

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-2016

SAURASHTRA UNIVERSITY

RAJKOT-360005 (GUJARAT)

Website: www.saurashtrauniversity.edu

SAURASHTRA UNIVERSITY

RAJKOT-360005

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 – 2016

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 Programme.

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

B.S.W. Degree Programme 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 Programme is a regular fulltime programme 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 programme. 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) Programme 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 as 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 reappearace 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 students 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 Programme.

Saurashtra University
Arts Faculty
Syllabus for Bachelor of Social Work
As Per C.B.C.S.

Sr. No	Level UG Or PG	Semester	Course Group Foundation Or Core Or Elective-1 Or Elective-2 Or Practical Or Project	Course (Paper) Title	Course (Paper No.)	Credit	Internal Mark	External Mark	Practical/ Viva Marks	Total marks	Course (paper) Unique Code
1	UG	1	Core	Compulsory English	01	4	30	70		100	1601550101010100
2	UG	1	Core	Introduction to Social Work	02	4	30	70		100	1601550101010200
3	UG	1	Core	Work with Individuals	03	4	30	70		100	1601550101010300
4	UG	1	Elective-1	Social Work with Disabled	04	4	30	70		100	1601550201010101
				OR							
5	UG	1	Elective-1	Indian Society, Issues and Problems	05	4	30	70		100	1601550201010102
6	UG	1	Core	Field Work Orientation to Social Work (viva-voce) Report Writing-30 marks viva-voce-70 marks	06	6			100	100	1601550101010400
7	UG	2	Core	Compulsory English	07	4	30	70		100	1601550101020500
8	UG	2	Core	Work with Groups	08	4	30	70		100	1601550101020600
9	UG	2	Core	Work with Communities	09	4	30	70		100	1601550101020700
10	UG	2	Elective-1	Environment studies	10	4	30	70		100	1601550201020201
				OR							
11	UG	2	Elective-1	Gandhian Approach to Welfare & Development	11	4	30	70		100	1601550201020202

12	UG	2	Core	Field Work Agency visit (viva-voce) Report Writing – 30 Marks viva-voce-70 marks	12	6			100	100	1601550101020800
13	UG	3	Core	Compulsory English	13	4	30	70		100	1601550101030900
14	UG	3	Core	Social Work Research	14	4	30	70		100	1601550101031000
15	UG	3	Core	Social Administration, Social Action & Integrated methods	15	4	30	70		100	1601550101031100
16	UG	3	Core	Computer Application-1 (Theory-35%, Practical-50%, Internal-15%)	16	4	15	35	50	100	1601550101031200
17	UG	3	Elective-1	Disaster Management	17	4	30	70		100	1601550201030301
				OR							
18	UG	3	Elective-1	Child and Women Welfare	18	4	30	70		100	1601550201030302
19	UG	3	Core	Field Work Rural Based (viva-voce) Report Writing-30 marks viva-voce-70 marks	19	6			100	100	1601550101031300
20	UG	4	Core	Compulsory English	20	4	30	70		100	1601550101041400
21	UG	4	Core	Psychology and Social Work	21	4	30	70		100	1601550101041500
22	UG	4	Core	Legal System in India	22	4	30	70		100	1601550101041600
23	UG	4	Core	Computer Application-2 (Theory-35%, Practical-50%, Internal-15%)	23	4	15	35	50	100	1601550101041700
24	UG	4	Elective-1	Social Change & Development	24	4	30	70		100	1601550201040401
				OR							
25	UG	4	Elective-1	Counseling	25	4	30	70		100	1601550201040402
26	UG	4	Core	Field Work Rural Based (viva-voce) Report Writing -30 marks viva-voce-70 marks	26	6			100	100	1601550101041800
27	UG	5	Core	Communication Skills-1	27	4	30	70		100	1601550101051900
28	UG	5	Core	Human Resources Management	28	4	30	70		100	1601550101052000

29	UG	5	Core	Rural Development	29	4	30	70		100	1601550101052100
30	UG	5	Core	Indian Economic Problems	30	4	30	70		100	1601550101052200
31	UG	5	Elective-1	Correctional Social Work	31	4	30	70		100	1601550101052301
				OR							
32	UG	5	Elective-1	Social Movement and Social Development	32	4	30	70		100	1601550101052302
33	UG	5	Core	Field Work Urban Based (at Go & NGO) Report Writing – 30 Marks viva-voce-70 marks	33	6			100	100	1601550101052400
34	UG	6	Core	Communication Skills-2	34	4	30	70		100	1601550101062500
35	UG	6	Core	Community Health and Health Education	35	4	30	70		100	1601550101062600
36	UG	6	Core	Family Life Education	36	4	30	70		100	1601550101062700
37	UG	6	Core	Urban Development	37	4	30	70		100	1601550101062800
38	UG	6	Elective-1	Programme and Services for the Elderly	38	4	30	70		100	1601550101062901
				OR							
39	UG	6	Elective-1	NGO Management	39	4	30	70		100	1601550101062902
40	UG	6	Core	Field Work Report Writing-30 marks viva-voce-70 marks	40	6			100	100	1601550101063000
							148	810	1890	700	3400

B.S.W Semester – I

No	Paper No.	Course Title	C	IM	EM	PM / Viva	TM
1	1	Compulsory English	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	Social Work with Disabled	4	30	70		100
		OR					
	5	Indian Society, Issues and Problems	4	30	70		100
5	6	Field Work Orientation to Social Work (viva-voce) Report Writing-30 marks viva-voce-70 marks	6			100	100
		Total	22	120	280	100	500

B.S.W Semester – II

No	Paper No.	Course Title	C	IM	EM	PM / Viva	TM
1	7	Compulsory English	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
		OR					
	11	Gandhian Approach to Welfare & Development	4	30	70		100
5	12	Field Work Agency visit (viva-voce) Report Writing – 30 Marks viva-voce-70 marks	6	30	70	100	100
		Total	22	120	280	100	500

B.S.W Semester – III

No	Paper No.	Course Title	C	IM	EM	PM / Viva	TM
1	13	Compulsory English	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 (Theory-35%, Practical-50%, Internal-15%)	4	15	35	50	100
	17	Disaster Management	4	30	70		100
		OR					
5	18	Child and Women Welfare	4	30	70		100
6	19	Field Work Rural Based (viva-voce) Report Writing-30 marks viva-voce-70 marks	6			100	100
		Total	26	135	315	150	600

B.S.W Semester – IV

No	Paper No.	Course Title	C	IM	EM	PM / Viva	TM
1	20	Compulsory English	4	30	70		100
2	21	Psychology and Social Work	4	30	70		100
3	22	Legal System in India	4	30	70		100
4	23	Computer Application-2 (Theory-35%, Practical-50%, Internal-15%)	4	15	35	50	100
5	24	Social Change & Development	4	30	70		100
		OR					
	25	Counseling	4	30	70		100
6	26	Field Work Rural Based (viva-voce) Report Writing - 30 marks viva-voce-70 marks	6			100	100
		Total	26	135	315	150	600

B.S.W Semester – V

No	Paper No.	Course Title	C	IM	EM	PM / Viva	TM
1	27	Communication Skills-1	4	30	70		100
2	28	Human Resources Management	4	30	70		100
3	29	Rural Development	4	30	70		100
4	30	Indian Economic Problems	4	30	70		100
5	31	Correctional Social Work	4	30	70		100
		OR					
	32	Social Movement and Social Development	4	30	70		100
6	33	Field Work Urban Based (at Go & NGO) Report Writing – 30 Marks viva-voce-70 marks	6			100	100
		Total	26	150	350	100	600

B.S.W Semester – VI

No	Paper No.	Course Title	C	IM	EM	PM / Viva	TM
1	34	Communication Skills-2	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	Urban Development	4	30	70		100
5	38	Programme and Services for the Elderly	4	30	70		100
		OR					
	39	NGO Management	4	30	70		100
6	40	Field Work Report Writing-30 marks viva-voce-70 marks	6			100	100
		Total	26	150	350	100	600

R.B.S.W.-2

: Admission to higher Semester:

A candidate duly admitted in semester-I shall be eligible for admission up to semester IV, provided he/she gradually appears in internal (CCA) and external (SEE) components of the examination of Semester II, III, & IV. In case of admission to Semester V, the candidate should have cleared all the courses of at least Three Semesters out of four Semesters referred above. A candidate shall be eligible for admission to semester VIth without any backlog of semester I to IV and has appeared in the internal (CCA) & external (SEE) examination of Semester Vth.

The result of semester VIth will be declared only when he/she have cleared all the courses of semester I to V and obtained minimum credits & Percentage of marks in each of the course as prescribed in the syllabus.

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:

Component	Units covered In a course	Mode of Evaluation	Weight age	Period of Continuous assessment
1	1 st 30%	Assignments	10%	First part of the semester. To be completed by 5 th week.
2	2 nd 30%	MCQ Test	10%	Second part of the semester. To be completed by 10 th week.
3	Remaining 40%	Seminar Presentation	10%	Third part of the semester. To be completed by 15 th week.
4	100%	Semester and Examination	70%	To be completed between 18 th and 20 th 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 5th week of the semester.
- 5.1.3.** The continuous assessment of second part of the semester shall be completed during the 10th week of the semester.
- 5.1.4** The continuous assessment of scores of third part of the Semester will be completed during the 15th 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 18th to 20th 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 24th 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 Programme 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 Programme 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 Programme, if opts out of the Programme, then he or she shall be eligible to rejoin the Programme, 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 Programme 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 Programme in which admission is granted by a Central Admission Committee/ college it self.

5.4.8 The Six-semester (three year) Programme 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 successfully completion of Bachelor Degree Program a final grade card, which shall consists 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		
$90 < X \leq 100$	$27 < X \leq 30$	$63 < X \leq 70$	O	10
$80 < X \leq 90$	$24 < X \leq 27$	$56 < X \leq 63$	A	9
$70 < X \leq 80$	$21 < X \leq 24$	$49 < X \leq 56$	B	8
$60 < X \leq 70$	$18 < X \leq 21$	$42 < X \leq 49$	C	7
$50 < X \leq 60$	$15 < X \leq 18$	$35 < X \leq 42$	D	6
$40 < X \leq 50$	$12 < X \leq 15$	$28 < X \leq 35$	E	5
Less than aggregate 40	Less than 6	Less than 28	F	4

Scale for Awarding Grades based on SGPA & CGPA :

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

CGPA = -----

Sum of Credits all semesters of the Programme

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	Compulsory English	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	Social Work with Disabled	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	Field Work Orientation to Social Work Journal -30 marks viva-voce-70 marks	6	6			100	100		

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	01	Name:	Compulsory English
Course (Paper) Unique Code	Core	1601550101010100	
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	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	WEIGHTAGE OF PAPER
1	Source text for language	<ul style="list-style-type: none"> ➤ You can win – Shiv Khera ➤ Ch-1 Importance of attitude ➤ Ch-2 How to build a positive attitude 	Lecture	20%
2	Teaching Points	<ul style="list-style-type: none"> ➤ Describing things around you ➤ Describing places: saying What there is. ➤ Grammar: Plural forms of Noun. ➤ Introduction to use of articles ➤ Present tense of to be. 	Lecture And Group Discussion	20%
3	Introduction	<ul style="list-style-type: none"> ➤ Talking about, Saying what they do 	Lecture	20%

		<ul style="list-style-type: none"> ➤ Grammar: Introduction to noun, verb, adjective and pronoun ➤ Simple present tense 3rd person Singular 	And Group Discussion	
4	Teaching Points	<ul style="list-style-type: none"> ➤ Talking about past events, ➤ Talking about things ➤ Happening, now. ➤ Saying when things/events ➤ Happened. Describing scenes, events ➤ Grammar: Simple past tense Present continuous tense Past continuous tense 	Lecture And Group Discussion	20%
5	Teaching Points	<ul style="list-style-type: none"> ➤ Meeting People Exchanging greetings ➤ Focus on : spoken Skills (Training for role playing and brief presentations for speaking Skills) Verbal Ability, Verbal analogy	Group Discussion And role play, presentations	20%

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	Spoken English & Broken English	G.B.Shaw
2	A Practical English Grammer	Thomas and Martinet
3	English Grammer & Composition	Wrenn & Martine
4	You can win	Shiv khera Macmillan India Ltd.

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	02	Name:	Introduction to Social Work
Course (Paper) Unique Code	Core	1601550101010200	
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	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	➤ Definition and Meaning of Social Work. ➤ Objective of Social work	Lecture And Group	20%

		<ul style="list-style-type: none"> ➤ Principle of social Work ➤ Functions of social work ➤ Values of social work ➤ Ethics of social Work 	Discussion	
3	Various Concept	<ul style="list-style-type: none"> ➤ social Welfare ➤ social Policy ➤ social Service ➤ social Reform ➤ social security 	Lecture And Group Discussion	20%
4	A cultural approach in Indian social work	<ul style="list-style-type: none"> ➤ Religious – Traditional approach ➤ Liberal reformist approach ➤ Secular missionary approach ➤ Ethical revolutionary approach ➤ Professional approach ➤ Indian culture’s value and professional social work 	Lectures, Group Presentation, Self Study	20%
5	social Work profession	<ul style="list-style-type: none"> ➤ Social Work as profession. ➤ Its Nature, goal and Function 	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	paul Choudhary
7	Social Work philosophy & Methods	P.D.Mishra
8	Introduction to Social Work	Dr. Ravi Dhanani

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	03	Name:	Work with Individuals
Course (Paper) Unique Code	Core	1601550101010300	
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	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"> ➤ Introduction to Social Work ➤ Objectives of Case Work ➤ Principles of case work 	Lecture And Group Discussion	20%
2	Process for work	<ul style="list-style-type: none"> ➤ Components of case work methods: Person, Problem, Process& Place ➤ Case work process Study, Assessment, Innervations, Termination, Evolution 	Lecture And Group 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:	Social Work with Disabled
Course (Paper) Unique Code	Elective-1	1601550201010101	
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 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:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Concept of impairment, disability and handicap.	<ul style="list-style-type: none"> ➤ Types of disabilities, Statistical Profile of the sensory. ➤ Intellectual and physical disabilities and India and Regional. ➤ 	Lecture And Group Discussion	20%

2	Causative Factors	➤ Causative Factors as the Individual and Social Levels in details	Lecture And Group Discussion	20%
3	Needs and problems of disabled	➤ Needs and problems of disabled persons and their families of different stage in the disabled person's life.	Lecture And Group Discussion	20%
4	Service for the disabled	➤ Survey of the disabled for prevention, education and rehabilitation provided by voluntary and Governmental organizations.	Lecture And Group Discussion	20%
5	social work Interventions	➤ Role of social Worker in the field of disabled	Lecture And Group Discussion	20%

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
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	

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	05	Name:	Indian Society, Issues and Problems
Course (Paper) Unique Code	Elective-1	1601550201010102	
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:

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

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

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	06	Name:	Field Work (Orientation to Social Work)
Course (Paper) Unique Code	Practical	1601550101010400	
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	01	Practical	6	-	-	100	100

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION
1	FIELD WORK ORIENTATION	<ul style="list-style-type: none"> ➤ To Give Them Only Classroom Teaching About Field work like Basic Concept, Meaning, Background, Objective, Importance, Need, difference between social work & social services, Orientation training, problems facing, Government Schemes & Report Writing etc. ➤ How to use various methods of social work in the fieldwork. ➤ This Orientation May Be Through A Large Group Meeting To Share And Discuss About Social Work Between Student And Lecturer. ➤ Code, Norms and Expectations of This Teaching Learning Opportunity. ➤ Nature and Tasks of Initial Phase and Involvement of Learner and Instructor. ➤ After Completion Orientation the students must submit their orientation Journal to the principal/H.O.D.

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	Compulsory English	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	Gandhian Approach to Welfare & Development	11	4	30	70		100	2:30 Hours	
5	BSW	II	Practical	Field Work Agency visit (viva-voce) Report Writing – 30 Marks viva-voce-70 marks	12	6			100	100		

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	07	Name:	Compulsory English
Course (Paper) Unique Code	Core	1601550101020500	
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:

- 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	WEIGHTAGE OF PAPER
1	Source text for language	<ul style="list-style-type: none"> ➤ You can win – Shiv Khera ➤ Ch-3 Success ➤ Ch-4 what is holding us back? 	Lecture	20%
2	Teaching Point	<ul style="list-style-type: none"> ➤ Talking about public transport. Asking about information regarding travelling Using Dictionary Grammar : Interrogatives WH question 	Lecture And Group Discussion	20%
3	Teaching Point	<ul style="list-style-type: none"> ➤ Talking about what you can do/can't do. Saying what you would do Giving advice talking about obligations, Sharing Views. Grammar : Model 	Lecture And Group	20%

		Auxiliaries Can, May, would, Should, Have to, Ought to, Must	Discussion	
4	Teaching Points	➤ Inviting Friends/ Relatives describing how you celebrated an event writing a description about an Indian Festival. Focus: Developing writing skill Grammar: Prepositions with, before, after, on etc.	Lecture And Group Discussion	20%
5	Teaching Points	➤ Comprehension honing written Skill (Assignment, Short paragraph writing etc.)	Lecture And Group Discussion	20%

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	Spoken English & Broken English	G.B.Shaw
2	A Practical English Grammer	Thomas and Martinet
3	English Grammer & Composition	Wrenn & Martine

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	08	Name:	Work with Groups
Course (Paper) Unique Code	Core	1601550101020600	
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:

- 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:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Working with Groups	<ul style="list-style-type: none"> ➤ Understanding of group ➤ Characteristics and significance of group ➤ Types of Groups ➤ Definition of Social Group Work 	Lecture And Group Discussion	20%

		<ul style="list-style-type: none"> ➤ Characteristics of Social Group Work ➤ Purposes of Social Group Work ➤ Historical Evolution of Group Work with special emphasis on the Indian Context ➤ Objectives of Social Group Work 		
2	Group Process & Dynamics	<ul style="list-style-type: none"> ➤ Social group work skills ➤ Group diagnosis & Treatment ➤ Principles of social group work 	Lecture And Group Discussion	20%
3	Evaluation in groups	<ul style="list-style-type: none"> ➤ Evaluation in Groups ➤ Understanding & Working with the group ➤ Social Group Work agency 	Lecture And Group Discussion	20%
4	Skills & Area of social group work	<ul style="list-style-type: none"> ➤ Leadership in Social Group Work ➤ Area of Social group work: In Hospital, Health education, Aged & poor, Mentally Retarded people, Correctional social work, Physical crippled, Labour welfare, Social Planning, Adult education, NSS 	Lecture And Group Discussion	20%
5	Role of Social worker	<ul style="list-style-type: none"> ➤ Role of Social Worker is Social group work 	Lecture And Group 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	Sangeeta Tej and tejaskar pande
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	1601550101020700	
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"> ➤ Location of Community Work within Social Work ➤ Historical development of Community practice ➤ Community Organization & Community Development 	Lecture And Group Discussion	20%
2	Analyzing Community	<ul style="list-style-type: none"> ➤ Concept of Community ➤ Structure & Functions ➤ Characteristics & Objectives of Community Organization 	Lecture And Group Discussion	20%

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

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Basic Concept of Social Work,	Ogbaran & Nimcoff	University Aavnarth Kairolina Press, Chapal Hill, 1941
2	Community Organization and Planning	Arthor Hillmen	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, Sreners Sons, New York, 1915
6	Social Welfare Administration	Chaudhari D. Paul	Atmaram & Sons, 1979
7	Community Work & Social Work	Penter, Baldak Penter, Baldak	Roultleg & Cagal Pal, London, 1974
8	Main Methods of Social Work	Dr. Ravi Dhanani	

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	10	Name:	Environment Studies
Course (Paper) Unique Code	Elective-1	1601550201020201	
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	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"> ➤ Meaning, definition, scope, importance ➤ National & international NGOs working in environment 	Lecture And Group Discussion	20%
2	Ecosystems	<ul style="list-style-type: none"> ➤ Concept of an ecosystem ➤ Energy flow in the ecosystems <ul style="list-style-type: none"> • The water cycle 	Lecture And Group Discussion	20%

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

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
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	Erach Bharucha	U.G.C. New Delhi

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	11	Name:	Gandhian Approach to Welfare & Development
Course (Paper) Unique Code	Elective-1	1601550201020202	
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	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"> ➤ Salient features of Gandhian thought Gandhian values ➤ Concepts and methods concept of a good society, sarvodaya 	Lecture And Group Discussion	20%

2	Approach	<ul style="list-style-type: none"> ➤ Economic and its organization : Ownership of property, concept of trusteeship, distribution and economic equality ➤ System of production problems of mechanization, decentralization of production rural-urban relationship 	Lecture And Group Discussion	20%
3	Social organization	<ul style="list-style-type: none"> ➤ Marriage and family, position of women, social stratification, caste and untouchability, education and its role, basic education 	Lecture And Group Discussion	20%
4	Constructive programmes	<ul style="list-style-type: none"> ➤ Contents training of constructive workers ➤ Skills involved, nature of programmes ➤ Bhoodan & gramdan ➤ Gandhian and vinoba bhave's movements with special reference to bhoodan and gramdan 	Lecture And Group Discussion	20%
5	Gandhian and professional social work approach	<ul style="list-style-type: none"> ➤ Similarities and differences between gandhian and professional approach to social development and welfare 	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 mahila sabha.
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	Delhi Oxford university press
7	From socialism to sarvodaya	Narayan J. 1965	Varanasi Sarva seva sangh
8	Relevance of gandhi,	PAkhiwala N. 1986	new delhi Gandhi peace foundation
9	Gandhi and aocial change,	Unitahna T.K.N. 1979	Jaipur Rawat publications

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	12	Name:	Field Work (Agency Visit)
Course (Paper) Unique Code	Practical	1601550101020800	
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	Practical	6	-	-	100	100

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION
1	Agency Visit (GO, NGO, Hospital, Industry, Corporations, Etc.) 2 Days in Week	<ul style="list-style-type: none"> ➤ To Know The Nature, Services Programmes, Structure And General Environment. ➤ To Understand Agency Management, Staff And On-Going Activities. ➤ To Understand And Agency Programmes And Beneficiaries. ➤ Policies Supporting The Service Both Local And National ➤ To know H.R. Functions, laws, welfare services etc. in the industry.

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	Compulsory English	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	Child & Women Welfare	18	4	30	70		100	2:30 Hours	
6	BSW	III	Practical	Field Work Rural Based (viva-voce) Report Writing-30 marks viva-voce-70 marks	19	6			100	100		

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	13	Name:	Compulsory English
Course (Paper) Unique Code	Core	1601550101030900	
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	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	WEIGHTAGE OF PAPER
1	Proficiency in English grammar	➤ Types of sentence	Lecture And Group Discussion	20%
2	Proficiency in English grammar	➤ Active and Passive voices	Lecture And Group Discussion	20%
3	Proficiency in English composition	➤ Creative writing Paragraph (with key words)	Lecture And Group Discussion	20%

4	Prescribed Text	➤ Pathways to English : A Course for Intermediate Learners Cambridge Uni. press (chapters 1 to 5) Long question answer, Objective type of questions	Lecture And Group Discussion	20%
5	Speaking skills	➤ narrating or Describing an experience, event or object (visit to a place T.V. / movie show article etc)	Lecture And Group Discussion	20%

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	Pathways to English : A Course for Intermediate Learners Cambridge Uni. press	
2	Spoken English & Broken English	G.B.Shaw
3	A Practical English Grammer	Thomas and Martinet
4	English Grammer & Composition	Wrenn & Martine

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	14	Name:	Social Work Research
Course (Paper) Unique Code	Core	1601550101031000	
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	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 And Group Discussion	20%
2	Research Proposal & Step	➤ Components of Research Proposal ➤ Steps of Research	Lecture And Group Discussion	20%

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

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	15	Name:	Social Administration, Social Action & Integrated methods
Course (Paper) Unique Code	Core	1601550101031100	
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	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"> ➤ Meaning & Definition of Social work Administration. ➤ Scope of social Administration. ➤ Objectives of social Administration. ➤ Principles of social Administration. ➤ Function of social Administration Staff Development. 	Lecture And Group Discussion	20%
2	Social Action	<ul style="list-style-type: none"> ➤ Meaning and Definition of Social Action 	Lecture	20%

		<ul style="list-style-type: none"> ➤ Step of Social Action ➤ Objectives of Social Action ➤ Principle of Social Action ➤ Function of Social Action ➤ Strategies & Elements of Social Action 	And Group Discussion	
3	Integrated Methods	<ul style="list-style-type: none"> ➤ Meaning and Definition of Integrated Method, ➤ Objectives of Integrated Method ➤ Use of Integrated Method in social work practice 	Lecture And Group Discussion	20%
4	Various methods-I	<ul style="list-style-type: none"> ➤ Use of relationship Worker relationship Repo establishment Interviewing 	Lecture And Group Discussion	20%
5	Various Methods-II	<ul style="list-style-type: none"> ➤ Home Visit Use of program and team working, Recording Basic concept of report Writing. 	Lecture And Group 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	Sangeeta Tej and tejaskar pande
5	social welfare Administration	Sachdeve D R
6	Secondary Methods of Social Work	Dr. Ravi Dhanani

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	16	Name:	Computer Application-1
Course (Paper) Unique Code	Core	1601550101031200	
External Exam Time Duration	01:30 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	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"> ➤ Definition of Computer ➤ Block Diagram of Computer ➤ Characteristics of Computer ➤ Generation of Computer ➤ Types of Computer 	<ul style="list-style-type: none"> • Lecture • Discussion with audio - visual aid • Case-study 	20%
2	Input Devices	<ul style="list-style-type: none"> ➤ Keyboard, Mouse, Track Ball, Light Pen, Touch Screen (Both I/p & O/p), Web Camera, BCR, MICR, 	<ul style="list-style-type: none"> • Lecture 	20%

		OCR, Joystick, Scanner, Voice Recognition Device etc... Detailed study.	<ul style="list-style-type: none"> • Discussion with audio-visual aid 	
3	Output Devices	<ul style="list-style-type: none"> ➤ Monitor, Printer(all types), Plotter, Projector, Speaker... detailed study. 	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Case – study 	20%
4	MS WORD-2007 (Theory & Practical)	<ul style="list-style-type: none"> ➤ Introduction of Document Window ➤ Working with Files (Save, Rename, Save As, Close, Open, Print) ➤ Working with Text (Paragraph Indenting, Margin, Word Wrap, Alignment, Font Setting & Font Attributes, Page Allignment, Header & Footer) ➤ Clipboard, Insert Picture, Border, Indent, Number, Bullets ➤ Spell Check, Auto Correct, Check Word Count, Mail Merge 	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	20%
5	MS EXCEL-2007 (Theory & Practical)	<ul style="list-style-type: none"> ➤ Introduction of Excel Window ➤ Concept of Cell, Worksheet & Workbook ➤ Cell Formatting ➤ Excel Operators ➤ Types of Errors ➤ Absolute and Relative Reference ➤ Creation of Chart ➤ Different types of Functions <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"> • Lecture • Discussion with audio-visual aid • Case –study 	20%

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
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

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	17	Name:	Disaster Management
Course (Paper) Unique Code	Elective-1	1601550201030301	
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	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 And Group Discussion	20%
2	Classification of Disaster	➤ Natural-famine, drought, books/ storms, cyclones, earthquakes; Manmade, biological warfare, industrial, militancy, insurgency eviction.	Lecture And Group 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 And Group 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	Crisis Intervention after a Natural Disaster , Social Casework, vol.54, No-9, 545-551	Birnbaum, F., coplon, J., & Scarff, T. 1973	
2	Crisis Intervention in an Earthquake, social Work Vol. 17, No.4,16-19	Blanford 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	

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	18	Name:	Child and Women Welfare
Course (Paper) Unique Code	Elective-1	1601550201030302	
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	03	Elective-1	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"> ➤ Child Development – needs of children, children in difficult circumstances: physical, emotional, mental, and social challenges and handicaps; ➤ Child abuse, violence against child, child prostitution, child Labour. ➤ 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 	Lectures, Interactive Class Discussions, Screenings, Participatory Presentations and Practical	20%
2	Child Development Services	<ul style="list-style-type: none"> ➤ 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 	Lecture with illustration from Media	20%
3	Legislations	<ul style="list-style-type: none"> ➤ 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. 	Lectures, Interactive Class Discussions, Screenings, Participatory Presentations	20%
4	Women Development	<ul style="list-style-type: none"> ➤ Women programs in India ➤ Youth's responsibility in marriage and parenthood. ➤ Status of women in ancient and modern times. Position of women in minority communities, widows and distressed women. 	Lectures, Interactive Class Discussions, Screenings, Participatory Presentations	20%
5	Legislation, Policies, Programs of Women	<ul style="list-style-type: none"> ➤ Legislation pertaining to marriage, divorce, succession and inheritance ➤ Policies and programs for women empowerment. Strategies for women empowerment. 	Lectures, Interactive Class Discussions, Screenings,	20%

		➤ Approaches, from welfare to empowerment of women	Participatory Presentations	
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Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Marriage and Working Women in India	Kapur Premila: 1970	Delhi, Vikas
2	Conflict between Adolescent girls and Parents	Kapur Premila: 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 and Unwin
6	Family as Alienation Women and Family in Marxian & Psychoanalysis London	Foreman.A.(1977)	
7	Equality and Quality and Quality the Elusive Triangle in India Education	Niak .J.P (1978)	Delhi Allied Publication
8	Women and Society	Desai N & Krishnaraj (1987)	
9	The Prostitution in Historical & Modern	Mitter Dwarka Nath (1989)	Perspective Delhi.
10	Indian Women: A Brief Social cultural	Prithvi Nath Tikoo (2005)	
11	Crimes against Women and protective laws:	Saxena S.(2005)	Deep & Deep Publications. Pvt. Ltd. New Delhi – 27.
12	Education and Socio Economic Perspectives of Women Development and Empowerment.	Goel Aruna(2005)	
13	Empowering Rural Women: Issues	Samanta R.K.(2005)	opportunities and Approaches B.R.World of Books

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	19	Name:	Field Work (Rural Based)
Course (Paper) Unique Code	Practical	1601550101031300	
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	Rural Area 2 Days in Week	<ul style="list-style-type: none"> ➤ Visit The Particular Village ➤ To Take The Basic Information About The Village ➤ Find Out The Problems Of Village Community (Education, Health, Population, Poverty, Unemployment, Sanitation Etc.) ➤ To Take The Visit Of Government Agency (Panchayat Office, Primary School, Gram Panchayat Etc.) ➤ To Know About Ngo Which Is Working In The Village ➤ To Know The Working Systems Of Government In The Village ➤ To Know About Various Schemes Of Government ➤ Use Various Methods Of Social Work

FACULTY OF ARTS
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	Compulsory English	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	Legal System in India	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	Counseling	25	4	30	70		100	2:30 Hours	
6	BSW	IV	Practical	Field Work Rural Based Report Writing - 30 marks viva-voce-70 marks	26	6			100	100		

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	20	Name:	Compulsory English
Course (Paper) Unique Code	Core	1601550101041400	
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	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	WEIGHTAGE OF PAPER
1	Proficiency in English Grammar	➤ Direct Indirect Speeches	Lecture And Group Discussion	20%
2	Proficiency in English	➤ Preparing resume and c.v.	Lecture And Group Discussion	20%
3	Proficiency in English composition	➤ Essay writing	Lecture And Group Discussion	20%

4	Prescribed Text	➤ pathways to English: A Course for Intermediate Learners Cambridge Uni. Press (chapters 6 to 10) Long question answer, Objectives type of questions	Lecture And Group Discussion	20%
5	Proficiency in English speaking skills	➤ Personal interview for jobs and admission	Lecture And Group Discussion	20%

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	High school Grammar & Composition	By wren and Martin
2	Prose and Poetry for College	Mac Millan publication
3	Books on Essay writing	
4	Spoken English & Broken English	G.B.Shaw
5	A Practical English Grammer	Thomas and Martinet
6	English Grammer & Composition	Wrenn & Martine
1	High school Grammar & Composition	By wren and Martin
2	Prose and Poetry for College	Mac Millan publication

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	21	Name:	Psychology and Social Work
Course (Paper) Unique Code	Core	1601550101041500	
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	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)-	Ramnath sharma & 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 & shashilata Verma
7	Abnormal psychology	sarason and Sarason

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	22	Name:	Legal System in India
Course (Paper) Unique Code	Core	1601550101041600	
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	04	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 And Group 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 And Group 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	

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	23	Name:	Computer Application - 2
Course (Paper) Unique Code	Core	1601550101041700	
External Exam Time Duration	01:30 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	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"> ➤ Types of Memory : RAM, ROM, PROM, EPROM, EEPROM ➤ Storage Devices : Floppy Disk, Hard Disk, CD, DVD, Pen Drive 	Lecture And Group Discussion	20%
2	Internet	<ul style="list-style-type: none"> ➤ Internet Concept, History 	Lecture	20%

		<ul style="list-style-type: none"> ➤ Internet Services : E-mail, Chatting, Conferencing, Internet Telephony ➤ Types of Network, Internet Topology ➤ Addressing : IP Address, DNS ➤ Overview : WWW, Web Browser 	And Group Discussion	
3	Number Conversion	<ul style="list-style-type: none"> ➤ Decimal, Binary, Octal, Hexadecimal Number Systems <p>(Interconversion of only Integer Numbers only, Integer Numbers between Number system)</p>	Lecture And Group Discussion	20%
4	Power point	<ul style="list-style-type: none"> ➤ Preparing Slide with animation ➤ Interactive Slide Show 	Lecture And Group Discussion	20%
5	Database and its object (Table, Query, Form, Report)	<ul style="list-style-type: none"> ➤ 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.

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	24	Name:	Social Change And Social Development
Course (Paper) Unique Code	Elective-1	1601550201040401	
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	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 Discussion	20%

3	social problem-I	➤ Dowry, Divorce, Unsociability, Castisam, Untouchability, 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	Samajik kalyan ane samajik kaydao	Pro.A.G. Shah, Pro J.K. Dave	Anada book depot Ahmedabad
3	Samajik kalyan ane samajik kanunikaranm	Pro A G shah, Pro J K Dave	Anada book depot, Ahmedabad
4	Samajik samsyao	Dr Harshida Dave	Uni granth Nirman board-Ahmedabad
5	Bharat na arthik vikas ni samshyao		New popular prakashan Surat
6	Gramin samajshastra	Dr Sanjeev mahajan	Arjun publication, New delhi

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	25	Name:	Counseling
Course (Paper) Unique Code	Elective-1	1601550201040402	
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	04	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"> ➤ Meaning & Definition of counseling ➤ Objectives of counseling ➤ Characteristics of counseling ➤ Principles of counseling ➤ Types of counseling 	Lecture And Group Discussion	20%

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

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	26	Name:	Field Work (Rural Area)
Course (Paper) Unique Code	Practical	1601550101041800	
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
1	Rural Area 2 Days in Week	<ul style="list-style-type: none"> ➤ Visit The Particular Village ➤ To Take The Basic Information About The Village ➤ Find Out The Problems Of Village Community (Educational, Health, Population, Poverty, Unemployment, Sanitation Etc.) ➤ To Take The Visit Of Government Agency (Panchayat Office, Primary School. Gram Panchayat Etc.) ➤ To Know About Ngo Which Is Working In The Village ➤ To Know The Working Systems Of Government In The Village ➤ To Know About Various Schemes Of Government ➤ Use Various Methods Of Social Work

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-1	27	4	30	70		100	2:30 Hours	
2	BSW	V	Core	Human Resources Management	28	4	30	70		100	2:30 Hours	
3	BSW	V	Core	Rural 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	Correctional Social Work	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	Field Work Urban Based (at Go, NGO, Co.-Op. Institute & Industry) Report Writing – 30 Marks viva-voce-70 marks	33	6			100	100		

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	27	Name:	Communication Skill-1
Course (Paper) Unique Code	Core	1601550101051900	
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	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	WEIGHTAGE OF PAPER
1	Teaching Points	<ul style="list-style-type: none"> ➤ Text: Wise & Otherwise: A Salute to Life by Sudha Murthy east and west publication. ➤ In sahyadri hills, A lesson in humanity, ➤ Death without grief, ➤ When the mop count did not tally, ➤ In India, the worst of both worlds, ➤ Living through change 	Lecture and group discussion	20%

2	Teaching Points	<ul style="list-style-type: none"> ➤ The following teaching items pertaining to Business English will also have to be ➤ dealt with in the classroom : ➤ Notice/Agenda 	Lecture and group discussion	20%
3	Teaching Points	<ul style="list-style-type: none"> ➤ (ii)Minutes/ Questionnaire ➤ (iii)Office Order/Memos 	Lecture and group discussion	20%
4	Teaching Points	<ul style="list-style-type: none"> ➤ (iv)Job Application with C.V./Oral presentation in written form (Business situations only such as symposium, seminars, Conference, etc. only) 	Lecture and group discussion	20%
5	Teaching Points	<ul style="list-style-type: none"> ➤ (v) Individual Report ,Field work report for social worker 	Lecture and group discussion	20%

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	English Online	J. Mohanraj et al. (O.L.)	
2	Essentials of Business Communication	Rajender Paul et al	Sultan Chand & Sons, NEW DELHI
3	The Oxford Guide to Writing and Speaking	John Seely	Oxford
4	A Foundation English Course for Undergraduates (Book-III)	Ed. Geetha Nagraj	Oxford
5	Written Communication in English	Sarah Freeman (O.L.)	
6	Developing Communication Skills (Mac)	Krishna Mohan , Meera Banerj	
7	Text: Wise & Otherwise: A Salute to Life	by sudha murty	east and west publication

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	28	Name:	Human Resources Management
Course (Paper) Unique Code	Core	1601550101052000	
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	05	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"> ➤ What is HRM ➤ Environment and HRM 	Lecture And Group Discussion	20%
2	Human Resources Development	<ul style="list-style-type: none"> ➤ Human Resources Planning Job Analysis and Job Design Recruitment and Selection Placement and Induction Training ➤ Development of Executives Performance Appraisal 	Lecture And Group Discussion	20%

3	Compensation of Human Resource	<ul style="list-style-type: none"> ➤ Job Evaluation ➤ Wages and Salary Administration ➤ Incentives Payment Systems ➤ Remuneration of Executives ➤ Fringe Benefits and Services 	Lecture And Group Discussion	20%
4	Maintenance of Human Resource	<ul style="list-style-type: none"> ➤ Promotion ➤ Transfer and Separations ➤ Labour Welfare ➤ Health and Safety 	Lecture And Group Discussion	20%
5	Human Relation Future and HRM	<ul style="list-style-type: none"> ➤ Group and Group Dynamics ➤ Motivation ➤ Leadership ➤ Communication ➤ Discipline ➤ New Trends and Challenges to HRM ➤ Globalization and HRM ➤ Quality and HRM ➤ Employee Morale ➤ Labour Problems 	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	Biswan Nath Ghosh
5	Human Resources MGT	Subba Rao
6	Human Resources MGT	Chandra Prasanna
7	Human Resources MGT	John M. Ivancewith

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	29	Name:	Rural Development
Course (Paper) Unique Code	Core	1601550101052100	
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	05	Core	4	30	70	-	100

Course Objective:

- Sensitize trainees to the needs and problems of rural communication.
- Develop in them a critical understanding of the infrastructure and the scheme and programmes of rural development in India.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Introduction to rural society	➤ Meaning, characteristics, historical perspectives of Indian Villages. Analysis of Indian village physical, ecological, social economic and political structures.	Lecture And Group Discussion	20%
2	Problems of rural community	➤ Poverty and other related problems in the rural poverty and Basic issues related to rural poor. Migration, land alienation, Bond labor.	Lecture And Group Discussion	20%
3	Rural Development	➤ Sarvodaya and Bhudan movement and its concepts of Rural Development Government, Policies and Programmes for rural development.	Lecture And Group Discussion	20%

4	Panchayati raj	➤ original and development of Panchayati Raj Institutions. Panchayati Raj organization and function in Gujarat. About Legislation pertaining to Panchayati Raj.	Lecture And Group Discussion	20%
5	Micro and Macro level efforts for Rural development today.	➤ Types of social Economics Schemes: Implementation of Rural Development programmes Role of non-government organizations in rural development. Role of social Worker in Rural Development.	Lecture And Group Discussion	20%

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Images of rural India in 20 th Century.	Bhall Alok and Burmeke P.(Eds.)	Sterling publishers Pvt. Ltd. New Delhi, 1992
2	Dimensions of rural Development in India	Brahananda P.R. narayan B. K. and Kalappa A. (Eds) :	Himalaya publidhing house, Bombay (Mumbai) 1987
3	Panchayati Raj in India	Dayal R,	Metropolitan Book Co, Delhi, 1970
4	Rural sociology	Doshi, S.L. amd Jain P.C.	Rawat publications, Jaipur, 1999.
5	Rural development – Challenges of Opportunities	Krishnamurthy J.	Rawat publications Jaipur.
6	Employment through Rural Development	Mahajan V.S. (Ed)	Towards sustainabili Deep and deep publications. New Delhi, 1993
7	Encyclopedia of social Work in India vol- I,II,&III,	Ministry of welfare, Govt of India	New Delhi, 1986
8	Rural Development L Principles, Policies and Management	Singh K.	Sage publications, New Delhi, 1986
9	New Vista in rural Development – Strategies and Approaches	Samanta R.K.	B R publishing Corporation New Delhi, 2000
10	Agricultural Labourers – Ae they bonded	Shah G	Centre for social Studies , Surat,1978
11	Rural Empowerment : Through SHGs,NGOs and PRIS	Verma S.B. Pawar Y.T. (2005)	Deep and Deep publications Pvt.Ltd. New Delhi-27

FACULTY OF ARTS

Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	30	Name:	Indian Economic Problems
Course (Paper) Unique Code	Core	1601550101052200	
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	05	Core	4	30	70	-	100

Course Objective:

- To know under development economic
- To know different economical 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"> ➤ Under development economy Definition, meaning of Under development economy Basic characteristics of Under development Evaluation of Indian economy as under developed economy ➤ Relation of social work and economic 	Lecture And Group Discussion	20%
2	Population	<ul style="list-style-type: none"> ➤ Demographic transition in India ➤ Recent demographic trends ➤ Age group Composition ➤ Set group Composition ➤ Literacy rate ➤ Density of Population 	Lecture And Group Discussion	20%

		<ul style="list-style-type: none"> ➤ Work force in Population ➤ Urbanization ➤ Cause of population explosion in India ➤ Population explosion and economic development Population policy of Gov. of India 		
3	Unemployment	<ul style="list-style-type: none"> ➤ Definition, Meaning, Types of unemployment ➤ Its Causes Gov. measures to reduce it Impact of unemployment (social, economic) Human Resource Planning in India 	Lecture And Group Discussion	20%
4	Inequality	<ul style="list-style-type: none"> ➤ Definition & Meaning of regional & economical ➤ Causes & Effects ➤ Remedial Measurements 	Lecture And Group Discussion	20%
5	Corruption	<ul style="list-style-type: none"> ➤ Black money ➤ Law and Judiciary ➤ Political Intervention ➤ Eroding Ethics 	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 st Century :	Surendra J. Patel	
6	Social Problems in India :	Ram Ahuja,	Ravat Publications

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	31	Name:	Correctional Social Work
Course (Paper) Unique Code	Elective-1	1601550101052301	
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	05	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	Juvenile delinquency	<ul style="list-style-type: none"> ➤ Juvenile delinquency concept, definition, history characteristics, and classification. ➤ Early theories of child crime and sociological and psychological theories, contributing factors. 	Lecture, Assignment and Group discussion	20%
2	Correctional legislation	<ul style="list-style-type: none"> ➤ Correctional legislation, juvenile system-role of juvenile court, police and probation, parole, and probation officer. ➤ Treatment methods: rehabilitation plans and programme. 	Lecture Assignment Case study and Self study	20%
3	Social Defense	<ul style="list-style-type: none"> ➤ Objectives & Functions of Social Defense ➤ Institutional Services Policy & Planning of Correctional Services 	Lecture Assignment and Self study	20%

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

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Bharat me samajil suraksha	Sanjay Tiwari and kashiramsinh patel 2006	omega publications, new delhi
2	Social work,	Tejaskar Pandey 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.), <i>The social services: An introduction</i> . Itasca, IL: Peacock, 199-222.	Johnson, H.W. (1995).	
9	Rehabilitation, recidivism, and realism: Evaluating violence reduction programs in prison. <i>Prison Journal</i> 78 (4), 390-404.	Matthews, R. and Pitts, J. (1998).	
10	<i>Correctional counseling and rehabilitation</i> (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.

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	32	Name:	Social Movement And Social Development
Course (Paper) Unique Code	Elective-1	1601550101052302	
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	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 movements, Middle class movements, Human Rights & Environmental movements, social movements in the context of Globalization	Lecture And Group Discussion	20%
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 And Group 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 & Janaf Pandey	
4	Investigating social Capital –Comparative Perspective on civil society, Participation and Governance		sanjeev Prakash
5	Social Movement in India- A Review of Literature	Ghanashyam	
6	Nation, Civil society and social Movements- Essay on Political Sociology :	T.K. Oommen	

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	33	Name:	Field Work (GO, NGO and Industry Sector)
Course (Paper) Unique Code	Practical	1601550101052400	
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	4	-	-	100	100

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	WEIGHTAGE OF PAPER
1	Field Work (GO, NGO, Co.-Op. and Industry SECTOR) 2 Days in Week	<ul style="list-style-type: none"> ➤ To Know About Various Go And Ngo. ➤ To Understand The Structure And Function of Agency GO & 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) ➤ To Get Information About Go's And Ngo's Working System ➤ To Know About Various Projects Of NGOs ➤ To Know H.R. Functions, Labour Welfare Services and Labour Laws etc. ➤ Use Various Methods Of Social Work 	

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-2	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	Urban Development	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	NGO Management	39	4	30	70		100	2:30 Hours	
6	BSW	VI	Practical	Field Work Report Writing -30 marks viva-voce-70 marks	40	6			100	100		

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	34	Name:	Communication Skill-2
Course (Paper) Unique Code	Core	1601550101062500	
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	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	WEIGHTAGE OF PAPER
1	Teaching Points	<ul style="list-style-type: none"> ➤ Text: Wise & Otherwise: A Salute to Life by Sudha Murthy east and west publication ➤ A lesson in life from a beggar, ➤ “Forgetting our own history”, ➤ Cause, Then Cure, ➤ Once upon a time, life was simple, ➤ “Insensitivity Index” 	Lecture and group discussion	20%

2	Teaching Points	<ul style="list-style-type: none"> ➤ The following teaching items pertaining to English will also have to be dealt with in the classroom : ➤ (i) Note Making and summarizing/paraphrasing 	Lecture and group discussion	20%
3	Teaching Points	<ul style="list-style-type: none"> ➤ Report Abstracts 	Lecture and group discussion	20%
4	Teaching Points	<ul style="list-style-type: none"> ➤ Essay writing 	Lecture and group discussion	20%
5	Teaching Points	<ul style="list-style-type: none"> ➤ Editing a passage 	Lecture and group discussion	20%

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	English Online	J. Mohanraj et al. (O.L.)	
2	Essentials of Business Communication	Rajender Paul et al	Sultan Chand & Sons, NEW DELHI
3	The Oxford Guide to Writing and Speaking	John Seely	(Oxford)
4	A Foundation English Course for Undergraduates (Book-III)	Ed. Geetha Nagraj	(Oxford)
5	Written Communication in English	Sarah Freeman (O.L.)	
6	Developing Communication Skills (Mac)	Krishna Mohan , Meera Banerji.	
7	Text: Wise & Otherwise: A Salute to Life	sudha murty	east and west publication

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	35	Name:	Community Health and Health Education
Course (Paper) Unique Code	Core	1601550101062600	
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	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	➤ Constituents of food, Nutritional Deficiency Diseases. Diet for pregnant women & lactating mothers, diet for infants & children Food adulteration , Food Adulteration Acts	Lecture And Group Discussion	20%
3	Concept of disease	➤ Epidemiology of disease, major health problems. Immunization. Communicable diseases, non-communicable diseases and life style diseases	Lecture And Group Discussion	20%
4	Health Care Services	➤ Preventive, Promote, Curative & Rehabilitative Aspects. Components of Primary health care. Health care services in India. Health education & communication Community based rehabilitation Role of social worker in community health care services	Lecture And Group Discussion	20%
5	Public Health Administration	➤ Public Health programmes in India like ➤ Polio eradication Programmes, T.B. control programme, AIDS control programmes, ➤ Problems of public health in India.	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

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	36	Name:	Family Life Education
Course (Paper) Unique Code	Core	1601550101062700	
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	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

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	37	Name:	Urban Development
Course (Paper) Unique Code	Core	1601550101062800	
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	06	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 programmes 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"> ➤ 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 	Lecture And Group Discussion	20%
4	Voluntary action	<ul style="list-style-type: none"> ➤ 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 	Lecture And Group Discussion	20%
5	Community Participation	<ul style="list-style-type: none"> ➤ 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. ➤ Social Work with urban communities – recent developments and future perspectives. 	Lecture And Group Discussion	20%

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Urban Poor and Urban Informal Sector	Aziz Abdual	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 nd Edition, Studies in Demography, No.10		
10	Readings in Community Organization practice	Kramer, R.M. and Specht, H	Englewood Cliffs: Prentice-Hall 1983

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	38	Name:	Programme and Services for the Elderly
Course (Paper) Unique Code	Elective-1	1601550101062901	
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	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 And Group 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.	

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	39	Name:	NGO Management
Course (Paper) Unique Code	Elective-1	1601550101062902	
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	06	Elective-1	4	30	70	-	100

Course Objective:

- On successful completion of the course the students would enrich their knowledge about the structure development and establishment of NGOs.
- Contents of project identification, budgeting, and funding
- Project personnel empowerment and monitoring and evaluation.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	WEIGHTAGE OF PAPER
1	Non-Governmental Organizations	<ul style="list-style-type: none"> ➤ Non-Governmental Organizations Concept, Meaning, Need, Classifications, Structure, Functions, Philosophies, Principles, Significance, Strategies ➤ Role of NGOs, Historical Development of NGOs in India. 	Lecture Observation discussion	20%

2	Establishment Of NGOs	<ul style="list-style-type: none"> ➤ Registration and Establishment of NGOs Societies Act, Trust Act, Company's Act (Sec.25),By laws Preparation and Legal status of NGO. Monitoring Mechanism adopted by Governments- FCR Act. Administration Policy Making ➤ Membership Classification Aims and objectives of the Executive Committee, Officer Bearers and Governing Counsel and Rights Power and Duties. 	Group class Assignment and discussion	20%
3	Project Identification And Budgeting	<ul style="list-style-type: none"> ➤ Project Identification and Feasibility studies/Base Line Surveys project formulation planning and policy-making, strategy Formation ➤ preparation of project proposals and project Implementation Budgeting Meaning Steps and Important Items in Budget Resource Mobilization ➤ central and stage Government Assistance and other Assistance Fund Raising Meaning, Techniques and Income Generation Programmes (IGP) Financial Management Financial Collaboration between Funding Organization and Non-profit Organizations. 	Discussion of nature programme and education problem based Lecture	20%
4	Funding Of NGOs	<ul style="list-style-type: none"> ➤ Funding Sources of Funding Government Grants, Foreign Aid, Donations, Membership fees and NGOs Contribution ➤ Project Approach to Funding Criteria and Conditionality ➤ Managing Relationships with Donors, Working with Governments, Aspects of Financial Management relevant for NGOs and Networking Strategies. 	Observation through posters films by discussion	20%
5	Project Personnel Empowerment And Monitoring And Evaluation	<ul style="list-style-type: none"> ➤ Training Meaning Need, Importance purpose significance and Training Needs; NGO functions in different Fields Health Rural Development Child Health and Welfare Women Welfare Youth Welfare and Aged Welfare ➤ Role of NGOs in Administering the Social Welfare programmes 	Lecture discussion interview	20%

		<ul style="list-style-type: none"> ➤ project Evaluation and Monitoring Aims Objectives Purpose and Creating ➤ Management Information System project Appraisal Meaning and Techniques Logical Frame Analysis (LFA) participatory Rural Appraisal (PRA) principles, Methods of PRA and Network Analysis 		
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Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	Voluntary Organisations	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	1601550101063000	
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) 2 Days in Week	<ul style="list-style-type: none"> ➤ To Visit The Slum Area ➤ To Know The Basic Problems Of The Slum (Food,Shelter, Water,Education,Poverty,Health,Unemployment,Population,Sanitation And Other Social Problems) ➤ To Understand How The Problems Can Be Removed ➤ Use Various Social Work Methods