

**SAURASHTRA UNIVERSITY**



**Re-Accredited Grade 'A' by NAAC**

**FACULTY OF ARTS**

**SYLLABUS FOR**

**B.S.W. (SEM I TO VI)**

**(THREE YEAR FULL TIME COURSE)**

**(AS PER C.B.C.S.)**

**IN FORCE FROM JUNE-2019**

**SAURASHTRA UNIVERSITY**

**RAJKOT – 360005 (GUJARAT)**

**Website: [www.saurashtrauniversity.edu](http://www.saurashtrauniversity.edu)**

**SAURASHTRA UNIVERSITY**

**RAJKOT**

**Faculty of Arts**  
Ordinances & Regulations for the Degree of  
**Bachelor of Social work (B.S.W.)**  
(As per Choice Based Credit System)  
**Effective from June – 2019**

**O. Gen B.S.W.:-1**

A Candidate for the Degree of Bachelor of Social Work must have passed (10+2) examination of the Gujarat Secondary and Higher Secondary education (10+2 pattern) Board or an examination recognized as equivalent thereto and will be required to pass six subsequent semester examinations for the Degree of Bachelor of Social Work. Candidate fulfilling above requirements will be provisionally admitted in the First semester of Bachelor of Social Work Degree Program.

**O. Gen B.S.W.:-2**

B.S.W. Degree Program is of three academic years duration consisting of six semesters, which will be required to be completed within 6 years from the data of his/her first admission in the First semester.

**O. Gen B.S.W.:-3**

B.S.W. Three Years (six semesters) Degree Program is a regular fulltime program and therefore admitted candidate can not join any other course of study without prior permission of the University.

**O. Gen B.S.W.:-4**

Medium of instruction & examination shall be either **Gujarati** or **English** as the case may be and the same will not be changed during the entire Degree program. Hence, English Paper i.e. Compulsory English and Communication Skill's medium of instruction & examination shall be in English only.

**O. Gen B.S.W.:-5**

The Choice Based Credit System (CBCS) Program is implemented along with Comprehensive Continuous Assessment (CCA) and minimum attendance as per 0.98 is mandatory for the students. Non-Compliance of this requirement may amount in to rejection of the Concerned Semester.

**O. Gen B.S.W.:-6**

Students will have to comply with the requirements of 0.182 relating to physical training, athletics, and sports, N.C.C. or N.S.S. etc. as the case may be.

**O. Gen B.S.W.:-7**

Every candidate admitted in the First semester shall have to appear & pass the examination of “**Environmental Protection course**” as directed by the Hon. Supreme Court of India & for this the course curriculum shall be the same as it is prescribed by the U.G.C. Such an examination will be conducted by the concerned college without charging any examination fees & certificate to that effect shall have to be appended with the admission form of the University semester-II end examination.

**O. Gen B.S.W.:-8**

Every candidate admitted to First Semester of any course will have to pass through the Thalassemia Test & Blood Grouping test.

**O. Gen B.S.W.:-9**

Admission granted by the affiliated college/institution to any student shall be provisional till the Enrolment/Registration/Enlistment is made by the University & in case of admission is granted on the bases of provisional eligibility certificate the conditions & instruction given by the University should be complied within the time Limit fixed by the University or Latest by the beginning of next semester otherwise term kept by the such a student will be forfeited and no any account will be refunded.

**O. Gen B.S.W.:-10**

Every affiliated College or Institution shall have to take appropriate measure against Ragging & Gender problems in College/Institution. The Word College / Institution include College building, Sports complex, Hostels and such other components which are within the purview of the College.

In case of occurrence of any such incident the violator shall be dealt with very seriously and appropriate stringent action be taken by the Principal of the College observing Principle of natural Justice. The Head of College may appoint a committee to inquire in to the matter which will also observe the principle of natural justice. The committee will submit its report to the head of college who may take further necessary action in the matter.

### **O. Gen B.S.W.:-11**

All admitting authority (Including the College/University Department/ P.G. Centre/Institute or centralized admission committee etc.) will have to strictly observe the provisions of reservation policy of the Govt. / U.G.C. / Rehabilitation Council of India etc. before admission process is under taken the authority will ascertain quota & number of seats available for reserved class candidates and allotted to the eligible candidates. The data based information should also be provided to the University only after conclusion of entire process of admission.

### **O. Gen B.S.W.:-12**

The following Degree courses are within the preview of the Faculty of Arts B.J.M.C., B.L. & I. SC., B.S.W., B.A. (I.D.), B.A. (Home science), the nature & scope of the course is designed to focus on sole & isolated special aspect of study area of the courses. It's Ordinance & Regulations, Teaching and Examination schemes are also provided in the respective syllabus. However, other relevant Ordinances & Regulations of the Faculty of Arts shall also apply to these courses.

### **O. Gen B.S.W.:-13**

A Candidate of this or any other University recognized by A.I.U. who has passed the examination of F.Y./S.Y. under Annual pattern of the Faculty of Arts, Commerce, Science, Home Science, Business Management, Performing Arts, or B.R.S. by obtaining at least 40% Marks or equivalent grade, shall be entitled to be admitted in Semester-III or V (as the case may be) provided subject/s passed by the candidate are same or comparable/convertible with CBCS teaching & examination scheme in force at the time of such admission.

When such admission is granted to a candidate all applicable Ordinances & Regulations shall be applied to such a candidate & his/her result at the degree Level University examination will be declared by converting his/her percentage of Marks/Grade which he/she has obtained at the examination of First/Second year as per provisions contained in CBCS introduced by the University.

### **O. B.S.W.:-1**

To pass each of the B.S.W. Semester examination, a student must have passed all the subjects in the respective semester. A subject may contain up two heads of passing i.e. theory, field work (including viva-voce) and CCA. To pass an examination a student is required to obtain minimum 'E' Grade of the maximum Grade separately in each head of the passing viz. theory, field work (including viva-voce) as the case may be.

### **O. B.S.W.:-2**

A student who fails at the examination and he has obtained at least 'E' Grade in any head of passing. Provided he/she has passed in the subject shall at his option, be exclude from appearing in that subject to a subsequent examination and will be declared to have passed the whole examination when he/she passed in all the remaining subjects of the examination provided that in the subject in the subject in which he/she appeared on the last occasion he/she must obtain the minimum Grade 'E' in each head as required under the relevant regulation.

### **O. B.S.W.:-3**

If a candidate at an University semester end examination fails to obtain minimum marks for passing in particular course (subject) he/she will be require to reappear in that course (subject) without keeping term for that semester. The candidate will have to reappear in the semester end examination by paying fresh examination fee & along with application form such candidate when he/she obtains minimum or more than minimum marks for passing in the course his/her marks of reappearance will be carry forwarded for calculation class/CGPA.

### **O. B.S.W.:-4**

To successfully complete a course, candidate will be required to obtain minimum 06 out of 30 mark in CCA (internal) examination as well as 28 out of 70 marks in SEE (External) examination and should have also obtained 40% of marks in aggregate each of the course and necessary credits as prescribed in the syllabus.

### **O.B.S.W.-5**

Every student must take to fieldwork, compilation certification from Principal/H.O.D. of the College and working Agency. These two certificates should join in the fieldwork file. If student do not join certificate the student do not eligible for viva – voce.

### **R. B.S.W.:-1**

The following are the subject prescribed for the teaching & examination scheme of the B.S.W. fulltime three years Degree Program.

**B.S.W Semester – I**

<b>No</b>	<b>Paper No.</b>	<b>Course Title</b>	<b>C</b>	<b>IM</b>	<b>EM</b>	<b>PM / Viva</b>	<b>TM</b>
1	1	Communication skills-1	4	30	70		100
2	2	Introduction to Social Work	4	30	70		100
3	3	Work with Individuals	4	30	70		100
4	4	Gandhian Approach to Welfare & Development	4	30	70		100
		<b>OR</b>					
	5	Indian Society, Issues and Problems	4	30	70		100
5	6	<b>Field Work</b> (Orientation and Agency Visit) <b>Minimum 20visits.</b> ReportWriting-50 marks viva-voce-50 marks	6			100	100
		<b>Total</b>	<b>22</b>	<b>120</b>	<b>280</b>	<b>100</b>	<b>500</b>

**B.S.W Semester – II**

<b>No</b>	<b>Paper No.</b>	<b>Course Title</b>	<b>C</b>	<b>IM</b>	<b>EM</b>	<b>PM / Viva</b>	<b>TM</b>
1	7	Communication skills-2	4	30	70		100
2	8	Work with Groups	4	30	70		100
3	9	Work with Communities	4	30	70		100
4	10	Environment studies	4	30	70		100
		<b>OR</b>					
	11	Social Work with Disabled	4	30	70		100
5	12	<b>Field Work (Rural FieldWork)(viva-voce) Report Writing – 50 Marks viva-voce-50 marks</b>	6	30	70	100	100
		<b>Total</b>	<b>22</b>	<b>120</b>	<b>280</b>	<b>100</b>	<b>500</b>

**B.S.W Semester – III**

<b>No</b>	<b>Paper No.</b>	<b>Course Title</b>	<b>C</b>	<b>IM</b>	<b>EM</b>	<b>PM / Viva</b>	<b>TM</b>
1	13	Communication skills-3	4	30	70		100
2	14	Social Work Research	4	30	70		100
3	15	Social Administration, Social Action & Integrated methods	4	30	70		100
4	16	Computer Application-1 <b>(Theory-35%, Practical-50%, Internal-15%)</b>	4	15	35	50	100
	17	Disaster Management	4	30	70		100
		<b>OR</b>					
5	18	Sociology for Social Work	4	30	70		100
6	19	<b>Field Work (Rural FieldWork)(viva-voce)</b> <b>Report Writing-50 marks</b> <b>viva-voce-50 marks</b>	6			100	100
		<b>Total</b>	<b>26</b>	<b>135</b>	<b>315</b>	<b>150</b>	<b>600</b>



**B.S.W Semester – IV**

<b>No</b>	<b>Paper No.</b>	<b>Course Title</b>	<b>C</b>	<b>IM</b>	<b>EM</b>	<b>PM / Viva</b>	<b>TM</b>
1	20	Communication skills-4	4	30	70		100
2	21	Psychology and Social Work	4	30	70		100
3	22	Human Resources Management	4	30	70		100
4	23	Computer Application-2 <b>(Theory-35%, Practical-50%, Internal-15%)</b>	4	15	35	50	100
5	24	Social Change & Development	4	30	70		100
		<b>OR</b>					
	25	Correctional Social Work	4	30	70		100
6	26	<b>Field Work (GO/NGO Sector)</b> (viva-voce) <b>Report Writing - 50 marks</b> viva-voce 50 marks	6			100	100
		<b>Total</b>	<b>26</b>	<b>135</b>	<b>315</b>	<b>150</b>	<b>600</b>

**B.S.W Semester – V**

<b>No</b>	<b>Paper No.</b>	<b>Course Title</b>	<b>C</b>	<b>IM</b>	<b>EM</b>	<b>PM / Viva</b>	<b>TM</b>
1	27	Communication skills-5	4	30	70		100
2	28	Child and Women Welfare	4	30	70		100
3	29	Urban Development	4	30	70		100
4	30	Indian Economic Problems	4	30	70		100
5	31	Counseling	4	30	70		100
		<b>OR</b>					
	32	Social Movement and Social Development	4	30	70		100
6	33	<b>Field Work (GO/NGO/ HR Sector)</b> Report Writing – 50 Marks viva-voce-50 marks	6			100	100
		<b>Total</b>	<b>26</b>	<b>150</b>	<b>350</b>	<b>100</b>	<b>600</b>

**B.S.W Semester – VI**

<b>No</b>	<b>Paper No.</b>	<b>Course Title</b>	<b>C</b>	<b>IM</b>	<b>EM</b>	<b>PM / Viva</b>	<b>TM</b>
1	34	Communication skills-6	4	30	70		100
2	35	Community Health and Health Education	4	30	70		100
3	36	Family Life Education	4	30	70		100
4	37	Legal System in India	4	30	70		100
5	38	Program and Services for the Elderly	4	30	70		100
		<b>OR</b>					
	39	Management of Development and Welfare Services	4	30	70		100
6	40	<b>Field Work (Urban based) (slum area)</b> Report Writing-50 marks viva-voce-50 marks	6			100	100
		<b>Total</b>	<b>26</b>	<b>150</b>	<b>350</b>	<b>100</b>	<b>600</b>

**: Admission to higher Semester:**

**R.B.S.W.-2**

A candidate duly admitted in semester-I shall be eligible for admission up to semester VI.

**R.B.S.W.-3**

Candidate must forward their applications for admission University examination to the registrar on or before the prescribed date with a Certificate of attendance duly signed by the Principal along with the examination fees fixed by the University.

**R.B.S.W.-4**

Thirty percent (30%) internal evaluation shall be within the exclusive of the concerned affiliated College which requires purity, transparency accuracy in the evaluation & assessment of students. Benefits of Re- assessment scheme will not be made available to the students in this regards.

**R.B.S.W.-5**

The CBCS is not only student centric in the teaching-learning processes but also in their evaluation process. The evaluation process is divided into two parts under the CBCS. The first part-consists of Comprehensive Continuous Assessment (CCA) and the second the two shall be 30:70 in the CBCS, the evaluation process shall follow the norm that the faculty, who teaches the course, shall conduct the Comprehensive Continuous Assessment (CCA), The concerned faculty shall be accountable for transparency and reliability of the entire evaluation of the student in the concerned Course.

### **5.1 The framework for Comprehensive Continuous Assessment :**

Although assessment and evaluation process in CBCS is in continuous mode, for the purpose of finally letting the candidate know his/her progress periodically, an assessment is divided into four discrete components for reporting the scores to the student as earned by him or her. The details of the Comprehensive Continuous Assessment are summarized in the Table below:

<b>Component</b>	<b>Units covered In a course</b>	<b>Mode of Evaluation</b>	<b>Weight age</b>	<b>Period of Continuous assessment</b>
1	1 <sup>st</sup> 30%	Assignments	10%	First part of the semester. To be completed by 5 <sup>th</sup> week.
2	2 <sup>nd</sup> 30%	MCQ Test	10%	Second part of the semester. To be completed by 10 <sup>th</sup> week.
3	Remaining 40%	Seminar Presentation	10%	Third part of the semester. To be completed by 15 <sup>th</sup> week.
4	100%	Semester and Examination	70%	To be completed between 18 <sup>th</sup> and 20 <sup>th</sup> week.

- 5.1.1.** The CAC (College Advisory Council) shall announce policy for CCA for all the courses in the beginning of the semester and the same shall be communicated to the students.
- 5.1.2.** The continuous assessment of first part of the semester shall be completed during the 5<sup>th</sup> week of the semester.
- 5.1.3.** The continuous assessment of second part of the semester shall be completed during the 10<sup>th</sup> week of the semester.
- 5.1.4** The continuous assessment of scores of third part of the Semester will be completed during the 15<sup>th</sup> week of the Semester.
- 5.1.5** In case a student fails to secure 6 out of 30 in the CCA (all three components taken together), he/she shall not be allowed to appear for the Semester end examination. The Principal of the College and the teacher concerned shall arrange or the re-test of such candidates.

**5.1.6** The teacher concerned shall have the responsibility to make public the CCA marks immediately not later than a week of the examination through the College Notice Board. The Principal shall send the consolidated statement of the course-wise marks of the CCA component to the Controller of Examination a week at least before the Semester-End Examination.

## **5.2 Semester End Examination (SEE)**

During the 18<sup>th</sup> to 20<sup>th</sup> week of the Semester, a semester-end examination shall be conducted.

The duration of the) paper/subject in) Semester-End Examination shall be 3 hours per course. A question paper for Semester-End Examination shall not expect the student to reproduce the answers by memorizing the topics, but it shall rather examine the candidate's creativity, comprehension, problem solving ability, interpretation and awareness capabilities.

## **5.3 Final awarding of the Grades shall be completed latest by 24<sup>th</sup> week of the semester.**

The consolidated marks of all the students in CCA as forwarded by the Principals of the college and the marks secured by the candidates in the SEE shall be accordingly computed for the Grade and the announcement of the result.

### **Practical Examination:**

Practical examination (Wherever applicable) shall be conducted at end of every semester. The examination shall be conducted as per norms decided by the concerned authority of the University. The Controller of Examination of the University shall announce policy for the practical examination in advance and it shall be made known to the students also in advance. There shall be no internal assessment test for practical/laboratory work.

### **Project/Dissertation work:**

The Project Work and the Supervisor shall be assigned to the student by the concerned college well in advance.

5.4 Rules and the Procedure for granting Re-admission to the student shall be as under,

5.4.1 Who had no put in the required attendance in a course in the concern Program of a semester and thus detained, or

- 5.4.2 Who had not cleared the required number of Courses and thus detained; or
- 5.4.3 Who had not, after completing a semester continued the studies in the next immediate semester on Personal/ health grounds but desired to continue his/her studies after a short break; such a student shall be eligible to rejoin the Program from where he/she had left it subject to clause 5.4.5 & 5.4.6 A student who had put in not less than 40% of attendance in a semester and not registered for the examination shall be considered for the re-admission in the same semester.
- 5.4.4 A student who had put in not less than 40% of attendance in a semester and not registered for the examination shall be considered for the re-admission in the same semester.
- 5.4.5 The student who after completing the first two semesters Program, if opts out of the Program, then he or she shall be eligible to rejoin the Program, subject to the time period elapsed has not exceeded two years.
- 5.4.6 Such readmissions shall be granted by the Principal of the concerted college directly, subject to the fulfillment of the following conditions:
- a) The concerned teachers have granted the attendance of the Course in each semester.
  - b) The student shall complete the Program within 6 years from the year of the original admission.
  - c) No readmission shall be granted after the first four weeks of the semester in which he/she is seeking admission.
- 5.4.7 Readmission shall not be applicable to the Program in which admission is granted by a Central Admission Committee/ college itself.
- 5.4.8 The Six-semester (three year) Program shall be completed by a student within 6 years from the date of enrolment.

**Note:** The provisional grade card will be issued at the end of every semester indicating the course completed successfully. Upon successful completion of Bachelor Degree Program a final grade card, which shall consist of grades of all courses will be issued by controller of Examinations of the University.

## 5.5 PROCEDURE FOR AWARDING THE GRADES

- 5.5.1 The computation for the Semester Grade Point Average (SGPA) and cumulative grade point average (CGPA) shall be as follows:  
 The raw marks scored by the student (CCA+SEE) shall be indicated as M.  
 The 'Grade Point' and the grade letter that shall be awarded to the student on the bases of the range in which M is found is given in the following Table:

### Different Weightage scales:

(For awarding grades to Combined, Internal and Semester End Exam Scores)

Different Scales			Grade	Grade Point
Combined	Internal	Semester End Exam		
$90 < X \leq 100$	$27 < X \leq 30$	$63 < X \leq 70$	<b>O</b>	<b>10</b>
$80 < X \leq 90$	$24 < X \leq 27$	$56 < X \leq 63$	<b>A</b>	<b>9</b>
$70 < X \leq 80$	$21 < X \leq 24$	$49 < X \leq 56$	<b>B</b>	<b>8</b>
$60 < X \leq 70$	$18 < X \leq 21$	$42 < X \leq 49$	<b>C</b>	<b>7</b>
$50 < X \leq 60$	$15 < X \leq 18$	$35 < X \leq 42$	<b>D</b>	<b>6</b>
$40 < X \leq 50$	$12 < X \leq 15$	$28 < X \leq 35$	<b>E</b>	<b>5</b>
Less than aggregate 40	Less than 6	Less than 28	<b>F</b>	<b>4</b>

### Scale for Awarding Grades based on SGPA & CGPA :

	Semester End SGPA	Program End CGPA	Grade	Description
1	$9.0 < SGPA \leq 10$	$9.0 < CGPA \leq 10$	<b>O</b>	Outstanding
2	$8.0 < SGPA \leq 9.0$	$8.0 < CGPA \leq 9.0$	<b>A</b>	Upper Distinction
3	$7.0 < SGPA \leq 8.0$	$7.0 < CGPA \leq 8.0$	<b>B</b>	Distinction
4	$6.0 < SGPA \leq 7.0$	$6.0 < CGPA \leq 7.0$	<b>C</b>	First Class
5	$5.0 < SGPA \leq 6.0$	$5.0 < CGPA \leq 6.0$	<b>D</b>	Second Class
6	$4.0 < SGPA \leq 5.0$	$4.0 < CGPA \leq 5.0$	<b>E</b>	Passed
7	SGPA Less than 4.0	CGPA Less than 4.0	<b>F</b>	Failed



**5.5.2 The Semester Grade Point Average (SGPA) shall be based on aggregate marks of CCA and SEE.**

If G is the grade point awarded to the candidate as described in the above table in a particular course and if Cr is the Cred it Value for the course (for instance Cr=4) then the Grade credit point (Gr Cr Pt) in that paper is given by

**Grade Credit Points** (Gr Cr Pt) = Credit of the course (Cr) x Grade secured in that course (G)

Sum of all Grade Credit Points secured each course  
of the relevant semester by the student

**SGPA**= -----  
Sum of Credits assigned to all Courses in this Semester

Sum of all Grade Credit Points of the entire Program

**CGPA**= -----  
Sum of Credits all semesters of the Program

The CGPA shall be expressed to an accuracy of three decimal digits.

The percentage equivalence shall be obtained by multiplying CGPA with 10.

**FACULTY OF ARTS**  
**BSW SEMESTER – 1**

No	Name of Course	Semester	Foundation / Core /Ele.-1/ Ele.-2 / Inter Dis. / Practical / Project	Course Title	Paper No.	C	IM	EM	Prac. / Viva Marks	TM	Exam Duration	Unic Code
1	BSW	I	Core	Communication skills	1	4	30	70		100	2:30 Hours	
2	BSW	I	Core	Introduction to Social Work	2	4	30	70		100	2:30 Hours	
3	BSW	I	Core	Work With Individuals	3	4	30	70		100	2:30 Hours	
4	BSW	I	Elective-1	Gandhian Approach to Welfare & Development	4	4	30	70		100	2:30 Hours	
	BSW	I	Elective – 1	Indian Society, Issues and Problems	5	4	30	70		100	2:30 Hours	
5	BSW	I	Practical	<b>Field Work</b> (Orientation and Agency Visit) report-50 marks viva-voce-50 marks	6	6			100	100		

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>01</b>	<b>Name:</b>	<b>Communication skills-1</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	01	Core	4	30	70	-	100

**Course Objective:**

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Concepts and fundamentals of communication	➤ Introduction, meaning, importance, types, Process of communication.	Lecture	15
2	Written Communication	➤ Objectives, Merits and demerits, planning and preparing. ➤ Basic Principles, Style, The Role of Technical Writing.	Lecture And Group Discussion	15
3	Oral Communications	➤ Meaning & Purpose, Principles, Advantages, Disadvantages, Styles of oral communication.	Lecture And	15

			Group Discussion	
4	Non-verbal communications	Sign language, Body language, Paralanguage, Space, surrounding , time, Silence	Lecture And Group Discussion	15
5	Grammar	Tenses:Present,Past,Future	Lecture And Group Discussion	10

### Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
4. Rayudu, " C.S- Communication", Himalaya Publishing House, 1994.
5. AshaKaul, " BusinessCommunication", PHI, second edition.
6. Raymond Murphy, "Essential English Grammar: A self study reference and practice book for elementary students of English", Cambridge University Press, second edition.
7. Manalo, E. & Fermin, V. 2007). Technical and Report Writing. ECC Graphics. Quezon City
8. KavitaTyagi and Padma Misra. "Basic Technical Communication", PHI, 2011.
9. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, "Effective Business Communication.McGraw Hill.seventh edition.

### Semester End Examination:

- |  |    |
|--|----|
| Q.-1 Attempt any one: (One out of two)     | 10 |
| Q.-2 Attempt any one: (One out of two)     | 10 |
| Q.-3 Attempt any one: (One out of two)     | 10 |
| Q.-4 (A) Attempt any one: (One out of two) | 10 |
| Q.-4 (B) Attempt any one: (One out of two) | 10 |
| Q.-5 Short note: (Four out of five)        | 20 |

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>02</b>	<b>Name:</b>	<b>Introduction to Social Work</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	01	Core	4	30	70	-	100

**Course Objective:**

- Understand the history of social Work Profession in India and abroad.
- Understand the basic values and principle of Social Work.
- Understand the basic concept relevant to Social Work practice.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	History, Development of Social Work	➤ Historical Background or Social Work in India and Gujarat	Lecture And Group Discussion	20%
2	Introduction of Social Work	<ul style="list-style-type: none"> <li>➤ Definition and Meaning of Social Work.</li> <li>➤ Objective of Social work</li> <li>➤ Principle of social Work</li> <li>➤ Functions of social work</li> </ul>	Lecture And Group Discussion	20%

		<ul style="list-style-type: none"> <li>➤ Values of social work</li> <li>➤ Ethics of social Work</li> </ul>		
3	Various Concept	<ul style="list-style-type: none"> <li>➤ social Welfare</li> <li>➤ social Policy</li> <li>➤ social Service</li> <li>➤ social Reform</li> <li>➤ social security</li> </ul>	Lecture And Group Discussion	20%
4	A cultural approach in Indian social work	<ul style="list-style-type: none"> <li>➤ Religious – Traditional approach</li> <li>➤ Liberal reformist approach</li> <li>➤ Secular missionary approach</li> <li>➤ Ethical revolutionary approach</li> <li>➤ Professional approach</li> <li>➤ Indian culture's value and professional social work</li> </ul>	Lectures, Group Presentation, Self Study	20%
5	social Workprofession	<ul style="list-style-type: none"> <li>➤ Social Work as profession.</li> <li>➤ Its Nature, goal and Function</li> </ul>	Lecture And Group Discussion	20%

**Reference Books:**

SR.NO.	BOOK NAME	AUTHOR NAME
1	Introduction to social work	Friendlander W R
2	Concept & Methods of social Work	M.S. Gore
3	Social Work and social Work Education	
4	History & philosophy of social work in India	A.R. Wadia
5	Social Work – An Integrated Approach	Sanjay Bhattacharya
6	Introduction to Social Work	paulChoudhary
7	Social Work philosophy & Methods	P.D.Mishra
8	Introduction to Social Work	Dr. Ravi Dhanani

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>02</b>	<b>Name:</b>	<b>Work with Individuals</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	01	Core	4	30	70	-	100

### **Course Objective:**

- To Understand the basic concepts of Case Work
- To acquaint the students with the process of social case work.
- To develop in student the necessary attitude and skills to practice social case work.
- To understand the scope of Group Work in social work intervention.

### **Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	The Method & its Importance	<ul style="list-style-type: none"> <li>➤ Introduction to Social Work</li> <li>➤ Objectives of Case Work</li> <li>➤ Principles of case work</li> </ul>	Lecture AndGroup Discussion	20%
2	Process for work	<ul style="list-style-type: none"> <li>➤ Components of case work methods: Person, Problem, Process&amp; Place</li> <li>➤ Case work process Study, Assessment, Innervations, Termination, Evolution</li> </ul>	Lecture AndGroup Discussion	20%

3	Tools & Techniques	➤ Observation, listing, Professional Relationship, Recording, Interview, Home visit, Report Building	Lecture And Group Discussion	20%
4	Nature of Problems	➤ Types of Problems faced by Individuals, Individuals Needs	Lecture And Group Discussion	20%
5	Role of Social Worker	➤ Role of Social Worker: enabler, Facilitator, Resource mobilize& guide ➤ Relation to other methods with case work	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	The Dynamics of Casework & Counseling	Aptekar H.H.
2	The Case Work Relationship	Biestek P.P.
3	Social Case Work	R.K. Upadhyay
4	Theory & Practice of Counseling & Psychotherapy	Gerald Corey
5	Introduction to social Case Work	Grance Mathew
6	Social Case Work: A Problem Solving Process.	Helan Harris Perlman
7	Main Methods of Social Work	Dr. Ravi Dhanani



FACULTY OF ARTS									
Syllabus									
Subject :			Bachelor of Social Work						
Course (Paper) No.		04	Name:	Gandhian Approach to Welfare & Development					
Course (Paper) Unique Code			Elective-1						
External Exam Time Duration			02:30 Hours						

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	01	Elective-1	4	30	70	-	100

### Course Objective:

- Develop an understanding of Gandhi's concept of society and his approach to social transformation
- Develop knowledge of the specific programmes formulated Gandhi for rural reconstruction and the development of the weaker sections of society, with the focus on strategies and skills.
- Develop the ability to identify similarities and between the Gandhian and professional social work approaches to social change welfare and development.

### Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Gandhian thought	<ul style="list-style-type: none"> <li>➤ Salient features of Gandhian thought Gandhian values</li> <li>➤ Concepts and methods concept of a good society, sarvodaya</li> <li>➤</li> </ul>	Lecture And Group Discussion	20%

2	Approach	<ul style="list-style-type: none"> <li>➤ Economic and its organization : Ownership of property, concept of trusteeship, distribution and economic equality</li> <li>➤ System of production problems of mechanization, decentralization of production rural-urban relationship</li> </ul>	Lecture And Group Discussion	20%
3	Social organization	<ul style="list-style-type: none"> <li>➤ Marriage and family, position of women, social stratification, caste and untouchability, education and its role, basic education</li> </ul>	Lecture And Group Discussion	20%
4	Constructive programmes	<ul style="list-style-type: none"> <li>➤ Contents training of constructive workers</li> <li>➤ Skills involved, nature of programmes</li> <li>➤ Bhoodan&amp;gramdan</li> <li>➤ Gandhian and vinobabhave's movements with special reference to bhoodan and gramdan</li> </ul>	Lecture And Group Discussion	20%
5	Gandhian and professional social work approach	<ul style="list-style-type: none"> <li>➤ Similarities and differences between gandhian and professional approach to social development and welfare</li> </ul>	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Towards philosophy of social work in India,	Dasgupta S.(ed.) 1967	new Delhi Popular book service
2	Social service, work and reform 3 volumes,	Gandhi M.K. 1976	Ahmedabad Navijivan press
3	Gandhi's vision of ideal society,	Ganguli B.N. 1972	Hyderabad Andhra mahilasabha.
4	Gandhian economic though,	Kumarappa J.C. 1951	Bombay Vora and co.
5	Bhoodan movement in india,	Mishra R.M. 1972	Delhi S. chand
6	Gandhi and his critics,	Nanda B.R. 1985	DelhiOxford university press
7	From socialism to sarvodaya	Narayan J. 1965	Varanasi Sarvasevasangh
8	Relevance of gandhi,	PAIkhiwala N. 1986	new delhi Gandhi peace foundation
9	Gandhi and aocial change,	Unitahna T.K.N. 1979	JaipurRawat publications

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>05</b>	Name:	<b>Indian Society, Issues and Problems</b>
Course (Paper) Unique Code	<b>Elective-1</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	01	Elective-1	4	30	70	-	100

**Course Objective:**

- To Provide insight about present social problems and their magnitude.
- To enable the students to understand the impact of social problems on social life.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Social problems	<ul style="list-style-type: none"> <li>➤ Meaning of Social Problems</li> <li>➤ Characteristics &amp; Concept of Social Problem</li> <li>➤ Causes Of Social Problems</li> <li>➤ Types of social problems</li> <li>➤ Stages in the Development of a social problem</li> </ul>	Lecture And Group Discussion	20%
2	Communalism, Secularism & Regionalization	<ul style="list-style-type: none"> <li>➤ Concept of Communalism, Secularism &amp; Regionalization</li> <li>➤ Communalism in India</li> <li>➤ Communal Violence</li> <li>➤ National Integration movement for containing communal clashes</li> <li>➤ Secularism</li> </ul>	Lecture And Group Discussion	20%

		➤ Regionalization		
3	Black Money	<ul style="list-style-type: none"> <li>➤ Concept &amp; Meaning of Black Money</li> <li>➤ Magnitude of Prevalence</li> <li>➤ Causes of Generating black money</li> <li>➤ social effects</li> <li>➤ measures of control</li> </ul>	Lecture And Group Discussion	20%
4	Terrorism	<ul style="list-style-type: none"> <li>➤ Concept of Terrorism</li> <li>➤ Characteristics of terrorism</li> <li>➤ Objectives of Terrorism</li> <li>➤ Perspectives of Terrorism</li> <li>➤ Mass Support</li> <li>➤ Causes of Terrorism</li> <li>➤ Effect on Society</li> <li>➤ Mass Support</li> <li>➤ Measures of control to Terrorism</li> <li>➤ Terrorism in India</li> </ul>	Lecture And Group Discussion	20%
5	Corruption	<ul style="list-style-type: none"> <li>➤ Meaning &amp; Concept of Corruption</li> <li>➤ Corruption : A historical Perspective</li> <li>➤ Political Corruption &amp; Scandals</li> <li>➤ Causes of Corruption</li> <li>➤ Effect of Corruption</li> <li>➤ Measures of Control Corruption</li> </ul>	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	Social Problems and India	Raj Ahuja.
2	Encyclopedia of Social Problems and Social Changes	RanjithRajadhyaksha
3	Social Problems-Society in Crisis	Deniel J. Curran, Claire M.Renzetti
4	Economics of Child Labour	K.P. Kannan
5	Child Labour and Law-Myth and Reality of Child	P.L. Mehta and S.S. Jeswal
6	Population and Poverty-Current status and Future approaches.	M.Walter
7	Indian Social Problems	G.R. Madan.

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>06</b>	<b>Name:</b>	<b>Field Work (Orientation and Agency Visit)</b>
Course (Paper) Unique Code	<b>Practical</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	01	Practical	6	-	-	100	100

### Course Contents:

UNIT	UNIT TITLE	DESCRIPTION
1	Agency Visit <b>minimum 20 visits (GO, NGO, Hospital, Industry, Corporations, Etc.) 3 Days in Week</b>	<ul style="list-style-type: none"> <li>➤ Organize orientation program.</li> <li>➤ To Know The Nature, Services Programs, Structure And General Environment.</li> <li>➤ To Understand Agency Management, Staff And On-Going Activities.</li> <li>➤ To Understand And Agency Programs And Beneficiaries.</li> <li>➤ Policies Supporting The Service Both Local And National</li> <li>➤ To know H.R. Functions, laws, welfare services etc. in the industry.</li> </ul>

**FACULTY OF ARTS**  
**BSW SEMESTER – II**

No	Name of Course	Semester	Foundation / Core / Ele.-1 / Ele.-2 / Inter Dis. / Practical / Project	Course Title	Paper No.	C	IM	EM	Prac. / Viva Marks	TM	Exam Duration	Unic Code
1	BSW	II	Core	Communication skills-2	7	4	30	70		100	2:30 Hours	
2	BSW	II	Core	Work with Groups	8	4	30	70		100	2:30 Hours	
3	BSW	II	Core	Work with Communities	9	4	30	70		100	2:30 Hours	
4	BSW	II	Elective-1	Environment studies	10	4	30	70		100	2:30 Hours	
	BSW	II	Elective – 1	Social Work with Disabled	11	4	30	70		100	2:30 Hours	
5	BSW	II	Practical	<b>Field Work</b> (Rural based) (viva-voce) Report Writing – 50 Marks viva-voce-50 marks	12	6			100	100		

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>07</b>	<b>Name:</b>	<b>Communication skills-2</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	02	Core	4	30	70	-	100

**Course Objective:**

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Reading Skill	➤ Reading Purpose, Process, Tactics, Models Strategies, Idea, Tone and Intention, Techniques	Lecture And Group Discussion	15
2	Speaking Skill	➤ Speaking-Effective Speaking, Idea of Space and time in public speaking, tone of voice, body language, tips of using Visuals, Describing Trends	Lecture And Group Discussion	15
3	Group Discussion	➤ Group Discussion - introduction, purpose, Relevance, process, strategies, tips for effective Participation and	Lecture And	15

		moderating group discussion	Group Discussion	
4	Dialogue Writing	➤ Purpose, guidelines, conversation at various places and situation	Lecture And Group Discussion	15
5	Modal Auxiliaries	➤ Shall, Will, Can, Could, May, Might ,Would, Should, Must, Ought to, used to, need	Lecture And Group Discussion	10

### Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
4. Rayudu, " C.S- Communication", Himalaya Publishing House, 1994.
5. AshaKaul, " BusinessCommunication", PHI, second edition.
6. Raymond Murphy, "Essential English Grammar: A self study reference and practice book for elementary students of English", Cambridge University Press, second edition.
7. Manalo, E. & Fermin, V. 2007). Technical and Report Writing. ECC Graphics. Quezon City
8. KavitaTyagi and Padma Misra. "Basic Technical Communication", PHI, 2011.
9. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, "Effective Business Communication .McGraw Hill.seventh edition.

### Semester End Examination:

Q.-1 Attempt any one: (One out of two)	10
Q.-2 Attempt any one: (One out of two)	10
Q.-3 Attempt any one: (One out of two)	10
Q.-4 (A) Attempt any one: (One out of two)	10
Q.-4 (B) Attempt any one: (One out of two)	10
Q.-5 Short note: (Four out of five)	20



<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>08</b>	<b>Name:</b>	<b>Work with Groups</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	02	Core	4	30	70	-	100

**Course Objective:**

- Appreciate the importance of groups in the life of an individual.
- Develop awareness about the specific characteristics of group work and its contributions as a method of social work intervention.
- Develop understanding of concepts, dynamics and small group theory in relation to all types of groups e.g. Family, staff, committee, long-term client groups
- Implicating awareness of the various programme media and skills of programme planning.

**Course Contents:**

<b>UNIT</b>	<b>UNIT TITLE</b>	<b>DESCRIPTION</b>	<b>TEACHING METHOD</b>	<b>WEIGHTAGE OF PAPER</b>
1	Working with Groups	<ul style="list-style-type: none"><li>➤ Understanding of group</li><li>➤ Characteristics and significance of group</li><li>➤ Types of Groups</li><li>➤ Definition of Social Group Work</li><li>➤ Characteristics of Social Group Work</li><li>➤ Purposes of Social Group Work</li><li>➤ Historical Evolution of Group Work with special emphasis on the Indian Context</li><li>➤ Objectives of Social Group Work</li></ul>	Lecture And Group Discussion	20%
2	Group Process & Dynamics	<ul style="list-style-type: none"><li>➤ Social group work skills</li><li>➤ Group diagnosis &amp; Treatment</li><li>➤ Principles of social group work</li></ul>	Lecture And Group Discussion	20%
3	Evaluation in groups	<ul style="list-style-type: none"><li>➤ Evaluation in Groups</li><li>➤ Understanding &amp; Working with the group</li><li>➤ Social Group Work agency</li></ul>	Lecture And Group Discussion	20%
4	Skills & Area of social group work	<ul style="list-style-type: none"><li>➤ Leadership in Social Group Work</li><li>➤ Area of Social group work: In Hospital, Health education, Aged &amp; poor, Mentally Retarded people, Correctional social work, Physical crippled, Labour welfare, Social Planning, Adult education, NSS</li></ul>	Lecture And Group Discussion	20%
5	Role of Social worker	<ul style="list-style-type: none"><li>➤ Role of Social Worker is Social group work</li></ul>	Lecture And Group Discussion	20%

**Reference Books:**

<b>SR.NO.</b>	<b>BOOK NAME</b>	<b>AUTHOR NAME</b>
1	Concepts and Methods of Social work	Friendlander W A
2	social work-Methods,Practices and Perspectives	Rameshwari Devi and Ravi Prakash
3	Groups in social Work	harford, M
4	What is social Work	SangeetaTej and tejaskarpande
5	Perspectives on Social Group Work Practice	Alissi, A.S.
6	Social Group Work : A Helping Process	Konopka G. 1963
7	Main Methods of Social Work	Dr. Ravi Dhanani

FACULTY OF ARTS								
Syllabus								
Subject :		Bachelor of Social Work						
Course (Paper) No.		09	Name:	Work with Communities				
Course (Paper) Unique Code		Core						
External Exam Time Duration		02:30 Hours						
Name of Program	Semester	Course Group		Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project						
Bachelor of Social Work	02	Core		4	30	70	-	100

**Course Objective:**

- Understanding the critical elements of community organization practice.
- Enhance critical understanding of the models and strategies for community organization practice.
- Make the micro-macro connections between the ranges of complex issues in practice.
- Field practice to include a critical and holistic analysis of issues.
- Develop attitudes conducive to participatory activities in a civil society.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Community Organization Practice	<ul style="list-style-type: none"> <li>➤ Location of Community Work within Social Work</li> <li>➤ Historical development of Community practice</li> <li>➤ Rural Community: Meaning, Characteristics, Problems, Panchayati Raj, Programs.</li> <li>➤ Community Organization &amp; Community Development</li> </ul>	Lecture And Group Discussion	20%
2	Analyzing Community	<ul style="list-style-type: none"> <li>➤ Concept of Community</li> <li>➤ Structure &amp; Functions</li> <li>➤ Characteristics &amp; Objectives of Community</li> </ul>	Lecture And Group Discussion	20%

		<p>Organization</p> <ul style="list-style-type: none"> <li>➤ Importance and Need of Community</li> <li>➤ Understanding human rights in community</li> </ul> <p>Organization practice</p>		
3	Understanding Community practice	<ul style="list-style-type: none"> <li>➤ Definition of community organization</li> <li>➤ Values &amp; Principles of Community Organization</li> <li>➤ Approaches of Community Organization</li> <li>➤ Ethics of Community Organization Practice</li> </ul>	Lecture And Group Discussion	20%
4	Issues in Community Practice	<ul style="list-style-type: none"> <li>➤ Working with groups</li> <li>➤ Working in different settings: Institutional &amp; Non-Institutional settings</li> <li>➤ Relationship with other methods of social work</li> </ul>	Lecture And Group Discussion	20%
5	Attitudes Roles & skill of Community Organizer	<ul style="list-style-type: none"> <li>➤ Roles of an Organizer within different models</li> <li>➤ Skills in community organization practitioner problem analysis, conflict resolution, resource mobilization, organizing meetings, writing and documentation, networking training</li> <li>➤ Community Chest</li> </ul>	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Basic Concept of Social Work,	Ogbaran&Nimcoff	University AavnarthKairolina Press, ChapalHill, 1941
2	Community Organization and Planning	ArthorHillmen	The MackMillan Company, New York, 1957
3	Community Organization,	Kurtz J. Russel	Association of Social Works, New Yors, 1948
4	Social Work as a Profession	J.P.Anderson	Social Work Year Book, Russel Sage Foundation, New York, 1947
5	Social Organization	Colle C.	Charlse, Screners Sons, New York, 1915
6	Social Welfare Administration	Chaudhari D. Paul	Atmaram& Sons, 1979
7	Community Work & Social Work	Penter, BaldakPenter, Baldak	Roultleg&Cagal Pal, London, 1974
8	Main Methods of Social Work	Dr. Ravi Dhanani	

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>10</b>	<b>Name:</b>	<b>Environment Studies</b>
Course (Paper) Unique Code	<b>Elective-1</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	02	Elective - 1	4	30	70	-	100

### Course Objective:

- Understand the basic concept of environment
- Understand ecosystems and pollution
- Understand inter-relatedness of human life, living organisms and environment.
- Develop skills to participate in activities related to the two areas.

### Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Nature of environment studies	<ul style="list-style-type: none"> <li>➤ Meaning, definition, scope, importance</li> <li>➤ National &amp; international NGOs working in environment</li> </ul>	Lecture And Group Discussion	20%
2	Ecosystems	<ul style="list-style-type: none"> <li>➤ Concept of an ecosystem</li> <li>➤ Energy flow in the ecosystems               <ul style="list-style-type: none"> <li>• The water cycle</li> <li>• The carbon cycle</li> </ul> </li> </ul>	Lecture And Group Discussion	20%

		<ul style="list-style-type: none"> <li>• The oxygen cycle</li> <li>• The nitrogen cycle</li> <li>• The energy cycle</li> </ul>		
3	Pollution	<ul style="list-style-type: none"> <li>➤ Definition</li> <li>➤ Types of pollution</li> <li>➤ Causes of pollution</li> <li>➤ Effects and control measures of pollution</li> </ul>	Lecture And Group Discussion	20%
4	Environment acts & movements	<ul style="list-style-type: none"> <li>➤ The environment protection act</li> <li>➤ The air prevention control of pollution act</li> <li>➤ The water prevention control of pollution act</li> <li>➤ The wildlife protection act</li> <li>➤ The forest conservation act</li> <li>➤ Various movements for environment (National &amp; International )</li> </ul>	Lecture And Group Discussion	20%
5	Role of social work in environment protection and awareness	<ul style="list-style-type: none"> <li>➤ Needs for public awareness</li> <li>➤ Role of an individuals in conservation of natural resources</li> <li>➤ Role of social workers in environment protection</li> <li>➤ Role of an individuals in the prevention of pollution</li> <li>➤ Role of NGOs &amp; GOs in the environment protection</li> </ul>	Lecture And Group Discussion	20%

**Reference Books:**

<b>SR.NO.</b>	<b>BOOK NAME</b>	<b>AUTHOR NAME</b>	<b>PUBLICATIONS</b>
1	Towards Sustainable Development (Struggling over India's Narmada River),	Fisher, W.F 1997	New Delhi: Rawat
2	This Fissured Land - An Ecological History of India:	Gadgil, and Guha. 1997	Delhi: Oxford University Press
3	Air Pollution and Control,	Krishna. M. 1995	Kakinada: Kaushal and Co.
4	G and Living in the Environment,	Miller, Jr. Tyler,	California: Armstrong. 1982 Wordsworth International Group. Publications.
5	Environmental Management Handbook	Ryding, S.O. 1992	Ahmedabad: IOS Press
6	Environment Management in India, Vol. II, New Delhi:	Sapru, R.K (Ed.) 1987	Ashish Publishing House
7	Sustainable Development ( An Alternative Paradigm),	Satapathy, N. 1998	Ahmedabad: Karnavati Publications.
8	Population Education, A Natural Source	Seshadri and Pandey J (Eds.)	1991 Book, New Delhi: NCERT.
9	Text book for environmental studies	ErachBharucha	U.G.C. New Delhi



<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>11</b>	<b>Name:</b>	<b>Social Work with Disabled</b>
Course (Paper) Unique Code	<b>Elective-2</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	02	Elective-2	4	30	70	-	100

**Course Objective:**

- Develop understanding of the different types of disability, their causes and examine the services necessary for their rehabilitation.
- Acquire understanding of the needs problems of handicapped persons and their families at different stage in the handicapped person's life.
- Develop understanding of the scope of social work intervention in different setting.

**Course Contents:**

<b>UNIT</b>	<b>UNIT TITLE</b>	<b>DESCRIPTION</b>	<b>TEACHING METHOD</b>	<b>WEIGHTAGE OF PAPER</b>
1	Concept of impairment, disability and handicap.	<ul style="list-style-type: none"><li>➤ Types of disabilities, Statistical Profile of the sensory.</li><li>➤ Intellectual and physical disabilities and India and Regional.</li><li>➤ THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016</li></ul>	Lecture And Group Discussion	20%
2	Causative Factors	<ul style="list-style-type: none"><li>➤ Causative Factors as the Individual and Social Levels in details</li></ul>	Lecture And Group Discussion	20%
3	Needs and problems of disabled	<ul style="list-style-type: none"><li>➤ Needs and problems of disabled persons and their families of different stage in the disabled person's life.</li></ul>	Lecture And Group Discussion	20%
4	Service for the disabled	<ul style="list-style-type: none"><li>➤ Survey of the disabled for prevention, education and rehabilitation provided by voluntary and Governmental organizations.</li></ul>	Lecture And Group Discussion	20%
5	social work Interventions	<ul style="list-style-type: none"><li>➤ Role of social Worker in the field of disabled</li></ul>	Lecture And Group Discussion	20%

**Reference Books:**

<b>SR.NO.</b>	<b>BOOK NAME</b>	<b>AUTHOR NAME</b>	<b>PUBLICATIONS</b>
1	severely handicapped young children and their families	Blacher J (Ed) 1984	York: Academic Press.
2	Our deaf children	Bloom Freddey (1974)	Martine's publishers Ltd.
3	The handicapped child : Educational and psychological guidance for the organically handicapped	Bowley A. and Gardener L	London: E and S Livingstone Limited.
4	The Cerebrai paralyzed Child and his care in the home	Cardwell V (1947)	New York: Association for the aid of crippled children.
5	What it is, What it does, and how to live with it i Boston	Carrol, T.J. Rev Blindess	Little Brown and Co.
6	Visually Handicapped Children and young people.	Chapman	
7	London Routledge and Kegan Paul	Elizabeth	

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>12</b>	<b>Name:</b>	<b>Field Work (Rural Based)</b>
Course (Paper) Unique Code	<b>Practical</b>		
External Exam Time Duration			

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	02	Practical	6	-	-	100	100

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION
1	<b>Field work</b>  <b>Rural Area</b>  <b>3 Days in Week</b>	<ul style="list-style-type: none"> <li>➤ Visit The Particular Village</li> <li>➤ To Take The Basic Information About The Village</li> <li>➤ Find Out The Problems Of Village Community(Education, Health, Population, Poverty, Unemployment, Sanitation Etc.)</li> <li>➤ To Take The Visit Of Government Agency (Panchayat Office, Primary School, Gram Panchayat Etc.)</li> <li>➤ To Know About Ngo Which Is Working In The Village</li> <li>➤ To Know The Working Systems Of Government In The Village</li> <li>➤ To Know About Various Schemes Of Government</li> <li>➤ Use Various Methods Of Social Work</li> </ul>

**FACULTY OF ARTS**  
**BSW SEMESTER – III**

No	Name of Course	Semester	Foundation / Core / Ele.-1 / Ele.-2 / Inter Dis. / Practical / Project	Course Title	Paper No.	C	IM	EM	Prac. / Viva Marks	TM	Exam Duration	Unic Code
1	BSW	III	Core	Communication skills-3	13	3	30	70		100	2:30 Hours	
2	BSW	III	Core	Social Work Research	14	4	30	70		100	2:30 Hours	
3	BSW	III	Core	Social Administration, Social Action & Integrated Methods	15	4	30	70		100	2:30 Hours	
4	BSW	III	Core	Computer Application-1 (Theory-35%, Practical-50%, Internal-15%)	16	4	15	35	50	100	1:30 Hours	
5	BSW	III	Elective – 1	Disaster Management	17	4	30	70		100	2:30 Hours	
	BSW	III	Elective – 1	Sociology for Social Work	18	4	30	70		100	2:30 Hours	
6	BSW	III	Practical	<b>Field Work</b> Rural Based (viva-voce) Report Writing-50 marks viva-voce-50 marks	19	6			100	100		

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>13</b>	<b>Name:</b>	<b>Communication skills-3</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	03	Core	4	30	70	-	100

**Course Objective:**

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Listening Skills	➤ Art of listening, Meaning, nature, process, types, importance, Principles, Barriers	Lecture And Group Discussion	20
2	Interpersonal Communication	➤ Group Personality, Brain Storming, Meetings, Seminar, Conference	Lecture And Group Discussion	15
3	Presentation skills	➤ Objectives, Data, collection, Preparing an outline, Using visual aids, Advantages and Disadvantages	Lecture And	15

			Group Discussion	
4	Personal letters	➤ Good and bad news, invitation, congratulation, advice	Lecture And Group Discussion	10
5	Grammar	➤ Active - passive voice	Lecture And Group Discussion	10

### Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
4. Rayudu, " C.S- Communication", Himalaya Publishing House, 1994.
5. AshaKaul, " BusinessCommunication", PHI, second edition.
6. Raymond Murphy, "Essential English Grammar: A self study reference and practice book for elementary students of English", Cambridge University Press, second edition.
7. Manalo, E. & Fermin, V. 2007). Technical and Report Writing. ECC Graphics. Quezon Ci ty
8. KavitaTyagi and Padma Misra. "Basic Technical Communication", PHI, 2011.
9. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, "Effective Business Communication .McGraw Hill.seventh edition.

### Semester End Examination:

- |  |    |
|--|----|
| Q.-1 Attempt any one: (One out of two)     | 10 |
| Q.-2 Attempt any one: (One out of two)     | 10 |
| Q.-3 Attempt any one: (One out of two)     | 10 |
| Q.-4 (A) Attempt any one: (One out of two) | 10 |
| Q.-4 (B) Attempt any one: (One out of two) | 10 |
| Q.-5 Short note: (Four out of five)        | 20 |

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>14</b>	<b>Name:</b>	<b>Social Work Research</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	03	Core	4	30	70	-	100

**Course Objective:**

- Understand the need for Scientific Approach to human inquiry in place of common sense approach
- Conduct simple interviews including use of observation skills.
- Develop ability to use library and documentation for secondary data.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Social Work Research	➤ Meaning, definition and purpose of research, scope and Its importance	Lecture AndGroup Discussion	20%
2	Research Proposal & Step	➤ Components of Research Proposal ➤ Steps of Research	Lecture AndGroup Discussion	20%



3	Type of Data and Tools of Data	<ul style="list-style-type: none"> <li>➤ Primary and secondary data,</li> <li>➤ Tools: Questionnaire, Schedule, Interview, Observation etc....</li> </ul>	Lecture AndGroup Discussion	20%
4	Sampling & Data Analysis, Tabulation, Chart	<ul style="list-style-type: none"> <li>➤ Types of Sample</li> <li>➤ Types of Table</li> <li>➤ Types of Chart</li> </ul>	Lecture AndGroup Discussion	20%
5	Report Writing	<ul style="list-style-type: none"> <li>➤ Report Writing, Importance of Report Writing</li> <li>➤ Ethics in Research</li> </ul>	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Methods and Techniques of social Research.	willkindon and Bhandarkar	
2	Techniques of social Research	Agnihotri. B.	
3	Indian journal of social Work	Tata Institute of social Science	
4	social work Research	Lal Das D.K.	
5	Research in Social Work,	Reid, William J. and Smith, Andrey D.1981	New York Columbia University Press
6	Methods in Social Research	Goode, W.J. and Hatt, P.K. 1952	Tokyo McGraw Hill Kagakusha
7	Social Research : Issues, Methods & Process	May, Tim. 1997	Buckingham : Open University
8	Secondary Methods of Social Work	Dr. Ravi Dhanani	

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>15</b>	Name:	<b>Social Administration, Social Action &amp; Integrated methods</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	03	Core	4	30	70	-	100

**Course Objective:**

- To understand the basic concepts in Social Administration, Action and Counseling.
- To acquaint the student with the process of Social Administration, Action and Counseling.
- To develop students attitude and skills to practice of social Administration, Action and Counseling.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Social Administration	<ul style="list-style-type: none"> <li>➤ Meaning &amp; Definition of Social work Administration.</li> <li>➤ Scope of social Administration.</li> <li>➤ Objectives of social Administration.</li> <li>➤ Principles of social Administration.</li> <li>➤ Function of social Administration Staff</li> </ul>	Lecture And Group Discussion	20%

		Development.		
2	Social Action	<ul style="list-style-type: none"> <li>➤ Meaning and Definition of Social Action</li> <li>➤ Step of Social Action</li> <li>➤ Objectives of Social Action</li> <li>➤ Principle of Social Action</li> <li>➤ Function of Social Action</li> <li>➤ Strategies &amp; Elements of Social Action</li> </ul>	Lecture And Group Discussion	20%
3	Integrated Methods	<ul style="list-style-type: none"> <li>➤ Meaning and Definition of Integrated Method,</li> <li>➤ Objectives of Integrated Method</li> <li>➤ Use of Integrated Method in social work practice</li> </ul>	Lecture And Group Discussion	20%
4	Various methods-I	<ul style="list-style-type: none"> <li>➤ Use of relationship Worker relationship Repo establishment Interviewing</li> </ul>	Lecture AndGroup Discussion	20%
5	Various Methods-II	<ul style="list-style-type: none"> <li>➤ Home Visit Use of program and team working, Recording Basic concept of report Writing.</li> </ul>	Lecture AndGroup Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	Concepts and Methods of Social work	Friendlander W A
2	social work-Methods,Practices and Perspectives	Rameshwari Devi and Ravi Prakash
3	Groups in social Work	harford, M
4	What is social Work	SangeetaTej and tejaskarpande
5	social welfare Administration	Sachdeve D R
6	Secondary Methods of Social Work	Dr. Ravi Dhanani

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>16</b>	<b>Name:</b>	<b>Computer Application-1</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>01:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical/ Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	03	Core	4	15	35	50	100

**Course Objective:**

- To know the fundamentals of the computer technology.
- To implement the computer technology and different aspects.
- To also know the e-mail technology and their uses in the communication system.
- To also know the technology web designing and their uses.
- To know and understand the increasing role of computer technology in the education world.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Computer Basic	<ul style="list-style-type: none"> <li>➤ Definition of Computer</li> <li>➤ Block Diagram of Computer</li> <li>➤ Characteristics of Computer</li> <li>➤ Generation of Computer</li> <li>➤ Types of Computer</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Discussion with audio - visual aid</li> <li>• Case-study</li> </ul>	20%
2	Input Devices	<ul style="list-style-type: none"> <li>➤ Keyboard, Mouse, Track Ball, Light Pen, Touch Screen (Both I/p &amp; O/p), Web Camera, BCR, MICR,</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Discussion</li> </ul>	20%

		OCR, Joystick, Scanner, Voice Recognition Device etc... Detailed study.	with audio-visual aid	
3	Output Devices	➤ Monitor, Printer (all types), Plotter, Projector, and Speaker... detailed study.	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Discussion with audio-visual aid</li> <li>Case – study</li> </ul>	20%
4	MS WORD-2007 (Theory & Practical)	<ul style="list-style-type: none"> <li>➤ Introduction of Document Window</li> <li>➤ Working with Files (Save, Rename, Save As, Close, Open, Print)</li> <li>➤ Working with Text (Paragraph Indenting, Margin, Word Wrap, Alignment, Font Setting &amp; Font Attributes, Page Alignment, Header &amp; Footer)</li> <li>➤ Clipboard, Insert Picture, Border, Indent, Number, Bullets</li> <li>➤ Spell Check, Auto Correct, Check Word Count, Mail Merge</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Discussion with audio-visual aid</li> </ul>	20%
5	MS EXCEL-2007 (Theory & Practical)	<ul style="list-style-type: none"> <li>➤ Introduction of Excel Window</li> <li>➤ Concept of Cell, Worksheet &amp; Workbook</li> <li>➤ Cell Formatting</li> <li>➤ Excel Operators</li> <li>➤ Types of Errors</li> <li>➤ Absolute and Relative Reference</li> <li>➤ Creation of Chart</li> <li>➤ Different types of Functions</li> </ul> <p>abs(), mod(), ceiling(), floor(), power(), rand(), ran between(), round(), sort(), sum(), count(), max(), min(), char(), left(), Len(), lower(), mid(), proper(), replace(), right(), text(), trim(), upper(), value() , and(), or(), not(), if(), if error()</p>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Discussion with audio-visual aid</li> <li>• Case –study</li> </ul>	20%

**Reference Books:**

<b>SR.NO.</b>	<b>BOOK NAME</b>	<b>AUTHOR NAME</b>
1	Microsoft Office-2003	
2	Computer science	balguruswami - THMS
3	Computer fundamentals – BPB publication	P.K. Sinha
4	Fundamental of IT for BCA	young
5	R.K. / taxali – PC Software	
6	Computer fundamentals –	P.K. Sinha

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>17</b>	<b>Name:</b>	<b>Disaster Management</b>
Course (Paper) Unique Code	<b>Elective-1</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	03	Elective-1	4	30	70	-	100

**Course Objective:**

- Understand the factors contributing to disaster.
- Develop and understanding of the process of disaster management.
- Develop an understanding of the social Worker's role in the team of disaster management.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Introduction of Disaster	➤ Meaning and definition of the term disaster: Its impact on level of development; Vulnerability and disaster preparedness, phases of disaster.	Lecture AndGroup Discussion	20%
2	Classification of Disaster	➤ Natural-famine, drought, books/ storms, cyclones, earthquakes; Manmade, biological warfare, industrial, militancy, insurgency eviction.	Lecture AndGroup Discussion	20%

3	Issues concerned	➤ policy issues and its implementations impact of disaster; physical. Priority for economical. Spatial and psychosocial. Special groups – children, Women, elderly and disabled.	Lecture And Group Discussion	20%
4	Disaster management	➤ Pre-disaster Prevention, preparation, education, preparedness; Actual disaster: Short-term & Long term plan, stress and trauma search, relief. Recovery, restoration, resource mobilization; post disaster; rehabilitation, Mitigation of negative effect.	Lecture AndGroup Discussion	20%
5	Role of GO, NGO & Community	➤ Voluntary, organization, local groups, community Participation, volunteers and social workers.	Lecture And Group Discussion	20%

#### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Cribis Intervention after a Natural Disaster , Social Casework, vol.54, No-9, 545-551	Birnabaum, F., coplon, J., &Scarff, T. 1973	
2	Crisis Intervention in an Earthquake, social Work Vol. 17, No.4,16-19	Blanfard It, &Leviue, J.1973	
3	People in Crisis, understanding and helping California	Haff, A 1978.	Addison Worley publishing company.7
4	Management of Disaster , social work, Vol-11,No-299-1-4	Shader , I And Schwartz A. 1966	



<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>18</b>	<b>Name:</b>	<b>Sociology for Social Work</b>
Course (Paper) Unique Code	<b>Elective-1</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	03	Elective-1	4	30	70	-	100

**Course Objective:**

- Understanding of concepts to examine social phenomenon.
- Develop skills to analyze Indian society and change.
- Understand change and conflict.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Sociology and its relationship to other disciplines	<ul style="list-style-type: none"> <li>➤ Meaning, scope and significance.</li> <li>➤ Its relationship with other social sciences such as history, economic, politics, psychology, anthropology and social work.</li> </ul>	Lectures, Class Discussions, Participatory Presentations and Practical	20%
2	Society and Culture	<ul style="list-style-type: none"> <li>➤ Society as a system of relationship</li> <li>➤ Social structure: meanings, status and roles</li> </ul>	Lecture with illustration from	20%

		<ul style="list-style-type: none"> <li>➤ Culture: meaning and contents – tradition, customs, values, norms, folklore and mores.</li> <li>➤ Socialization: meaning, processes and agents</li> </ul>	Media	
3	Indian Society	<ul style="list-style-type: none"> <li>➤ Composition of India</li> <li>➤ Society: the concept of unity of diversity</li> <li>➤ Social Classification in India: Tribal, rural and urban divisions</li> <li>➤ Social Stratification: meaning, cast, class, divisions.</li> </ul>	Lectures, Interactive Class Discussions, Screenings, Participatory Presentations	20%
4	Social Groups, Social Institutions and Social Control	<ul style="list-style-type: none"> <li>➤ Meaning and types: Primary and Secondary groups, in – groups and out – groups, reference groups</li> <li>➤ Types of social institutions: Marriage, family, religion, state and law.</li> </ul>	Lectures, Interactive Class Discussions, Screenings, Participatory Presentations	20%
5	Social Control	<ul style="list-style-type: none"> <li>➤ Social Control exercised through the social institutions.</li> <li>➤ Meaning, characteristics, need</li> </ul>	Lectures, Interactive Class Discussions, Screenings, Participatory Presentations	20%

**Reference Books:**

<b>SR.NO.</b>	<b>BOOK NAME</b>	<b>AUTHOR NAME</b>	<b>PUBLICATIONS</b>
1	The cast system in India	Panday Rajendra: 1986	Criterion Publication
2	Introduction to social sciences	Narang B. S. and Dhawan R. C. : 1983	C.B.S. Publication.
3	Sociology	Haralambos, Michael: 1980	Oxford University Press.
4	સમાજશાસ્ત્ર પરિચય	એ.જી. . . . : ૨૦૦૪	અનડા ડાક્શન
5		એ.જી. . . . : ૨૦૦૪	અનડા ડાક્શન
6		એ.જી. . . .	અનડા ડાક્શન

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>19</b>	<b>Name:</b>	<b>Field Work (Rural Based)</b>
Course (Paper) Unique Code	<b>Practical</b>		
External Exam Time Duration			

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	03	Practical	6	-	-	100	100

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION
1	<b>Field Work</b>  <b>Rural Area</b>  <b>3 Days in Week</b>	<ul style="list-style-type: none"> <li>➤ Visit The Particular Village</li> <li>➤ To Take The Basic Information About The Village</li> <li>➤ Find Out The Problems Of Village Community(Education, Health, Population, Poverty, Unemployment, Sanitation Etc.)</li> <li>➤ To Take The Visit Of Government Agency (Panchayat Office, Primary School, Gram Panchayat Etc.)</li> <li>➤ To Know About Ngo Which Is Working In The Village</li> <li>➤ To Know The Working Systems Of Government In The Village</li> <li>➤ To Know About Various Schemes Of Government</li> <li>➤ Use Various Methods Of Social Work</li> </ul>

**BSW SEMESTER – IV**

No	Name of Course	Semester	Foundation / Core / Ele.-1 / Ele.-2 / Inter Dis. / Practical / Project	Course Title	Paper No.	C	IM	EM	Prac. / Viva Marks	TM	Exam Duration	Unic Code
1	BSW	IV	Core	Communication Skills-4	20	4	30	70		100	2:30 Hours	
2	BSW	IV	Core	Psychology and Social Work	21	4	30	70		100	2:30 Hours	
3	BSW	IV	Core	Human Recourse Management	22	4	30	70		100	2:30 Hours	
4	BSW	IV	Core	Computer Application-2 (Theory-35%, Practical-50%, Internal-15%)	23	4	15	35	50	100	1:30 Hours	
5	BSW	IV	Elective – 1	Social Change & Development	24	4	30	70		100	2:30 Hours	
	BSW	IV	Elective – 1	Correctional Social Work	25	4	30	70		100	2:30 Hours	
6	BSW	IV	Practical	<b>Field Work</b> (GO/NGO)Report Writing - 50 marks viva-voce-50 marks	26	6			100	100		

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>20</b>	Name:	<b>Communication Skills-4</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	04	Core	4	30	70	-	100

**Course Objective:**

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Self-development and communication	➤ Nature of attitude, Influence of attitude, Attitude-meaning and nature, Factors that shape attitude Types, Positive attitude and Negative attitude	Lecture And Group Discussion	20
2	Internal Communication	➤ Agenda, Notice of a meeting, Minutes of a meeting, Office circular, Memorandum	Lecture And Group Discussion	20
3	Job application	➤ Introduction, format, Curriculum vitae/resume	Lecture Group Discussion	10

4	Comprehensions	➤ Comprehension of a paragraph	Lecture And Group Discussion	10
5	Grammar	➤ Direct indirect speech	Lecture And Group Discussion	10

### Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
4. Rayudu, " C.S- Communication", Himalaya Publishing House, 1994.
5. AshaKaul, " BusinessCommunication", PHI, second edition.
6. Raymond Murphy, "Essential English Grammar: A self study reference and practice book for elementary students of English", Cambridge University Press, second edition.
7. Manalo, E. & Fermin, V. 2007). Technical and Report Writing. ECC Graphics. Quezon City
8. KavitaTyagi and Padma Misra. "Basic Technical Communication", PHI, 2011.
9. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, "Effective Business Communication .McGraw Hill.seventh edition.

### Semester End Examination:

- |  |    |
|--|----|
| Q.-1 Attempt any one: (One out of two)     | 10 |
| Q.-2 Attempt any one: (One out of two)     | 10 |
| Q.-3 Attempt any one: (One out of two)     | 10 |
| Q.-4 (A) Attempt any one: (One out of two) | 10 |
| Q.-4 (B) Attempt any one: (One out of two) | 10 |
| Q.-5 Short note: (Four out of five)        | 20 |

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>21</b>	<b>Name:</b>	<b>Psychology and Social Work</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	04	Core	4	30	70	-	100

**Course Objective:**

- Understand the human behavior, emotions, feelings & attitudes
- Understand the basic concepts of psychology & its application in social work
- To provide basic awareness about psychiatric disorders

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Introduction to Psychology	➤ Definition, Meaning and Scope of psychology Branches of Psychology and its Relationship with social work	Lecture And Group Discussion	20%
2	Perception	➤ Perception-Determinants of perception, Attitude-definition, formation of attitude. Motivation-Motivation Theories	Lecture And Group Discussion	20%
3	Personality	➤ Personality-Concept and Theories, Psychoanalytic theories of personality. Defense mechanisms.	Lecture And Group Discussion	20%



4	Mental Health	➤ mental Health – definition characteristics and constituents	Lecture And Group Discussion	20%
5	Mental Health Problems	➤ Mental Health problems – A brief overview. Major and Minor Mental disorders, Alcoholism, substance abuse, psychosomatic illnesses, Sexual deviations	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	General Psychology : (Vol.1 &2)-	Ramnathsharma& S.S. Chandra
2	Social Psychology:	David G. Myers
3	Social Psychology	Eliot Aronson, Timothy D. Wilson & Robin M. Akert
4	Elements of social psychology	Kuppuswamy
5	Introduction to psychology	Morgon Clifford
6	Foundations in psychology	R M Verma&shashilataVerma
7	Abnormal psychology	sarason and Sarason

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>22</b>	<b>Name:</b>	<b>Human Resources Management</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	04	Core	4	30	70	-	100

**Course Objective:**

- To get the knowledge and acquaintance regarding human factory in the Organization.
- To Understand the Crucial role of H.R.M. as the Unique Coordinator of manpower, machine & Money
- To understand the changing role of H.R.M. in the context of changing global scenario.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Introduction of HRM	<ul style="list-style-type: none"> <li>➤ What is HRM</li> <li>➤ Environment and HRM</li> </ul>	Lecture And Group Discussion	20%
2	Human Resources Development	<ul style="list-style-type: none"> <li>➤ Human Resources Planning Job Analysis and Job Design Recruitment and Selection Placement and Induction Training</li> <li>➤ Development of Executives Performance Appraisal</li> </ul>	Lecture And Group Discussion	20%

3	Compensation of Human Resource	<ul style="list-style-type: none"> <li>➤ Job Evaluation</li> <li>➤ Wages and Salary Administration</li> <li>➤ Incentives Payment Systems</li> <li>➤ Remuneration of Executives</li> <li>➤ Fringe Benefits and Services</li> </ul>	Lecture And Group Discussion	20%
4	Maintenance of Human Resource	<ul style="list-style-type: none"> <li>➤ Promotion</li> <li>➤ Transfer and Separations</li> <li>➤ Labour Welfare</li> <li>➤ Health and Safety</li> </ul>	Lecture And Group Discussion	20%
5	Human Relation Future and HRM	<ul style="list-style-type: none"> <li>➤ Group and Group Dynamics</li> <li>➤ Motivation</li> <li>➤ Leadership</li> <li>➤ Communication</li> <li>➤ Discipline</li> <li>➤ New Trends and Challenges to HRM</li> <li>➤ Globalization and HRM</li> <li>➤ Quality and HRM</li> <li>➤ Employee Morale</li> <li>➤ Labour Problems</li> </ul>	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	Human Resources MGT. and Industrial Relation	Dr. J.B. Thakor & Associates
2	Personnel Management	C.B. Memoria
3	Dynamics of Ind. Relation	C.B. Memoria
4	HRD And Management	Biswanath Ghosh
5	Human Resources MGT	Subba Rao
6	Human Resources MGT	Chandra Prasanna
7	Human Resources MGT	John M. Ivancevich

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>23</b>	<b>Name:</b>	<b>Computer Application - 2</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>01:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	04	Core	4	15	35	50	100

**Course Objective:**

- To know the fundamentals of the computer technology.
- To implement the computer technology and different aspects.
- To also know the e-mail technology and their uses in the communication system.
- To also know the technology web designing and their uses.
- To know and understand the increasing role of computer technology in the education world.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Memory	<ul style="list-style-type: none"> <li>➤ Types of Memory : RAM, ROM, PROM, EPROM, EEPROM</li> <li>➤ Storage Devices : Floppy Disk, Hard Disk, CD, DVD, Pen Drive</li> </ul>	Lecture And Group Discussion	20%
2	Internet	<ul style="list-style-type: none"> <li>➤ Internet Concept, History</li> <li>➤ Internet Services : E-mail, Chatting, Conferencing,</li> </ul>	Lecture And Group	20%

		Internet Telephony ➤ Types of Network, Internet Topology ➤ Addressing : IP Address, DNS ➤ Overview : WWW, Web Browser	Discussion	
3	Number Conversion	➤ Decimal, Binary, Octal, Hexadecimal Number Systems (Interco version of only Integer Numbers only, Integer Numbers between Number system)	Lecture And Group Discussion	20%
4	Power point	➤ Preparing Slide with animation ➤ Interactive Slide Show	Lecture And Group Discussion	20%
5	Database and its object (Table, Query, Form, Report)	➤ Introduction of Access Database ➤ E.F. Code Rules ➤ Creating Table using Different Views ➤ Types of Key ➤ Understanding & Creating Different Queries ➤ Creating forms & reports using wizard	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Internet an introduction –	TMH	
2	Computer science – balguruswami -	THMS	
3	Computer fundamentals —	P.K. Sinha	BPB publication
4	Internet the computer reference –	by young	
5	world wide web design with Html –	by C Xavier	
6	Internet for every one techworld –	by Leon	
7	PC Software	R.K. / taxali	
8	Computer fundamentals –	by P.K. Sinha	
9	Information technology & MS – Access –		Bharat & Co.

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>24</b>	<b>Name:</b>	<b>Social Change And Social Development</b>
Course (Paper) Unique Code	<b>Elective-1</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	04	Elective - 1	4	30	70	-	100

**Course Objective:**

- Understand the concept of social change & social development
- Understand the social problems and process of social change

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Philosophy of social Change	➤ Meaning and trends of social Change Theory of social change Cultural media and Social change Unplanned and planned social Change	Lecture And Group Discussion	20%
2	social change in Post-Independence India	➤ social Political Changer Rural development and land reforms social Legislations Factors resistance to changes	Lecture And Group	20%

			Discussion	
3	social problem-I	➤ Dowry, Divorce, Unsociability, Castisam, <i>Untouchability</i> , Rape, Ragging, Slum, Urbanization, Population	Lecture And Group Discussion	20%
4	social Problems-II	➤ Youth activism, Unrest Labor Unrest Child Labour Juvenile delinquency problem of aged, Exploitation Corruption, Prostitution, AIDS.	Lecture And Group Discussion	20%
5	Process of social Change	➤ Westernization Industrialization Urbanization, Modernization & Globalization	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Samajshastra	J.K. Dave	Liberty publication, Ahmedabad
2	Samajikkalyananesamajikkaydao	Pro.A.G. Shah, Pro J.K. Dave	Anada book depot Ahmedabad
3	Samajikkalyananesamajikkanunikaranm	Pro A G shah, Pro J K Dave	Anada book depot, Ahmedabad
4	Samajiksamsyao	DrHarshida Dave	UnigranthNirman board-Ahmedabad
5	Bharat naarthikvikasnisamshyao		New popular prakashanSurat
6	Graminsamajshastra	DrSanjeevmahajan	Arjun publication, New delhi

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>25</b>	<b>Name:</b>	<b>Correctional Social Work</b>
Course (Paper) Unique Code	<b>Elective-1</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	04	Elective-1	4	30	70	-	100

**Course Objective:**

- To equip the students with the knowledge of advanced theoretical information on causes of juvenile delinquency.
- It will prepare the students to enrich and sharpen methods of intervention and practice skills.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	<b>Juvenile delinquency</b>	<ul style="list-style-type: none"> <li>➤ Juvenile delinquency concept, definition, history characteristics, and classification.</li> <li>➤ Early theories of child crime and sociological and psychological theories, contributing factors.</li> </ul>	Lecture, Assignment and Group discussion	20%
2	<b>Correctional legislation</b>	<ul style="list-style-type: none"> <li>➤ Correctional legislation, juvenile system-role of juvenile court, police and probation, parole, and probation officer.</li> <li>➤ Treatment methods: rehabilitation plans and program.</li> </ul>	Lecture Assignment Case study and Self study	20%
3	<b>Social Defense</b>	<ul style="list-style-type: none"> <li>➤ Objectives &amp; Functions of Social Defense</li> <li>➤ Institutional Services and Non Institutional Services</li> </ul>	Lecture Assignment and	20%



		<ul style="list-style-type: none"> <li>➤ Policy &amp; Planning of Correctional Services</li> <li>➤ Social Legislations.</li> </ul>	Self study	
4	<b>Preventive programs</b>	<ul style="list-style-type: none"> <li>➤ Preventive programs, Community based Corrections.</li> <li>➤ Application of social work practice in improving services of correctional institution.</li> </ul>	Lecture Assignment Self-study and group work	20%
5	<b>Role of volunteers</b>	<ul style="list-style-type: none"> <li>➤ Role of Volunteers in correctional social work services.</li> <li>➤ Crisis in corrections and evaluations.</li> </ul>	Self-study, Group work, Presentation, Debate, Role play	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Bharat me samajilsuraksha	Sanjay Tiwari and kashiramsinhpatel 2006	omega publications, new delhi
2	Social work,	TejaskarPandey and Ojaskar pandey,2006	Bharat book Centre, Lacknow
3	A time for courage. In American Correctional Association. The state of corrections: 1996 proceedings. ACA Annual Conference. Lanham, MD: ACA, 19-24.	Alexander, E. (1997)	
4	Policies for correctional professionals and agencies: ACA	American Correctional Association. (1997).	
5	Offender groups and correctional services in Canada. In J. Turner and F. Turner, Canadian Social Welfare, 3rd Ed. Scarborough, ON: Allyn& Bacon.	Evans, D. (1995).	

6	Correctional program implementation inventory, sixth dition. Saint John, New Brunswick, CA	Gendreau, P. and Andrews, D. (1996).	University of New Brunswick.
7	Effective correctional treatment. Toronto: Butterworth.	Gendreau, P. and Ross, R. (1980)	
8	Criminal and juvenile justice. In H.W. Johnson (Ed.), The social services: An introduction. Itasca, IL: Peacock, 199-222.	Johnson, H.W. (1995).	
9	Rehabilitation, recidivism, and realism: Evaluating violence reduction programs in prison. Prison Journal 78 (4), 390-404.	Matthews, R. and Pitts, J. (1998).	
10	Correctional counseling and rehabilitation (3rd ed.), Cincinnati, OH: Anderson	Van Voorhis, P., Braswell, M. and Lester, D. (1999).	
11	Child protection and juvenile justice system for juvenile in conflict with law.	ADENWALLA, Maharukh:	(Childline India Foundation, Mumbai, 2006) (NHRC)
12	Children in India and their rights.	BHAKHRY, Savita	(National Human Rights Commission, New Delhi, 2006) (NHRC)
13	Delinquency, development, and social policy.	BRANDT, David:	(Yale University Press, London, 2006)
14	CHILD CARE AND PROTECTION: Legislation and role of NSS workers, paper presented at a Seminar on Child Care and Protection under law.		(NSS Unit of the Faculty of Law, Delhi, 1981)
15	<i>Nonviolent Struggle and Social Defence</i> ed. Shelley Anderson and Janet Larmore. London: War Resisters' International, 1991.	Brian Martin et al. 1991	
16	<i>Civil Resistance and Power Politics: The Questions</i> . Paper presented to the "Conference on Civil Resistance & Power Politics",	Adam Roberts, 2007	St. Antony's College, Oxford, 15-18 March 2007.

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>26</b>	<b>Name:</b>	<b>Field Work (GO, NGO)</b>
Course (Paper) Unique Code	<b>Practical</b>		
External Exam Time Duration			

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	04	Practical	6	-	-	100	100

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	WEIGHTAGE OF PAPER
1	<b>Field Work (GO, NGO)  3 Days in Week</b>	<ul style="list-style-type: none"> <li>➤ To Know About Various Go And Ngo.</li> <li>➤ To Understand The Structure And Function of Agency GO &amp; NGOs, Urban Development Agency, D.R.D. A ( District Rural Development Agency), Hospital, Municipal Corporation, Nagar Palika, And Various Departments Of Government Which Are Related To Social Betterment)</li> <li>➤ To Get Information About Go's And Ngo's Working System</li> <li>➤ To Know About Various Projects Of NGOs</li> <li>➤ Use Various Methods Of Social Work</li> </ul>	

**FACULTY OF ARTS**  
**BSW SEMESTER – V**

No	Name of Course	Semester	Foundation / Core / Ele.-1 / Ele.-2 / Inter Dis. / Practical / Project	Course Title	Paper No.	C	IM	EM	Prac. / Viva Marks	TM	Exam Duration	Unic Code
1	BSW	V	Core	Communication Skills-5	27	4	30	70		100	2:30 Hours	
2	BSW	V	Core	Child and Women Welfare	28	4	30	70		100	2:30 Hours	
3	BSW	V	Core	Urban Development	29	4	30	70		100	2:30 Hours	
4	BSW	V	Core	Indian Economic Problems	30	4	30	70		100	2:30 Hours	
5	BSW	V	Elective – 1	Counseling	31	4	30	70		100	2:30 Hours	
	BSW	V	Elective – 1	Social Movement and Social Development	32	4	30	70		100	2:30 Hours	
6	BSW	V	Practical	<b>Field Work</b> (at GO/NGO/ Industry Sector) Report Writing – 50 Marks viva-voce-50 marks	33	6			100	100		

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>27</b>	Name:	<b>Communication Skill-5</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	05	Core	4	30	70	-	100

**Course Objective:**

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Official letters	➤ Introduction, Inward structure, various official letters	Lecture And Group Discussion	10
2	Report	➤ Meaning & Definition, Business report, Academic, report, Format of report, Drafting the report, Layout of the report, Essential requirement of good report	Lecture And Group Discussion	10
3	Interview	➤ Art of interviewing, Types of interview, structure, guidelines for interviewer, guidelines for interviewee	Lecture And Group	20

			Discussion	
4	Questionnaire	➤ Introduction, meaning, definition, Format, objectives, types	Lecture And Group Discussion	10
5	Modern communication	➤ Professional skills, Modern tools, Fax. E-Mail, Video-Conferencing, Web-writing, advantages and disadvantages	Lecture And Group Discussion	20

### Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
4. Rayudu, "C.S- Communication", Himalaya Publishing House, 1994.
5. AshaKaul, "BusinessCommunication", PHI, second edition.
6. Raymond Murphy, "Essential English Grammar: A self-study reference and practice book for elementary students of English", Cambridge University Press, second edition.
7. Manalo, E. & Fermin, V. 2007). Technical and Report Writing. ECC Graphics. Quezon City
8. KavitaTyagi and Padma Misra. "Basic Technical Communication", PHI, 2011.
9. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, "Effective Business Communication .McGraw Hill.seventh edition.

### Semester End Examination:

- |  |    |
|--|----|
| Q.-1 Attempt any one: (One out of two)     | 10 |
| Q.-2 Attempt any one: (One out of two)     | 10 |
| Q.-3 Attempt any one: (One out of two)     | 10 |
| Q.-4 (A) Attempt any one: (One out of two) | 10 |
| Q.-4 (B) Attempt any one: (One out of two) | 10 |
| Q.-5 Short note: (Four out of five)        | 20 |

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>28</b>	<b>Name:</b>	<b>Child and Women Welfare</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	05	Core	4	30	70	-	100

**Course Objective:**

- Facilitate a critical analysis of the mass media; in terms of the modes in which it reproduces the dominant power relations in society Be they of gender class race or any other.
- Work towards alternative, participatory uses of the media, with specific reference to campaigns
- Facilitate the acquisition of media skills related to visual design, street theatre and other low-cost participatory media.
- Allow for the practical application of these media skills through the process of designing and conducting a campaign.

### Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Child Development	<ul style="list-style-type: none"> <li>➤ Child Development – needs of children, children in difficult circumstances: physical, emotional, mental, and social challenges and handicaps;</li> <li>➤ Child abuse, violence against child, child prostitution, child Labour.</li> <li>➤ Child Welfare – objectives and scope; measures for child welfare: counseling and guidance, services to children in their own homes; home makers services, child guidance clinic, school social work, school health programmes, day-care centers, foster home, adoption</li> </ul>	Lectures, Interactive Class Discussions, Screenings, Participatory Presentations and Practical	20%
2	Child Development Services	<ul style="list-style-type: none"> <li>➤ Integrated child development services, udisha, awards and other child development programmes; National policy and charter for children; National Commission for Children; U.N. Convention on rights of child</li> </ul>	Lecture with illustration from Media	20%
3	Legislations	<ul style="list-style-type: none"> <li>➤ Legislations relating to children: Child Marriage Restraint Act, 1929, Hindu Adoptions and Maintenance Act, 1956, Hindu Minority and Guardianship Act, 1956; Child Labour (Prohibition and Regulation) Act, 1986, Juvenile Justice (Care and Protection of Children) Act, 2000.</li> </ul>	Lectures, Interactive Class Discussions, Screenings, Participatory Presentations	20%
4	Women Development	<ul style="list-style-type: none"> <li>➤ Women programs in India</li> <li>➤ Youth's responsibility in marriage and parenthood.</li> <li>➤ Status of women in ancient and modern times. Position of women in minority communities, widows and distressed women.</li> </ul>	Lectures, Interactive Class Discussions, Screenings, Presentations	20%
5	Legislation, Policies, Programs of Women	<ul style="list-style-type: none"> <li>➤ Legislation pertaining to marriage, divorce, succession and inheritance</li> <li>➤ Policies and programs for women empowerment. Strategies for women empowerment.</li> </ul>	Lectures, Interactive Class Discussions, Presentations	20%



## Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Marriage and Working Women in India	KapurPremila: 1970	Delhi, Vikas
2	Conflict between Adolescent girls and Parents	KapurPremila: 1982	New Delhi
3	Poverty Class & Health Care in India New Delhi	Benerji D: 1989	A.K.Das Publication.
4	Prostitution in India	Mukharji S.K.: 1986	New Delhi Inter- India Publication
5	Revolution and Counter Revolution	Karl Marx (1971)	London George Allen andUnwin
6	Family as Alienation Women and Family in Marxian &Psychoanalysis London	Foreman.A.(1977)	
7	Equality and Quality and Quality the Elusive Triangle in IndiaEducation	Niak .J.P (1978)	Delhi Allied Publication
8	Women and Society	Desai N &Krishnaraj (1987)	
9	The Prostitution in Historical & Modern	MitterDwarkaNath (1989)	PerspectiveDelhi.
10	Indian Women: A Brief Social cultural	PrithviNathTikoo (2005)	
11	Crimes against Women and protective laws:	Saxena S.(2005)	Deep & DeepPublications. Pvt. Ltd. New Delhi – 27.
12	Education and Socio Economic Perspectives of WomenDevelopment and Empowerment.	GoelAruna(2005)	
13	Empowering Rural Women: Issues	Samanta R.K.(2005)	opportunities andApproaches B.R.World of Books

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>29</b>	<b>Name:</b>	<b>Urban Development</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	05	Core	4	30	70	-	100

**Course Objective:**

- Sensitize trainees to the need and problems of urban communities;
- Develop a critical understanding in the trainees about the program of urban development.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Urban Communities	➤ Features and characterization; Urbanization-concept, causes and factors responsible for Urbanization; Urbanization in India- Historical development, Characteristics of town, city, metropolis, suburbs, Satellite town, etc. urbanization and its impact on socio- economic development	Lecture And Group Discussion	20%
2	Urban Problems	➤ Congestion and overcrowding, Housing and slums, Environment pollution, lack of inadequate civic amenities, etc- causes, magnitude, impact, etc, Measures for alleviating these problems	Lecture And Group Discussion	20%

3	Urban Development	<ul style="list-style-type: none"> <li>➤ Meaning, need, scope and Historical evolution; policy and programmes like; slum clearance and slum improvement, Housing and Urban Development corporation; Major urban development authorities in Gujarat. development in India, and for development of</li> </ul>	Lecture And Group Discussion	20%
4	Voluntary action	<ul style="list-style-type: none"> <li>➤ Major voluntary agencies engaged in urban community Development in India, and for development of children, youth, women, aged and other vulnerable groups likely to be affected by urbanization process</li> </ul>	Lecture And Group Discussion	20%
5	Community Participation	<ul style="list-style-type: none"> <li>➤ Relevance of community Organization practice community empowerment; Social Work components in the existing programmes in urban areas-Social work interventions at micro and macro levels.</li> <li>➤ Social Work with urban communities – recent developments and future perspectives.</li> </ul>	Lecture And Group Discussion	20%

**Reference Books:**

<b>SR.NO.</b>	<b>BOOK NAME</b>	<b>AUTHOR NAME</b>	<b>PUBLICATIONS</b>
1	Urban Poor and Urban Informal Sector	Aziz Abdul	Ashish Publishing House, New Delhi, 1984
2	Urban Development in India	Bharadwai, R.K.	National Book Trust New Delhi, 1962
3	Studies in India's Urbanization (1901 to 1971),	Bose Ashish	Tata McGraw Hill, New Delhi, 1973
4	Problems of Urban Society Vol 1 The Social Framework of planning, London-George Allen and Unwin Ltd 1973	Cullingworth, J.B.	
5	Slums and Urbanization,	Desai A.R. and Pillai, S.D. (Eds)	popular Prakashan, Bombay.
6	Urbanization – Trends Perspectives and Challenges	Diddee, Jaymala and Rangaswamy Vimla (Eds)	Rawat publications, Jaipur 1993
7	Community Organization in India	Gangrade, K.D.	popular Prakashan, Bombay, 1971
8	The Urban Environment System	House Peter	Sage publications, London, 1973
9	Institute of Economics Growth : India's Urbanization, 1901-2001, part Two concepts, Definitions and Sources of Data, 2 <sup>nd</sup> Edition, Studies in Demography, No.10		
10	Readings in Community Organization practice	Kramer, R.M. and Specht, H	Englewood Cliffs: Prentice-Hall 1983

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>30</b>	Name:	<b>Indian Economic Problems</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	05	Core	4	30	70	-	100

**Course Objective:**

- To know under development economic
- To know different economic problems in India
- Relation of social work and economic

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Indian economic problem	<ul style="list-style-type: none"> <li>➤ Under development economy Definition, meaning of Under development economy Basic characteristics of Under development Evaluation of Indian economy as under developed economy</li> <li>➤ Relation of social work and economic</li> </ul>	Lecture And Group Discussion	20%
2	Population	<ul style="list-style-type: none"> <li>➤ Demographic transition in India</li> <li>➤ Recent demographic trends</li> <li>➤ Age group Composition</li> <li>➤ Set group Composition</li> </ul>	Lecture And Group Discussion	20%

		<ul style="list-style-type: none"> <li>➤ Literacy rate</li> <li>➤ Density of Population</li> <li>➤ Work force in Population</li> <li>➤ Urbanization</li> <li>➤ Cause of population explosion in India</li> <li>➤ Population explosion and economic development</li> <li>Population policy of Gov. of India</li> </ul>		
3	Unemployment	<ul style="list-style-type: none"> <li>➤ Definition, Meaning, Types of unemployment</li> <li>➤ Its Causes Gov. measures to reduce it Impact of unemployment (social, economic) Human Resource Planning in India</li> </ul>	Lecture And Group Discussion	20%
4	Inequality	<ul style="list-style-type: none"> <li>➤ Definition &amp; Meaning of regional &amp; economical</li> <li>➤ Causes &amp; Effects</li> <li>➤ Remedial Measurements</li> </ul>	Lecture And Group Discussion	20%
5	Corruption	<ul style="list-style-type: none"> <li>➤ Black money</li> <li>➤ Law and Judiciary</li> <li>➤ Political Intervention</li> <li>➤ Eroding Ethics</li> </ul>	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Advanced Economic Theory :	Mishra &Puri	
2	Development & Underdevelopment – The Political Economy of Global inequality :	Mitchell A Seligson& John T Passe Smith	
3	Indian Economy – Problems of Development & Planning	A.N.Agrawal	
4	India’s Economic Reforms & Development :	A Vaidyanathan	
5	India Economy Towards the 21 <sup>st</sup> Century :	Surendra J. Patel	
6	Social Problems in India :	Ram Ahuja,	Ravat Publications

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>31</b>	<b>Name:</b>	<b>Counseling</b>
Course (Paper) Unique Code	<b>Elective-1</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	05	Elective-1	4	30	70	-	100

**Course Objective:**

- Develop a holistic understanding of counseling as a tool for help
- Acquire knowledge of various approaches: their theoretical underpinning's for goals, values, processes and techniques.
- Develop an understanding of the approaches of help and self-help available in own culture.
- Develop skills of application to real life situations.
- Develop ability to recognize and synthesize attitudes and values that enhance investment of self in the counselor's role.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Counseling overview	<ul style="list-style-type: none"> <li>➤ Meaning &amp; Definition of counseling</li> <li>➤ Objectives of counseling</li> <li>➤ Characteristics of counseling</li> <li>➤ Principles of counseling</li> <li>➤ Types of counseling</li> </ul>	Lecture And Group Discussion	20%

2	Counseling models & Communication	<ul style="list-style-type: none"> <li>➤ Introduction</li> <li>➤ Problem solving model of counseling</li> <li>➤ Planning model of counseling</li> <li>➤ Life skill model of counseling</li> <li>➤ Meaning of communication is counseling</li> <li>➤ Role of communication is counseling</li> <li>➤ Listening skills of counselors</li> </ul>	Lecture And Group Discussion	20%
3	Approaches to affective counseling	<ul style="list-style-type: none"> <li>➤ Approaches: Theoretical base, Thrust, Goals, Key Concepts, Techniques</li> <li>➤ Approaches like person centered, Rational emotive, Behavioral approaches</li> <li>➤ Counseling methods</li> </ul>	Lecture And Group Discussion	20%
4	Counselor roles	<ul style="list-style-type: none"> <li>➤ Role of counselors</li> <li>➤ Behavior of counselor</li> <li>➤ Issues in such counseling</li> </ul>	Lecture And Group Discussion	20%
5	Techniques	<ul style="list-style-type: none"> <li>➤ Counseling Techniques like initiating contact, intake report, establishing structure, interaction, observation, responding.</li> </ul>		20%

**Reference Books:**

SR.NO.	BOOK NAME	AUTHOR NAME
1	Developmental Psychology- A Life Span Approach	Elizabeth Hurlock
2	Principles of Developmental Psychology	S Kumar.
3	Developmental psychology childhood and adolescence	David R Shafer
4	Child Development	Elizabeth Hurlock
5	Complete Book on Pregnancy & Child birth	Dr. BrahmPrakash
6	Adolescent Behaviour& Development	Dusek Jerome B
7	Emotional Problems of Living	English & Pearson



<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>32</b>	<b>Name:</b>	<b>Social Movement And Social Development</b>
Course (Paper) Unique Code	<b>Elective-1</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	05	Elective-1	4	30	70	-	100

**Course Objective:**

- To develop a meaningful understanding about past & present social movements
- To equip students to examine social realities from different perspectives
- To familiarize with the contemporary discourse on social movements & social development

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Social Movements	➤ Concept & Types of movements	Lecture And Group Discussion	20%
2	Social movements in India & Gujarat	➤ Peasant movement- Tribal movement Dalit movements- Backward class/ caste movement	Lecture And Group Discussion	20%
3	Women's movement	➤ Industrial working class movement, student's	Lecture	20%

		movements, Middle class movements, Human Rights & Environmental movements, social movements in the context of Globalization	And Group Discussion	
4	Social Development	➤ Social Development meaning. Indicators of social Development, Social work & social Development Social policy & social Development	Lecture And Group Discussion	20%
5	Social Capital & social Development	➤ Problems of social Development in India model of social Development: concept, problem and challenges Development statistics.	Lecture AndGroup Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Social Development-Challenges faced in an Unequal and Plural Society	M.S. Gore	
2	Social Development in an Indian sub Continent	H.Y. Siddiqu	
3	Social Development in Rural India	S.K. Pant &JanafPandey	
4	Investigating social Capital –Comparative Perspective on civil society, Participation and Governance		sanjeevPrakash
5	Social Movement in India- A Review of Literature	Ghanashyam	
6	Nation, Civil society and social Movements- Essay on Political Sociology :	T.K. Oommen	

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>33</b>	<b>Name:</b>	<b>Field Work (Industry Sector)</b>
Course (Paper) Unique Code	<b>Practical</b>		
External Exam Time Duration			

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	05	Practical	6	-	-	100	100

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	WEIGHTAGE OF PAPER
1	Field Work (GO/NGO/Industry SECTOR)  <b>3 Days in Week</b>	<ul style="list-style-type: none"> <li>➤ To Know About Various Go And Ngo.</li> <li>➤ To Understand The Structure And Function of Agency GO &amp; NGOs, Urban Development Agency, D.R.D. A ( District Rural Development Agency), Hospital, Municipal Corporation, Nagar Palika, And Various Departments Of Government Which Are Related To Social Betterment)</li> <li>➤ To Get Information About Go's And Ngo's Working System</li> <li>➤ To Know About Various Projects Of NGOs</li> <li>➤ Use Various Methods Of Social Work To Know H.R. Functions, Labour Welfare Services and Labour Laws etc.</li> <li>➤ Use Various Methods Of Social Work</li> <li>➤ Role of social worker in industries.</li> </ul>	

**FACULTY OF ARTS**  
**BSW SEMESTER – VI**

No	Name of Course	Semester	Foundation / Core / Ele.-1 / Ele.-2 / Inter Dis. / Practical / Project	Course Title	Paper No.	C	IM	EM	Prac. / Viva Marks	TM	Exam Duration	Unic Code
1	BSW	VI	Core	Communication Skills-6	34	4	30	70		100	2:30 Hours	
2	BSW	VI	Core	Community Health and Health Education	35	4	30	70		100	2:30 Hours	
3	BSW	VI	Core	Family Life Education	36	4	30	70		100	2:30 Hours	
4	BSW	VI	Core	Legal System in India	37	4	30	70		100	2:30 Hours	
5	BSW	VI	Elective – 1	Program and Services for the Elderly	38	4	30	70		100	2:30 Hours	
	BSW	VI	Elective – 1	Management of Development and Welfare Services	39	4	30	70		100	2:30 Hours	
6	BSW	VI	Practical	<b>Field Work</b> – Urban based slum area. <b>Report Writing</b> -50 marks viva-voce-50 marks	40	6			100	100		

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>34</b>	Name:	<b>Communication Skill-6</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	06	Core	4	30	70	-	100

**Course Objective:**

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Business letters	➤ Introduction, structure, inquiry letter, order letter, complaint letter, Collection letter	Lecture Group Discussion	20
2	Press release	➤ Introduction, structure, various press release	Lecture Group Discussion	15
3	Advertisements	➤ Introduction, function, structure, various, Advertisements	Lecture Group Discussion	15

4	Data interpretation	➤ Introduction, process, table and graph	Lecture Group Discussion	10
5	Writing	➤ writing Summary of a paragraph	Lecture Group Discussion	10

### Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
4. Rayudu, "C.S- Communication", Himalaya Publishing House, 1994.
5. AshaKaul, "BusinessCommunication", PHI, second edition.
6. Raymond Murphy, "Essential English Grammar: A self study reference and practice book for elementary students of English", Cambridge University Press, second edition.
7. Manalo, E. & Fermin, V. 2007). Technical and Report Writing. ECC Graphics. Quezon City
8. KavitaTyagi and Padma Misra. "Basic Technical Communication", PHI, 2011.
9. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, "Effective Business Communication .McGraw Hill.seventh edition.

### Semester End Examination:

Q.-1 Attempt any one: (One out of two)	10
Q.-2 Attempt any one: (One out of two)	10
Q.-3 Attempt any one: (One out of two)	10
Q.-4 (A) Attempt any one: (One out of two)	10
Q.-4 (B) Attempt any one: (One out of two)	10
Q.-5 Short note: (Four out of five)	20

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>35</b>	Name:	<b>Community Health and Health Education</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	06	Core	4	30	70	-	100

**Course Objective:**

- To understand the concept of health & its various Perspectives.
- To familiarize with various health problems & its impact on communities.
- To develop skills for planning and implementing community health programmes.
- To study role of social workers in community health programmes.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Concept of Health	➤ Definitions, Dimensions of health, determinants of health. Holistic Health. Personal & environmental hygiene, Sanitation Community health definition & scope, Medical Model & social Model Nation Health Policy	Lecture And Group Discussion	20%

2	Nutrition & Balanced Diet	<ul style="list-style-type: none"> <li>➤ Constituents of food, Nutritional Deficiency Diseases. Diet for pregnant women &amp; lactating mothers, diet for infants &amp; children Food adulteration , Food Adulteration Acts</li> </ul>	Lecture And Group Discussion	20%
3	Concept of disease	<ul style="list-style-type: none"> <li>➤ Epidemiology of disease, major health problems. Immunization. Communicable diseases, non-communicable diseases and life style diseases</li> </ul>	Lecture AndGroup Discussion	20%
4	Health Care Services	<ul style="list-style-type: none"> <li>➤ Preventive, Promote, Curative &amp; Rehabilitative Aspects. Components of Primary health care. Health care services in India. Health education &amp; communication Community based rehabilitation Role of social worker in community health care services</li> </ul>	Lecture And Group Discussion	20%
5	Public Health Administration	<ul style="list-style-type: none"> <li>➤ Public Health programmes in India like</li> <li>➤ Polio eradication Programmes, T.B. control programme, AIDS control programmes,</li> <li>➤ Problems of public health in India.</li> </ul>	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	Textbook of Social and Preventive	Medicine Park and Park.
2	Principles of Community Medicine	B Sridhar Rao
3	A handbook of Preventive and Social Medicine	Yash pal Bedi
4	Health & Family Welfare Programmes in Developing Countries	Venkatesh Srinivasan
5	Health & Illness	Michael Senior & Bruce Viveash
6	Nutrition & Child Development	K E Elizabeth



<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>36</b>	<b>Name:</b>	<b>Family Life Education</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	06	Core	4	30	70	-	100

**Course Objective:**

- To familiarize with various aspects related to family life
- To develop life skills in students
- To equip students with the skills to deal with family problem

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Family Life Education	➤ Concept & Meaning. Importance of family life Education. Role of home, school and religion in imparting family life education Family- Importance of family, Family in the changing society.	Lecture And Group Discussion	20%
2	Life skills	➤ Components. Practice sessions in life skills development	Lecture And Group Discussion	20%

3	Reproductive system and health	➤ Male and female reproductive systems, its functioning. Conception, Pregnancy and delivery. Family Planning: methods, use of contraceptives. Abortion. Medical Termination of Pregnancy Act	Lecture And Group Discussion	20%
4	Human sexuality	➤ Importance of sex in family life. Functions of sex reproduction, recreation and relational aspects of sex.	Lecture And Group Discussion	20%
5	Marriage & Parenthood	➤ Importance of marriage, Common concerns Arranged marriage & love marriage. Living together, individual differences. Problems and adjustment, accepting and respecting each other, communicating, Model, cultural & social values in family life. Marital life & role expectations, Divorce psychosocial effects of divorce and Separation.	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	The psychology of women Margaret	W Matlin
2	The adolescent development, relationship and culture	F Philip Rice.
3	Family in India	Krishna Chakraborty
4	Self care for women	Paul R Sheth
5	Human sexual response	Masters & Johnson
6	Women's reproductive health in India	Radhika Ramasubban, Jeejebhoy, Shireen J
7	The essentials of contraceptive technology –a- Handbook for clinical staff	John Hopkins Population Information Programme
8	Men are from Mars and Women are from Venus	John Gray.
9	Family Dynamics	Aruna Khasgiwala

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>37</b>	<b>Name:</b>	<b>Legal System in India</b>
Course (Paper) Unique Code	<b>Core</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	06	Core	4	30	70	-	100

**Course Objective:**

- Acquire information on the Legal Rights of people.
- Understand the Legal system and the role of the police, prosecution, judiciary and correction.
- Gain insight into the problems faced by the people belonging into different strata of society in interacting with this system.

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Concept of Rights	➤ Legal Rights, Civil Rights and under Criminal procedure Code. Rights of children, Women, Scheduled Castes and Scheduled Tribes	Lecture And Group Discussion	20%
2	Criminal Justice system in the country	➤ Police, Prosecution, Judiciary and Correction. District Courts, Sessions Courts, High Courts and the Supreme Court.	Lecture And Group Discussion	20%

3	Legal Aid	➤ History of Legal Aid, Concept of Legal aid, need for legal aid who Needs Legal aid schemes, Problems.	Lecture AndGroup Discussion	20%
4	Public Interest Litigation	➤ Historical development in India. Meaning, Concept, Processes and Problems.	Lecture And Group Discussion	20%
5	Role of social worker	➤ Social Work Intervention needs methods and problems.	Lecture AndGroup Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Social Advocacy- Perspective of social Work	Aranha T.	Bombay, College of Social work.
2	The Police and political Development in India	Bayley D.M. 1969	New Jersey, Princeton
3	The Indian police, New Delhi	Curry J.C. 1977	Manu publications.
4	Violation of Democratic Rights in India Vol I.	Desai A. E(Ed) 1986	
5	justice in words and justice in Deed for Depressed Classes	Lyer V.R.K. 1984	New Delhi Indian Social Institute.
6	The Judicial System	Khanna H.R. 1980	New Delhi : II P.A.
7	Legal Aid Series	Mathow P.D	Delhi : Indian social Institute
8	Justice Administration – police Courts and Correction	Peak K.J. 1998	New Jersey, Printice Hall
9	Reports of the Legal Aid Committee (1971, 1973 and others)	GOI	

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>38</b>	Name:	<b>Program and Services for the Elderly</b>
Course (Paper) Unique Code	<b>Elective-1</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	06	Elective-1	4	30	70	-	100

**Course Objective:**

- To understand the concepts of aging, gerent logical care and Social Work
- To understand the problems faced by aged.
- To study the role of Social Work interventions in caring for the Aged

**Course Contents:**

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Basic Concepts	➤ Old Age, Aging and Ageism Characteristics of old age, Physical, social, emotional changes Personal, social, vocational and marital adjustments Problems and Hazards	Lecture And Group Discussion	20%

2	Problems of aging	➤ Sociological and Psychological Perspective Family and elderly social and vocational rehabilitation Policy, Programmes and services for elderly	Lecture And Group Discussion	20%
3	Gerontological Social Work	➤ Role of social worker in the care of elderly Interdisciplinary team in Geriatric Care	Lecture AndGroup Discussion	20%
4	Role of social	➤ New patient assessment, Medical and Social Concerns, Living situation, education and work history, Family composition, Social Supports, Substance use, spirituality, activity Level and mental health Family assessment, Providing solutions to care giver burden, common problems in psychotherapy with the elderly.	Lecture And Group Discussion	20%
5	Components of Gerontological Care Management in Social Wok	➤ Community Based programmers Individual Treatment Methods Support Groups for older adults- Qualities of effective groups.	Lecture And Group Discussion	20%

### Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Developmental Psychology-a Life span Approach	Elizabeth b. Hurlock	
2	Aging and Aged	Chowdhary Paul D.	A source Book
3	Practice with Elder	Parsons, Ruth J.	

<b>FACULTY OF ARTS</b>			
<b>Syllabus</b>			
Subject :	<b>Bachelor of Social Work</b>		
Course (Paper) No.	<b>39</b>	<b>Name:</b>	<b>MANAGEMENT OF DEVELOPMENT AND WELFARE SERVICES</b>
Course (Paper) Unique Code	<b>Elective-1</b>		
External Exam Time Duration	<b>02:30 Hours</b>		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	06	Elective-1	4	30	70	-	100

**Course Objective:**

**OBJECTIVES:-**

- Understand the overall environment and its impact on the nature, structure and development of the organization in corporate, public and voluntary sectors in the context of social work profession.
- Understand policies and procedures involved in establishing and maintaining human service organizations, need for change.
- Acquire skills to network and participate in the management of resources-human , material, environmental and network.
- Develop skills to participate in management of programmes as a part of the interdisciplinary team and initiate as well as develop new programmes.
- Develop ability to analyse the practices applied in specific setting.

### Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Services, Organization	<ul style="list-style-type: none"> <li>➤ Development and Welfare Organizations Response to Social Needs</li> <li>➤ Role of State Voluntary and Corporate Sector.</li> <li>➤ Civil Society meaning, Principles, functions Characteristics</li> </ul>	Lecture Observation discussion	20%
2	Services and their delivery	<ul style="list-style-type: none"> <li>➤ Types of Services, Organizational Characteristics</li> <li>➤ Management Process : Vision of Planning, Organizing, directing, staffing co-operation, evaluation</li> <li>➤ Establishment, registration, different types of legislation, legal status, constitution.</li> <li>➤ Financial Resources : Organizational budget, sources of finance, fund raising, records, audit</li> </ul>	Group class Assignment and discussion	20%
3	Organizational Climate and management processes	<ul style="list-style-type: none"> <li>➤ Programme management : long term, short term and documentation</li> <li>➤ Project proposal : meaning, need, importance, steps to prepare project proposal</li> <li>➤ Project management</li> </ul>	Discussion of nature programme and education problem based Lecture	20%
4	Policies and practices	<ul style="list-style-type: none"> <li>➤ Policies and practices for personnel in organization:</li> <li>➤ Volunteers, professionals, para-professionals</li> <li>➤ Communication in an organization-essential components, types, barriers, Decision making levels and methods</li> </ul>	Observation through posters films by discussion	20%
5	Work Processes tasks	<ul style="list-style-type: none"> <li>➤ Unit of work, time allotment, workload, responsibility, coordination</li> <li>➤ Staff-client relation</li> <li>➤ Teamwork, Supervision, Directing, Monitoring, Evaluation</li> <li>➤ Conflict Resolution</li> <li>➤ Public Relation</li> </ul>	Lecture discussion interview	20%



**Reference Books:**

<b>SR.NO.</b>	<b>BOOK NAME</b>	<b>AUTHOR NAME</b>	<b>PUBLICATIONS</b>
1	Voluntary Organizations	Clark, John, 1991	Their Contribution to Development London Earth Scan
2	The real world of NGOs	Dorothea Hilhorbt, 2003	Discourses Diversity and Development Zed Books Ltd.
3	Managing the NGO principles and practices	Drucker, peter, 1993	New Delhi Macmillan publication
4	Social work Evaluation principles and Methods Singapore Allyn and Bacon	Ginberg Leon H 2001	
5	Governments NGOs and the political Development of the Third World jaipur	Julie Fisher, 2003	Rawat publications
6	Governments and Financial Management in Non-Profit Organizations	Kandasamy M. 1998	New Delhi Caritas India
7	Directory of Funding Organizations	Kapoor K.K. (Ed) 1986	New Delhi Informations and News Network
8	Social change through NGOs	Kumar A. 2003	New Delhi Anmol publications
9	NGOs in Development	Lawant B.T. 1999	Jaipur Rawat publications
10	participatory rural Appraisal Methods and Applications in Rural planning	Mukherjee Amitara (Ed) 1995	New Delhi Vikas publishing Co.
11	Voluntary Organizations Some perspectives Mukherjee Sutapa	Mukherjee K.K. and	1986 Hyderabad Gandhi peace Centre.
12	participatory Rural Appraisal and Questionnaire	Mukherjee Neela, 1995	Suvey New Delhi

FACULTY OF ARTS							
Syllabus							
Subject :		Bachelor of Social Work					
Course (Paper) No.		40	Name:	Field Work (Slum Area)			
Course (Paper) Unique Code		Practical					
External Exam Time Duration							
Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	06	Practical	6	-	-	100	100

### Course Contents:

UNIT	UNIT TITLE	DESCRIPTION
1	Slum Area  (Urban Sector)  3 Days in Week	<ul style="list-style-type: none"> <li>➤ To Visit The Slum Area</li> <li>➤ To Know The Basic Problems Of The Slum (Food,Shelter,Water,Education,Poverty,Health,Unemployment,Population,Sanitation And Other Social Problems)</li> <li>➤ To Understand How The Problems Can Be Removed</li> <li>➤ Use Various Social Work Methods</li> </ul>