

BACHELOR OF SOCIAL WORK

3 YEAR U/G DEGREE COURSE

SYLLABUS

2018



Achary
31/8/18

Mirakshi
31/8/18

Jain
31/8/2018
Dr. Suelha Jain
Jain
31/8/18
Dr. Rashmi Jain

School of Social Sciences

Devi Ahilya Vishwavidyalaya, Indore

BACHELOR OF SOCIAL WORK

FIRST SEMESTER (JULY TO DECEMBER)

PAPER CODE	PAPER NAME	TYPE	CREDITS
BSW-101	Introduction to Professional Social Work	CORE	04
BSW-102	Introduction to Sociological Concepts	CORE	04
BSW-103	Introduction to Environment	CORE	04
BSW-104	Computer Application	ABILITY ENHANCEMENT	02
BSW-105	Social Communication & Personality Development	SOFT SKILL	02
BSW-106	Social Work Practicum	ABILITY ENHANCEMENT	04
BSW-107	Comprehensive Viva-Voce		04
TOTAL			24

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SECOND SEMESTER (JANUARY TO MAY)

PAPER CODE	PAPER NAME	TYPE	CREDITS
BSW-201	Introduction to Social Welfare	CORE	04
BSW-202	Social Group Work	CORE	04
BSW-203	Introduction to Economics	CORE	04
BSW-204	Social Psychology	ELECTIVE GENERIC	04
BSW-205	Social Work Practicum	ABILITY ENHANCEMENT	04
BSW-206	Comprehensive Viva-Voce		04
TOTAL			24

THIRD SEMESTER (JULY TO DECEMBER)

PAPER CODE	PAPER NAME	TYPE	CREDITS
BSW-301	Social Work Problems	CORE	04
BSW-302	Community Organisation	CORE	04
BSW-303	Socio-economic Policy & Planning/Human Rights	ELECTIVE	04
BSW-304	Social Case Work	CORE	04
BSW-305	Social Work Practicum	ABILITY ENHANCEMENT	04
BSW-306	Comprehensive Viva-Voce		04
TOTAL			24

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FOURTH SEMESTER (JANUARY TO MAY)

PAPER CODE	PAPER NAME	TYPE	CREDITS
BSW-401	Fields of Social Work & Govt. programmes	CORE	04
BSW-402	Social Action	CORE	04
BSW-403	Social Welfare Administration/ NGO Management	ELECTIVE	04
BSW-404	Social Counselling	SOFT SKILL	04
BSW-405	Social Work Practicum	ABILITY ENHANCEMENT	04
BSW-406	Comprehensive Viva-Voce		04
TOTAL			24

FIFTH SEMESTER (JULY TO DECEMBER)

PAPER CODE	PAPER NAME	TYPE	CREDITS
BSW-501	Introduction to Statistics and Research in Social Work	CORE	04
BSW-502	Labour Welfare in Industries	CORE	04
BSW-503	Community Development- Rural & Urban	ELECTIVE GENERIC	04
BSW-504	Social Entrepreneurship	SOFT SKILL	04
BSW-505	Social Work Practicum	ABILITY ENHANCEMENT	04
BSW-506	Comprehensive Viva-Voce		04
TOTAL			24

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SIXTH SEMESTER (JANUARY TO MAY)

PAPER CODE	PAPER NAME	TYPE	CREDITS
BSW-601	Disaster Management	CORE	04
BSW-602	Social Work with Differently-abled	CORE	04
BSW-603	Human Resources & Personnel Management	CORE	04
BSW-604	Tribal Development Policy & Administration	CORE	04
BSW-605	Minor Research Project	MRP	04
BSW-606	Social Work Practicum	ABILITY ENHANCEMENT	04
BSW-607	Comprehensive Viva-Voce		04
TOTAL			28

TOTAL CREDITS	148
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BACHELOR OF SOCIAL WORK

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2018



School of Social Sciences

Devi Ahilya Vishwavidyalaya, Indore

3 YEAR U/G DEGREE COURSE

BSW I Semester (from 2018 onwards)

PAPER – I: INTRODUCTION TO PROFESSIONAL SOCIAL WORK

Paper Code: BSW-101 (CORE)

Objective: By reading this paper the student will be able to develop understanding in the area of concepts of Social Work and evolution of Social Work as a Profession.

Unit –I Introduction to Social work

1. Social Work-Definition and meaning, concept and principles of Social Work
2. Relationship of Social work with other social sciences.

Unit – II History of Social work

1. History of Social Work in England
2. History of Social work in U.S.A.
3. History of Social work in India and its present status.

Unit – III Philosophy of Social work

1. Philosophy and importance of Social Work
2. Concept of Social welfare and social work
3. Changing political philosophy and its impact on Social welfare

Unit- IV Social Work as a profession

1. Social Work as a profession: Meaning and Characteristics
2. Basic value of Social Work & its relation to Indian Values

Unit- V

1. Methods of Social work: Primary and Secondary methods
2. Social Security, Social reform, Social justice & Human rights

Required Readings:

1. Friedlander W.A. – Introduction to social welfare (New York , Prentice, Hall, 1955)
2. Dasgupta, Sugata - Towards a philosophy of social work in India
3. DR Sachdeva-Bharat Me Samaj Kalyan Prashasan(Kitab Mahal, Allahabad, 2010)
4. PD Mishra- Social Work: Philosophy and Methods (Inter India Publications, New Delhi2005)
5. MS Gore-Social work and social work Education
6. Rajaram Shastri-Samaj Kary(Uttar Pradesh Hindi Sansthan, Lucknow)

PAPER-II: INTRODUCTION TO SOCIOLOGICAL CONCEPTS

Paper Code: BSW-102 (CORE)

Objective: By reading this paper the student will be able to develop understanding of the sociological concepts & various methods of sociology.

Unit-1 Society and Basic Concept

1. Nature, scope and methods of Sociology, relationship of sociology with other social sciences
2. Society, community, association & institution.

Unit-II

1. Society: Concept, importance & process
2. Social norms & control

Unit – III

1. Customs & traditions
2. Family & marriage

Unit – IV

1. Social stratification: Caste, Class & race
2. Social Mobility

Unit – V

1. Culture & civilization
2. Social change & social problems

Required Readings:

1. Madan, GR: Indian Social problem, Vol. 1 and 2
2. Ahuja Ram: Social problems in India (Jaipur, Rawat Publication 1992)
3. Johnson HM: Sociology A Systematic Introduction (Bombay: Allied Publishers,)
4. Mac Iver and Page: Society-An Introductory Analysis (London-Mac Millen 1955)
5. Davis K: Manav Samaj(Allahabad:Kitab Mahal-1973)
6. Gupta ML:Samaj Shastra(Agra:Sahitya Bhavan Publicaion,2010)
7. Shankar Rao CN: Sociology(S Chand &Company, New delhi2006)

PAPER –III: INTRODUCTION TO ENVIRONMENT

Paper Code: BSW-103 (CORE)

Objective: By reading this paper the student will be able to develop understanding of the environmental concepts and its importance & preservation as a Science.

Unit – I Multidisciplinary nature of environmental and natural resources.

1. Definition, scope and importance
2. Need of public awareness
3. Forest resources, water resources, food resources.

Unit – II Importance of Ecosystem.

1. Structure and functions of ecosystem
2. Ecosystem and Environment
3. Energy flow through ecosystem

Unit – III Bio- diversity and Conservation

1. India as a mega diversity nation
2. Conservation of Bio-diversity
3. Threats of biodiversity

Unit –IV Environmental Pollution.

1. Pollution : Water, air, soil, sea, sound pollution
2. Disaster : Flood, earthquake, cyclone
3. Environmental degradation – nature and types.

Unit- V Social Issues and Environment

1. Sustainable development
2. Social awareness
3. Conservation of water, climate change, global warming, Ozone layer depletion.

Required Readings:

1. Prof. Neeraj Kumar Rathod: Environmental Studies
2. Dr. Amis Shiddhiqui : Environmental Studies

PAPER –IV: COMPUTER APPLICATIONS: THEORY AND PRACTICAL

Paper Code: BSW-104 (ABILITY ENHANCEMENT)

Objective: By reading this paper the student will be able to develop understanding of the basic elements of computer system & its practical use & implementation.

Unit I: Introduction to computer:

Evolution of computer, definition of computers, block diagram of computer, characteristics of computers, advantage and limitation, elements of computer, classification of computer, Van Neuman architecture-, computer language, internet and its introduction.

Unit II: Memory and devices:

Devices: input device, output device, storage device.
Memory: Introduction, types of memory, RAM & ROM.

Unit III: Operating system:

Definition, meaning, functions and types of OS, process, Introduction to DOS, windows, application software and its types.

Unit IV: MS word:

MS Word & Word Processing : meaning and features of word processing – advantages and applications of word processing - parts of MS word application window – toolbars – creating, saving and closing a document – opening and editing a document - moving and copying text – text and paragraph formatting, applying bullets and numbering – find and replace – insertion of objects, date and time, headers, footers and page breaks – auto correct – spelling and grammar checking , mail merge : meaning, purpose and advantages – creating merged letters, mailing labels, envelopes and catalogues- working with tables – format painter.

Unit V: MS excel:

Features of MS excel – spread sheet / worksheet, workbook, cell, cell pointer, cell address etc., - parts of MS excel window – saving, opening and closing workbook – insertion and deletion of worksheet – entering and editing data in worksheet – cell range – formatting – auto fill –formulas and its advantages – references : relative, absolute and mixed – functions: meaning and advantages of functions, different types of functions available in excel – templates –charts – graphs –data sorting, filtering, validation,

Unit VI: MS power point:

Features, advantages and application of Ms Power point – parts of MS power point Window – menus and tool bars – creating presentations through auto content wizard, templates and manually – slide show – saving, opening and closing a presentation – Inserting, editing and deleting slides –types of slides - slide views- formatting Insertion of objects and charts in slides- custom animation and transition.

SPSS & PPT Presentation

Required Readings:

1. Computer Fundamentals Concepts, Systems & Applications – P.K Sinha
2. Fundamentals of Computers, Ravichandran, Tata McGraw Hill
3. Computer Fundamentals and Programming in C, NasibSingh Gill, KBP
4. Computer Concepts and Programming in C, R.S. Salaria, Khanna Publishing

PAPER –V: COMMUNICATION & PERSONALITY DEVELOPMENT (SOFT SKILLS)

Paper Code: BSW-105 (SOFT SKILL)

Objective: By reading this paper the student will be able to develop understanding in the enhancement of communication skills and exercises to boost their personality development.

Unit-I: Framework to Business Communication:

Defining Communication, Process of communication, and Principles of effective communication, importance and objectives of business communication, Physical, Mechanical and Psychological barriers to communication.

Unit-II: Channels, Types and Forms Of Communication:

Channels, Verbal, Non-verbal, Formal, Informal, Internal, External and communication networks, Effective listening – types and Essentials of effective listening, Development of intrapersonal and interpersonal skills for Personal effectiveness.

Unit-III: Articulation and Drafting:

Definition & how to articulate, techniques for better articulation, Speak clearly & distinctly, Basic patterns of Business Letters & its drafting, notices, Resumes, Sales letter writing, letters of bank correspondence, complaint letters & project reports, Dealing with print and electronic media, writing a press release.

Unit-IV: Enhancement Skills / Employability Skills:

Effective presentation skills: body language, eye contact, gesticulation, use of audio visual aids, Handling audience, conduct during presentation Interview skills: types of interview, preparing for an interview, how to handle stress interview, attire for an interview, learn how to say No, positive thinking tips & tricks, have an effective brain storming session.

Unit-V: Practical Exercises:

Spoken exercises listen & repeat and tongue twister, Group discussions, Mock meetings & interviews, Presentations on a technical topic, role plays, Confidence building exercises, and submission of reports prepared. Note: At least five cases should be discussed in the class.

Required readings:

1. Business Communication – K.K.Sinha, Galgotia Publishing Company, Latest Edition
2. Business Communication – Chhabra.T.N. , Sun India Publication, 2005
3. Business Communication – ParagDiwan, Excel Books, Latest Edition
4. Essentials of Business Communication – Rajendra Pal, Sultanchand Publication, 2000
5. Business Communication-- R.K.Madhurkar,Vikas Publishing House Pvt. Limited, Latest

BSW – II Semester (from 2018 onwards)

PAPER – I: INTRODUCTION TO SOCIAL WELFARE

Paper Code: BSW-201 (CORE)

Objective: By reading this paper the student will be able to develop understanding in the area of concepts of Social Welfare and its various fields and administration.

Unit-I Social welfare- concept, objective, need & historical development

Unit-II Professional social work- code of ethics, characteristics of profession.

Unit-III Welfare & other related concepts: Social reform, social security, social justice & social policy

Unit – IV Social welfare administration, organizational setup at the centre, state & local levels & their functions, concept of welfare state & fundamental rights.

Unit –V Fields of social work- Community Development, family welfare, youth welfare, women & child welfare.

Required Readings:

1. Donnison Shashtri, Rajaram Samaj Karya (Lucknow, Hindi, Samiti)
2. Pathak S.; Social welfare: An evolutionary developmental perspective (New Delhi MacMillan India 1981)

PAPER – II: SOCIAL GROUP WORK

Paper Code: BSW-202 (CORE)

Objective: By reading this paper the student will be able to develop understanding in the area of concepts of Social Group Work along with its importance and applicability with various methods.

Unit – I Concept, Characteristics & principles Social group work, its relation with other methods of social work

Unit- II Philosophy and objectives of Social Group work

Unit- III Group structure, concept and characteristics of primary & secondary groups

Unit –IV Role & importance of social groups, role and skills of group worker. Applicability of social group work

Unit – V Phases & techniques of social group work

Required Readings:

1. Friedlander W.: Concepts and Method Social Work (New York: Prentice Hall 1959)
2. Hamilton Gordon: The Theory and Practice of Social Case work (New York : Columbia University Press 1951)
3. Wilson, Rynold: Social Group Work Practice (New York Houghtod Miffin)

PAPER – III: INTRODUCTION TO ECONOMICS

Paper Code: BSW-203 (CORE)

Objective: By reading this paper the student will be able to develop understanding in the area of various economic concepts and area of economic development in the society.

Unit – I

1. Meaning and definitions of economics
2. Scope of nature of economics
3. Theories of economics

Unit – II

1. Meaning of human wants
2. Determinant factors of wants
3. Characteristics of human wants, Classification of human wants-necessaries, comforts and luxuries

Unit- III

1. Capital: The concept of capital formation, Stages of capital formation
2. Types of capital formation
3. Factors affecting capital formation
4. Human Capital: Meaning and Importance

Unit – IV

1. Definition of market, Characteristics of market
2. Classification of market, Market structure
3. Law of demand and supply, elasticity of demand

Unit- V Problems of Economic development:

1. Poverty-Definition, causes, an its impact
2. Unemployment: Causes and impact
3. Population-Problem and its impact
4. Village Money lender and rural indebtedness

Required readings:

1. Dr Pant JC and Dr. Mishra JP: Micro Economics (Sahitya Bhavan, Publications Agra, 2010)
2. Ramratan Sharma: Theories of Economics (Bhaya Publications, Indore 1978)
3. Narhari Dwarakadas: Human Economics (Navjivan Prakashan Mandir, Allahabad 1964)
4. PN Chopara: Micro Economics (Kalyani Publishers, Ludhiana 2010)

PAPER – IV: SOCIAL PSYCHOLOGY

Paper Code: BSW-204 (ELECTIVE GENERIC)

Objective: By reading this paper the student will be able to develop understanding in the areas of psychology and its relation with use and need in Social work.

Unit – I

1. Concept of Mental Health: meaning, characteristics & features.
2. Concept of Normal and Abnormal Behaviour

Unit – II

1. Meaning and Definition of Psychology, Methods & areas of Psychology
2. Definition of Medical Social Work & Psychiatric Social Work, their need in India & limitations faced by them.

Unit- III

1. Nature & scope of Social Psychology
2. Definition of Counselling, Principles & techniques

Unit –IV

1. Motivation and Conflicts of Motives
2. Types of Mental Disorders & general causes of mental disorders

Unit – V

1. School Health Programme, its need & organization of health programme in schools
2. Adjustment & stress

Required Readings:

1. Davidoff L.L: Introduction to psychology (Mc Graw Hill Inc, Book Company Auckland 1981)
2. Anastasi A: Psychological Testing (McMillan , New York 1987)
3. Jayswal S.R: Guidance and Counseling : An Elective Approach (Lucknow 1968)
4. Kuppaswamy B: Introduction to Social Psychology (Asia Pub. House, Bombay 1961)

BSW III Semester (from 2018 onwards)

PAPER – I: SOCIAL WORK PROBLEMS

Paper Code: BSW-301 (CORE)

Objective: By reading this paper the student will be able to develop understanding of the various social problems in the communities along with its impact and awareness.

Unit – I Concept, characteristics & causes of Indian Social problems.,

Unit –II Problems of Urban, rural & tribal communities

Unit – III Types of social problems: Poverty, inequality, population explosion, violence against women, juvenile delinquency, child labour, prostitution, crime, alcoholism & terrorism.

Unit – IV Impact of social problems, Government responses to social problems.

Unit – V Individual & social awareness on social problems, social work and social problems. Impact of social problems on social development.

Required Readings:

1. Madan, GR; Indian social problems, Vol. 1 & 2.
2. Ahuja Ram; Social problems in India (Jaipur, Rawat Publication 1992).

PAPER – II: COMMUNITY ORGANISATION

Paper Code: BSW-302 (CORE)

Objective: By reading this paper the student will be able to develop understanding in the area of concept of community organization and its scope in various areas.

Unit – I Concept, definition and meaning of community organization

Unit- II Principles, historical growth and role of community organization

Unit- III Steps and methods of community organization

Unit- IV Leadership: Its concept and importance in community organization.

Unit – V Scope of Community Organisation- rural, urban and tribal areas.

Required Readings:

1. Cox, Fred. M. (ed.): Strategies of Community Organization (Illinois: Peacock Publisher 1974)
2. Madan G.R.: India's Developing Village (Lucknow Print House India, 1983)
3. Gangrade, K.D: Working with Community at the Grass-root Level (Radha Publications, New Delhi, 2001)
4. Dr. A N Singh: Community Organisation (Hariyana Sahitya Academy, Chandigar 1990)
5. PD Mishra: Community Organisation

PAPER- III A: SOCIO- ECONOMIC POLICY AND PLANNING

Paper Code: BSW-303 (ELECTIVE)

Objective: By reading this paper the student will be able to develop understanding of the concept of socio-economic policies, their formulation and impact on society.

Unit – I

1. Concept of Social policy
2. Guiding principles & objectives of Social Policy

Unit- II

1. Role & contribution of social thinkers in formulation of social policy
2. Role of central government in formulation of social policy

Unit – III

1. Concept of social planning
2. Principles and objectives of social planning

Unit – IV

1. Social Welfare Policy
2. Social Welfare Planning & the Process of planning

Unit – V

1. Social work and social development in five year plans
2. Role of state govt. in formulation of social policies and planning

Required readings:

1. Sharma P.N.:Social Planning, Concept and techniques (Lucknow : Print House India, 1983)
2. Kulkarni, P.D. Social Policy and Social Development in India (Madras: Association of School of Social Work in India 1978)
3. Donnison D.V. Social Policy and Administration (London: Allen and Unwin, 1965)

PAPER- III B: HUMAN RIGHTS

Paper Code: BSW-303 (ELECTIVE)

Objective: By reading this paper the student will be able to develop understanding of the basic human rights philosophy, principles, instruments and institutions, and also an overview of current issues and debates in the field of social work.

Unit – I: Introduction to Human Rights

1. Human Rights- Definition, Historical Background, Bases and Sources, Idea and Ethos
2. Constitutional perspective on human rights: Fundamental rights, Fundamental duties and their co-relation

Unit- II: Principles and Theories of Human Rights

1. Evolution of the Concepts and Principles
2. Theories of rights: Natural, Liberal, Marxist & Social theories.

Unit – III: International Relations, Democracy, and Human Rights

1. Human Rights and the Theory of International Relations
2. The Morality of States, International Trusteeship and Decolonization, Human Rights and Respect for Life, Liberty, Justice and Equity, Political Democracy, Survival of Cultures, Democracy, Peace and Development, Self Determination
3. Human Rights: Democracy and Education1. Concept of social planning

Unit – IV: United Nations and Human Rights and Duties

1. Universal Declaration of Human Rights 1948, Conventions of Political and Civil Rights
2. International Convention on Social, Cultural and Economic Rights 1966
3. Right of children and individual responsibilities and duties

Unit – V: Society And Human Rights: Promotion And Protection

1. Role of Government & NGOs
2. Role of Mass Media
3. Human Rights Education & Role of Educational Institutions
4. Social Movements

Required readings:

1. Durga Das, Human Rights in Constitutional law (New Delhi: Prentice Hall 1994)
2. Baxi, Upendra, Future of Human Rights (2002)
3. Bueren, Geraldine Van, International Law on the Rights of the Child (1995)
4. Caney, Simon and Jones, Peter (eds.), Human Rights and Global Diversity (2001)
5. Freeman, Michael, Human Rights : An Interdisciplinary Approach (2002)
6. Gogia, S.P., Law relating to Human Rights (2000)

PAPER- III: SOCIAL CASE WORK

Paper Code: BSW- 304 (CORE)

Objective: By reading this paper the student will be able to develop understanding in the area of Social Case Work concepts with its methods and techniques in social work.

Unit – I Concept, definition and history of social case work.

Unit- II Principles, Methods, Techniques and components of social case work

Unit- III Phases of social case work: intake, study, Diagnosis, treatment and follow up

Unit –IV Role, skills of social case worker.

Unit – V Relationship of case work with other methods of social work.

Required Readings:

1. Friedlander W.: Concepts and Method Social Work (New York: Prentice Hall 1959)
2. Hamilton Gorden: The Theory and Practice of Social Case work (New York : Columbia University Press 1951)
3. Perlman, Helen: Social Case Work (Chicago: The University of Chicago Press)
4. Grace Mathew: Social Case Work (Tata Institute of Social Sciences, Bombay)
5. Dr. PD Mishra: Social Case work

BSW IV Semester (from 2018 onwards)

PAPER – I: FIELDS OF SOCIAL WORK & GOVT. PROGRAMMES

Paper Code: BSW- 401 (CORE)

Objective: By reading this paper the student will be able to develop understanding of the various fields of social work and role of Govt. in the development of those areas.

Unit – I

1. Introduction to major fields of social work. (Community development, Labor welfare, Women and Child welfare & Youth Welfare)
2. Role of Government Organization/NGO's in social development.

Unit –II

1. Women and child development; Relevant constitutional provisions & Welfare schemes in the recent five year plans for women and child development

Unit – III

1. Scheduled caste development, Constitutional provisions, National commission for SC/ST, organizational setup.
2. Scheduled tribes – Constitutional provision, reservation and welfare schemes.
3. Other backward class – Constitutional provisions, commissions and welfare schemes.

Unit – IV

1. Youth welfare- their problems, effects on the society & welfare schemes
2. Differently abled: Mentally and physically challenged- reservation in constitution, their problems and welfare schemes.
3. Aged – Problems and welfare schemes

Unit – V

1. Local & state agencies- Functions & responsibilities, organizational setup of these agencies.

Required Readings:

1. Dasgupta, Sugata : Towards a Philosophy of social work in India
2. Government of India: Social Welfare in India (Delhi: Planning Commission, 1960)
3. Kulkarni .P.D. and M.C. Nanavati: NGOs in the Changing Scenario (New Delhi: Uppal Publishing House 1998)
4. Gore MS: Some Aspects of social Development (Rawat Publications, Jaipur 199985)
5. Government of India: Draft of Eleventh Five Year Plan (Planning Commission 2008)

PAPER – II: SOCIAL ACTION

Paper Code: BSW- 402 (CORE)

Objective: By reading this paper the student will be able to develop understanding of the concept of Social Action along with its various principles and models.

Unit – I Concept, definition and principles of social action

Unit – II Social action and social development

Unit – III Social action and social work.

Unit – IV Community Development and social action

Unit – V Models of social action:

1. Non- Violence model
2. Judicial activism
3. Social Advocacy

Required readings:

1. Kulkarni, P.D. Social Policy and Social Development in India (Madras: Association of School of Social Work in India 1978)
2. Sharma P.N. Social Planning, Concept and techniques (Lucknow : Print House India, 1983)
3. Gangrade, K.D.: Social Legislation in India Vol. I & II (Delhi : Concept Publishing Co. 1978)

PAPER – III A: SOCIAL WELFARE ADMINISTRATION

Paper Code: BSW- 403 (ELECTIVE)

Objective: By reading this paper the student will be able to develop understanding of the area of Social welfare policies and administration and its role in society.

Unit – I Introduction, meaning & importance of social welfare administration

Unit- II Role of social welfare administration in social work

Unit – III Essential characteristics of Social Welfare Administration

Unit – IV Functions of social welfare administration

Unit –V Difference public administration, development administration and Social Welfare administration.

Required Readings:

1. Donnison D.V: Social Policy and Administration (London: Allen and Unwin, 1965)
2. Sapre, R.K: Development Administration (New Delhi Deep & Deep Publications, 1986)
3. Choudhary D Paul: Social Welfare Administration (Atma ram \$ Sons, New Delhi)

PAPER – III B: NGO MANAGEMENT

Paper Code: BSW- 403 (ELECTIVE)

Objective: By reading this paper the student will be able to develop understanding of key concepts of NGO Administration, sharpening practical skills and developing strategies that the learner can immediately use in his/her work.

Unit I: Development of NGO'S

1. Concept of Volunteerism, Charity, Welfare and Development & historical perspective of Volunteerism in India
2. NGOs: An Introduction and Trends in NGOs in the past 10-40 years
3. Overview of Five Year Plans and their contribution to NGOs

Unit II: Concepts and Functions of NGOs

1. NGO's Environment
2. Issues in NGO Management & Problem Identification
3. Corporate Social Responsibility
4. Purpose of Social Welfare Boards

Unit III: Administration of NGOs

1. National Policy- 2003 related to NGOs
2. Legal Aspects of NGOs
3. Office Procedure and Documentation
4. Basics of Accounting & Budgeting

Unit IV: Social Marketing

1. Principles of Marketing
2. Social Marketing
3. Information, Education and Communication

Unit V: Social Project Development

1. Project Planning
2. Logical Framework and Proposal Development
3. Fund Raising
4. Scheduling, Monitoring and Evaluation

Required Readings:

1. Davies T. (2013) "NGOs: A Long and Turbulent History." The Global Journal. Online edition.
2. Aakar, David (2007). A Strategic Market management (8th Edition), Prentice Hall International: New Delhi, London.
3. Joel S. G. R. Bhowmik. (2006). NGOs and Rural development: Theory and Practice. Concept Publishing Company, New Delhi.
4. Rajasekhar, D. (Ed.) (2003). Decentralized government and NGOs: issues, strategies and ways forward.
5. Roger Riddell, Mark Robinson. (2005) Non-governmental organizations and rural poverty alleviation.
6. Sooryamoorthy, R. and K.D. Gangrade. (1999). NGOs in India: A Cross-sectional Study.

PAPER – IV: SOCIAL COUNSELLING

Paper Code: BSW- 404 (SOFT SKILL)

Objective: By reading this paper the student will be able to develop understanding of the importance of counselling in the area of social work and its skill implementation.

Unit 1: Conceptual Framework

- 1.1 Counselling: Concept and elements
- 1.2 Ethical principles for good practice in counselling
- 1.3 Role of counsellor

Unit 2: Listening Skills

- 2.1 Developing effective listening skills
- 2.2 The use of questions in counselling
- 2.3 Barriers in listening

Unit 3: Counselling Micro Skills

- 3.1 Reflection and Paraphrasing
- 3.2 Summarising
- 3.3 Confronting

Unit 4: Counselling with Various Groups

- Children, Youth, Distressed Women, Unmarried Youth (Pre marital Counselling), PLWHA, Families, Employees and Disabled, Grief and Bereavement Counselling

Required Readings:

1. Charles R. Ridley, Debra Mollen and Shannon M. Kelly, 2011, Beyond Microskills: Toward a Model of Counseling Competence, The Counseling Psychologist, XX(X) - 40, 2011 SAGE Publications.
2. Dave, Indu (1983). The Basic Essentials of Counselling. Sterling Publishers Pvt. Ltd, New Delhi.
3. Egan, G. (2009). The skilled Helper (9th Ed.). Brooks Cole/ Thomson: London
- Gupta, M. (1979) Effective Guidance and Counselling. Mangal Deep Publications, Jaipur.

BSW V Semester (from 2018 onwards)

PAPER – I: INTRODUCTION TO STATISTICS AND RESEARCH IN SOCIAL WORK

Paper Code: BSW- 501 (CORE)

Objective: By reading this paper the student will be able to develop understanding in the area of statistical concepts and process of Social Work Research.

Unit – I Concept, nature and importance of social work research

Unit – II Research Process- Major Steps in Research Process

Unit –III Sources and Tools of Data Collection

1. Primary Sources of Data Collection
2. Secondary sources of Data Collection
3. Tools of data collection: Interview schedule, questionnaire and Observation schedule

Unit – IV Social Survey

1. Concept and Meaning of social survey
2. Differences between social survey and Social research
3. Data Processing, analysis and preparation of report

Unit –V Measures of Central Tendency

1. Calculation of mean
2. Calculation of Medan
3. Calculation of Mode

Required Readings:

1. Good and Hatt : Methods in Social Research (New York L: Mc Graw Hill, 1957)
2. Hagood and Price: Statistics for Sociologists (New York: Henry Hoit, 1957)
3. Lal Das, D.K.: Practice of Social Research (Jaipur and New Delhi: Rawat Publications, 2000)
4. Bajpayee SR: Social survey and Research (Kitab Ghat, Kanpur 2007)

PAPER – II: LABOUR WELFARE IN INDUSTRIES

Paper Code: BSW- 502 (CORE)

Objective: By reading this paper the student will be able to develop understanding of the importance of labour welfare and its various policies implemented for the labour.

Unit- I Concept and Meaning of labour welfare, historical growth, scope & relevance of labour welfare.

Unit- II Policy of labour welfare & its evolution

Unit- III Legislations for Labour Welfare

Unit -IV Enactment of Social Security, Social Insurance and their administration

Unit -V Law related to welfare fund for labour.

Required readings:

1. Malik. P.L. Industrial Law (Eastern Book Company) Lucknow, 1989
2. Mishra K.K: Labour Welfare in Indian Industries (Meenakshi Prakashan 1971)
3. Pillai AK: Labour Industrial Laws (Allahabad, Allahabad Law Agency, 1986)
4. Rao Raman AV: Industrial Social service in a Developing Economy (Allied Publishers, Bombay)
5. Bhagoliwal TN: Personnel management and Industrial Relations (Sahitya Bbhavan, Agra-2008)
6. Mishra KK: Labour Welfare in Industries (Meenakshi Prakahana-1971)

PAPER – III: COMMUNITY DEVELOPMENT – RURAL & URBAN

Paper Code: BSW- 503 (ELECTIVE GENERIC)

Objective: By reading this paper the student will be able to develop understanding of the rural & urban communities and various policies implemented for their development.

Unit-I Concept of Rural & Urban Society: Concept, Characteristics, Structure and Classification.

Unit-II History of Rural & Urban Development & its impacts on socio-economic development.

Unit -III Problems of Rural & Urban Development – Meaning, need, scope & historical evolution, policy & programs.

Unit -IV

1. Policies and Programmes for Rural Development: Role of Commercial Banks Role of Cooperatives Role of CAPART and NABARD Role of Agriculture Technology.
2. Voluntary agencies engaged in urban community development in India and for development of children, youth, women, aged and other venerable groups likely to be affected by urbanization process.

Unit- V Community participation – relevance of community organization practice in community empowerment, Social work components in the existing programmes in rural & urban areas, social work interventions at micro & macro levels. Social work with rural & urban communities- recent development & future perspectives.

Required Readings:

1. Thingalaya N.K : Rural India – Real India, Himalaya Pub., Delhi, 1986.
2. Society of Social: Readings in integrated Rural Development, Oxford & IBH, Economics Delhi, 1987.
3. Harichandran C. : Panchayat Raj and Rural Development, Concept Pub., Delhi, 1993.
4. Bhatia B, S., Prem Kumar & Chawia A.S.: Management of Rural Development, Deep & deep pub., New Delhi, 1990.
5. Desouza Alfred (ED): Urban Growth and Urban Planning (New Delhi) : Indian Social Institute, 1983
6. Thudipara Z. Jacob: Urban Community Development (Jaipur: Rawat Publications)
7. Clincard B. Marshal: Slums and Community Development, New York, the Free Press, 1987

PAPER – IV: SOCIAL ENTREPRENEURSHIP

Paper Code: BSW- 504 (SOFT SKILL)

Objective: By reading this paper the student will be able to develop understanding of the concept of social entrepreneurship & analyze multiple theories of social entrepreneurship and its intersection of the fields of entrepreneurship and social change

Unit I: Introduction to social entrepreneurship

1. Meaning of Social Entrepreneurship
2. Social Entrepreneurship as Defined by Social Entrepreneurs
3. Social entrepreneurship profiles & seizing social business opportunities

Unit II: Approaches & Theory of Change

1. Approaches to Social Entrepreneurship
2. Acumen's Measurement Approach
3. Social Entrepreneurship vs. Other Models of Social Change
4. Activity: Develop a Theory of Change

Unit III: The role of social innovation

1. Social Innovations: A critical element to scaling social impact
2. Disruptive innovations

Unit IV: Measurement tools

1. Measurement and scaling social impact
2. Acumen's Framework for Measuring Impact

Unit V: The future: Reflection and shared experiences

1. Path to social entrepreneurship
2. Thoughts for change-makers

Required Readings:

1. Welch, Wilford. *The Tactics of Hope: How Social Entrepreneurs are Changing the World*. (Earth Aware, 2008, ISBN 160109014-5).

BSW VI Semester (from 2018 onwards)

PAPER – I: DISASTER MANAGEMENT

Paper Code: BSW- 601 (CORE)

Objective: By reading this paper the student will be able to develop understanding of the types of disasters in social life & its effective management by social workers, govt. & non- govt. organizations.

Unit – I

1. Concept, nature and approaches to disaster.
2. Role of disasters in environmental pollution.

Unit –II

1. Types of Disasters: Earthquake, fire, flood, cyclone & drought.
2. Pre- Disaster and post- disaster management

Unit –III

1. Effect of the disaster on individual & social life.
2. Disaster Management Programmes

Unit –IV

Organizational setup of disaster management: National Level, State Level, divisional level and district levels (executive & secretariat level)

Unit –V

1. Role of social worker in disaster management.
2. Role of Government and Non government Organisations in disaster management.

Required Readings:

1. G.K. Ghosh: Disaster Management (APH Publication Corporation)
2. R.B. Singh: Disaster Management (Rawat Publication)
3. B. Narayan: Disaster Management (APH Publishing Corporation)

PAPER – II: SOCIAL WORK WITH DIFFERENTLY-ABLED

Paper Code: BSW- 602 (CORE)

Objective: By reading this paper the student will be able to develop understanding of the area of need and problems of differently-abled persons and rehabilitation provided to them in India.

Unit – I Concept of impairment, disability, and handicap, types of disabilities, statistical Profile of sensory, intellectual & physical disability in India.

Unit – II Causative factors at the individual & societal levels.

Unit –III Need and Problems of Differently-abled Persons and their families at different stages in disabled person's life.

Unit –IV Services for the differently-abled for early detection, prevention, education & rehabilitation provided by voluntary & governmental organizations.

Unit-V Social work interventions in different settings & areas of disability

Required Readings:

1. Dasgupta Sugata (Ed.) Towards a Philosophy of Social in India
2. Find, Wilson and Conover: The field of Social work (New York: Henry Holt, 1959)
3. Friedlander, W.A.: Introduction to Social Welfare (New York Prentice – Hall, 1955)

PAPER – III: HUMAN RESOURCES & PERSONNEL MANAGEMENT

Paper Code: BSW- 603 (CORE)

Objective: By reading this paper the student will be able to develop understanding of the area of basic human resources functions and area of personnel management in social work organizations.

Unit – I Introduction, definition & relevance of personnel management

Unit – II Personnel functions in relation to social work & social work organizations

Unit – III Counselling: concept, types & process

Unit – IV Grievances in fields of social work, personnel. Grievance handling procedures.

Unit – V Communication- process, types of communication- verbal, non-verbal & written. channels of communication, importance of communication in relationship management.

Required Readings:

1. Lal Das D.K. Personnel Management Industrial Relations and Labour Welfare (Agra Y.K. Publishers, 1991)
2. Bhatia, S.K.: Personnel Management & Industrial Relation (New Delhi: Deep Publications, 1988)
3. Saxena DC: Principles and Practice of Management (Sahitya Bhavan Publications, 2009)
4. Sudha GS: Human Resource Management (National Publishing House, Jaipur-2006)

PAPER – IV: TRIBAL DEVELOPMENT POLICY & ADMINISTRATION

Paper Code: BSW- 604 (CORE)

Objective: By reading this paper the student will be able to develop understanding of the area of tribal communities, their problems & development by various govt. & non-govt. schemes.

Unit-I: Tribal Concept, Meaning & Identity

1. Meaning, definition and characteristics of tribe
2. Concept of tribe from various perspectives – British perspective, Indian perspective, tribal's own perspective, Constitutional Meaning of tribe.

Unit-II: Tribal Organisations

1. Social organisations: Tribal family, marriage, kinship, Yuvagruh, Religion and customary practices. Economic organisations: Concept, forms, functions and changing nature
2. Political Organisations: Tribal council, customary laws and practices.

Unit-III: Tribal Culture

1. Tribal Culture Component of tribal culture: Dance, Drama, Folklore, dialect, Instruments.
2. Religion, customs & Rituals
3. Literature and Art, Life philosophy in cultural practices.

Unit – IV Development Sector for Tribal Community

1. Various scheme for tribal development department: Central and State level.
2. Swarnajeyanthi Gram Swarozgar Yojana (SGSY)
3. Micro-credit and Women's Development Schemes.
4. Health Education, Water & Sanitation

5. Women Empowerment – Strengthening of SHGs through their promotion as Federations and Cooperatives

Unit-V: Rural and Tribal Development Administration

1. Administrative structure for rural & tribal development Central and State level.
2. Panchayath Raj : Functions of Panchayats Raj System - Salient Features of 73rd amendment and its role in rural and tribal development. MSW _ II Year 2015 New Syllabus
3. Cooperative movement in India: Principles, Characteristics, Types and functions of Cooperative. People's participation in Rural development
4. Role of social worker in tribal and rural development programmes.

Required Readings:

1. Devendra Thakur : Tribal life in India (Ten Vols), Deep & deep pub., New Delhi, 1994.
2. Rafeeva: An introduction to the Tribal Development in India, International, Dehradun, 1988.
3. Ramana Rao D.V.V: Tribal Development, Discovery pub., New Delhi, 1992.
4. Babuji M.: Tribal development administration, Kanishka Pub., New Delhi, 1993.
5. Nadeem Hashain: Tribal India today, Harnam publications (Second Ed.), New Delhi, 1991.