

**II YEAR – III SEMESTER
COURSE CODE: 7MSW3C1**

CORE COURSE – IX – COUNSELLING: THEORY AND PRACTICE

Objectives

1. To ensure that students acquire knowledge of the theoretical approaches to counselling.
2. To help students to understand the process of counselling.
3. To ensure that students gain knowledge of practice of counselling in different settings

Unit I

Counselling foundations: definitions, types of counselling, various influences on counselling. Qualities of an effective counsellor, Counsellor as a helper. Characteristics of clients, Voluntary and non-voluntary clients. Expectations of Counselling- goals of counselling.

Unit II

Theoretical foundations of counselling: Psychoanalysis, Adlerian, Client-centered, Transactional, Existential counselling, Gestalt approach, Rational emotive therapy, Behaviour therapy and Reality therapy.

Unit III

Counselling relationship- regard, respect, authenticity and empathy. Counselling process-initiating counselling, attending skills: non verbal, interacting with clients, termination. Counselling techniques: listening, responding, goal setting, exploration and action.

Unit IV

Counselling in special situations: Family counselling, alcoholism counselling, Deaddiction counselling, sex counselling, career counselling, crisis counselling.

Unit V

Counselling as a profession- counsellor as a professional, ethical standards. Research, relevance of counselling as a Social Work practice.

Books for Reference:

1. Currie, Fr.J, 1989 Barefoot Counselling – A Primer in building relationship, Asiam Trading Corp. Bangalore, India.
2. Egan, Gerard, 2006. The skilled helper: A problem management opportunity, Development Approach to helping, Wadsworth publishers, Boston
3. Hough & Margaret, 2006 Counselling skills and theory, Hodder Arnold publishers, UK
4. Lapworth, Phil, 2001 Integration in Counselling and Psychotherapy: Developing a personal approach, sage publications, New Delhi.
5. Mcleod & John, 2003 Introduction to Counselling, Open university press, UK
6. Mearns & Dave, 1999 Person-Centred Counselling in Action, Sage Publications, New Delhi, India
7. Palmer, 2004 Counselling, The BAC Counselling reader, British Association for Counseling, Vol. 1 & 2, Sage publications, New Delhi, India
8. Rao, Narayana, 2003 Counselling and Guidance, Tata McGraw Hill, New Delhi, India
9. Sanders, 2002 First steps in Counselling, PCCS Books Ltd, UK.
10. Windy, Dryden, 2002 Handbook of Individual Therapy, Sage Publications, New Delhi.



**II YEAR – III SEMESTER
COURSE CODE: 7MSW3C2**

CORE COURSE – X – FIELD WORK PRACTICUM - III

1. Specialization based concurrent field work

Specialization based field work training in an organization under a professionally qualified supervisor for 30-32 days. Students are mandated to undergo 7.5 hours of field training per day and 2 days per week. In general, students are expected to:

- a. To aid students in acquiring knowledge and skills for rendering efficient service to people in the fields of their specialization.
- b. To teach students to develop an understanding of the individual, group, and institutional needs and problems.
- c. To teach students to apply appropriate knowledge and the methods of social work to meet specific needs and solve issues.
- d. To imbibe in the students, the knowledge, values, skills and ethics of professional social work.

1. Study tour

There will be a 10 day tour after the III semester examination. The main aim of the study tour is to provide an opportunity to the students to identify and visit organizations related to their area of specialization.



**II YEAR – III SEMESTER
COURSE CODE: 7MSW3C3**

**CORE COURSE – XI - (A) – RURAL COMMUNITY DEVELOPMENT
(SPECIALIZATION – COMMUNITY DEVELOPMENT)**

Objectives

1. To provide students with knowledge about the basic concepts of Rural Community Development
2. To aid students to gain knowledge on Community Development Administration
3. To provide students with information on governmental agencies of Rural Community Development

Unit I

Rural Community: Definition, Characteristics, types of villages, and problems of Rural Community – Rural Community Development: Objectives, Approaches and Scope.

Unit II

Community Development: Early experiments: Srinikethan, Marthandam, Gurgaon – Pilot Projects: Etaw project, Nilokheri experiment, Firka Development Scheme. Rural Community Development after independence. Extension: Principles and Techniques.

Unit III

Panchayat Raj: Concept, Objectives, Development of Panchayat Raj after Independence: Balwant Rai Metha Committee, Ashok Metha Committee, Main Features of Panchayat Raj Legislation (73rd Amendment). Structure of Panchayat Raj System: Village, Block, District Panchayats, Functions and Problems of Panchayat raj.

Unit IV

Community Development Administration: Organization setup and Administration from National to Local level – Planning Machinery at the National, State and District Level – Role of Panchayat Raj Institutions in Planning – Calendar for Planning – Planning at Village – Planning at Block – District Planning Committee – Lacuna in Planning – Extension Department at Block Level.

Unit V

Community Development Training Institution: NIRD, SIRD – Role of CAPART, NABARD, DRDA, RRB and cooperatives and rural development. Rural Development Programmes: Central government rural development programmes: SGSY (Swarnajayanti Gram Swarzar Yojana), IAY (Indra Awaas Yojana), and MGNREGA, PMRT, SSA, RTI, E-Governance. State government rural development programmes: Vazhndhu Kaattuvom, GTT (Gram Thaniraiivu Thittam) THADCO and Role of Women Development Corporation.

Books for Reference:

1. Aruna Sharma and Rajagopal 1995 Planning for Rural Development Administration, New Delhi, Rawat.
2. Bhadouria & Dua 1986, Rural Development Strategies and Perspectives, Delhi, B.R.
3. Dahama O.P 1982 Extension and rural Welfare, Agra, Ram Prasad and sons.
4. Dubey, M.K. 2000 Rural and Urban Development, New Delhi, common Wealth.
5. Goel, S.L. & Shalini Rajneesh, 2003 Panchayati Raj in India—Theory & Practice, New Delhi, Deep and Deep Publications.
6. Mahajan, J.M. 1993 Employment Through Rural Development towards Sustainability, New Delhi, Deep and Deep.
7. Mathur, B.L. 2000 Rural Development and Cooperation, Jaipur, RBSA Publishers.
8. Ram K. Verma 1996 Development Infrastructure for Rural Economy, Jaipur, Print well.
9. Publication Division 2000 India: A Reference Manual, New Delhi, Ministry of Information and Broadcasting.
10. Singh Dr. 1990 Panchayat Raj and Rural Organisations, New Delhi, Ministry of Information and Broadcasting.
11. Thakur, B.N. 1988 Sociology of Rural Development, New Delhi, Classical.
12. Thoha, M and Om Prakash 1989 Integrated Rural Development (Vol. I – IV) Bangalore, Sterling.
13. Vasnt Desai 2005 Rural Development in India – Past, Present and Future a Challenge in the Crisis, Mumbai Himalaya Publishing House.
14. Vasudeva Rao, D. 1985 Fact and Rural Development, New Delhi, Ashish
15. Vijay, C.M. 1989 Rural Development Administration in India, Jaipur, Prateeksha.
- Arjunroa and Dharshan Singh 1979 Leadership in Panchayat Raj, Delhi, Panchasheel.
16. Dubey, S.C. 1958 India's Changing Villages, London, routledge and Kegan Paul.
17. Heredro, J.M. 1971 Rural Development and Social Change, New Delhi, Manohar.
18. Rajeswar Dayal 1962 Community Development Programme in India, Kitab Mahal, Allahabad.



**II YEAR – III SEMESTER
COURSE CODE: 7MSW3C4**

**CORE COURSE - XI – (B) - MENTAL HEALTH AND PSYCHIATRIC DISORDERS
(SPECIALIZATION – MEDICAL AND PSYCHIATRY)**

Objectives

1. To aid students to acquire knowledge of the phenomenology, symptomatology and treatment of common mental disorders.
2. To ensure that students develop skills in identifying mental disorders in health care and community settings.
3. To develop in the students, the capacity of the student to apply knowledge and skills of the methods of Professional Social Work, as a member of the Mental Health Team, in Field Work setting in Psychiatry.

Unit I

History of Psychiatry- Concept of Mental Health- Mental Health in India- Mental Health Problems- Changing Trends in Mental Health Care- View of Mental Health and well-being.

Unit II

Psychiatric Interviewing - Case History Recording and Mental State Examination- Psychiatric Assessment - Psycho-Social and Multidimensional- Use of Mental Health Scales in assessment and intervention.

Unit III

Study of the Clinical Signs, Symptoms, Causes and Treatment of the following Common Mental Disorders: Organic Mental Disorders- Mental and Behavioral Disorders due to psychoactive substance use- Schizophrenia-Mood (Affective Disorders) - Neurotic stress related and somatoform disorders.

Unit IV

Study of the Clinical Signs, Symptoms, Causes and Treatment of: Behavioral syndromes associated with physiological disturbances and physical factors- disorders of adult personality and behaviour - Mental Retardation- Disorders of Psychological Development Behavioral and emotional disorders with onset in childhood and adolescence- suicide

Unit V

National Mental Health Programme – Mental Health Act, District Mental Health Programme. Socio-cultural factors in Psychiatry – Magico-religious practices – Cultural beliefs – Stigma.

Books for Reference:

1. Bhugra , Gopinath, Vikram Patel, 2005 Handbook of Psychiatry- A South Asian Perspective. Byword Viva Publishers Pvt.Ltd., Mumbai
2. Coleman and James, 1996 Abnormal Psychology Modern Life: Tarapore Vala and Sons, Mumbai.
3. Kaplan , Harold, I., Sadock, B.J., 1989. Comprehensive Text Book of Psychiatry, Williams & Wilkins, Baltimore, London.
4. Kapur, M., 1995 Mental Health of Indian Children, Sage Publications, New Delhi.
5. Mane & Gandevia, 1998 Mental Health in India: Issues and Concerns, Tata Institute of Social Sciences, Mumbai.
6. WHO, 2004 The ICD-10 Classification of Mental and Behavioral Disorders, Diagnostic Criteria for Research, AITBS Publishers and Distributors, Delhi



**II YEAR – III SEMESTER
COURSE CODE: 7MSW3C5**

**CORE COURSE - XI – (C) - LABOUR WELFARE AND LABOUR LEGISLATION
(SPECIALIZATION – HUMAN RESOURCE MANAGEMENT)**

Objectives

1. To highlight the issue of labour welfare.
2. To inform students about the labour legislations in India.
3. To enlighten students about social Labour legislations.
4. To impart analytical skills in the interpretation of legislations in the light of recent judgments and case laws related to the labour legislations

Unit I

Labour welfare: an introduction on Indian constitution - unorganised labour sector in industry and agriculture - problems faced by unorganised labour sector - constitutional safeguards to unorganised labour - judicial activism (case laws); concept, scope, principles, theories, origin and growth of labour welfare in India; types of welfare; labour problems: absenteeism addiction, indebtedness, family distress and social work intervention; labour welfare programmes: safety, health and hygiene, occupational diseases, crèche, canteen, credit society, worker's education labour welfare officer: status, role, duties and functions; labour welfare agencies in India and international

Unit II

Factories Act, 1948.- Indian Mines Act, 1952.- Plantations labour Act, 1951.- Motor Transport Workers Act, 1961.- Industrial employment (Standing orders) Act, 1946.- Apprentices Act, 1961. -Employment Exchange (Compulsory Notification of Vacancies) Act, 1959.- Contract labour (Regulations and Abolition) Act, 1970.

Unit III

Payment of Wages Act, 1936.- Minimum wages Act, 1948.- Payment of Bonus Act, 1965. – Social security legislation : Workmen's Compensation Act, 1923.- Employee's State Insurance Act, 1948. - Employee's Provident Fund and Miscellaneous Provisions Act, 1952.

Unit IV

Trade Unions Act, 1926 and The Trade Unions (Amendments) Act, 2001- Industrial Disputes Act, 1947 and The Industrial Disputes (amendment) Act, 2010, Maternity Benefit Act, 1961.- Payment of Gratuity Act, 1972.

Unit V

Tamil Nadu Shops and Establishments Act, 1947. Tamil Nadu Catering Establishments Act, 1958. -The Tamil Nadu Industrial Establishment (conferment of permanent Status to Workmen) Act, 1981.-The Tamil Nadu Payment of Subsistence Allowance Act, 1981. - Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1951.- Tamil Nadu Labour Welfare Fund Act, 1972.

Books for Reference:

1. Ashdir , Vijay. *Management of Industrial Relations*. Kalyani Publishers, 2003.
 2. Bhangoo, Kesar Singh. *Dynamics of industrial relations*. Deep&Deep Publications,1995.
 3. Giri, Varahagiri Venkata. "Labour problems in Indian industry." (1960).
 4. I.L.O. *Labour Legislation*.1980
 5. Monappa, Arun. "Industrial Relations, Ninth print (1995)."
 6. Myers, Charles Andrew, and Subbiah Kannappan. *Industrial relations in India*. Asia Publishing House, 1970.
 7. Prasad NGK. *Factories Law and Rules applicable to TN State, Vols. I, II, III, IV*. Madras Book Agency. 1978.
 8. Saxena, R. C. *Labour Problems and Social Welfare*. Jai Prakash Nath, 1963.
- Current Bills, new Case Laws and new Laws should form part of the syllabus automatically.**
9. Annual Reports of Ministry Of Labour, Government of India



**II YEAR – III SEMESTER
COURSE CODE: 7MSW3C6**

**CORE COURSE – XII – (A) - URBAN COMMUNITY DEVELOPMENT
(SPECIALIZATION – COMMUNITY DEVELOPMENT)**

Objectives

1. To enable students to understand the unique nature of urban community.
2. To aid students to gain knowledge on Urban Community development and its projects.
3. To aid students in understanding the process of Urban Community.

Unit I

Urban Community: Definition, Meaning, Characteristics – City: Definition, Characteristics, Types of city – Urban Ecology: Meaning, elements of ecological system – Theories of urban growth: Burgess's concentric zone theory, Hoyt's sector theory, Harries and Ullmans Multiple– Nucleic theory – Process of urban growth – Urbanism: Meaning, Features – slum: Definition, meaning, causes, characteristics and theories – Urban social problems: Causes of urban problems like Over crowding, Housing, Crime, Juvenile delinquency, Prostitution, Suicide, Alcoholism and Drug Addiction.

Unit II

Urban Community Development: Origin, concept, need, principle, elements of urban community development, Approaches: Basic service approach, integrated development approach, participatory approach – organizational set up – problems in urban community development.

Unit III

Urban Community Development Project: Delhi Pilot project, Hyderabad Urban community development project – National and State level agencies in UCD: Housing and Urban Development Corporation, Chennai Metropolitan Development Authority, Tamil Nadu Housing Board, Tamil Nadu Slum Clearance Board – Role and Participation of NGO's in UCD and Slum clearance and improvement: UNICEF, EX-NORA, SULAB international.

Unit IV

Process of Urban Development – Urban development policies – Town planning Acts – Land acquisition Act – Urban community development programmes: A very brief idea on IUDP, UBS; In-depth study on recent programmes Swarna Jayanthi Rozgor Yozna, Development of Women and Children in urban areas – Urban self-employment scheme, National slum development programme, Urban Wage Employment Programme. Jawaharlal Nehru National urban Renewal Mission.

Unit V

History of urban local self-government in India – Forms of urban local self-government – Municipal government: Forms, organizational structure, functions, departments, personnel and finance, relationship between officials and non-officials, problems in municipal administration in India. Community social work practice in an urban context: Community capacity enhancement – foundation for community capacity enhancement, characteristics of a community capacity enhancement model, Freon's work for community capacity enhancement practice – Guiding principles for community capacity enhancement practice.

Books for Reference:

1. Clinard B. Marshall 1970 Slums and Community Development, New York, The Free Press
2. Datta. A (Ed.1980 Municipal and Urban India, New Delhi, Indian Institute of Public Administration
3. David Antony Pinto 1987 The Mayor, The Commissioner and Metropolitan Administration, New Delhi, Vivkas
4. Delgado (Melvin) 2000 Community Social Work Practice in an urban context, New York, Oxford University Press
5. Deasai and Devodas Pillai 1970 slums and Urbanisation, Bombay, Popular prakasham
6. Desouza (Alfred) 1978 The Indian City, New Delhi, Manohar
7. Jayabalan K2002 Urban Sociology, New Delhi, Atlantic Publishers
8. Mohanty.B 1993 Municipal System in India, New Delhi, Ashish
9. Thudipara Jacob J. 1993 Urban Community Development, New Delhi, Rawat.
10. Dr. Kumar 2006 Urban Sociology, Agra, Lakshmi Narain Agarwal
11. Ramnath Sharma 1975 Text Book of Urban Sociology, Meerut, Rajhans Press
12. Satish Sharma 2002 Social Transformation in Urban India, New Delhi, Dominant



**II YEAR – III SEMESTER
COURSE CODE: 7MSW3C7**

**CORE COURSE - XII- (B) - MEDICAL SOCIAL WORK
(SPECIALIZATION – MEDICAL AND PSYCHIATRY)**

Objectives

1. To introduce the students to the concept of medical social work and related aspects.
2. To inform the students about the Psychological, Social and economic implications of illness and disability.
3. To enlighten the students about hospital as a formal organisation.
4. To make students aware of Impairment, Disability, and Handicap.
5. To highlight the specific needs and problems of patients and their families.

Unit I

Medical social work: definition, concept, objectives, its nature, need and scope; the roles and functions of a medical social worker; historical development in India and abroad; medical sociology and its relevance to medical social work practice; practice of social work methods in hospital settings: their need and importance in working with patients and families: scope and limitations of practice.

Unit II

Psychological, social and economic implications of illness and disability: for the patient and his family; concepts of patient as a person, patient as a whole, the psychosomatic approach; multidisciplinary team work: need, importance, and principles; role of social worker as a member of the team.

Unit III

The hospital as a formal organisation: its goals, technology, structure and functions, departments, administrative procedures, implications of hospitalisation for the patient and his family; medical social work department: staffing, organisation and functions; extension services; public relations.

Unit IV

Impairment, Disability and Handicap: causes, types and classification of physical handicaps: orthopedic disability, visual handicap, aural impairment and speech disability; psychosocial problems and implications for each specific handicap and role of the medical social worker in intervention; physical medicine, physiotherapy and occupational therapy: objectives and types; rehabilitation: definition, concept, principles, and process; role of the medical social worker in rehabilitation planning, resource mobilisation, and follow-up.

Unit V

Specific needs and problems of patients and their families: need for assistance and role of the medical social worker in the following settings: outpatient unit, intensive care unit, pediatric ward, maternity ward, abortion clinic, family planning centre, std clinic, HIV clinic, orthopedic department, cardiology department, blood bank, TB sanatorium and cancer hospitals, training of the volunteers to work with the chronically ill in the community, and special focus on rural/tribal areas.

Books for Reference:

1. Bartlett, Harriett Moulton. *Social work practice in the health field*. Natl Assn of Social Workers Pr, 1961.
2. Cannon, Ida Maud. *On the social frontier of medicine: Pioneering in medical social service*. Harvard University Press, 1952.
3. Codey & Carol H. *Social aspects of illness*. W.B. Saunders Com., 1951.
4. Field, Minna. "Patients are people." *A Medical Social approach to prolonged illness*, (1967). Goldstine, Dora. *Expanding horizons in medical social work*. University of Chicago Press, 1955. Hamilton, Kenneth W. "Counseling the handicapped in the rehabilitation process." (1950). Hubschman, Lynn. *Hospital social work practice*. Praeger Publishers, 1983.
5. Pattison, Harry Archibald, ed. *The handicapped and their rehabilitation*. Thomas, 1957.



**II YEAR – III SEMESTER
COURSE CODE: 7MSW3C8**

**CORE COURSE - XII - (C) – INDUSTRIAL RELATIONS AND TRADE UNION
(SPECIALIZATION – HUMAN RESOURCE MANAGEMENT)**

Objectives

1. To introduce students to the concept of industrial relations.
2. To highlight the issue of industrial conflict.
3. To understand about trade and its role in industrial relations
4. To equip students about recent trends in industrial relations

Unit I

Industrial Relations: definition, meaning of industrial relations, characteristics of a good industrial relations system - changing profile of industrial workers – labour in constitution – administration of labour department. Labour movement in UK and USA – Labour movement in India and its role in industrial relations.

Unit II

Trade unionism – , Meaning, Objectives & Types of trade union, history, objectives, problems faced, recognition – trade union movement in India – employer federation, collective bargaining : methods, issues, problem and settlement. Collective Bargaining; theories, Prerequisites, Principles, Strategies, Skills, Subject matter for collective bargaining, Factors influencing collective bargaining, Administration of collective agreements, Problems pertaining to collective bargaining in India. Concept of strike, lockout and layoff

Unit III

Industrial Conflict: standing orders, industrial disputes, settlement machineries, industrial peace and harmony, industrial conflict types, causes, consequences, grievance, discipline, domestic enquiry – recent trends; **industrial democracy – workers participation:** objectives schemes, methods – participation schemes in industries in India - quality circles – quality of work life

Unit IV

Workers’ Participation in Management: Industrial relations at shop floor and plant levels: Workers’ Participation in Management – Meaning – Workers Committee – Joint Production Committee – Joint Management Councils, Historical development of trade union – Present State of Trade Unionism – A study of major Central Trade Union organizations, Membership – Finance structure – Leadership – Politics – Multiunionism – Trade Union rivalry – Violence. Issues related to trade union.

Unit V

I.L.O: History, Objectives, Structure, functions, achievements, impact of I.L.O. on labour legislation labour policy in India – Globalization and Liberalisation and its impact: Employer Federations in India.

Books for Reference:

1. Arya, V.P., A guide to settlement of industrial disputes, Oxford and IBH Pub. Co., 1967
2. Giri, V.V. Labour Problems in Indian Industry, Asia Publishing House, 1962
3. Ghoswamy, V.G. Labour and Industrial Laws Central Law Agency, Allahabad (2008)
4. Edwing, K.D. Trade Unions Labour Party and the Law (1982)
5. Flander, A. Management and Unions, Western Printing Services (1976)
6. Henk Thomas, Globalisation and third world trade unions, The challenging of rapid economic change, London Pub. (1995).
7. Herold Crouch, Trade Unions & Politics in India, Suchin Pub. Ajmer (1966)
8. Jain R.B., Structural Adjustment, Public Policy and Bureaucracy in developing societies, H.Hair Anand Pub. (1993)
9. James Milton, Labour and Socialism, A History of the British Labour Movement (1983)
10. Karnic, V.B Trade unions and politics, Bombay university press (1968)
11. Malhotra, The law of Industrial Disputes Volume I, Lexis Nexus Butter Worths Pub. New Delhi (2004)
12. Mathur, A.S. and J.S. Mathur, Trade Union movement in India, Chaitanya Allahabad Pub. (1962)
13. Patrich Elias, Brain Najuin., Labour Law: Cases and Materials, Peter Willington Pub. (1974)
14. Peter Fairbrother and Gerard Griffin, Changing Prospects for Trade Unionism, Continuum, London, (2002)
15. Ruddar Dutt, K.P.M.Sundara, Indian Economy, S.Chand. Pub. New Delhi(2005)
16. Pandey, J.N. The Constitutional Law of India, Central Law Agency, Allahabad (2009)
17. Revri, Chamanl, The Indian Trade Union Movement (1972)
18. Sharma, G.K. Labour Movement in India Sterling Pub. New Delhi (1982)
19. Srivastava, K.D. Law relating to Trade Unions and unfair labour practices in India, Eastern Pub. Lucknow (2003)
20. Srivastava, S.C. Industrial Relations and Labour Laws Vikas Pub. New Delhi (2003)
21. Srivastava, Suresh C. *Industrial relations and labour laws*. Vikas Publishing House Pvt Ltd, 2007.
22. Venkataratnam, C.S AND P.A. Naidu, Industrial Relations and Collective Bargaining in South Asia, ILO Pub. (1999)
23. Annual Reports of Ministry Of Labour, Government of India



**II YEAR – III SEMESTER
COURSE CODE: 7MSW3E1**

ELECTIVE COURSE – III – HUMAN RESOURCE MANAGEMENT

Objectives

1. To teach the students about management.
2. To enlighten the students on human resource management.
3. To inform the students about human resource functions.
4. To teach students about wage and salary administration.
5. To enlighten the students about industrial social work.

Unit I

Management: Concept, elements, principles and functions of management; management thoughts: Henry Fayol, F.W.Taylor, and Peter Drucker.

Unit II

Human resource management: Definition, scope, evolution, and functions. Human resource policy: Formulation and implementation; duties, responsibilities, and qualities of human resource manager and challenges for the 21st century.

Unit III

Human Resource functions: Human resource planning, recruitment, selection, induction and placement, promotion, transfer, job analysis, training, performance appraisal; discipline and disciplinary procedure, personnel records and personnel research; HR audit.

Unit IV

Wage and salary administration: job evaluation: definition, objectives; methods, advantages and limitation; wage and salary administration: nature and purpose, process of wage determination, wage structure and principles; theories of wages: concepts of wages, wage differentials – financial and non-financial incentives.

Unit V

Industrial social work: meaning, scope, and relevance; application of social work methods in the industrial sector; labour problems and industrial counseling in industries and working with the families of industrial workers: meaning, scope, relevance, advantages and disadvantages.

Books for Reference:

1. Agarwal, Rameshwar Dayal, ed. *Dynamics of Personnel Management in India: a Book of Reading*. Tata McGraw-Hill, 1973.
2. Davar, Rustom S. *Personnel management and industrial relations in India*. International Book Distributors, 1976.
3. Flipppo, Edwin B. *Principles of personnel management*. McGraw-Hill, 1976.
4. Fraser, John Munro. *Introduction to personnel management*. Nelson, 1971.
5. Indian Institute of Personnel Management. *Personnel Management in Indi*. Asia Publishing. 1977.