



University of Madras

Chepauk, Chennai 600 005

[Est. 1857, State University, NAAC 'A' Grade, CGPA 3.32, NIRF 2019 Rank: 20]

Website: www.unom.ac.in, Tel. 044-2539 9561

Undergraduate Programme in Management.

**Curriculum and Syllabus for
B.B.A.-Bachelor of Business Administration
(With effect from the Academic Year 2020-21)**

February 2020

Note: The Board of Studies in Business Administration designed learning Outcome Based Curriculum Framework of B.B.A. programme prescribed by UGC.



[Signature]
Principal

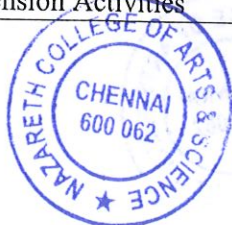
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Vellanoor Post, Avadi, Chennai - 600062

SEMESTER IV		SUBJECTS	Inst. Hour	CREDIT	MAX MARKS		TOTAL
COURSE COMPONENT					INT	EXT	
Part III	Core Paper –IX	BBA-DSC09:Human Resource Management	6	4	25	75	100
	Core Paper –X	BBA-DSC10: Business Regulatory Frame Work	5	4	25	75	100
	Core Paper –XI	BBA-DSC11:Financial Services	5	4	25	75	100
	Core Paper –XII	BBA-DSC12: Management Information system	5	4	25	75	100
	Allied Paper – IV	BBA-DSA04: Operation Research	6	5	25	75	100
Part IV		Environmental Studies	1	2	25	75	100
		Soft Skill – IV	2	3	50	50	100

SEMESTER V		SUBJECTS	Inst. Hours	CREDIT	MAX MARKS		TOTAL
COURSE COMPONENT					INT	EXT	
Part III	Core Paper – XIII	BBA-DSC13: Advertising Management and Sales Promotion	6	4	25	75	100
	Core Paper – XIV	BBA-DSC14: Research Methodology	5	4	25	75	100
	Core Paper – XV	BBA-DSC15: Operations Management	5	4	25	75	100
	Core Paper – XVI	BBA-DSC16: Materials Management	6	4	25	75	100
	Elective – I	BGE-CSC19: Entrepreneurial Development** Or BGE-CSC15: Logistics and Supply Chain Management**	6	5	25	75	100
Part IV		Value Education	2	2	25	75	100

****The syllabus of the said courses as same as B.Com Degree programs.**

SEMESTER VI		SUBJECTS	Inst. Hours	CREDIT	MAX MARKS		TOTAL
COURSE COMPONENT					INT	EXT	
Part III	Core Paper – XVII	BBA-DSC17: Business Environment	6	4	25	75	100
	Core Paper – XVIII	BBA-DSC18: Service Marketing	6	4	25	75	100
	Core Paper – XIX	BBA-DSC19: Business Taxation	6	4	25	75	100
	Elective – II	BBA-DSE2A: Customer Relationship Management Or BBA-DSE2B: E-Business	6	5	25	75	100
		25			75	100	
	Elective – III	BBA-DSE03: Project work (Group)	6	5	20	80	100
Part V		Extension Activities		1			



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APPENDIX – (i)2(R)
UNIVERSITY OF MADRAS

M.A. DEGREE COURSE IN ENGLISH
CHOICE BASED CREDIT SYSTEM
REVISED REGULATIONS
(w.e.f. 2022- 2023)

PROGRAMMER SPECIFIC OUTCOMES

On successful completion of this MA English course, the students will be able to achieve the following,

1. A profound comprehension about the diverse English literature and a critical approaching towards those literature and translations.
2. Critically analyze a text both from the historical and contemporary social perspective.
3. Capability to present their ideas in a brief and lucid way.
4. Developing a research framework and presenting their independent ideas effectively.
5. Equipping their employability skills to excel in professions like teaching and exposing them to various activities to empower them through communication skills.
6. Enabling a holistic perspective towards the socio-political inequalities and environmental issues.

Overall weightage for a course is ranked as 3=strong, 2=average, 1=weak, --- (Not applicable)




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Post, Avadi, Chennai - 600062.

Course of Study and Scheme of Examinations

FIRST SEMESTER

Course Components	TITLE OF THE SUBJECT	Hours	Credits	Int.	Ext.	Total
CORE1	POETRY I – From Chaucer to 17 th Century	6	4	25	75	100
CORE2	DRAMA I – Elizabethan and Jacobean and Drama	6	4	25	75	100
CORE3	FICTION I – Origins and Developments up to 18 th Century	6	4	25	75	100
CORE4	Indian Writing in English and in Translation	6	4	25	75	100
Elective1	World Classics	4	3	25	75	100
Soft Skills–I		--	2	40	60	100

SECOND SEMESTER

Course Components	TITLE OF THE SUBJECT	Hours	Credits	Int.	Ext.	Total
CORE5	American Literature	5	4	25	75	100
CORE6	POETRY II – Eighteenth to Nineteenth Century	5	4	25	75	100
CORE7	Drama II - Restoration to Twentieth Century	6	4	25	75	100
CORE8	Fiction II – Nineteenth to Twentieth Century	6	4	25	75	100
Elective2	English for Careers	3	3	25	75	100
Extra-Disciplinary1	Copy Editing	3	3	25	75	100
Soft Skills–II		2	2	40	60	100



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THIRD SEMESTER

Course Components	TITLE OF THE SUBJECT	Hours	Credits	Int.	Ext.	Total
CORE9	Shakespeare Studies	6	4	25	75	100
CORE10	Linguistics and English Language Teaching	6	4	25	75	100
CORE11	Literary Criticism and Literary Theory	6	4	25	75	100
Elective3	Introduction to Translation Studies	3	3	25	75	100
Elective4	Literature Analysis, Approaches and Applications	3	3	25	75	100
ED2	Extra-Disciplinary - Theatre for Communication	2	3	25	75	100
Soft Skills-III		2	2	40	60	100
Internship	**	2	2			

**** Internship will be carried out during the summer vacation of the first year and marks should be sent to the University by the College and the same will be included in the Third Semester Marks Statement.**

FOURTH SEMESTER

Course Components	TITLE OF THE SUBJECT	Hours	Credits	Int.	Ext.	Total
CORE12	Twenty first Century Millennial Literature and Culture	6	4	25	75	100
CORE13	Women Studies	6	4	25	75	100
CORE14	Film Appreciation	6	4	25	75	100
CORE15	Research Methodology and Project Writing	4	6	25	75	100
Elective4	English Literature for NTA, NET, SET & GATE	6	3	25	75	100
Soft Skills-IV			2	40	60	100



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Research Methodology and Project Writing

Course Description

Aim of project writing is to introduce the students to the writing style like Rewriting, Drafting, Revising, Editing and Paraphrasing Techniques. This project writing will help the students to Learn about Research Methodology, Literature review, and the methods to avoid Plagiarism.

Learning Outcome Index: Mapping of Program with Courses

Program Outcomes	Core Courses				
	CO 1	CO 2	CO 3	CO 4	CO 5
Outcomes 1	X				
Outcomes 2		X			
Outcomes 3			X		
Outcomes 4				X	
Outcomes 5					X
Outcomes 6					
Overall Weightage for this course					

Theory Papers:

Internal Marks 25

Best Two tests out of 3

15 marks

Attendance

5 marks

Assignment/Seminar

5 marks

Project:

External Viva/project

60 marks

Internal

40 marks

Soft skills (Existing syllabus)

Internal

60

External

40

Total Credits

8

PATTERN OF QUESTION PAPER:

PART –A (50 words): Answer 10 out of 15 Questions

10 x 1 = 10 marks

PART –B (200 words): Answer 5 out of 7 Questions

5 x 5 = 25 marks

PART –C (500 words): Answer 4 out of 6 Questions

4 x 10 = 40 marks

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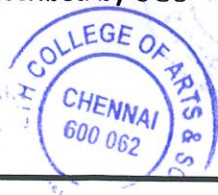
Undergraduate Programme In Computer Applications

Syllabus for BCA (With effect from the Academic Year 2020-21)

February 2020

Learning Outcome Based Curriculum Framework

Note: The Committee is designed Learning Outcome Based Curriculum Framework of Under Graduate Bachelor of Computer Application Program prescribed by UGC




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SEMESTER V			CREDITS	EXTERNAL MARKS	INTERNAL MARKS	TOTAL
29	III	Core IX: Software Engineering	4	75	25	100
30	III	Core X : Operating System	4	75	25	100
31	III	Core XI: Relational Database Management System	4	75	25	100
32	III	Practical V: Operating System Lab	3	60	40	100
33	III	Practical VI : PL/SQL Lab	2	60	40	100
34	III	Elective I	5	75	25	100
35	IV	Value Education	2			
Total Credits			24			

SEMESTER VI			CREDITS	EXTERNAL MARKS	INTERNAL MARKS	TOTAL
36	III	Core XII: Web Design and Development	4	75	25	100
37	III	Core XIII: Data Mining	4	75	25	100
38	III	Core XIV: Mobile Application Development	4	75	25	100
39	III	Practical VII: Mobile Application Development Lab	3	60	40	100
40	III	Elective II	5	75	25	100
41	III	Mini Project	5	60	40	100
42	V	Extension Activities	1			
Total Credits			26			
Total credits (Core, Elective, SBS)			143			

Non Major Elective I - I Semester

Web Application
Office Automation
HTML

Non Major Elective II – II Semester

Web Application Lab
Office Automation Lab
HTML Lab

Elective I

Principles of Information Security
Resource Management Techniques
Multimedia and its Applications

Elective II

Software Project Management
IOT and its Applications
Data Analytics using R



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SYLLABUS

B.COM (Corporate Secretaryship)

(With effect from the Academic Year 2020 -2021)




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PREAMBLE

The curriculum of B.Com (Corporate Secretaryship) is structured in a way that the students acquire in-depth knowledge in corporate affairs. The course provides a platform for the students to pursue Company Secretaryship as a profession. The comprehensive curriculum design bestows excellent career opportunities to explore new vistas in the present competitive corporate arena.

PROGRAM LEARNING OUTCOMES

The prime objective of the course is to create a world class academic environment in the field of commerce and business. The course will prepare the students to respond to the needs of the industry and administration.




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B.COM (Corporate Secretaryship) Degree Course (With effect from the academic year 2020-2021)

ANNEXURE

REVISED SCHEME OF EXAMINATION SEMESTER 1

Course Components	Name Of The Course	Credits	Ins.Hrs	Int.Mar	Ext. Marks	Total
PART I	Paper I – Language I	3	4	25	75	100
PART II	Paper I – English I	3	4	25	75	100
PART III	Core Paper I – Financial Accounting*	4	6	25	75	100
	Core Paper II – Business Communication*	4	6	25	75	100
	Allied Paper I - International Trade	5	6	25	75	100
PART IV	Soft Skill I	3	2	50	50	100
	Non Tamil Students : Basic Tamil/Advanced Tamil Tamil Students : Non-Major Elective*	2	2	25	75	100

SEMESTER II

Course Components	Name Of The Course	Credits	Ins.Hrs	Int. Marks	Ext. Marks	Total
PART I	Paper II – Language II	3	4	25	75	100
PART II	Paper II – English II	3	4	25	75	100
PART III	Core Paper III – Advanced Financial Accounting*	4	6	25	75	100
	Core Paper IV – Corporate Management	4	6	25	75	100
	Allied Paper II - Business Economics*	5	6	25	75	100
PART IV	Soft Skill II	3	2	50	50	100
	Non Tamil Students : Basic Tamil/Advanced Tamil Tamil Students : Non-Major Elective*	2	2	25	75	100

*Non Major Elective – Any One Of The Following (Semester Wise)

I Semester

1. Basic Elements Of Logistics Management
2. Basics Of Corporate E-Management

II Semester

1. Everyday Banking
2. Fundamentals Of Insurance



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SEMESTER III

Course Components	Name Of The Course	Credits	Ins Hrs	Int. Marks	Ext Marks	Total
PART I	Paper III – Language III	3	6	25	75	100
PART II	Paper III – English III	3	4	25	75	100
PART III	Core Paper V – Corporate Accounting – I*	4	6	25	75	100
	Core Paper VI – Company Law and Secretarial Practice	4	5	25	75	100
	Allied Paper III - Business Statistics *	5	5	25	75	100
PART IV	Soft Skill III	3	2	50	50	100
	Environmental Studies		2	Examination will be held in semester IV		

SEMESTER IV

Course Components	Name of the course	Credits	Ins.Hrs	Int. Marks	xt. Marks	Total
PART I	Paper IV – Language IV	3	5	25	75	100
PART II	Paper IV – English IV	3	5	25	75	100
PART III	Core Paper VII – Advanced Corporate Accounting *	4	6	25	75	100
	Core Paper VIII – Indirect Taxation*	5	5	25	75	100
	Allied Paper IV – Securities Laws & Market Operations	5	5	25	75	100
PART IV	Soft Skill IV	3	2	50	50	100
	Environmental Studies	2	2	25	75	100




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SEMESTER V

Course Components	Name Of The Course	Credits	Ins. Hrs	Int. Marks	Ext. Marks	Total
PART III	Core Paper IX – Cost Accounting	4	6	25	75	100
	Core Paper X - Corporate Governance And Ethics	5	6	25	75	100
	Core Paper XI – Business Laws* (Common to B.Com (General) in III Semester)	4	5	25	75	100
	Core Paper XII – Income Tax Law & Practice – I *	4	6	25	75	100
	Elective Paper I Marketing *(Common to B.Com (General) in III Semester)	5	5	25	75	100
PART IV	Value Education	2	2	25	75	100

SEMESTER VI

Course Components	Name of the course	Credits	Ins.Hrs	Int. Marks	Ext. Marks	Total
PART III	Core Paper XIII – Industrial Laws	4	6	25	75	100
	Core Paper XIV – Management Accounting *	4	6	25	75	100
	Core Paper XV – Entrepreneurial Development*	4	6	25	75	100
	Core Paper XVI – Income Tax Law & Practice – II *	4	6	25	75	100
	Elective Paper II – Project – Institutional Training	5	6	25	75	100
PART V	Extension Activities	1				

Note:

***All the highlighted courses are common to B.Com General.**

*** The question shall cover 20% theory and 80% problems in the Practical Papers. Norm adopted by B.Com General is applicable for common practical papers.**

*** The question shall cover 80% provisions of Company Law and 20% relating to Secretarial duties for Company Law and Secretarial Practice.**




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UNIVERSITY OF MADRAS
B.Sc. DEGREE COURSE IN VISUAL COMMUNICATION
SYLLABUS WITH EFFECT FROM 2020-2021

BVC-DSC14

CORE-XIV: TV PRODUCTION PRACTICE

(Practical: Record - 80, Viva - 20)

Learning Outcomes

Student will acquire

- 1). Knowledge of making short films in Television production with making proper script writing techniques.
- 2). Knowledge of Handling video cameras and its accessories
- 3). Hands on training in making short films and documentaries and TV commercial.

1. Students should write original scripts for different formats like documentary and TV
2. commercial (five exercises) — these should be submitted as a separate Record
3. Shoot a Short Story or Documentary—duration not to exceed 5 Minutes, and
4. Shoot a Commercial— 15 or 20 second spots

Each student should do individual projects containing the record and the program. Final practical examination will test students on their ability to prepare a complete script and story board on any of the above-mentioned format.




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APPENDIX – (i)14(R)
UNIVERSITY OF MADRAS
MASTER OF COMMERCE (M.Com.)
(w.e.f.2022 – 2023 onwards)

Program Outcomes for M.Com (General Commerce)

- PO1. Critical Thinking:** Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.
- PO2. Problem Solving:** Solve problems from the disciplines of concern using the knowledge, skills and attitudes acquired from humanities/ sciences/ mathematics/ social sciences.
- PO3. Effective Communication:** Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.
- PO4. Individual and Team Work:** Function effectively as an individual, and as a member or leader in diverse teams, and in wide variety of settings.
- PO5. Ethics:** Understand multiple value systems including your own, the moral dimensions of your decisions, and accept responsibility for them.
- PO6. Environment and sustainability:** Understand the impact of technology and business practices in societal and environmental contexts, and sustainable development.
- PO7. Self-directed and life-long learning:** Demonstrate the ability to engage in independent and life-long learning in the broadest context socio-technological changes.
- PO8. Computational Thinking:** Understand data-based reasoning through translation of data into abstract concepts using computing technology-based tools.




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Fourth Semester

Course Components	Code	Subjects	Instructional Hours	Credits	Exam. Hours	Max. Marks		
						CIA	Ext	Total
Core Paper – XI	Com 208	Management Information Systems	6	4	3	25	75	100
Core Paper – XII	Com 210	Investment Analysis and Portfolio Management	6	4	3	25	75	100
Core Paper – XIII	Com 212	Indirect Taxes	6	4	3	25	75	100
Core Paper – XIV & XV	Com 214	Project	6	8	-	40	160@	200
Elective		Financial Markets & Institutions OR Digital Banking	4	3	3	25	75	100
Soft Skill – IV			2	2	-	40	60	100

@ Viva-voce examination carries 40 Marks and Project Report carries 160 Marks

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Chepauk, Chennai 600 020

[Est. 1857, State University, NAAC 'A' Grade, CGPA 3.32, NIRF 2019 Rank: 20]

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Undergraduate Programme In Computer Science

Syllabus for B.Sc Computer Science (With effect from the Academic Year 2020-21)

February 2020

Learning Outcome Based Curriculum Framework

Note: The Committee is designed Learning Outcome Based Curriculum Framework of Under Graduate Computer Science Programmes prescribed by UGC




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SEMESTER V			CREDITS	EXTERNAL MARKS	INTERNAL MARKS	TOTAL
29	III	Core V: Computer Network	4	75	25	100
30	III	Core VI: Operating System	5	75	25	100
31	III	Core VII: Relational Database Management System	4	75	25	100
32	III	Practical V: Operating System Lab	3	60	40	100
33	III	Practical VI : PL/SQL Lab	3	60	40	100
34	III	Elective I	5	75	25	100
35	IV	Value Education	2			
Total Credits			26			
SEMESTER VI			CREDITS	EXTERNAL MARKS	INTERNAL MARKS	TOTAL
36	III	Core VIII: Software Engineering	4	75	25	100
37	III	Core IX: Introduction to Data Science	5	75	25	100
38	III	Core X: Introduction to Cloud Computing	4	75	25	100
39	III	Practical VII: CASE Tools and Testing tools Lab	3	60	40	100
40	III	Elective II	5	75	25	100
41	III	Practical VIII : Mini Project	5	60	40	100
42	V	Extension Activities	1			
Total Credits			27			
Total credits (Core, Elective, SBS)			143			
Non Major Elective I - I Semester						
Web Application Office Automation HTML						
Non Major Elective II – II Semester						
Web Application Lab Office Automation Lab HTML Lab						
Elective I						
Artificial Intelligence and Expert System Graphics and Visualization Network Security						
Elective II						
Mobile Computing IOT and its Applications Block chain Technology						



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APPENDIX – 27(S)
UNIVERSITY OF MADRAS
M.Sc. COMPUTER SCIENCE
CHOICE BASED CREDIT SYSTEM

SYLLABUS

(w.e.f.2022-23)

Title of the Course/ Paper	Advanced Data Structure and Algorithms		
Core – 1	I Year - I Semester	Credit: 4	

Objectives:

- Define the basic concepts of algorithms and analyze the performance of algorithms.
- Discuss various algorithm design techniques for developing algorithms.
- Discuss various searching, sorting and graph traversal algorithms.
- Understand NP completeness and identify different NP complete problems.
- Discuss various advanced topics on algorithms.

Outcomes:

- Analyze programming problem statements.
- Comprehend and select algorithm design approaches in a problem specific manner.
- Choose appropriate data structures for a specific problem
- Utilize necessary mathematical abstractions to solve problems
- Come up with analysis of efficiency and proofs of correctness

UNIT I: Introduction: Algorithm, Pseudo code for expressing algorithms, Performance Analysis-Space complexity, Time complexity, Asymptotic Notation- Big oh notation, Omega notation, Theta notation and Little oh notation, Probabilistic analysis, Amortized analysis.

UNIT II: Insertion and deletion and merging with 1) binary search tree, 2) AVL tree, 3) Red Black tree, 4) B tree, 5) B+ tree and Comparison of previous tree structures . Fibonacci Heap, Fibonacci Heap Operations: Find minimum, merge, insert, extract minimum, decrease key and delete, Complexity analysis of the above data structure operations.

UNIT III: Representations of Graphs, Minimum Spanning Trees: Growing a Minimum Spanning Tree – Kruskal and Prim- Single-Source Shortest Paths: The Bellman-Ford algorithm – Single-Source Shortest paths in Directed Acyclic Graphs – Dijkstra 's Algorithm, Divide and conquer: General method, applications - Quick sort, Merge sort, Strassen's matrix multiplication, External Sort: External merge sort, K-Way Merge sorting

UNIT IV: Greedy method: General method, applications-Job sequencing with deadlines, 0/1, knapsack problem, Huffman Codes, Dynamic Programming: General method, applications-Matrix chain multiplication, 0/1 knapsack problem, Traveling salesperson problem, Reliability design.

UNIT V: Backtracking: General method, applications-n-queen problem, sum of subsets problem, graph coloring, Hamiltonian cycles, Branch and Bound: General method,

Title of the Course/ Paper	Project & Viva-Voce		
Core- 14	II Year & IV Semester	Credit: 20	

Objectives:

- To make the project an extended piece of individual work.
- To work on a topic that interests the student
- To have regular meetings with their supervisor and/or external project provider to discuss progress
- To produce dissertations that contain some element of original work.
- To encourage and reward individual inventiveness and application of effort

Outcomes:

- Construct a project from initial ideas;
- Plan, schedule, monitor and control their own work;
- Defend their ideas in discussions and presentations;
- Use libraries and other information resources;
- Apply tools and techniques from taught courses
- Communicate their findings through a written report.

Project: The project work is to be carried out either in a software industry or in an academic institution for the entire semester and the report of work done is to be submitted to the University.

Mapping with Programme Outcomes:

Mapping with Programmers outcomes*										
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	S	M	S	S	M	L	M	L	S
CO2	S	M	S	L	M	L	M	L	M	S
CO3	S	S	L	M	S	S	L	M	L	M
CO4	M	L	S	M	M	L	S	L	M	S
CO5	S	S	M	S	L	M	L	M	S	L

S-Strong

M-Medium

L-Low



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UNIVERSITY OF MADRAS
BACHELOR OF SOCIAL WORK (BSW) DEGREE COURSE
SYLLABUS WITH EFFECT FROM 2020-2021

BSW-DSC02

CORE-II: FIELD WORK - I

CREDITS: 4

LAB SESSIONS

Students will not be sent to the field directly. Structured laboratory experiences in a skill lab setting, which provide an opportunity of “learning by doing” in a classroom environment will be carried out which will provide students to discover themselves, identify their capabilities and competencies essentially through group exercises, experiences and simulation games. . The lab session will further orient students to social realities and provide them with skills for societal analysis. The lab sessions equip students with knowledge, attitudes and practice skills in keeping with social work values, beliefs and ethics.

OBJECTIVES

- To build the capabilities of social work students to reflect on the ‘self’ and become aware of the same.
- To understand the necessity of the ‘professional self’ in Social Work practice
- To be able to establish good inter-personal relationships by participating in games for listening, verbal communication and understanding non-verbal messages – body language and life skills.
- To acquire skills of observation and develop an understanding of society’s response to social problems through various services.
- To develop understanding and to critically analyse global/local social realities through experiencing situations in a classroom setting, using imagination and creativity.

LEARNING OUTCOMES

The student will

- discover more about the ‘self’ and is aware about him/herself
- identify his/her strengths and weaknesses and accepts one’s self
- demonstrate analytical skills of global and local social realities
- display professional behavior and conduct

Suggested sessions for lab sessions:

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

METHOD OF ASSESSMENT

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




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Vellanoor Post, Avadi, Chennai - 600 062

UNIVERSITY OF MADRAS
BACHELOR OF SOCIAL WORK (BSW) DEGREE COURSE
SYLLABUS WITH EFFECT FROM 2020-2021

CORE-VIII: FIELD WORK - IV

BSW-DSC08

CREDITS:4

CONCURRENT FIELD WORK

Students will be exposed to various GOs/ INGOs who work directly in urban communities. Students will be required to understand the functioning of an organisation (NGO, Institution, Agency) its vision, mission, aims and objectives, policies, nature of work and functioning, community (geographical location of work) and intervention strategies and the resources available in the NGO and Community. This should enable the student to draw up an agency profile and a community profile.

OBJECTIVES OF FIELD WORK

- To understand the vision, mission, aim and objectives, policies, nature of work, functioning of the agency/development organisation working directly for communities
- To identify leadership patterns and community resources
- To draw up a community mapping using participatory techniques
- To critically evaluate an agency/development organisation and its intervention strategies

LEARNING OUTCOMES:

Student will:

- Display skills in observation and communication
- Ability to write analytical reports
- Identify community leadership and resources
- Draw up a community profile.

METHODS OF ASSESSMENT

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




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BACHELOR OF SOCIAL WORK (BSW) DEGREE COURSE
SYLLABUS WITH EFFECT FROM 2020-2021

BSW-DSC04

CORE-IV: FIELD WORK - II

CREDITS: 4

OBSERVATION VISITS

Orientation visits to various NGOs will be organized by the respective faculty to orient students to different levels and types of development work and Social work practice. This will prepare students with skills and practical knowledge to work in the field. Organizations involved in development and welfare activities, government bodies involved in development work, hospitals and health care, care of aged, women and children are some of the suggested visits. Students are expected to make their own analysis of the exposure and will be provided an opportunity to share their experiences in the classroom which will be processed by the faculty member in charge.

OBJECTIVES OF FIELD WORK

- To acquire skills of observation and develop an understanding of society's response to social problems through various services.
- To develop understanding and appreciation and ability to critically evaluate the efforts of voluntary and government programmes.
- To develop an appreciation of the significances of social work intervention in these programmes by recording.

LEARNING OUTCOMES:

- Develop skills in observation
- Develop skills in communication
- Understand the importance of Social Work values

Suggested Field Visits

- a. Organisations working directly with the communities, resettlement of communities etc
- b. Organisations working for Children, Elderly, differently abled (physically/mentally), women, alcohol/substance dependents etc.
- c. Government Departments and hospitals – specific departments
- d. INGOs

METHOD OF ASSESSMENT

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




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CORE-XII: FIELD WORK - V

BSW-DSC12

CREDITS: 5

CONCURRENT FIELD WORK

Students are expected to have hands-on practice experience and will be required to work directly with individuals, groups and communities in the field, through agencies or through field action projects of the departments. They should be able to acquire necessary skills and practical knowledge in the direct practice of Social Work. The broad aim of Field Work is to provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with residents in an institution. These will be in keeping with the placement agency's philosophy, policy and goals and use of guided supervision.

OBJECTIVES OF FIELD WORK

- To identify 3 cases and draw up a face sheet and case analysis
- To execute simple referrals
- To identify groups in the community and conduct group work with one group
- To organise and conduct a programme based on the needs assessed
- To develop skills in resource mobilization
- To acquire the skills in report writing

LEARNING OUTCOMES:

Student will:

- Ability to plan independently for programmes
- Identify resources and funding options (ex. Medical camps. Awareness programmes)
- Ability to produce reports and monographs

METHODS OF ASSESSMENT

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




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SYLLABUS WITH EFFECT FROM 2020-2021

BSW-DSC15

CORE-XV: FIELD WORK - VI

CREDITS: 5

CONCURRENT FIELD WORK

Students are expected to have hands-on practice experience and will be required to work directly with individuals, groups and communities in the field, through agencies or through field action projects of the departments. They should be able to acquire necessary skills and practical knowledge in the direct practice of Social Work. Students will learn to mobilize resources of the government, local bodies and community as part of their learning.

OBJECTIVES OF FIELD WORK

- To acquire the skills in resource mobilisation
- To acquire the skills in report writing
- To acquire the basic skills of administration
- To develop skills working with different client systems using the integrated approach in practice – integrating methods

LEARNING OUTCOMES:

Student will:

- Understand varied approaches of the placement NGOs
- Identify special groups in communities
- Be proficient in analytical writing
- Critical analysis of human problems
- Comprehend the holistic approach in working with people.

METHODS OF ASSESSMENT

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

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



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BSW-DSC16

CORE-XVI: RESEARCH PROJECT

CREDITS: 3

TOTAL TEACHING HOURS: 60

Objectives:

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

LEARNING OUTCOMES:

Student will:

- Demonstrate knowledge and skills in research projects
- Self-directed learning
- Apply knowledge acquired for research

RESEARCH REPORT FORMAT

Title Page
Acknowledgement
Certificate
Declaration
Table of Contents
List of Tables
List of Charts

Chapter I-Introduction

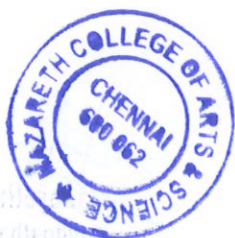
- General view about your research problem
- National and International issues related to the research problem
- Legislations related to research problem
- Statistical report related to research problem
- Present situation in Tamilnadu
- Profile of the study organization

Chapter II-Review of literature

- Research studies from different sources (Journals, Articles, Books, online resources)
- In Chronological order and reviews from 2010.

Chapter III-Research Methodology

- Title of the study
- Operational definition
- Aim of the study
- Objectives of the study
- Statement of the problem




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APPENDIX – 37(S)
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CHOICE BASED CREDIT SYSTEM

MASTER OF SOCIAL WORK
REVISED SYLLABUS
(w.e.f. 2022-2023)

Semester I	Core
Title of the Course:	SSSC 051 Social Work Profession-History and Philosophy
Credits:	4
Course Objectives	1. To gain an understanding of the history and philosophy of Social Work and its emergence as a profession. 2. To develop insights into the origin and development of Voluntary organization. 3. To appreciate Social Work as a profession and to recognize the need and importance of Social Work education and training. 4. To understand the evolution of social work according to the International and Indian perspective. 5. To learn about the contributions of great social reformers in India.
Course Outcomes	1. The students are able to synchronise the theoretical knowledge of social work profession in their actual practical social settings. 2. The students enhance their social work professional perspective to practically implement in their work settings, such as, NGO,



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 REPORT & OBSERVATION
 INTERVIEW
 INTERVIEW

1. To determine the nature and extent of the problem, the interviewee was asked to describe the situation in detail. The interviewee stated that the problem was a result of a lack of communication between the different departments of the organization. This led to a number of errors being made, which in turn caused a significant loss of time and money. The interviewee also mentioned that the problem was not limited to the organization, but was a common one in many other organizations as well.

2. To determine the causes of the problem, the interviewee was asked to identify the factors that contributed to the situation. The interviewee identified three main factors: a lack of clear communication, a lack of proper training, and a lack of adequate resources. The interviewee stated that these factors were all interconnected and contributed to the overall problem.

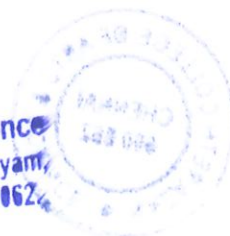
3. To determine the effects of the problem, the interviewee was asked to describe the consequences of the situation. The interviewee stated that the problem had a number of negative effects, including a loss of time and money, a decrease in productivity, and a loss of customer satisfaction. The interviewee also mentioned that the problem had a negative impact on the morale of the employees, who felt that their work was not being valued.

4. To determine the solutions to the problem, the interviewee was asked to suggest ways in which the problem could be resolved. The interviewee suggested a number of solutions, including improving communication, providing proper training, and allocating adequate resources. The interviewee also mentioned that it was important to have a clear plan of action and to monitor the progress of the solutions.

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Semester IV	Core Paper XIV
Title of the Course	SSSC064 Field Work Practicum – IV
Credits	6
Community Development	Objectives: 1. To focus on urban community life pattern – its social, economic, political and cultural aspects with specific focus to informal settlements, their needs and problems 2. To develop skills in identifying and utilizing urban community resources both governmental and non-governmental agencies 3. To sharpen the urban community development skills such as influencing grass root urban leaders, rapport building, organizing, resource mobilization, recording, advocacy and lobbying 4. To develop skills in communicating, fact finding, fund raising, budgeting, report writing, urban community project formulation, management, appraisal and evaluation 5. To help the trainee gain insight into the components of Urban Community Development 6. To enhance competencies to assess and analyze urban problems, needs and service delivery. 7. To enhance the capacity to recognize the linkage between urban community development and the practices in the field in terms of policy and programmes. Tasks: 1. Observation visit to urban community / slums (informal settlements) 2. Analysis of their socio-economic conditions 3. Application of the principles of Urban community development 4. Application of professional social work methods in urban setting 5. Organizing and mobilizing urban community/ slums in participatory mechanisms/ structures 6. Identify/ study/ explore the urban problems covering the following aspects: a) The physical, ecological, socio-economic and political structure, living pattern, social roles, community power structure, grass root urban leadership, occupation, housing, available social services etc. b) The general nature of the problem, the pre-existing condition, the existing situation, and the major units of the client system concerned



	with the problem c) The problem as perceived by the i) urban community/ slum / client system ii) urban local body iii) field work agency and iv) professional social work trainee
Human Resource Management	Objectives: 1. To practically understand the concept of Industrial Relations and to acquire the related competencies 2. To familiarize with the Labor Legislations 3. To learn to apply the various methods of Social Work in various Industrial Settings 4. To observe the application of various Labor Welfare measures 5. To observe the practice of current trends in HR 6. To provide opportunity for the integration of class room learning and field practice 7. To acquire human resource management skills 8. To observe the CSR activities 9. To develop skills to organize people to meet their needs and solve their problems 10. To make innovative contributions to the organization functioning 11. To represent HR profession in inter disciplinary terms 12. To carry out application oriented mini – research projects 13. To utilize field instructions for enhancing and integrating professional growth in Human Resource Tasks: I Organizational Profile History of the Agency, Organisation Chart, The Products/ Services, Branches/ Units, Workforce, Line and staff management, Structure and functions of the Human Resource Department II Areas of Personnel Functions Manpower Planning (Need Analysis) Recruitment (Advertisement/ Consultancies /Campus /Other Bureaus/ Sources) Types of Employees (Contract/ Temporary/ Permanent/ Part-Time) Selection (Interview/ Written Test /Group Discussion / Physical examination Induction and Placement, Promotion and Transfer Training and Development (Need Analysis/ Types/Outsourcing) Disengagement - Retention, Resignation/ Termination and Retirement (Exit Interviews) Time Office (Daily Attendance/ Swiping Cards/ Attendance Register) Hours of Work (Time In/Break/ Movement Register/Period of Rest/ Time Out) Leave and Holidays (Casual Leave/ Medical Leave/ National and Festival Holidays etc.) Wage and Salary Administration (Daily/ Monthly/ Hourly/ Time- Rate/ Piece- Rate)



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	Social Security Benefits (Social Insurance/ Social Assistance) Employee Service Register, Communication Employee Appraisal (Ranking/ Free Essay/ 360-degree Appraisal), Balance Score Card, Succession Planning III Industrial Relations Functions IR at Shop Floor & Plant Level (Works Committee/ Joint Production Committee/ Joint Management Councils Grievance Handling - Grievance Settlement Procedure Works Standing Orders (Employee Discipline/ Domestic Enquiry/Absenteeism/ Alcoholism/ Punishment) Employers' Association, Trade Unions, Collective Bargaining - The Agreements, Strikes, Lock- Outs and Retrenchment IV Labor Welfare Measures Intra Mural and Extra Mural - Statutory and Non Statutory Measures (Housing/ Crèche/ Canteen/ Credit and Consumer Co-operatives) Safety and Accident Prevention, Industrial Health and Hygiene (Occupational Diseases/Hazards), Industrial Mental Health (Screening and Detection/ Stress/ Fatigue/ Burn Out), Employee Counseling Workers' Education, Recreation, Other Welfare Measures V Labour Legislations Legislations applicable to the Organisation VI Others 1. TQM, ISO, Use of OD Techniques, CSR Activities.
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Methods of assessment:

Recall (K1) – Simple definitions, MCQ, Recall steps, Concept definitions

Understand/ Comprehend (K2) – MCQ, True/False, Short essays, Concept explanations, Short summary or overview

Application (K3) – Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain

Analyse (K4) – Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge

Evaluate (K5) – Longer essay/ Evaluation essay, Critique or justify with pros and cons

Create (K6) – Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations

Mapping with Programme Outcomes:



