Eds.). (2004). *Labour law in an era of globalization: Transformative practices and possibilities*. New Delhi. Oxford University Press.
4. Datar, B. N. (1978). *Constitution Labor legislation and International Conventions*. Bombay. Tata Institute of Social Sciences

  
**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

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**Head**  
P.G. Department of Social Work  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

5. Davis, C, A. (2004). *Perspectives on Labor Law*. UK. Cambridge university Press
6. Grogan, J. (2007). *Collective labour law*. Juta and Company Ltd.
7. Padhi. P.K (2010). *Labour and Industrial Laws*. New Delhi. PHI.
8. Puri, S. K. (1984). *Introduction to Labour Law & Industrial Law*. Allahabad. Agricultural Institute
9. Sharma, A. M. (2000). *Industrial Jurisprudence and Labor Legislation*. New Delhi. Himalaya Publishing House
10. Tripathi, P.C. (1998). *Industrial Relations & Labour Laws*. New Delhi, Sultan Chand Publication.

**Course Title: Industrial Social Work**

<b>Course Code : 2033314(B)</b>	<b>Credits : 03</b>
<b>L:T:P:S : 4:0:0:0</b>	<b>CIA Marks: 40</b>
<b>Exam Hours : 03</b>	<b>ESE Marks: 60</b>


**LEARNING OBJECTIVES:**

- To understand the complexities, benefits, and challenges of incorporating social responsibility into corporate strategy
- Find information about an organization's CSR activities and critically evaluate it
- Understand the role-played Corporates in development of the Society.
- To learn various tools in social Responsibility

Sl No	CONTENTS OF MODULE	Hrs	COs
1	<b>Industrial Social work</b> - Concept, Historical perspective, Scope of Social Work in Industry, Applicability of Social work methods in industry	9	CO1
2	<b>Corporate sustainability</b> meaning-Leadership and Strategy for Corporate sustainability, organizing for Sustainability	9	CO2
3	<b>Social Responsibility</b> - Concept-Pillars of SR, Tools-SR integration of SR in organisation in Organisation and management system-Role of social partners in SR activities	9	CO3, CO5
4	<b>Corporate Social Responsibility</b> : Definition, Approaches, Corporate social accountability, designing a CSR policy, Factors influencing CSR policy, Managing CSR in an organization, Social auditing, Global Recognitions of CSR- ISO 14000, SA 8000, AA 1000, Codes formulated by UN Global Compact, UNDP, Global Reporting Initiative, Sustainable Reporting initiatives. CSR and Law. (with specific reference to The Companies Act 2013)	9	CO4, CO5
5	<b>Corporate governance</b> - Meaning- Scope, Emerging areas of Corporate Governance, Corporate Participation, corporate citizenship. Case studies of CSR initiatives of, ITC, TATA, Aditya Birla and by the multinational corporate	9	CO5 CO3

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**Head**  
 P.G. Department of Social Work  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



## REFERENCE BOOKS:

1. Beauchamp, T. L., Bowie, N. E., & Arnold, D. G. (Eds.). (2004). *Ethical theory and business*. London, UK: Pearson Education.
2. Corporate Social Responsibility. Series Editors: Guler Aras, Yildiz Technical University, Istanbul, Turkey and David Crowther, Leicester Business School, De Montfort University, Leicester, UK
3. Crowther, D. (2008). *Corporate social responsibility*. Bookboon.
4. Kotler, P., & Lee, N. (2008). *Corporate social responsibility: Doing the most good for your company and your cause*. John Wiley & Sons.
5. Ruggie, J. G. (2013). *Just business: Multinational corporations and human rights (Norton global ethics series)*. WW Norton & Company.
6. Sanford, C. (2011). *The responsible business: Reimagining sustainability and success*. John Wiley & Sons.
7. Skidmore, R. A., Balsam, D., & Jones, O. F. (1974). Social work practice in industry. *Social Work*, 280-286.

### Course Title: Workplace Counselling


Course Code : 2033314(A)	Credits : 03
L:T:P:S : 4:0:0:0	CIA Marks: 40
Exam Hours : 03	ESE Marks: 60

### LEARNING OBJECTIVES:

- To help students distinguish between counselling, Case Work and Psychotherapy and to acquire the required knowledge in this regard.
- To sensitize the students to the attitudes required for the practice of counselling.
- To engage the students to identify and practice the appropriate skills

S. No	CONTENTS OF MODULE	Hrs	COs
1	Counselling: Definition, Element, Characteristics and Goals. Group counselling: Its importance and process. History of counselling in India Foundations of counselling Philosophical foundations - dignity of the human person Sociological foundations – influence of social system Psychological foundations – concept of self, goal directed behaviour, learning principles, developmental needs at different stages.	9	CO1
2	<b>The Counselling Relationship</b> Regard and respect – Authenticity –Empathy Personal Growth and Effectiveness of the Counsellor Concerns of self, attitudes, Values, beliefs, counselling relationships, Transference and counter Transference.	9	CO2

  
Head  
D.G. Department of Social Work  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.


  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

	Personality characteristics and portrait of an effective counsellor The portrait of a trainee.		
3	<b>Theoretical approaches to counselling</b> a. Psychoanalysis - distinguish between counselling, Case Work and Psychotherapy b. Behaviour Modification and Behavioural therapy - classical and operant conditioning c. Client centered therapy d. Transactional Analysis e. Cognitive Behaviour Therapy f. Eclectic Approach g. Motivational Theory – Maslow’s theory, and h. Psychosocial theory - Erik Ericson.	9	CO3, CO5
4	<b>Counselling process</b> Steps in the counselling process (Stage I - Stage VIII)	9	CO4, CO5
5	<b>Counselling Practice in different settings – An Overview</b> Significant areas of counselling – counselling with families, counselling children, counselling reluctant client, counselling the delinquent. Counselling in family, school, industrial and Medical Psychiatry setting. <b>Counselling in HIV/AIDS Setting.</b>	9	CO5

#### REFERENCE BOOKS:

1. Burnard, P. (1999). *Counselling skills training: source book of activities for trainers*. Chennai. Viva Books
2. Feltham, W. D. C., & Feltham, M. C. (1994). *Developing the practice of counselling* (Vol. 1). Sage.
3. Jayaswal, S. (2000). *Guidance and Counselling*. Lucknow. Prakashan Kendra
4. Langs, R. (2003). *Fundamentals of adaptive psychotherapy and counselling: An introduction to theory and practice*. Macmillan International Higher Education.
5. McLeod, J. (2008). *An introduction to counselling (3 ed)*. New Delhi. Rawat Publication.
6. Menon, L. (2002). *A Study on Workplace Counselling*.
7. Mishra R.C (2011). *Guidance & Counselling (Vol II)* New Delhi. APH Publication Corporation.
8. Mishra, R. C. (2004). *Guidance & Counselling*. New Delhi. APH Publication Corporation.
9. Patri, V. R. (2001). *Counseling psychology*. New Delhi. Authors Press
10. Safaya, B.N., (2002). *Guidance & Counselling*. Chandigarh. Abhishek Publications.
11. Slattery, J. M. (2003). *Counseling diverse clients: Bringing context into therapy*. Cengage Learning.
12. Tudor, K. (1999). *Group Counselling*. New York. Sage.
13. Vani Priya. (2007). *A study on the Need for Performance Counselling at Brakes India*

  
P.G. Department Head  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**Course Title: Employee Relations Management**


<b>Course Code : 2033313</b>	<b>Credits : 04</b>
<b>L:T:P:S : 4:0:0:0</b>	<b>CIA Marks: 40</b>
<b>Exam Hours : 03</b>	<b>ESE Marks: 60</b>

**LEARNING OBJECTIVES:** This paper will facilitate to learn the ways and means of interaction by the company with the staff, the way it delivers policy information and works to create a more productive workplace. To understand the social security measures and worker participation at various levels in an organization

Sl. No	CONTENTS OF MODULE	Hrs	COs
1	<b>Employee Relations:</b> Concept and scope of employee relations. Tripartite Scheme. Approaches to employee relations: a. Sociological Approach b. Psychological Approach c. Gandhian Approach d. Marxian Approach, Difference between ER and IR, Emerging trends in ER Employee Empowerment-Meaning, Dimensions and mechanisms.	6	CO1
2	<b>Social Security:</b> Concept and Scope; Social Assistance and Social Insurance, Development of Social Security in India; Social Security measures for Industrial Employees, Health and Occupational safety programs. Industrial Accidents-causes and prevention. Need for safety and measures to ensure safety in Industries, Organizational Environment & Stakeholders	6	CO2
3	<b>Employee Relations at Shop Floor and Plant Level:</b> Workers participation in Management in India, Shop floor, plant level, aboard LEVEL. Worker's welfare in Indian scenario. Worker's education, aligning individuals and organizations- Motivation, Team cooperation, Reward and Recognition. Employee Discipline and Grievance Redressal mechanism. Role of Trade Union in maintaining Employee Relations. Collective Bargaining – Process and agreement. Dispute – Bipartite and Tripartite approaches	6	CO3
4	<b>Labour Welfare:</b> Concept, Scope; Philosophy and Principles of Labour Welfare; Indian constitution and Labour Welfare; Labour Welfare Policy and Five-Year Plans, Historical Development of Labour Welfare in India	6	CO4
5	Impact of ILO on Labour Welfare in India; <b>Agencies of Labour Welfare and their Roles</b> , Labour Welfare Programmes: Statutory and Non-Statutory, Extra Mural and Intra Mural. <b>Welfare Centres; Welfare Officer: Role, Status and Functions.</b> IR case laws-Impact for HR	6	CO5

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**Head**  
 P.G. Department of Social Work  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

## REFERENCE BOOKS

1. Arun Monappa. (2003) *Industrial Relations*. New Delhi. TMH
2. Aswathappa, K. (2013). *Human resource management: Text and cases (7 ed)*. New Delhi. Tata McGraw-Hill Education.
3. Dwivedi. R.S. (2002). *Managing Human Resources/Personnel Management in Indian enterprises*, New Delhi. Galgotia Publishing Company.
4. Moorthy, M. V. (1968). *Principles of Labour Welfare*. New Delhi. Gupta Bros
5. Pattanayak, B. (2003). *Human Resource Management*. New Delhi. Prentice Hall of India Pvt. Ltd.
6. Rao, V.S.P. (2008). *Human Resource Management (2 ed.)*. New Delhi. Excel Books.
7. Robbins, S.P. & Coulter, M. (2012), *Management (11th edition) - Ch. 3: Organizational Culture and the Environment: The Constraints*
8. Sinha, P. R. N., Sinha, I. B., & Shekhar, S. P. (2017). *Industrial Relations, Trade Unions and Labour Legislation*. New Delhi. Pearson Education India.
9. Vaid, K.N. (1970). *Labour Welfare in India*. New Delhi. Sree Ram Centre for Industrial Relations and Human Resources

  
**Head**  
P.G. Department of Social Work  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

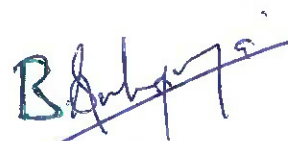
  
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Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**Open Elective**  
**Course Title: Non-Government Organizations Management**

S. No	CONTENTS OF MODULE	Hrs	COs
1	<b>NGO-An Introduction Concept:</b> Charity. Volunteerism, Welfare and NGO. Historical perspective of Volunteerism in India, Types of NGOs, Functions of NGOs Capacity Building in NGOs, Communication dynamics in an organisation. NGO Governance-Governance Concept, Challenges, Perspectives and Ethical Concerns	10	CO1
2	<b>Legal Procedures of Establishment of NGOs:</b> Overview of Societies Registration Act, Indian Companies Act (related sections to NGOs) Charitable Endowment Act, Foreign Contribution Regulations Act. Central Social Welfare Board, State Social Welfare Advisory Board	10	CO2
3	<b>Project Management in NGO:</b> Meaning, Project Matrix. Project Cycle Management, Identification and formulation of detailed Reports, Monitoring and Evaluation, Tools of Rural Appraisal, Project Budget, Fund requirement and Types of Funds	10	CO3
4	<b>Practical Orientation of NGOs:</b> Orientations on welfare setting and Visit to the NGO	7	CO4
5	<b>Perspectives over Marginal Communities:</b> Women, Children, Youth, LGBTQ, Scheduled Caste and Scheduled Tribes. Visit to the NGO	8	CO5



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**(Head**  
**P.G. Department of Social Work**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai-600 106.**

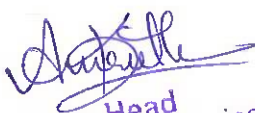



**Dwaraka Doss Goverdhan Doss Vaishnav  
College (Autonomous)**

**Department of Criminology**

**BA Criminology and Police Administration**

**Portions of Syllabus promoting Gender Sensitization (2020-21)**

  
**Head**  
Department of Criminology  
and Police Administration  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai - 600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**Course Name: Course Title: CORE II - MAJOR LAWS IN CJS**

**Introduction to law:**

Rule of law – Procedural and Substantial law – Introduction to Indian Constitution 1950, Indian Penal Code 1860, Criminal Procedure code 1973, Indian Evidence Act 1872 – Nature and scope

**Introduction to Indian Constitution,1950:**

Constitution of India and its supremacy – History of Indian Constitution – Preamble – Citizenship– Fundamental Duties – Fundamental Rights – Directive Principles of State Policy – Executive, Legislature and Judiciary

**Introduction to Indian Penal Code, 1860:**

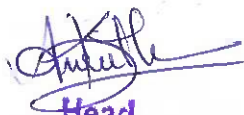
Definition of Crime - Doctrine of Actus Reus and Mens Rea, General Concepts - Joint liability, Punishments, General Exceptions – for Child, Unsound mind, Private defence – against body and property, Crime against body – Abetment, Conspiracy, Hurt, Murder and Culpable Homicide, Dowry death, Crime against women – Outraging the modesty, Rape, Crime against property – Theft, Robbery, Extortion, Dacoity, Cheating, Crimes against public tranquility - Riot, Unlawful assembly Public nuisance.

**Introduction to Criminal Procedure Code , 1973:**

Definitions – Cognizable and Non- Cognizable offences, Bailable and Non- Bailable Offences, Compoundable Offences, FIR, Complaint, Charge Sheet, Hierarchy of courts in India – Arrest and Bail Procedure, Trial, Inquest, Victim Compensation.

**Introduction to Indian Evidence Act, 1872:**

Fact in issue - Res gestae - Confessions and Dying Declaration – Primary Evidence and Secondary Evidence, Presumption of fact and law, Burden of proof, Examination in Chief, Cross Examination and Re-examination; Medical Evidence.



**Head**

Department of Criminology  
and Police Administration  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**

## CORE PAPER VI: SOCIAL PROBLEMS

### Unit I: Introduction

Definition and scope of Sociology - Improvement of the study of Social, culture and sub culture. Individual and society. Social control: Traditional, informal and formal means of social control Groups: primary group, secondary group and reference group

### Unit II: Social Institutions

Religion: belief system, Elements of religion, function of religion. Family types: patriarchal and matriarchal families, joint and nuclear families. Marriage: types of marriage: polygyny, polyandry and monogamy. Kinship: classificatory and descriptive system of kinship.

### Unit III: Social Stratification

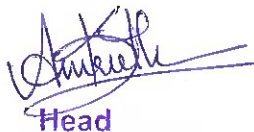
Caste: Definition and characteristics of caste, Dominant Caste, Caste Relationship, Functions and Dysfunctions of Caste. Caste violence in Tamil Nadu.

### Unit IV: Social Problems

Inequality, Untouchability, Poverty, Unemployment, Child Labour, Bonded Labour, Corruption. Socio-cultural aspects of Dowry, Domestic Violence, Female infanticide, Foeticide and Prostitution.

### Unit V: Vulnerable Groups

Constitutional categories – S.C., S.T., OBC and Denotified communities – Minority groups – Reservation Policy for the Development of Society and Economically Disabled groups; LGBT; Women; Children; Elders; Tribes.



Head  
Department of Criminology  
and Police Administration  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## **CORE PAPER IX: COUNSELLING AND GUIDANCE**

### **Unit I: Introduction**

Introduction to Counselling: Meaning, Definition, Need and Importance of counselling – professional ethics in counselling – Guidance: Meaning, Definition, Basic principles of guidance, Types of guidance – Educational, vocational, Personal social guidance

### **Unit II: Stages and Conditions of Counselling**

Stages of Counselling – Initial Disclosure, In depth Exploration and commitment to action, Core conditions of counselling – Empathy, Communication, Genuineness, unconditional positive regard, correctness, transference, referral - Barriers to effective counselling sessions; Counselling evaluation – Termination

### **Unit III: Principles of Counselling**

Basic Principles of Counselling: Participation, Individualization, Confidentiality, communication, acceptance, self confidence, self awareness and other principles governing the counselling relationship

### **Unit IV: Process and Techniques of Counselling**

Counselling process, Interview and its significance in counselling - Use of observation in counselling and understanding of emotions in counselling - Opening Techniques, Reflection of feelings, Acceptance, structuring, silence, leading, Questioning, interpretation, Active Listening skills, immediacy, confrontation, interpretation - Techniques of group counselling, strategies and structure

### **Unit V: Specialized Counselling**

Types of Counselling- Individual, Group & Family Counselling – Premarital and post marital counselling, Counselling children, counselling old people, Interpersonal conflict management, counselling AIDS patients, Counselling for De-addiction - Effectiveness of counselling and guidance in the treatment of offenders and victims.



**Head**  
Department of Criminology  
and Police Administration  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## **CORE PAPER XIV: CONTEMPORARY FORMS OF CRIME**

### **Unit I: Introduction**

Introduction to Contemporary forms of Crime, Socio- Economic offences, Nature, Types and Crime Statistics of Socio economic offences in India.

### **Unit II: Economic and Financial Crimes**

White Collar Crime-Nature, Meaning & forms, Import /Export violations, insider trading, labour racketeering, Embezzlement, Land hijacking/ Real estate fraud, Corporate crimes-Tax Evasion, Counterfeiting, Bank Frauds- Credit card frauds, Money Laundering, Insurance Frauds, Frauds by Non-Banking institutions, Corruption and Bribery of Public Servants.

### **Unit III: Organised Crime Syndicates**

Nature, Meaning and forms-Criminal syndicates-Organized crimes: Regional and international linkages-Problems of identification, investigation and prosecution-Prevention and control strategies. Drug Smuggling, Substance Abuse

### **Unit IV: Political Crimes: Terrorism and Communal Violence**

Terrorism:Nature, meaning and forms- Types of terrorism-Narco- terrorism and Bio terrorism-National and international roots of terrorism. Communal Violence: Historical Perspectives-Communal Violence in post independence India-Recent Terrorist attacks in India

### **Unit V: Women and Child Trafficking**

Magnitude of Women and Child Trafficking- National and International -- Methods and Techniques of Traffickers-Push and Pull Factors of Trafficking -- Prostitution, Child Rape , Sexual exploitation of girl children-Policy and Law- Role of NGO's in the Prevention of women and child trafficking. Role of Interpol in the prevention and investigation of women and child trafficking.



**Head**

Department of Criminology  
and Police Administration  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

**DEPARTMENT OF MA HRM**

**Semester - I**

**LABOUR LEGISLATION**

**UNIT - I**

Introduction: Emergence and Objectives of Labour Laws and their Socio-Economic Environment. Origin of Law, Sources of Law, Legal Concepts. Ministries involved in law making, executing. Level of labour ministry.

**UNIT - II**

Factories Act 1948- Working Conditions, Health, Safety, Welfare, Provisions Relating to Hazardous Process, Working Hours of Adults, Employment of Young Persons, Annual Leave with Wages Special Provisions and Penalties.

**UNIT - III**

Laws relating to Social Security: Employees Provident Funds Act 1952, and Employees' State Insurance Act-1972. The Payment of Bonus Act 1965, the Payment of Gratuity Act, 1972. Purpose - eligibility - benefits.

**UNIT - IV**

The Maternity Benefit Act, 1965, Maternity Benefit Legislation and its growth in India with the Amendments. Difference Maternity benefit in ESI Act and Maternity act - eligibility. Workmen's compensation Act, 1923 - purpose - eligibility, benefits.

**Unit - V**

Interpretations of Labour Laws, their working, and implications for Management, Union, Workmen, the Economy and the Industry.

**Reference**

1. Handbook of Industrial Laws by N. D. Kapoor - S Chand, 2010
2. Industrial Labour Laws-Taxman Publications, 2012

*[Signature]*  
**Head**  
P.G. Department of  
Human Resources Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (SHI II)  
Arumbakkam.

*[Signature]*  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

3. Industrial Relations, Trade Unions and Labour Legislations by P.R.N.Sinha, Indu Bala Sinha, Seema Priyadarshini Shekar- Pearson Publication, 2011
4. Industrial Disputes Act 1947 along with the Central rules, Bare Act (with short comments) Commercial Law Publishers India Pvt., Ltd., Delhi, 2012

## ORGANISATIONAL COUNSELLING

1. To approach the employee related problems with human touch.
2. To get oriented in basic counseling knowledge and skills.
3. To integrate counseling methods into HRD and HRM practices

### Unit-1

Introduction to counseling – Definitions – Difference between Counseling and guidance– Ethics and values of counseling, counseling goals – Evolution of Counseling.

### Unit-2

Counseling Theories: Psychoanalytical – Behavioral Approach – Carl Roger's Client Centered Theory - Cognitive Behavior therapy - Eclectic model – Indian Approach to Counseling - Existential theory.

### Unit-3

Counseling process and skills: Counseling process: stages from intake to termination. Counseling relationship-Skills of Counseling – Active Listening: Paraphrasing, Summarizing, Clarifying, Questioning and reflecting -Counseling Therapies- Individual VS Group counseling.

### Unit-4

Common Psychosocial problems in workplace: Alcoholism, drug addiction, indebtedness, maladjustment, ill-health, occupational diseases, mental health problems, relationship problems and indiscipline, absenteeism, family problems - **problems of specific groups such as the backward, handicapped, older, younger, women and LGBTQ employees - Sexual harassment at work places.**

### Unit-5

Counseling in Work place: Appointment of professional counselor with HR benefits in Industries – Challenges in establishing and running counseling services in industries - The need to develop counseling skills for HR Managers and Line supervisors.

### TEXT BOOKS:

1. Ruth Roberts & Judith Moore (2010): Counselling and Psychotherapy Practice Series, Sage Publications,
2. Industrial Psychology 01 Edition (Paperback): Industrial Psychology (2012)

P.G. Department of  
Human Resources Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

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Aph Publishing Corporation.

3. Bill O'Connell; Stephen Palmer; Helen Williams (2011): Solution Focused Coaching in Practice, Taylor and Francis Pub.

## MANAGERIAL CONCEPTS AND BUSINESS ETHICS

### Course Objective

1. Introducing the evolutions and practices of Management.
2. Transferring the technical aspect of human managing technique
3. To Make the students learn and excel towards people managing perspectives in an organization.

### UNIT - I

Introduction to Management: Nature and Scope of Management- Importance of Management - Evolution of Management Thought - Manager and Environment - Systems Approach to Management - Levels of Management - Roles and Responsibilities of Manager - Skills required for Professional Manager.

### UNIT - II

Planning & Decision Making: Steps in Planning Process - Types of Plans - Scope and Limitations - Flexibility in Planning - Sound Plan - Management by Objective (MBO) - Decision making process and techniques - Policy formulation.

### UNIT - III

Organizing and Staffing : Organization Structure & design - Span of Management - Delegation and Decentralization - Line and Staff Authority - Trends in Corporate Structure - Strategy and Culture - Impact of Technology on Organizational Structure - Mechanistic vs Adoptive Structures - Formal and Informal Organization - Span of Control - Narrow and Wide Span of Control - Optimum Span of Control - Effective organizing and Organizational Development - Selection Process - Induction - Placement - Self Employment - Nature, Scope and Importance of Entrepreneurship.

### UNIT - IV

Coordination & Control : Importance - Need for Coordination - Co-ordination & Cooperation - Problems in coordination - Techniques of Coordination - Concept of Control - Areas of Control- Control Process - Essentials of Budgetary Control - Zero Based Budgeting (ZBB) - Performance Standards and Measurements - Steps to make Performance Appraisal Effective - Integrated Control System in an Organization - Management by Exception (MBE) & SWOT Analysis.

### UNIT - V

**Business Ethics & Corporate Governance**: Importance of Business Ethics - **Factors Governing Business Ethics in an Organization** - Corporate Governance across the nations - Ethical Decision Making - Ethical Leadership - Corporate Social Responsibility in Global Scenario - Consumer Protection - Environment Protection - Sustainable Business Practices, Indian Management Thoughts.

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**Head**  
P.G. Department of  
Human Resources Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

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**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## References

1. Certo, S C. and Certo, T, Modern Management, 12<sup>th</sup> Edition, Prentice Hall, January 2011.
  2. DeGeorge, R., Business Ethics, 7<sup>th</sup> Edition, Pearson, 2011.
  3. Govindarajan M., and Natarajan S., Principles of Management, PHI Learning Pvt. Ltd., 2009.
  4. Griffin, R. W., Management, 11<sup>th</sup> Edition, South-Western College Publication, January 2012.
  5. Koontz, H. and Weihrich, H., Essentials of Management: An International Perspective, 8<sup>th</sup> Edition, Tata McGraw Hill Education Private Ltd., July 2009.
  6. Mukherjee, K., Principles of Management, 2<sup>nd</sup> Edition, Tata McGraw Hill Education Pvt. Ltd., 2009.
  7. Robbins, S and Coulter, M, 11<sup>th</sup> Edition, Management, Prentice Hall, January 2011.
  8. Schmerhorn, J.R., Management, 11<sup>th</sup> Edition, Wiley, July 2012
  9. Schmidt, D. and Willott, E., Environmental Ethics, Oxford University Press, 2011.
  10. Bengt Jarkifm , F.Lovingssib “ The A- Z Management Concepts and Models , Viva Book Publishers – Revised Edition.
  11. Tim Hanangan , “ Management concepts and Practices”, 5<sup>th</sup> Edition, FT Prentice Hall publishers
- Dr.C.B Gupta, “Management Concepts and Practices, Sultan Chand & sons, 2014 Edition.

## SEMESTER - II GLOBAL HUMAN RESOURCE MANAGEMENT

### UNIT – I

Globalization and the Indian Business Environment: Meaning and Implications, Phases, Global Impact on Indian Economy across Sectors. Modes of Entry strategies.

### UNIT - II

International Business Environment: Review of the global economy, the global recession, Business environment in Developed and Developing Countries. International trade theories. GATT and WTO: Agreements and Implications. International cultural aspects- Values and norms, religion and ethics, language, education, impact of cultural differences on business.

### UNIT - III

International HRM(IHRM) Definition, reasons for going global, Approaches of IHRM, Difference between IHRM and Domestic HRM, Reasons for emergence of IHRM, Models of IHRM-Matching model, Harvard Model, Contextual Model, 5P Model European Model, Models of SHRM in Multinational Companies, Internationalization of HRM: Socio-cultural context, Organizational dynamics and

Head  
P.G. Department of  
Human Resources Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

IHRM: Role of culture in International HRM, Employee management issues, Organizational Processes in IHRM, Linking HR to International expansion strategies, The Challenges of International Human Resource Management.

#### UNIT - IV

International Compensation: Forms of compensation and factors that influence compensation policy, key components of international compensation, Approaches to international compensation, compensation practices across the countries, social security systems across the countries, global compensation: emerging issues

#### UNIT - IV

International Compensation: Forms of compensation and factors that influence compensation policy, key components of international compensation, Approaches to international compensation, compensation practices across the countries, social security systems across the countries, global compensation: emerging issues. UNIT - V (12 Hours) International Labour Relations: Key issues, response of labour unions to MNCs. HRM practices in different countries- Japan, USA, UK, Turkey, Middle East, India and China. HRM practices in different continents- The American, Europe, Far East and Middle East. 21 |

#### Reference

- 1.Certo, S C. and Certo, T, Modern Management, 12th Edition, Prentice Hall, January 2011.
- 2.DeGeorge, R., Business Ethics, 7th Edition, Pearson, 2011.
- 3.Govindarajan M., and Natarajan S., Principles of Management, PHI Learning Pvt. Ltd., 2009.
- 4.Griffin, R. W., Management, 11th Edition, South-Western College Publication, January 2012.
- 5.Koontz, H. and Wehrich, H., Essentials of Management: An International Perspective, 8th Edition, Tata McGraw Hill Education Private Ltd., July 2009.
- 6.Mukherjee, K., Principles of Management, 2nd Edition, Tata McGraw Hill Education Pvt. Ltd., 2009.
- 7.Robbins, S and Coulter, M, 11th Edition, Management, Prentice Hall, January 2011.
- 8.Schmerhorn, J.R., Management, 11th Edition, Wiley, July 2012
- 9.Schmidt, D. and Willott, E., Environmental Ethics, Oxford University Press, 2011.
- 10.Bengt Jarkifm , F.Lovingsib “ The A- Z Management Concepts and Models , Viva Book Publishers – Revised Edition.
- 11.Tim Hanangan , “ Management concepts and Practices”, 5th Edition, FT Prentice Hall publishers

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**Head**  
P.G. Department of  
Human Resources Management  
Dwaraka Doss Goverdhan Doss,  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

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**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

# INDUSTRIAL LAW

## UNIT - I

Unorganised Sector; Problem of Definition and Identification; Unionization problems Historical backdrop of proposed bills on social security for unorganized sector (2004, 2005 & 2007); Unorganized Sector Workers' Social Security Act, 2008; Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979

## UNIT - II

Shops and Establishments Act, 1947 - Contract Labour Act (Abolition and Regulations), 1970, Child Labour (Abolition and Regulations) Act, 1970. Objectives – eligibility – functions – punishments.

## UNIT - III

Sexual Harassment (Grievances & redressal) Act, 2013 - Right to Information Act, 2005 – emergence of the Act – social implication – purpose – procedure to get benefited out of the act.

## UNIT - IV


Apprentices Act, 1961 – purpose, eligibility, punishments for breach of law. NEEM scheme – eligibility, pros and cons. Difference between Neem and apprentice scheme.


## UNIT - V

Minimum Wages Act, 1948 - Payment of wages act, 1936, Equal remuneration Act, 1976 - Introduction to International Labour Organization (ILO) - United Nations Organization (UNO) initiatives on labour force. Revised Rules and upto date notification, amendments, regulations, and case laws in respect of the above Acts.

### Reference:

1. Handbook of Industrial Laws by N. D. Kapoor - S Chand, 2010.
2. Industrial Labour Laws-Taxman Publications, 2012
3. Industrial Relations, Trade Unions and Labour Legislations by P.R.N.Sinha, Indu Bala Sinha, Seema Priyadarshini Shekar- Pearson Publication, 2011
4. Industrial Disputes Act 1947 along with the Central rules, Bare Act (with short comments) Commercial Law Publishers India Pvt., Ltd., Delhi, 2012
5. The Factories Act, 1948 along with the Central rules, Bare Act with Short Comments, Commercial Law Publishers India Pvt., Ltd., Delhi, 2012.
6. Labour and Industrial Laws”Padhi, P.K , 4<sup>th</sup> Edition, PHI Learning Pvt Ltd., 2019
7. “Compliances Under Labour Laws , H.L. Kumar, 5<sup>th</sup> Edition, Universal Law Publishing., 2017.
- 8.. A, Deshpande, “ Industrial Relations and Labour Law” Sharad D. Geet, Mrs.Asmita Revised Syllabus 2014 , PBC Book Sellers.

  
**Head**  
P.G. Department of  
Human Resources Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# STRATEGIC HUMAN RESOURCE MANAGEMENT

## UNIT - I

### Strategic Management

Definitions of Strategy and Strategic Management-Strategic Plan- Strategic Management Process- SWOT Analysis- Types of: Corporate Strategies- Business or Competitive Strategies – Porter's Generic Strategies Model- and Functional Strategies

## UNIT - II

### Strategic Human Resource Management

Definition and Concept of Strategic Human Resource Management- Differences between Strategic Human Resource management and conventional Human Resource management- Benefits and Challenges of strategic Human Resource Management- Integrating HR with Strategic Management- Cues of Integration- Role of Human Resource Professionals as a Strategic Business partner.

## Unit-III

**HR Strategies I: Recruitment Strategies:** Employer Branding, Contest Recruiting, Social Media and e- Recruiting, Employee referrals, Recruitment process outsourcing, Head hunting – Competency Based Approach to Selection- **Retention Strategies:** Executive education, Flexi timing, Tele commuting, Work from home, Employee empowerment. Employee Involvement, Autonomous Work Teams- **Training and Development Strategies:** Creating learning organization - Competency mapping – Multi skilling - Succession planning- **Cross Cultural Training**

## UNIT – IV

**HR Strategies II: –Performance Management Strategies:** Defining key result areas (KRA) - Result based performance appraisal - Linking performance to pay-Merit based promotions. **Reward and Compensation Strategies:** Performance based pay - Skill based pay - Team based pay -Broad banding-Profit sharing - Executive compensation - Variable pay. **Retrenchment Strategies:** Early retirement plans, Voluntary retirement schemes (VRS) –Early retirement plans -Project based employment, Downsizing.

## Unit –V

**Management Trends & Strategic Management Tools:** Workforce Diversity, Demographic changes, Influence of Technology – Strategic Management Tools: Strategy Map, HR Scorecard, Digital Dashboard – HR Metrics-Benchmarking- Improving performance through HRIS, High Performance Work Systems

PRINCIPAL

Dwaraka Doss Goverdhan Doss

600106.

Head

P.G. Department of

Human Resources Management

Dwaraka Doss Goverdhan Doss

Vaishnav College (Shift II)

Arumbakkam, Chennai-600 106.

### Text Books

1. Aswathappa, K. (2010) *Human Resource Management – Text and Cases*. New Delhi. Tata McGraw Hill.
2. Dessler, Gary & Varkkey, B. (2017). *Human Resource Management* (15<sup>th</sup> ed.) India, Pearson Education.
- Gupta C.B. (2018) *Human Resource Management Text and Cases* (19<sup>th</sup> ed.) India – Sultan Chand and Sons.
3. Gyanchandani Rajni, (2014) *Strategic Human Resource Management*. Nirali Prakashan

## COPORATE SOCIAL RESPONSIBILITY

### UNIT I

Social Responsibility - Meaning, Types and nature of Social Responsibilities. Corporate Social Responsibility- Meaning, Definition, CSR principles, Models of CSR: Carroll Model of CSR, Keith Davis model and Schwartz & Carroll Model, Best practices of CSR, Need and importance of CSR, Evolution of CSR in India.

### UNIT-II


Government policies for CSR: Voluntary guidelines for CSR by Ministry of Corporate Affairs; CSR guidelines for PSU by Ministry of Heavy Industries and Public Enterprises.

### UNIT -III

Social auditing – Meaning, Uses, Principles, Social book keeping, Social Accounting, Methodology of Social Auditing and process of Social Auditing; The International Organization for Standardization (ISO) standards - The Accountability AA1000 Series; and The Social Accountability International SA8000 standard. The ISO 26000 Guidance Standards on Social Responsibility.

### UNIT IV

CSR and Strategy: The Objectives of Business, Role of the Business Manager; Corporate Governance: Principles of Corporate Governance; Systems of Corporate Governance; Strategic Applications of CSR; Corporate role in **Environmental Sustainability and Innovation.**

  
**Head**  
P.G. Department of  
Human Resources Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai - 600106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## UNIT-V

CSR and Leadership: Globalization and Corporate Social Responsibility.  
Corporate Sustainability: Definition, Strategic imperatives for Sustainable development.

### TEXT BOOKS:

1. Emiliani M L (2006) Improving Management Education.
2. Ghoshal S & Moran P (2005) Towards a Good theory of Management in Sumantra Ghoshal on Management ed. Birkinshaw J & Piramal G Prentice Hall
3. David Crowther & Guler Aras, 2008, Corporate Social Responsibility,

### REFERENCE BOOKS:

1. Bob Doppelt Leading Change Toward Sustainability: A Change-Management Guide for Business, Government and Civil Society 2003
2. Philip Kotler, Nancy Lee Corporate Social Responsibility: Doing The Most Good For Your Company And Your Cause 2008
3. Ugly Subhabratha Bobby Banerjee Corporate Social Responsibility: The Good, the Bad and the 2009

## SEMESTER - IV

### HUMAN RESOURCE DEVELOPMENT

#### UNIT-I

Human Capital Management- Definition- Purpose; Manpower Planning- Process – Understanding Organizational goals and Objectives; Career Development – Initiatives – Kaleidoscope career model; Leadership and Power- Leadership theories – Contemporary Leadership issues – Role of HR in Leadership.

#### UNIT-II

Competency Mapping /Building – Profiling and architecture  
Balanced Score Card (BSC) – Perspectives- Principles; Strategic

*[Signature]*  
Head  
P.G. Department of  
Human Resources Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

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PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Management tool- Steps; HR Metrics – Measurements; Workforce Analytics; Emotional Intelligence – Importance – Application.

### UNIT-III

Knowledge Management - MC Elory Model; Instructional Design – Evolution – Theories; HR Audit – Definitions- Purpose - Levels – Process; Training and Development – Training need analysis – Objectives - Training and Development in HRD.

### UNIT IV

Mergers and Acquisitions – Definition – Types – Process – Challenges; Job rotation – Definition – Benefits- Advantages- Characteristics; **Managing Diversity** – Steps – **Diversity and Value - Equality and Diversity** - **Diversity programs**; Cross cultural management – Meaning – **Cultural differences** – Communication across culture - Global Leadership- Cross cultural training

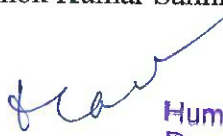
### UNIT V

Task and Analysis – Definition – Purpose – Process – Methods; Management of creativity – Diversity of the creative team- creativity and Leadership – HRM fosters creativity – Characteristics of creative individuals – Challenges; Employee Engagement – Attrition – Challenges.

### Reference:

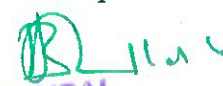
1. Elwood F. Holton III (Author) , Richard A. Swanson (Author) Foundations of Human Resource Development (2nd Edition) January 22, 2011
2. . Jon M. Werner (Author), Randy L. DeSimone (Author) Human Resource Development Publication Date: September 22, 2011 | ISBN-10: 0538480998 | ISBN-13: 978-0538480994 |
3. Rick Bellingham, contibuting editor Russ Campanello HR Optimisation 2010
4. Santosh Gupta Human Resource Development: Concepts and Practices Deep and Deep Publications, 01-Jan-2008

5. Ashok Kumar Sannigrahi Human Resource Development New India Pub Agency, 2011

  
**Head**  
P.G. Department of  
Human Resources Management  
Dwaraka Doss Goverdhan Doss  
(Shift II)

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Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Anumbakkam, Chennai - 600108.

**B.A. DEGREE COURSE IN JOURNALISM**  
**CHOICE BASED CREDIT SYSTEM (CBCS) WITH GRADING**  
**SEMESTER SYSTEM WITH CREDITS**

**Dwaraka Doss Goverdhan Doss Vaishnav College (Autonomous)**

**B.A. (Journalism)**

**(Effective from the Academic year 2020-2021)**

**ALLIED II – SOCIAL ISSUES IN INDIA**

<b>Course Code : 2061206</b>	<b>Credits : 04</b>
<b>L:T:P:S : 3:0:0:1</b>	<b>CIA Marks : 40</b>
<b>Exam Hours : 03</b>	<b>ESE Marks : 60</b>

**LEARNING OBJECTIVES:**

This course provides a broad scope for analyzing the different social problems and its causes and repercussions on society. Also this course trains the students to create news stories and bring out the various dimensions of the problem.

**Course Outcomes:**

**At the end of the Course, the Student will be able to:**

<b>CO1</b>	Assess social issues in India.
<b>CO2</b>	Review on various social problems and its implications.
<b>CO3</b>	Evaluate on various causes for social problems.
<b>CO4</b>	Explain various forms in which social problems occur
<b>CO5</b>	Create news reports on social issues.
<b>CO6</b>	Discuss social problem and its complexities while writing news stories




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**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

S. No	CONTENTS OF MODULE	Hrs	COs
1	Social problem in India - Social Transformation, Tradition and Modernity, Caste System and its Transformation, Demographic Trends in India - Population, Human Development.	12	K3
2	Communalism, Secularism, Uniform Civil Code, Linguistic division of State, Weaker Sections, Regionalism, Reservation Issues, Issues Related to Education.	12	K2
3	Family Issues, Women's issues, Status, Empowerment, Widowhood, employment, Issues of Drug Addiction, Juvenile Delinquency, Child Labor, Students Unrest, Generation Gap, Consumer Rights and Interests, Social Exclusion and Inclusion, Disability-related issues.	14	K4
4	Health Related issues in India - Common Health Issues, AIDS, Vaccination, Drugs.	10	K5
5	Environmental issues - Conservation, Pollution etc.	12	K5



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**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**Head**  
**P.G. Department of**  
**Journalism & Mass Communication**  
**Dwaraka Doss Goverdhan**  
**Vaishnav College (Shri)**  
**Arumbakkam, Chennai-600106**