



RCSS
RAJAGIRI COLLEGE OF
SOCIAL SCIENCES
(AUTONOMOUS)

“Relentlessly Towards Excellence”

Bachelor of Social Work (BSW)

SCHEME AND SYLLABUS



SCHOOL OF SOCIAL WORK

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BACHELOR OF SOCIAL WORK (BSW)



SCHEME AND SYLLABUS
2015 & 2016 admissions

SCHOOL OF SOCIAL WORK

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1. PROGRAMME OBJECTIVES AND GRADUATE ATTRIBUTES

Bachelor of Social Work (BSW) Programme

The BSW programme is envisaged as a first-degree course in professional social work to mould socially committed and professionally competent young social workers who are able to contribute towards the goal of social development of the country. The programme comprises of six semesters and field practicum is visualised in the syllabus as fundamental to experiential learning.

Programme Objectives

1. To equip learners with integrated domain knowledge, conceptual clarity and ability to perform as social work professionals.
2. To provide avenues and opportunities to understand one's own strengths and limitations and use them effectively.
3. To develop the ability to work in teams and functions as contributing member and also take initiatives as a leader.
4. To help learners understand and appreciate the ethical standards of the profession and develop Social sensitivity with responsiveness.

Graduate Attributes

- ☞ Knowledge base of social work practice
- ☞ Critical thinking & Analytical skills
- ☞ Effective Communication & team work
- ☞ Social responsiveness
- ☞ Environmental Sensitivity

2. BSW PROGRAMME SUMMARY

The syllabus of the BSW Programme is designed as a combination of three domains consisting of the Core Domain (consisting of courses which are fundamental to social work education), Complementary Domain (consisting of foundational and interdisciplinary courses which complement the knowledge base of social work profession), Open Domain (consisting of one purely interdisciplinary course) and Enrichment Domain (consisting of mostly interdisciplinary one credit courses for enhancing employability).

BSW PROGRAMME SUMMARY							
Semester	Theory	Field Practicum	Dissertation	Open Course (OC)	Enrichment Courses (EC)	Total Credits	Maximum Marks
1	16	4	-	-	1	21	500
2	16	4	-	-	1	21	500
3	16	4	-	-	1	21	500
4	16	4	-	-	1	21	500
5	16	1	-	4	1	22	500
6	12	4	3	-	3	22	500
Summer placements (2)		4	-	-	-	4	100
Total	92	25	3	4	8	132	3100

SEMESTER WISE COURSES OF BSW PROGRAMME

Course Code	Course	Course Type	Credits	Hours/week	Total hours	Maximum Marks
SEMESTER I						
BSW101	Introduction to Social Work	Core	4	4	72	100
BSW102	Basic Economic Concepts for Social Work	Complementary	4	4	72	100
BSW103	Sociological Concepts for Social Work	Complementary	4	4	72	100
BSW104	Communication Skills in English	Common	4	4	72	100
BSW1EC1	MS Office – I (EC)	Enrichment	1	1	20	-
BSW1FP1	Field Practicum 1	Core	4	12	144	100
Total			21	29		
SEMESTER II						
BSW201	Social Work Intervention with Individuals	Core	4	4	72	100
BSW202	General Psychology	Complementary	4	4	72	100
BSW203	Developmental Psychology	Complementary	4	4	72	100
BSW204	Critical Thinking, Academic Writing and Presentation Skills	Common	4	4	72	100
BSW2EC2	MS Office – II (EC)	Enrichment	1	1	18	-
BSW2FP2	Field Practicum 2	Core	4	12	144	100
BSW2SP1	Summer placement I	Core	2	-	90	50
Total			23	29		
SEMESTER III						
BSW301	Social Work Practice with Groups	Core	4	4	72	100
BSW302	Social Work Intervention in Communities	Core	4	4	72	100
BSW303	Gandhian Philosophy and Social Work Practice	Complementary	4	4	72	100
BSW304	Management Basics for Social Welfare Administration	Complementary	4	4	72	100
BSW3EC3	Office Management (EC)	Enrichment	1	1	18	-
BSW3FP3	Field Practicum 3	Core	4	12	165	100
Total			21	29		

SEMESTER IV						
BSW401	Social Work Research and Statistics	Core	4	4	72	100
BSW402	Community Health and Health Care Services	Complementary	4	4	72	100
BSW403	Legal Information for Social Workers	Complementary	4	4	72	100
BSW404	Environmental Studies	Common	4	4	72	100
BSW4EC4	Participatory Rural Appraisal (EC)	Enrichment	1	1	20	-
BSW4FP4	Field Practicum 4	Core	4	12	144	100
BSW4SP2	Summer placement II	Core	2	-	90	50
Total			23	29		
SEMESTER V						
BSW501	Rights and Welfare of Children	Core	4	4	72	100
BSW502	Communication for Development	Complementary	4	4	72	100
BSW503	Local Governance and Development	Complementary	4	4	72	100
BSW504	Entrepreneurship	Complementary	4	4	72	100
BSW5OC1	Web Designing	Open course	4	4	72	100
BSW5EC5	Statistical Package for Data Analysis (EC)	Enrichment	1	1	18	-
BSW5FP5	Field Practicum 5	Core	1	-	48	-
Total			22	21		
SEMESTER VI						
BSW601	Rural Development	Complementary	4	4	72	100
BSW602C1	Geriatric Care Management	Core (Choice based)	4	4	72	100
BSW602C2	Tribal Welfare	Core (Choice based)	4	4	72	100
BSW603C3	Fundamentals of Financial Management	Core (Choice based)	4	4	72	100
BSW603C4	Project Planning and Management	Core (Choice based)	4	4	72	100
BSW6EC6	Event Management (EC)	Enrichment	1	1	18	-
BSW6EC7	Accounting in Computer using Tally. ERP- 9 (EC)	Enrichment	2	2	40	-
BSW6FP6	Field Practicum 6 (Block Placement)	Core	4	-	175	100
BSW6D1	Social Work Dissertation	Core	3	-	-	100
Total			22	15		

CREDITS FROM VARIOUS COMPONENTS

Programme duration	6 semesters
Minimum Credits required for successful completion of the programme	124
Minimum credits required from common courses	12
Minimum credits required from core + complementary courses including dissertation	108
Minimum credits required from open course	4
Minimum credits required from enrichment courses	8
Minimum attendance required	75%

3. COURSE SYLLABI

SEMESTER - 1

BSW101 - INTRODUCTION TO SOCIAL WORK

COURSE OBJECTIVES

1. Enable students to understand and differentiate social work and other related terms.
2. Understand the context of emergence of social work as a profession
3. Understand the nature of Social work practice in varied settings.
4. Understand the importance of professional values and ethics of social work practice.

COURSE OUTLINE

MODULE 1 : BASICS IN SOCIAL WORK (12 HOURS)

Concepts in social work :Social Work, Social Service, Social Welfare, Social Reform, Social Justice, Social Health, Social Security, Social Policy, Social Defense, Social Development, Human Rights, Social Legislation, Social Administration

Social work: Definitions, Objectives, Misconceptions of social work, Characteristics of Social Work, functions, purpose and Scope of Social work
Relationship of Social work with Applied social sciences: Sociology, Psychology, Political Science, Economics, & Anthropology

MODULE 2 : HISTORICAL DEVELOPMENT OF SOCIAL WORK (15 HOURS)

Development of professional social work in U.K. and U.S.A: Intervention of Monarch (ruler), Elizabethan Poor Law,Charity Organisation Society COS Movement, Settlement House Movement, The Beveridge Report, development of Social Work education

Development of professional social work in India: Development in ancient, medieval, modern period Social Reformers, Contribution of Gandhi, Development of Social Work education.

Development of social work models: Charity model, remedial model, developmental model and sustainable model , Roles played by social worker in different models.

MODULE 3 : PHILOSOPHY AND PRINCIPLES OF SOCIAL WORK (15 HOURS)

Philosophy and Values of social work: Basic Philosophy of Social Work, Humanitarianism and Democratic values, values relating to individual, values relating to problem, values relating to relationship, values relating to social agency.

Principles of Social Work: 7 generic principles of social work, Roles of social worker

MODULE 4 : SOCIAL WORK AS PROFESSION (15 HOURS)

Methods of Social Work: Primary and secondary methods of social work

Units of interventions: Individual, family, group, community

Social Work as a Profession: Professional traits, professional Code of Ethics, Social Work Profession in India and challenges of social work profession.

MODULE 5 : SOCIAL WORK PRACTICE AND VARIED FIELDS (15 HOURS)

Changing Trends in Social Work Practice: Sensitization about Gender Issues, differently able, aged, Environmental Conservation

Fields settings of social work: Understanding the roles and functions of social worker in the Child setting, family setting, school setting, hospital setting, community setting, correctional setting

Welfare programme by government: Welfare Schemes and Programme for women, children, SC/ST, Youth Aged, Differently abled, Rural and Urban welfare.

REFERENCES

1. Choudhary, Paul. (1983). *Introduction to Social work*. New Delhi: Atma Ram & Sons.
2. Dasguta, S.(1967). *Towards a philosophy of Social Work in India*. New Delhi:Popular Book Services
3. Konopka,Gisela(1958). *Social Work Philosophy*. Minneapolis: The University of Minnesota Press.
4. Misra,P.D. (1994). *Social Work –Philosophy and methods*.Inter India Publications
5. Segal Elizabeth. *Social work-An introduction to the profession*.
6. Reddy.D.Sreenivasan.*A hand book of social work*
7. Desai Murali.*Ideologies and social work –History and contemporary Analysis*

BSW102 - BASIC ECONOMIC CONCEPTS FOR SOCIAL WORK

COURSE OBJECTIVES

1. To introduce the basic economic concepts and principles for effective social work practice.
2. To identify economic factors involved in social problems.
3. To classify Indian and global economy.
4. To compare different economic systems.

COURSE OUTLINE

MODULE 1 : INTRODUCTION TO ECONOMIC CONCEPTS (12 HOURS)

An overview of micro and macroeconomic concepts & significance of economic sciences for social work practice

MODULE 2 : THEORIES OF DEMAND AND PRODUCTION (18 HOURS)

Theory of demand: Analysis of demand & supply, Diminishing marginal utility, Elasticity of demand Theory of production: Factors of production (land/labor/capital/enterprise) Social accounting and National income

MODULE 3 : ECONOMIC SYSTEMS AND MARKET STRUCTURES (16 HOURS)

Definition of market. Concepts of product and factor markets. Different types of market (e.g. perfect competition, monopoly, imperfect competition, monopolistic competition and oligopoly). Price determination under perfect competition in long and short run. Price determination under monopoly.

MODULE 4 : DEVELOPMENT CONCEPTS (13 HOURS)

Global Development Processes- Meaning and Indicators, common characteristics of underdevelopment, obstacles to economic development, India – developing economy. WTO, MNCs effect on developing economics, Causes and types of unemployment. LPG (Liberalisation, Privatisation and Globalisation)

MODULE 5 : PLANNING AND DEVELOPMENT (13 HOURS)

Economic development: Stages, meaning, determinants and the role of government. Economic planning: Meaning and Forms, Features, essentials, objectives, arguments and techniques. Human Development, Human Capital, Minimum Needs Programme, Migration: Types, Causes and Consequences

REFERENCES

1. Datt Ruddar, S. K. (1998). *Indian Economy*. S. Chand Publishers.
2. David R, H. (1993). *Encyclopedia of economics 141 top economists explain the theories,mechanics,and institutions of money,trade and markets*. America: Warner Books.
3. K.K.Dewett. (2004). *Modern Economic Theory*. S. Chand.
4. Karl E, C. (2002). *Principles of economics*. America: Pearson Education America.
5. Patel, S. J. (1999). *Indian Economy Towards the Twenty First Century*. New Delhi: University Press.
6. Robert E, H. (2010). *Macroeconomics Economic growth,fluctuations,and policy*. Newyork: Viva Books.
7. Rogers, F. F. (1926). *Elementary economics vol.2*. America: Macmillan.

BSW103 - SOCIOLOGICAL CONCEPTS FOR SOCIAL WORK

COURSE OBJECTIVES

1. To enable the students to understand basic concepts related to Sociology.
2. To deepen the awareness on various aspects related to socialization and patterns of interaction existing in the society.
3. To learn about the role of culture in the formation of self and personality of the individual.
4. To gain deeper insight into various social problems that causes social disorganization in the society and to explore possible remedies to counter them.

COURSE OUTLINE

MODULE 1 : BASIC CONCEPTS IN SOCIOLOGY (12 HOURS)

Sociology- Meaning, Definitions, Origin, Scope and its relation to other social Sciences - Social Work, Psychology, Political Science, Economics, & Anthropology
Definitions, Characteristics, and Types of Society-Community-Association-Institution-Organization-Social Groups-Role-Status

MODULE 2 : ORIGIN AND GROWTH OF SOCIETY (16 HOURS)

Theories of Origin of Society, Types of Societies,
Types of Community – Rural, Urban and Tribal.
Individual and Society. Heredity and Environment

MODULE 3 : SOCIALIZATION AND SOCIAL CONTROL (15 HOURS)

Social institutions- Family, Marriage, Religion, education,
Socialization Definition and theories of Socialization
Social control-values/norms/customs/religion/morality/Culture

MODULE 4 : SOCIAL ORGANIZATION (15 HOURS)

Social interaction and its types.
Social change and factors of social change, theories of social change
Social systems /political/ eco-system
Social Differentiation and Stratification, Social disorganization

MODULE 5 : SOCIAL MOVEMENTS AND SOCIAL PROBLEMS (14 HOURS)

Social movements – Definition and Types

Social problems - causes and stages of social problems

Theoretical approach to social problems

Study of specific social problems/intervention strategies /programmes

Crime/beggary/prostitution /alcoholism & drug dependence, Terrorism.

REFERENCES

1. Anthony, G. (1997). Sociology. United Kingdom: Blackwell Publication Limited.
2. Harry, J. M. (1995). Sociology: A Systematic Introduction. New Delhi: Allied Publications Limited.
3. Rajendra, S. (1997). Indian Society - Institutions and Change. New Delhi: Atlantic Publishers and Distributors.
4. Rao, S. C. (1997). Sociology: Primary Principles of Sociology with an Introduction to Social Thought. New Delhi: S. Chand and Company.
5. Rawat, H. K. (2013). Sociology: Basic Concepts. New Delhi: Rawat Publications.

BSW104 - COMMUNICATION SKILLS IN ENGLISH**COURSE OBJECTIVES**

1. To enable the students to communicate better in English
2. To acquire knowledge on Phonetic language and subsequent pronunciation.

COURSE OUTLINE**MODULE 1 : PHONETIC SYMBOLS (16 HOURS)**

Phonetic Symbols Part – 1

MODULE 2 : PHONETIC SYMBOLS AND ACCENTS (16 HOURS)

Phonetic Symbols Part – 2

Word Stress, Sentence Stress

Weak Forms, Strong Forms and Contracted Forms, Intonation

American and British Accents

Influence of Mother Tongue

MODULE 3 : LISTENING (14 HOURS)

Barriers to Listening

Academic Listening, Listening to Announcements, Listening to News on the Radio and Television

Word Stress and Rhythm, Pauses and sense-groups, Falling and Rising Tones
Fluency and Pace of Delivery

MODULE 4 : TALKING (14 HOURS)

Art of Small talk

Participating in Conversations

Making a Short Formal Speech

Describing people, Places, events and things

MODULE 5 : COMMUNICATION WITH OTHERS (12 HOURS)

Group Discussions, Telephone Communication, Reading skills

REFERENCE

V., S., Dutt, P. K., & Rajeevan, G. (2009). Communication Skills in English. New Delhi: Cambridge University Press India Pvt. Ltd.

BSW1EC1 - MS OFFICE – I**COURSE OUTLINE****MODULE 1 : WINDOWS - BASICS (2 HOURS)**

Learning About Your Computer System - Hardware and Software, Main Parts of the Computer Operating System, Application Software, Windows. Typing Tutor - Windows 7 Introduction, Log on/off & Shutdown Procedure, Password Changes, Lock this computer Facility, Aero Effect (Peak, Shake, Snap), Desktop Icons etc.

MODULE 2 : MS WORD (7 HOURS)

Introduction, Creating & Saving a Document. Save as command. Page set up. Scrolling through a Document, Office Button, Closing a Document. Home Tab - Cut, Copy and Paste, Applying Font Styles, Change Case, Line Spacing, Paragraph Formatting, Bullets and Numbering, Find and Replace Zoom Control, etc. Insert Tab - Header and Footer, Page Number, Page Break, Tables, Symbol, Picture, Object, Word Art etc. Page layout Tab - Page Setup, Breaks, Columns, Borders and Shading, Watermark, Indents, Paragraph Spacing etc. Reference Tab - Table of Contents, Foot Notes, Citation & Bibliography, Captions, Table of Figures, index, Table of Authorities etc. Mailings Tab - Envelops, Labels, Mail Merge etc. Review Tab - Thesaurus, Word Count, Set Language, Comments, Track Changes, Protect Document etc. Hyperlink, Bookmark and Printing Documents, Save as (PDF, 97-2003 Format etc.), Keyboard Shortcuts

MODULE 3 : EXCEL 2003 (8 HOURS)

Introduction - Starting Excel, Introducing the Concepts of Work Sheets and Work Book, Sheet Tabs (Switching Between Worksheets, Renaming, Adding, Deleting and Rearranging), Rows, Columns and Cells (Insert/Delete, Rename etc.) Formula Bar, Name Box, Status Bar, Active Cell, Fill Handle, Entering Data, Saving Work Book, etc. Formatting Columns and Rows (Selecting, Inserting, Deleting, Widening, Hide, Unhide), Changing the Font Size and Alignment, Moving between Cells, Enter Key Directions, Auto Filling to Enter Data Series, Changing Text Wrap, Vertical Alignment and Orientation of Cell Entries. Merging Cells. Entering Values in a Table, Using Border and Colour, Number Formatting, Using Simple Formulas, Auto Sum, Copying with Fill Handle, Using Reference

Operators (Range, Union), Header and Footer, Inserting Symbols, etc. Using Functions, Commonly Used Simple Functions (Now, Sum, Sumif, Average, Min, Max, Count, Countif etc.) Creating Charts, Editing a Chart- Changing the Chart Type and Orientation of the Data Series, Editing chart Titles, Legend and Gridlines, Formatting the values on Y Axis, Moving and resizing the embedded chart. Logical Functions, Simple If Function Nested Functions; Sorting (Simple & Complex), Filtering Data (Auto Filter & Advanced Filter), Get External Data, Goal Seek, Conditional Formatting, Data Validation, and Subtotals. Hide and Protect Sheet, Book, Cells, Inserting Pictures and Objects, Freezing Panes, Page Setup, Print Area, Printing Worksheet & Charts, Keyboard Shortcuts

MODULE 4 : MS - OFFICE 2007 - POWER POINT (3 HOURS)

Microsoft Office Fluent Interface, Office Button, The Ribbon (Tabs, Groups, Dialogue box Lounger), Quick Access Toolbar, Layout of PowerPoint, Views Buttons Speaker Notes, Title Bar, Status Bar, Zoom Slider, Slide Show, Slides/Outline Pane, Placeholder etc. Creating, Saving and Opening Presentations, Inserting, Duplicating and Deleting Slides, Selecting a Layout, Managing Slides, Aligning Text, Font, Font Styles, Character Spacing, Change Case, Paragraph Formatting (Alignment, Bullet & Numbering, indent, Spacing, etc.) Find and Replace, etc. Selecting a Slide Design, Slide Backgrounds, Editing Notes, Page Setup, Slide Views (Slide view, Outline view, Slide Sorter view) etc. Inserting Objects (Tables, Picture, Clip Art, Shapes, Smart Arts, Charts and Word arts), Formatting Objects, Inserting the Date and Time into a Slide, Inserting the Slide Number, Inserting Header and Footer, Symbol etc. Inserting and configuring Sounds and Movies, Slide Transition, Custom Animation, Configuring Slide Show, Running the Slide Show, Setup Slide Show. Hyperlink, Slide Master, Timing Slide Transition to Sounds and Movies, Printing Presentation, Save as (PowerPoint Show, Template, 97-2003 Format, etc.), Keyboard Shortcuts

REFERENCES

Inc, K. L. (2008). Office 2007 In Simple Steps. New Delhi: Dreamtech Press.

SEMESTER - 2

BSW201 - SOCIAL WORK INTERVENTION WITH INDIVIDUALS

COURSE OBJECTIVES

1. To understand the case work method and its application in practice
2. To equip theoretical knowledge for work with individuals
3. To develop competencies to use the method in practice while working with Individual clients.

COURSE OUTLINE

MODULE 1 : BASICS OF SOCIAL CASE WORK (12 HOURS)

Social Casework – Meaning, definition, purpose, values, Historical development of casework, Relation of social case work with other methods of Social Work., Schools of case work - Diagnostic and Functional schools and approaches in casework

MODULE 2 : COMPONENTS, PRINCIPLES AND RELATIONSHIP IN CASE WORK (18 HOURS)

Components of case work: Person, Problem, Place, Process

Principle of case work: 7 principles of case work relationship

Client case worker relationship: Meaning and importance of Professional relationship, purpose of professional relationship, elements of Professional relationship case work, Use of relationship: transference, counter transference

MODULE 3 : CASE WORK PROCESS (15 HOURS)

Case Work process: Study, Diagnosis, Treatment, Evaluation & Termination

Case Work Recording: use of Case Work Recording, structure and content of Case Work records –methods of recording: Verbatim, narrative, condensed, analytical and summary record

MODULE 4 : SKILLS, TOOLS, TECHNIQUES AND MODELS OF CASE WORK PRACTICE (15 HOURS)

Skills : used in different phases of helping process

Tools: used in different phases of helping process

Techniques: used in different phases of helping process

Models of case work practice: Social Diagnostic (Richmond), Problem Solving Approach (Perlman)

MODULE 5 : SCOPE OF CASEWORK IN PRACTICE (12 HOURS)

Role of social worker

Case studies: Individuals- type of problems, difficulties faced by individuals

Case work in various setting: School setting, Hospital, Community, Family, Correctional settings etc

Similarities and difference: Similarities and difference between case work, counselling and psychotherapy.

REFERENCES

1. Beistek Felix (1957). Case Work Relationship. Chicago: Loyola University Press
2. Grace Mathew (1992). Introduction to Social Case Work. Bombay: Tata Institute of Social Sciences.
3. Hamilton Gordon, (1976). Principles of social case recording. New York: Colombia University Press.
4. Hepworth & Larsen (2010). Direct Social Work Practice: Theory and Skills (Eighth Edition). Belmont, CA: Brooks/Cole/ Thompson.
5. Woods, M. & Hollis, F. (2000). Case work: A Psycho-Social Therapy. New York: McGraw Hill Inc.
6. Perlman, H.H. (1957). Social Case Work: A Problem Solving Process. Chicago: University of Chicago Press.
7. Roberts, R.W., Nee R.H.(1970). Theories of Social Case Work. Chicago: University of Chicago press

BSW202 - GENERAL PSYCHOLOGY**COURSE OBJECTIVES**

1. To help the students to understand the dynamics of behaviour in terms of heredity and environment as shapers of personality.
2. To help the students to gain an insight into the components of general psychology.
3. To introduce the students to the basic mechanism of mental processes.
4. To enable the students to develop a theoretical perspective of understanding human development and behavior across the life span.

COURSE OUTLINE**MODULE 1 : PSYCHOLOGY SCOPE AND METHODS (18 HOURS)**

Definition, branches of Psychology, scope and methods.

Sensation and Perception: Vision, hearing, smell, taste, sense of position and movement

Consciousness and levels of consciousness

Learning: Definitions, theories of learning-Classical conditioning, Instrumental conditioning, Operational Learning and observational learning

Memory – Definition, Memory process-registration, retention and recall, Types of memory

Cognition – Reasoning, Problem solving

MODULE 2 : MOTIVATION AND ATTITUDE (14 HOURS)

Definition, Theories of motivation-Drive theory, Incentive theory, Opponent process theory, optimal level theory, and Abraham Maslow's theory.

Intelligence: Definition, Theories of intelligence: Factor theory, Gardner's theory, Process oriented theories, Assessment of Intelligence (IQ tests)

Individual differences and Intelligence: Heredity and Environment

MODULE 3 : THEORIES OF PERSONALITY (18 HOURS)

Psychoanalytical theory (Sigmund Freud), Psycho-social theory (Eric Erickson), Client Centred Theory (Carl Roger), Self-Actualization Theory (Abraham Maslow), Behaviourist Model: (B.F Skinner)

**MODULE 4 : MENTAL HEALTH AND PSYCHOLOGICAL DISORDERS
(12 HOURS)**

Concept of Mental Health - Definition, characteristics and constituents

Psychological Disorders: Mental retardation, mental and behavioural disorders (OCD, BPAD, Schizophrenia and Depression)

MODULE 5 : CONFLICT AND STRESS MANAGEMENT (10 HOURS)

Types of Conflicts, Stress Management Techniques

REFERENCES

1. Morgan Clifford: Introduction to Psychology, McGraw-Hill Book Co., New York, 1986.
2. Munn Norman L: Introduction to Psychology, Houghton Mifflin, Co., New York, 1969.
3. Krech David & Cruchfield Richard S.: Elements of Psychology, A brief course, Alfred Knopf, New York, 1970.
4. Hoffiman Lois, Paris Scott: Developmental Psychology, McGraw Hill Inc, New York, 1994.
5. Crider, A. B., Goethals, R. G., Kavanaugh, R. D., & Solomon, R. P. (1989). Psychology. Illinois: Scott, Foresman and Company.
6. Das, J. P. (1998). The Working Mind: An Introduction to Psychology. New Delhi: Sage Publications India Pvt. Ltd.
7. Fernald, D. L., & Fernald, P. S. (1999). Introduction to Psychology. New Delhi: A.I.T.B.S Publishers and Distributors.
8. Hilgard, R. E., Atkinson, R. C., & Atkinson, R. L. (1971). Introduction to Psychology (5th ed.). New York: Harcourt Brace Jovanovich, Inc.
9. Huffman, K. (2004). Psychology in Action (7th ed.). New Jersey: John Wiley & Sons, Inc.
10. Murphy, G. (1951). An Introduction to Psychology. Calcutta: Oxford Book Company.

BSW203 - DEVELOPMENTAL PSYCHOLOGY**COURSE OBJECTIVES**

1. To develop a basic understanding of the physical, cognitive and psycho social development of people throughout the life span
2. To integrate the knowledge on developmental changes, related issues with personal experiences and observations of human development.
3. To critically reflect on the implications for social work practice with people at different stages of human life

COURSE OUTLINE**MODULE 1 : INTRODUCTION TO LIFESPAN DEVELOPMENT (10 HOURS)**

Meaning, purpose and importance of developmental psychology in social work practice.

Understanding growth and development: characteristics, maturation and learning; Influence of heredity & environment on human development

Understanding Life span development: life span, longevity, developmental task, developmental lag, milestones, stages of life span development: characteristic features and hazards

MODULE 2 : PRENATAL PERIOD AND INFANCY (18 HOURS)

Beginning of life: maturation, ovulation and fertilization

Prenatal period: characteristic features, stages of development, intra uterine mechanisms: placenta, umbilical cord, amniotic sac; prenatal environment, psychosocial influences, hazards

Birth, cultural influences on prenatal and postnatal development

Infancy: characteristics of infant, major elements of adjustments, postnatal care.

MODULE 3 : TODDLERHOOD AND CHILDHOOD (14 HOURS)

Toddlerhood: characteristic features, child rearing practices and parenting styles, language development, attachment behavior, importance of family; play and its importance .

Early child hood: characteristic features, moral development and development of conscience, importance of preschool education, social and personality development. Late childhood: characteristic features, influence of school, peer relationships.

MODULE 4 : PUBERTY AND ADOLESCENCE (12 HOURS)

Puberty: characteristic features, physical and psychological changes and its effect on personality and behavior, hazards

Adolescence: characteristic features, social changes, family and peer relationships, moral changes, identity crisis, risk behaviours

MODULE 5 : ADULTHOOD (18 HOURS)

Adulthood: early adulthood - characteristic features, marital and vocational adjustments, Middle age - characteristic features, marital and vocational adjustments, Old age - characteristic features, psychosocial issues

REFERENCES

1. Berk Laura, E. (1998). *Development through the Lifespan*. London: Allyn and Bacon.
2. Hurlock, Elizabeth B. (1996). *Developmental Psychology-a life span approach*. New Delhi: Tata Mcgraw-Hill Publishing Co.Ltd.
3. Newman B.M., Newman P.R. (1999). *Development through life: A Psychosocial approach*. New York: Wardsworth
4. Dinkar, Suchitra S. (2010). *Child Development and Psychology*. New Delhi: Axis Publications.
5. Seifert, K. L., Hoffnung, R. J., Hoffnung, M. (2000). *Lifespan Development*. (2nd ed.). Boston: Houghton Mifflin Co.
6. Srivastava, V. (2010). *Women Ageing: Social Work Intervention*. Jaipur: Rawat Publications.
7. Dhillon, Paramjeet Kaur (1992). *Psychosocial Aspects of Aging in India*. New Delhi: Concept Publishing.

BSW204 - CRITICAL THINKING, ACADEMIC WRITING AND PRESENTATION SKILLS

COURSE OBJECTIVES

1. To enable the students to master the art of writing in English
2. To acquire skills in critical thinking and analytical ability.

COURSE OUTLINE

MODULE 1 : CRITICAL THINKING (15 HOURS)

Introduction to Critical Thinking

Reasoning, Arguments – Deductive and Inductive arguments, Fallacies

Inferential Comprehension

Critical Thinking in Academic Writing

Clarity, Accuracy, Precision, Relevance

MODULE 2 : RESEARCH FOR ACADEMIC WRITING AND THE WRITING PROCESS (16 HOURS)

Researching Resources for Writing

Data Collection from appropriate sources

Selecting Key Points

Note-Making

Summary, Paraphrasing, Direct Quote

Documentation

Plagiarism

The process of writing

Title and the thesis

Developing the essay

Introduction, Body Paragraphs, Conclusion

Revising and polishing the essay

Proofreading

MODULE 3 : ACCURACY IN ACADEMIC WRITING (15 HOURS)

Articles

Nouns and prepositions

Subject-verb agreement

Phrasal Verbs

Modals, Tenses, Conditionals

Prefixes and suffixes, prepositions

Adverbs, Relative pronouns

Passives, Conjunctions

Embedded questions, Abbreviations

MODULE 4 : WRITING MODELS (12 HOURS)

Letters, letters to the Editor

Resume and Covering Letter

E-Mails, Seminar Papers, Project Reports, Notices

Filling Application Form

Minutes and Agenda

Essays

MODULE 5 : PRESENTATION SKILLS (14 HOURS)

Soft skills for academic presentations

Effective Communication skills

Structuring the presentation

Choosing appropriate medium

Clarity and brevity

Interaction and Persuasion

Interview Skills

Group Discussions

REFERENCE

Anderson, M., Nayar, P. K., & Sen, M. (2009). Critical Thinking, Academic Writing and Presentation Skills. New Delhi: Dorling Kindersley (India) Pvt. Ltd.

BSW2EC2 - MS OFFICE – II**COURSE OUTLINE****MODULE 1 : WINDOWS 7 (2 HOURS)**

Accessories: Games, Calculator, Notepad, Paint, Word Pad, System Tools, Entertainment, Snipping Tool, Sticky Notes. Settings: Control Panel: Date/Time, Display, Taskbar, Printers and Faxes, Fonts, Sounds, Run, Windows Explorer: Organizing and finding Files and Folders, Navigation Pane, Windows 7 Libraries, Ripping Audio, Shortcuts (Pin to Taskbar & Start Menu, Desktop), Internet: Introduction to networks (LAN, WAN and MAN), Website, Email, Web browsers.

MODULE 2 : MS ACCESS (3 HOURS)

Creating a New Database and Table, Modifying a Table. Creating and sorting a Query, Using AND and OR Operators in a Query, Creating a Form with the Form Wizard, Creating a Report with the Report Wizard, Relationships Finding and Replacing Data, Sorting Records, Using Common Filters, Filtering by Selection, Filtering by Form, Creating an Advanced Filter.

MODULE 3 : MS OUTLOOK (3 HOURS)

The Outlook Environment, Configure Outlook, Making and Managing Contacts, Inbox, E-mail (Creating, Sending, Replying, Forwarding Messages) Sending and Opening Attachments, Using Signature, Searching Messages. Sent Item Folder, Outbox Folder, Deleted Items, Junk Mail, Creating and moving to Folders, Move to Folders, Using the Calendar, Import and Export Data.

MODULE 4 : MICROSOFT OFFICE PUBLISHER (10 HOURS)

Starting a New Publications, Printing, Text Boxes, WordArt, Graphics, Shapes. Building Your Brand, Creating Flyers, Brochures, newsletter, Text-based Publications - planning Longer Publications, Sidebar: Non-Standard Sizes, Copy fitting Text, Inserting pages; Organizing Content -Working with a table of Contents, Creating Sections, Moving Content, Sidebar: Graphics Manager.

REFERENCES

Inc, K. L. (2008). Office 2007 In Simple Steps. New Delhi: Dreamtech Press.

SEMESTER - 3

BSW301 - SOCIAL WORK PRACTICE WITH GROUPS

COURSE OBJECTIVES

1. To understand groups as significant social system influencing human lives
2. To familiarize with the principles, values and skills of social work practice with groups
3. To develop skills in analysing and dealing with group processes and to record it appropriately.

COURSE OUTLINE

MODULE 1 : INTRODUCTION TO GROUPS (8 HOURS)

Group- definition, Characteristics, Types of groups - open and closed groups, primary and secondary groups, psyche and socio groups. Role of groups in development of the individual, understanding group as a mutual aid system

MODULE 2 : GROUP DEVELOPMENT AND GROUP PROCESSES (20 HOURS)

Types of group formation, stages of Group development, Group Processes: meaning, communication and interaction patterns - acceptance, isolation and rejection, sub groups; Group cohesion; Group structure – roles, status and leadership, group decision making; Group control – norms, conflict and control; Group culture and group climate; Tools for assessing group interaction- Socio gram and sociometry

MODULE 3 : INTRODUCTION TO SOCIAL GROUP WORK (12 HOURS)

Definition, purpose and models of Group Work; values of group work, Historical Development of Group Work, Principles of Group Work, types of groups in social group work - treatment groups, task oriented groups, developmental groups

MODULE 4 : GROUP WORK PROCESS (20 HOURS)

Phases of group work process - Planning phase, beginning phase, middle phase and termination phase, knowledge and skills required in each phase, Roles of Group Worker in each phase, importance of programme in group work, principles and process of programme planning, programme media, programme evaluation.

MODULE 5 : RECORDING AND PRACTICE OF GROUP WORK (12 HOURS)

Use of home visits and collateral contacts in group work; Recording in group work – types, purpose, contents of group work recording. Group work practice with children, adolescents, older persons and women.

REFERENCES

1. Toseland, Ronald W., Rivas, Robert F. (2009). *An introduction to group work practice*. (6th ed.). Boston: Pearson/Allyn and Bacon.
2. Shulman, Lawrence. (2009). *The Skills of Helping Individuals, Families, Groups, and Communities*. (6th ed.). Toronto: Thompson.
3. Hepworth & Larsen (2010). *Direct Social Work Practice: Theory and Skills (Eighth Edition)*. Belmont, CA: Brooks/Cole/ Thompson.
4. Association for the Advancement of Social Work with Groups. (2006). Standards for social work practice with groups. Virginia: AASWG, Inc. http://www.aaswg.org/files/AASWG_Standards_for_Social_Work_Practice_with_Groups.pdf
5. Konopka, G. (1983). *Social group work: A helping process* (3rd Edition). Englewood Cliffs, NJ: Prentice Hall.
6. Trecker, H.B. (1972) *Social Group Work: Principles and Practice*. New York: Association Press.
7. Zastrow, Charles. (2001). *Social Work with Groups: Using the Class as a Group Leadership Laboratory*. Brooks/Cole
8. Siddiqui, H Y (2008). *Group work: Theories and practice*. Rawat publications.

BSW302 - SOCIAL WORK INTERVENTION IN COMMUNITIES

COURSE OBJECTIVES

1. Get an indepth knowledge about the community organization process.
2. Understand the use and practice of community organization in various fields of social work.
3. Identity the emerging trends and experiments in community organization.

COURSE OUTLINE

MODULE 1 : ANALYSING COMMUNITY (12 HOURS)

Concept of community, Sociological & Practitioner perspective
Structure & functions, Deconstruction community, Analyzing communities.

MODULE 2 : UNDERSTANDING COMMUNITY ORGANISATION (16 HOURS)

Definition of community Organization
History of community organization in UK/USA/India
Scope /objectives /steps/ Values & principles of community
Ethics of community organization practice values organization

MODULE 3 : UNDERSTANDING COMMUNITY ORGANISATION PRACTICE (15 HOURS)

Stages in the process of Community Organisation – Study, Analysis, Assessment, Discussion, Organisation, Action, Evaluation, Modification and Continuation
The models of Community Organisation-locality development model, social action, social planning model. Community Organisation and community development- Similarities and differences.

MODULE 4 : LEADERSHIP AND DYNAMICS (15 HOURS)

Leadership – concept, leadership pattern in Indian Communities.
Community Conflict- Types of conflict in communities and strategies for conflict resolution, Understanding community dynamics

MODULE 5 : SOCIAL ACTION (14 HOURS)

Social Action – definition, objectives, social action as a method of Social Work, Scope of social action in India, social action to deal with social problems in India, Principles, methods and strategies of social action.

REFERENCES

1. Ross Murray, G., (1985). Community Organization: Theory and Principles. New York: Harper and Row Pub.
2. Siddhiqui, H.Y. (1997). Working with community. New Delhi: Hira Publications.
3. Cox M. F. & Erlich L, J. (1987). Strategies of Community Organisation. Illinois: F.E. Peacock Publishers
4. Jack Rothman and others (2001). Strategies of community interventions & Macro practices – Peacock Publications, 6th Edition
5. Haynes, Karen S. & Mickelson, James S., Affecting Change, Social Movements Pub. 107 ff.
6. Kramer, R.M. & H., Spechit, (1974). Community Organisation Practice. Strategies.
7. Anne Hope & Sally Timmet (1985). A handbook for community workers. 3 volumes, Gwera Mambo Press

BSW303 - GANDHIAN PHILOSOPHY AND SOCIAL WORK PRACTICE

COURSE OBJECTIVES

1. Understand the fundamentals of Gandhian philosophy and Gandhian Social Work
2. Develop an understanding on Gandhian views on economics, education, industry and development
3. Analyse Gandhian approach to Rural reconstruction.

COURSE OUTLINE

MODULE 1 : FUNDAMENTALS OF GANDHIAN PHILOSOPHY (12 HOURS)

Cultural heritage of India- Characteristics of Indian culture- Socio religious background of India

Social dimension of Varna Dharma, Ashrama Dharma, Purusharthas, Ashram vows.

MODULE 2 : FOUNDATIONS OF GANDHIAN SOCIAL THOUGHT (12 HOURS)

Man and Society, theories of Trusteeship, Panchayat Raj, Swadeshi and Sarvodaya

Seven Social Sins, Social change through non-violence.

MODULE 3 : GANDHIAN VIEWS ON ECONOMICS AND INDUSTRY (18 HOURS)

Ethical basis of Economics-purity of means-Simplicity of life- Co-operation, bread labour-Self reliance-classless society, Problems of modern economic growth-energy and ecological crisis-rural-urban imbalances.

Machinery and Production-Problems and Prospects of large scale industries-appropriate technology- Indigenous technology-feasibility of medium scale industries.

MODULE 4 : GANDHIAN VIEWS OF EDUCATION (15 HOURS)

The philosophy and social purpose of Nai Talim-value base of an ideal Society-Peace, Equality, Human dignity and democracy, relevance of Yoga and meditation.

Characteristics of Gandhian Social Work, Gandhi's relevance in today's world.

MODULE 5 : GANDHIAN APPROACH TO RURAL DEVELOPMENT (15 HOURS)

Agriculture and Industry-Local source of energy and raw materials-Charka a symbol of self reliance-village industries- Grass root level participation of people in community

Gandhian constructive programmes,Implementation of Constructive Programme :Code of Conduct for the Agencies.

REFERENCES

1. Gangrade,K.D.,(2005),Gandhian Approach to Development and Social Work,Concept Publishing Company,New Delhi.
2. Singh,R.B.,(2006),Gandhian Approach to Development Planning,Concept Publishing Company.New Delhi.
3. Sharma,Rashmi,(1997) Gandhian Economics:A Human Approach,Deep and Deep Publications, New Delhi.
4. Ray,Ramashray,(1985) Self and Society:A Study in Gandhian Thought, Sage Publication,New Delhi.
5. Gangrade,K.D. (2001) Constuctive Programmes,Gandhi Smriti and Danshan Samiti,New Delhi.
6. Gandhi M.K.(Reprint 2005) Constuctive Programme; its Meaning and Place,Navajeevan,Ahmedabad.
7. Prabhu R.K. and Rao,U.R.(1987),The Mind of Mahatma Gandhi:Navajeevan,Ahmedabad.
8. Bharati,K.S.(1991) The Social Philosophy of Mahatma Gandhi; Concept Publishers,New Delhi.

BSW304 - MANAGEMENT BASICS FOR SOCIAL WELFARE ADMINISTRATION

COURSE OBJECTIVES

1. To develop a basic understanding about the management concepts and principles; and its relevance in social work practice
2. To familiarize with the different theoretical approaches to management
3. To develop self awareness on motivating factors and skills in working in teams
4. To associate the utility of the administrative structures, processes and procedures in an organization.

COURSE OUTLINE

MODULE 1 : INTRODUCTION TO MANAGEMENT (14 HOURS)

Introduction to management: concepts of management, administration, human service administration and management, significance of management in social work practice.

Schools of management: classical, behavioral, management science, systems and contingency schools. Role and tasks of a professional manager, Levels of management, managerial skills at various levels

MODULE 2 : INTRODUCTION TO NGO MANAGEMENT (16 HOURS)

Social Work Administration as a method in Social Work. NGOs in the social welfare and development sector, Role and functions of non-governmental organizations. Classifications of NGOs: service providers, empowerment NGOs, support NGOs and umbrella and network NGOs.

Establishment of human service organizations: Registration of organization/societies: constitution, rules and procedure, goals, different types of legislations, legal status.

MODULE 3 : MANAGEMENT PROCESS (16 HOURS)

Planning & Decision making: Importance, Process of planning and decision making, types of plans. Techniques of decision making – Decision Tree

Organizing: importance, types, process, principles; Departmentalization, delegation, Centralization and decentralization; organizational structure

Staffing: importance, process, human resource planning, Job analysis, Recruitment, selection process, Placement and induction, training and development, transfer and promotion, Performance appraisal

Leading/Directing: meaning and importance

Controlling: Nature, scope, control process, effective control system, control techniques – traditional and modern

MODULE 4 : ORGANISATIONAL BEHAVIOUR (14 HOURS)

Organisational Behaviour: meaning and importance

Motivation - Herzberg, Maslow, McGregor's theory X, Y and Z. Leadership - trait, behavioral, contingency theories. Communication: Importance and types of organizational communication, barriers, communication networks, Characteristics of Effective Organizational Communication.

Meaning of job satisfaction. Sources and consequences of job satisfaction, MBO, job enrichment. Understanding work Teams and types of teams, creating effective team. Group norms, Organizational culture and climate, Organizational change and development

MODULE 5 : GOVT. MACHINERIES FOR WELFARE ADMINISTRATION (12 HOURS)

Ministries of Social Justice, Women and Child Development, State Social Welfare Dept., CSWB – Objectives and major programmes.

REFERENCES

1. Banerjee, S. (1998) *Principles and Practice of Management*. New Delhi: Oxford and IBH Publishing.
2. Chhabra, T. N. (1978). *Principles and Practice of Management* . Delhi: Dhanpat Rai and Sons.
3. Dassler, G. (1997). *Management: Leading People and Organisations in the 21st Century*. Prentice Hall Upper Saddle River Pub.
4. Harold Koontz, C. D. (1980). *Management*. McGraw Hill International Book Company.
5. Paul Healey, K. H. (2003). *Management of Organisational Behaviour - Leading Human Resources*. New Delhi: Prentice Hall of India Pub.
6. Robbins, S. P. (1997). *Organisations Behaviour: Concepts, Controversies, Application*. New Jersey: Prentice Hall Upper Saddle River Pub.

BSW3EC3 - OFFICE MANAGEMENT**COURSE OUTLINE****MODULE 1 : INTRODUCTION TO OFFICE MANAGEMENT (3 HOURS)**

Meaning, functions and importance of office management; principles of office management, principal departments of modern office. Centralization vs. decentralization of office services. Skills of an office manager - literacy and numeracy, computer literacy and proficiency in the use of productivity tools, effective communication, time management, analytical and problem-solving skills.

MODULE 2 : MANAGING OFFICE PERSONNEL AND WORK (3 HOURS)

Recruitment, Selection and Training of office staff. Office supervision-duties and responsibilities of supervisory staff. Motivation- Financial and non-financial incentives to subordinates. Planning and Scheduling Office Work: Office routine, flow of work and office manual.

MODULE 3 : OFFICE LAYOUT AND ENVIRONMENT (2 HOURS)

Office layout, objectives & principles of office layout and types of office layout – traditional, modular and virtual. Office Stationery and forms: Control over stationery, forms and supplies. Office Automation, Office environment as it relates to comfort, health and safety – cleanliness, sanitation, lighting, temperature and noise

MODULE 4 : OFFICE COMMUNICATION AND MEETINGS (5 HOURS)

Office communication systems—word processing, telecommunications, and electronic mail. Essentials of effective official communication. Conduct of meetings: Meaning and types of meeting; Secretarial practices relating to holding of meetings with special reference to notice, agenda, quorum, motions, resolutions, adjournment of meeting and minutes. Minutes writing - types of minutes, minutes book, contents of minute, drafting or writing of minutes.

MODULE 5 : RECORD MANAGEMENT (5 HOURS)

Meaning, definition & scope of record management, Principles of record keeping, appraisal of records. Filing - meaning, definition & different types of filing system. Indexing - meaning, definition & different types of indexing; Retention of records, Inventory of records, Record movement control and Tracking system. Management of electronic records - Managing Email as Records, Managing Records in Databases; Desktop management of files

REFERENCES

1. Gupta, C.B. Office Organization & Management. New Delhi: Sultan Chand & Sons.
2. Chopra, R.K. Office Management. New Delhi: Himalaya Publishing House.

SEMESTER - 4

BSW401 - SOCIAL WORK RESEARCH AND STATISTICS

COURSE OBJECTIVES

1. To develop a basic understanding about scientific research in social work practice and its process
2. To apply research and statistical concepts in preparing research proposals, data analysis and reporting

COURSE OUTLINE

MODULE 1 : INTRODUCTION TO SOCIAL WORK RESEARCH (10 HOURS)

Meaning and definition of research. Social research and Social Work Research. Need and scope of social work research, Characteristics of scientific enquiry, ethical considerations in research, approaches – inductive and deductive, quantitative and qualitative approaches, overview of research process

MODULE 2 : PROBLEM FORMULATION AND RESEARCH DESIGN (20 HOURS)

Problem formulation in research - problem identification, Pilot study, review of literature, defining the problem, objectives, concepts/constructs, variables, operational definition of variables, types and formulation of hypothesis

Research Design: Meaning and definition of research design, components and types of research design -Exploratory, descriptive and experimental

MODULE 3 : SAMPLING AND DATA COLLECTION (10 HOURS)

Universe and Sampling, census method, advantages and disadvantages of sampling, sampling frame and unit, probability and non probability sampling – types, techniques of selecting sample

Sources of data: Primary and secondary Methods of Data Collection: Interviewing, Questionnaire, Observation and Focused Group Discussion. Tools for Data Collection: Interview schedule, Interview guide, Questionnaire, Observation schedule,; pre testing of tools

MODULE 4 : DATA PROCESSING AND ANALYSIS (20 HOURS)

Data processing – editing, coding, classification, tabulation

Statistics -uses and limitation of statistics in research, Measurement of variables,

Measures of central tendency -mean, median, mode

Measures of dispersion -range, standard deviation, quartile deviation

Correlation: types, computation - Pearson's Coefficient of correlation, Spearman's Rank correlation.

Use of SPSS in data analysis

MODULE 5 : RESEARCH REPORTING (12 HOURS)

Presentation of statistical data – tabular and graphic; Interpretation of statistical data, writing research report – components; writing research abstract, bibliography and references, use of APA format.

REFERENCES

1. Rubin, A., Babbie, E. (2010). *Methods for Social Work Research*. New Delhi: Brooks/Cole.
2. Bhandarkar, P. L., Wilkinson, T. S. (2002). *Methodology and Techniques of Social Research*. Mumbai: Himalaya Publications.
3. Aczel Amir D., (1995). *Statistics: Concepts and Applications*. Richard D. Irwin Inc.
4. Cramer, D. (1999). *Fundamental Statistics for Social Research: Step-by-step Calculations and Computer Techniques using SPSS for Windows*. Routledge & Kegan Paul
5. Gupta S.C., (1997). *Fundamentals of Statistics*. New Delhi : Himalaya Pub. House
6. Kothari. C.R, (2004). *Research Methodology*. New Delhi : NAI Publishers.
7. LalDas .D.K., (2000). *Practice of Social Research*. Jaipur : Rawat Publications.

BSW402 - COMMUNITY HEALTH AND HEALTH CARE SERVICES

COURSE OBJECTIVES

1. Develop an understanding of the holistic concept of Health.
2. Understand the concept of health and integrated approach to health in the context of Development.
3. Analyze plans and policies/services in health and implications for development practice.
4. Impart knowledge on concepts of Community Health, community participation, vital indicators and demographic data of health

COURSE OUTLINE

MODULE 1 : HEALTH-MEANING AND DEFINITION (12 HOURS)

Dimensions of health, changing concepts of health, determinants of health, indicators of Health

Epidemiology of Diseases

MODULE 2 : CONCEPT OF HEALTH CARE (12 HOURS)

Levels of Health Care, Elements of Primary Health Care, Principles of Primary Health Care, Health Care Services in India

Health Statistics-Problems of India and Kerala

MODULE 3 : PUBLIC HEALTH IN POST INDEPENDENT ERA (15 HOURS)

Health Sector Planning-Five Year Plans, Systems of Medicine, National Health Policy 2002,

Report of various Health Committees, Steps for evaluation of Health Services

Special national level programmes for Health

MODULE 4 : MODERN HEALTH SCENARIO (18 HOURS)

Life Style Diseases, Health and Cost -Insurance Coverage, National Health Mission, PHFI,

Health Education-Personal hygiene, Nutrition, Environmental health and Community health Care Services, Health education in Schools, Responsibility for Health.

MODULE 5 : AGENCIES IN THE AREA OF HEALTH PROMOTION (15 HOURS)

International Health Agencies - World Health Organization, UNICEF, FAO, ILO, World Bank.

NGO's and other Agencies, Rock Feller Foundation, Ford Foundation, Co-operative for Assistance and Relief Everywhere (CARE) and International Red Cross.

REFERENCES

1. Park K.(2009). Preventive and Social Medicine, Banarsidas Bhanot Publishers
 2. Goel, S L.(2004). Health care policies and programmes: Health care system and management-2, Deep & Deep Publications
 3. Cockerham William C (2000). Medical Sociology, Prentice Hall
 4. Goel, S L.(2007). Health Education: Theory and practice, Deep & Deep Publications
 5. M.C. Gupta & B.K. Mahajan (2003). Textbook of Preventive and Social Medicine, Jaypee Brothers
 6. Seth G.S. (1995). Medical Social Work, Medical College, Mumbai
 7. Sivan Sadhana (1997). Preventive and Social Medicine. All India Publishing & Distributors, Chennai.
 8. Health Information in India, Central Bureau of Health Intelligence, Ministry of Health & Family Welfare, Govt. of India, New Delhi
- Journals
1. Health
 2. Health Action

BSW403 - LEGAL INFORMATION FOR SOCIAL WORKERS

COURSE OBJECTIVES

1. To understand the Indian Constitution with particular emphasis on the Fundamental Rights and Directive Principles.
2. Acquire a basic understanding of the Indian Legal System and its functioning.
3. Understand the nature of social legislation and the various laws for family, women, children and other marginalized groups.

COURSE OUTLINE

MODULE 1 : INDIAN CONSTITUTION (12 HOURS)

Framing of the Indian Constitution and Preamble, Fundamental Rights, Directive Principles and Fundamental Duties, Salient features of Indian Constitution Union Parliament – Lok Sabha and Rajya Sabha, President, Prime Minister and Council of Minister, constitutional safe guards for sc/st, women ,children

MODULE 2 : INDIAN JUDICIAL SYSTEM (16 HOURS)

Supreme Court and High Court

Other Courts- Types of Civil Courts, Criminal Courts

Special courts: Family Courts, Juvenile Courts, Legal Aid, Lok Adalats, Public Interest Litigation

MODULE 3 : CONCEPTS AND PROCEDURES IN LAW ENFORCEMENT (15 HOURS)

Meaning, need and scope of social legislations

Concepts and procedures in Law enforcement: Criminal Procedure Code and Indian Penal Code FIR, Arrest, Summons, Warrant, Bail, cognisable ,non-cognisable Charge Sheet, Police Custody and Judicial Custody, Rights of Arrested Person, Habeas corpus, mandamus, prohibition warrants, certiorari , Probation, Parole

Areas for social work and legal assistance: Social Worker and Victims of Immoral Trafficking, Social worker and prisoners, Social Worker and women Victims of domestic violence, Social Worker and children in conflict with law

MODULE 4 : SOCIAL LEGISLATIONS (15 HOURS)

Laws for the protection and care of Women- Maternity Benefits Act , Hindu, Muslim and Christian Personal laws on Marriage, Divorce, Maintenance, Dowry Prohibition Act, 1961; Medical Termination of Pregnancy Act, 1971

Laws for the protection and care of Children: Child Labour(Prohibition and Regulation) Act, 1986; Central Adoption Resource Agency Guidelines, 1991; The Juvenile Justice (Care and Protection of Children), Act 2000

Laws for the protection and care of SC/ST: Civil Right protection act 1955, Consumer Protection Act, 1986

MODULE 5 : ADMINISTRATION OF BODIES (14 HOURS)

Administration Prison Administration-Social defence administration, Police administration, Human right commission, Child right commission, Women right commission, Criminal Procedure Code and Indian Penal Code Criminology, Role of social worker varied settings related to social legislation.

REFERENCES

1. Gangrade K.D. (1978). *Social Legislation in India* Delhi : Concept Pub., Vol. I & II,
2. Diwan Paras; Peeyushi Diwan (1996). *Family Law (Hindus, Muslims, Christians, Parsis and Jews)*. Allahabad Law Agency
3. Kulkarni P.D. (1978). *Social Policy and Social Development in India*. Madras: Association of School of Social Work in India
4. Matha P.D., (1986). *Family Courts*, New Delhi : Indian Social Insti.
5. Smith N.J., (1972). *Brief Guide to Social Legislation*, London : Methuen & Co.Ltd.
6. Sugathan N (1983). *Kerala Land Reforms Act*, Cochin : Kerala Law Publi.
7. Tandon Mahesh Prasad; Tandon Rajesh (1973). *Questions and Answers on the Code of Criminal Procedure*, , Allahabad Law Agency, Allahabad, Bare Acts of Respective Legislations

BSW404 - ENVIRONMENTAL STUDIES**COURSE OBJECTIVES**

1. To acquire an awareness of and sensitivity to the total environment and its allied problems
2. To Gain a variety of experience in, and acquire basic understanding of the environment and its associated problems.
3. To acquire skills for identifying and solving environmental problems

COURSE OUTLINE**MODULE 1 : DEFINITION, SCOPE, IMPORTANCE AND NATURAL RESOURCES
(14 HOURS)**

Definition, Scope, Importance

Institutions in Environment, People in Environment, Natural resources and associated problems, Non-renewable and Renewable resources: Forest Resources, Water Resources, Mineral Resources, Food Resources, Energy Resources, Land resources

Role of an individual in conservation of natural resources, equitable use of resources for sustainable lifestyles

MODULE 2 : ECOSYSTEMS (16 HOURS)

Concept of an ecosystem:-Understanding ecosystems, Ecosystem degradation, Resource utilisation

Structure and functions of an ecosystem, Producers, consumers and decomposers

Energy flow in the ecosystem:-The water cycle, The Carbon cycle, The Oxygen cycle, The Nitrogen cycle, The energy cycle, Integration of cycles in nature, Ecological succession

The food chains, food webs, ecological pyramids

Introduction, Types, Characteristic features, Structure and functions:-Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, lakes, streams, rivers, estuaries, oceans)

MODULE 3 : BIODIVERSITY AND ITS CONSERVATION (12 HOURS)

Genetic diversity, Species diversity, Ecosystem diversity

Biogeography classification of India, value of biodiversity: consumptive, productive use, social, ethical, aesthetic and option values, Consumptive value, Productive value, Social value, Ethical value, Aesthetic value, Option value

Biodiversity at global, national and local levels, India as a mega diversity nation, Hotspots of biodiversity, Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, endangered and endemic species of India , Common Plant species, Common Animal species, Conservation of biodiversity: in-situ and ex-situ

MODULE 4 : ENVIRONMENTAL POLLUTION (12 HOURS)

Causes, Effects and Control Measures of: Air Pollution, Water Pollution, Soil Pollution, Marine Pollution, Noise Pollution, Thermal Pollution, Nuclear hazards Solid waste management: causes, effects and control measures of urban and industrial waste, role of individuals in pollution prevention, pollution case studies, Disaster Management: floods, earthquakes, cyclones, landslides

MODULE 5 : SOCIAL ISSUES AND THE ENVIRONMENT (18 HOURS)

From unsustainable to sustainable development, urban problems related to energy, water conservation, rain water harvesting and watershed management, resettlement and rehabilitation of people; its problems and concerns.

Environmental Ethics-Issues and Possible Solutions:- Resource consumption patterns and the need for their equitable utilisation, Equity – Disparity in the Northern and Southern countries , Urban – rural equity issues, The need for Gender Equity, Preserving resources for future generations, The rights of animals, The ethical basis of environment education and awareness, The conservation ethic and traditional value systems of India

Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and nuclear holocaust.

Wasteland Reclamation, Consumerism and Waste Products, Environment Protection Act, Air Prevention and Control of Pollution) Act, Water (Prevention and Control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues Involved in Enforcement of Environmental Legislation.

REFERENCES

1. Barucha, E. (2005). Textbook for Environmental Studies for Undergraduate Courses. Universities Press, UGC.
2. Abbasi, S. (1991). Wetlands of India: Ecology and threats; the Wetlands of Kerala Volume.3. Discovery publishing.
3. P.S, Ramakrishnan. (2001). Ecology and sustainable development. National book trust.
4. George, S. (2005). environmental impact assessment. Save a family plan.
5. Jain, K, R., Hutchings, & L, B. (1977). Environmental analysis: emerging issues in planning. University of Illinois press.
6. Shukla, S., & Srivastava, P. (1992). Environmental population and chronic diseases. Common wealth publishers.

BSW4EC4 - PARTICIPATORY RURAL APPRAISAL**COURSE OUTLINE****MODULE 1 : INTRODUCTION TO PRA (2 HOURS)**

Concept of participation-Types, importance and levels, Development as a participatory process and its dimensions, Project Development model, PRA and its relevance in Social work

MODULE 2 : PRINCIPLES AND METHODS OF PRA (6 HOURS)

Participatory Rural Appraisal –definition, history and principles, Pillars of PRA, advantages and its limitations

PRA Methods

1. Space related methods: Social map, Resource map, Mobility map, Services & Opportunities map, Transect walk
2. Time related methods: Time Line, Seasonal Calendar, DRA
3. Relation methods: Well being ranking, Venn Diagram, Pair Wise ranking, Force Field Analysis, Cause Effect, Causal Tree Analysis

MODULE 3 : APPLICATION OF PRA AND DOCUMENTATION (12 HOURS)

Application of PRA in field, process, use of methods and documentation.

REFERENCES

1. Narayanasamy, N.(2009),Participatory Rural Appraisal: Principles, methods and application, Sage Publications.
2. Neela Mukherjee.(2003),Participatory Rural Appraisal :Methodology and Applications, Concept Publishing Company, Delhi

SEMESTER - 5

BSW501 - RIGHTS AND WELFARE OF CHILDREN

COURSE OBJECTIVES

1. To enable the students to understand basic concepts, laws and deliberations related to Child rights.
2. To deepen the awareness on various problems faced by the child population in the Indian society.
3. To learn about various programmes and welfare measures adopted at International, National and Regional levels.
4. To gain deeper insight into the problems and issues of children with special needs.

COURSE OUTLINE

MODULE 1 : HISTORICAL DEVELOPMENT OF CHILD RIGHTS (14 HOURS)

Concept of Child Rights, Historical development, UN Convention on the Rights of the child, Constitutional Provisions, National Policy for Children, National Charter for Children, Juvenile Justice Act, POCSO Act, Commissions for Protection of Child Rights.

MODULE 2 : DEMOGRAPHIC PROFILE OF CHILDREN IN INDIA (16 HOURS)

Needs and problems of girl children, Children in Difficult Circumstances - Street and working children, children exploited through labour, beggary, trafficking and prostitution, children exposed to violence and sexual abuse, orphans, children in conflict with law, HIV infected and affected children, natural calamity affected children.

MODULE 3 : CHILD HEALTH (15 HOURS)

A Situational Analysis - Causes of infant mortality and morbidity - Reproductive and child health, health of adolescent girls - Common childhood diseases - Nutritional deficiencies, Health and nutritional services for the child in India - the ICDS project, School Health Programme, Role of UNICEF & WHO.

MODULE 4 : CHILDREN WITH SPECIAL NEEDS (15 HOURS)

Definition and classification of Children with special needs, Mentally challenged, Learning Disabilities, Emotionally Disturbed, differently abled - Visual, Hearing and Physically Challenged- Giftedness.

MODULE 5 : CHILD WELFARE PROGRAMMES (12 HOURS)

Adoption, Foster care, Institutional Care, Governmental and non-governmental programmes for children. Strategies for the education of rural, urban and tribal children. Ministry of women and child development.

REFERENCES

1. Bura, N. (1995). *Born to Work: Child Labour in India*. Delhi: Oxford Univeristy Press.
2. Dhanalakshmi, N. (1993). *Childhood Morbidity in Rural Areas: Bio-Social Determinants*. New Delhi: Discovery Publishing House.
3. Gopalakrishnan, B. (2004). *Rights of Children*. Jaipur: Aavishkar Publishers, Distributors.
4. India, G. o. (1974). *National Policy for Children*. New Delhi: Department of Social Welfare.
5. Joshi, S. (1996). *Child Survival, Helath and Soial Work Intervention*. New Delhi: Concept Publishing Company.
6. Kewalramani, G. S. (1992). *Child Abuse: A Sociological Study of Working and Non-working Children*. Jaipur: Rawat Publications.
7. Mouzakitits, C. M., & Varghese, R. (Eds.). (1985). *Social Work Treatment with Abused and Neglected Children*. Illinois: Charles C Thomas. Publisher.
8. Prasad, J., & Prakash, R. (1996). *Education of Handicapped Chidren: Problems and Solutions*. New Delhi: Kanishka Publishers, Distributors.
9. Sharma, U. (1996). *Development of Child in India (Vol. 1)*. Jaipur: Printwell.
10. Singh, D. (1995). *Child Development: Issues, Policies and Programmes (Vol. 1 & 2)*. New Delhi: Kanishka Publishers Distributors.
11. Singh, S. C. (2007). *Rights of Child*. New Delhi: Serials Publications.

BSW502 - COMMUNICATION FOR DEVELOPMENT**COURSE OBJECTIVES**

1. To understand the role of communication in Development and acquire the knowledge about theories, models and barriers of communication.
2. To provide knowledge about Group communication and Mass communication techniques and its use in social work practice.
3. To acquire skill in designing communication strategies and its application in different settings for social change.

COURSE OUTLINE**MODULE 1 : BASICS OF COMMUNICATION (10 HOURS)**

Communication: Definition, Objectives, Purpose, Types and Evolution
Barriers of Communication, Theories of Communication

MODULE 2 : PROCESS AND MODELS OF COMMUNICATION (15 HOURS)

Elements-sender, encoding, message, channel, receiver, decoding and feedback.
Models - Laswell, Osgood and Schramm, Gerbner, Shannon and Weaver and David Berlo.

MODULE 3 : DEVELOPMENT COMMUNICATION (16 HOURS)

Purpose and Principles of Development Communication.
Paradigms-Modernization, Dependency and Participatory.
Application of Communication Strategies in Development Projects-PRA, Social Marketing, Advocacy, BCC.

MODULE 4 : MASS COMMUNICATION AND MASS MEDIA (17 HOURS)

Functions and Priorities of Media Development.
Influence of Media on different target groups-therapeutic, educational, entertainment and organization building
Types of Mass media-Exhibition, Cinema, Television, Radio, Print media, Theatre, Folk media, Information Technology and World wide Web.

MODULE 5 : SKILL DEVELOPMENT (14 HOURS)

Visual Design: Introduction of elements of design such as layout, typography, use of colour and shape, designing effective posters and logos for campaigns.

Use of Puppetry, Folklore and Street Theatre

Alternative media and Campaigns: Approaches to media and society, Transmission and Semiological models, using semiology for Critical media analysis of artefacts-TV commercials, Advertisements, Comic strips and News paper.

REFERENCES

1. Mefalopulos, Paolo. (2008). Development communication sourcebook: broadening the boundaries of communication. World Bank.
2. Andal, N., (1998). Communication Theories and Models. New Delhi: Himalaya publishing house.
3. Croteau David; Hoynes Williams (2000). Media/Society: Industries, Images, and Audiences, Pine Forge Press
4. Kumar, Keval J., (2002). Mass communication in India. Jaico Publishing House
5. Prasad, Kiran. (2009). Communication for Development-Reinventing Theory and action. New Delhi: B R Publishing Corporation.
6. Sengupta Sailesh. (1997). Management of Public Relations and Communication. Vikas publishing house.

BSW503 - LOCAL GOVERNANCE AND DEVELOPMENT**COURSE OBJECTIVES**

1. To gain an in depth understanding of the concepts of development and decentralised governance.
2. To understand the evolution of Panchayati Raj and the structures of urban and rural governance.
3. To critically analyse the functioning of local self governments in relation to development and good governance.

COURSE OUTLINE**MODULE 1 : INTRODUCTION TO DEVELOPMENT CONCEPTS (12 HOURS)**

Concepts of development: economic development, human development, social development, sustainable development. Goals of development, Relationship between social policy and development, social and development planning, top down and bottom up approaches, development planning machineries at national and state levels – NITI Aayog, National Development Council, State Planning Board.

Governance: meaning and characteristics, democratic governance

MODULE 2 : EVOLUTION OF PANCHAYATI RAJ (16 HOURS)

Democratic Decentralization-Meaning, objectives and importance, relationship between decentralization and democratic governance

Concept & Evolution of Panchayati Raj : Historical development of the concept, Community Development Programme (1952), national level committees in the evolution of Panchayati Raj (Balwantrai Mehta, Ashok Mehta, G.V.K. Rao, Singhvi committees), 73rd and 74th constitutional Amendments.

MODULE 3 : RURAL GOVERNANCE (16 HOURS)

Functions of Panchayati Raj Institutions: Structure, functions and powers at each level, revenue sources, committees in village level Panchayati Raj bodies, Gram Sabha (including Mahila Gram Sabha), its role and importance, Community participation in governance, Relation of Urban Local Self Government with bodies of Governance at the state level.

MODULE 4 : URBAN GOVERNANCE (16 HOURS)

Types of Urban Local Self Government in India, Municipal Corporation, Municipal Council/Nagar Palika, Sources of Revenue, Structure, powers and functions at each level, Committees and their functions, Ward Committees and citizen participation

Relation of Urban Local Self Government with bodies of Governance at the state level.

District planning committee - Composition, Functions and Significance.

MODULE 5 : GOOD GOVERNANCE (12 HOURS)

Meaning, definition and elements of good governance - Accountability, Transparency, Responsiveness, Equity & Inclusiveness, Effectiveness & Efficiency, Rule of law, Participatory, Consensus, Initiatives for Good Governance in Local Governments: Social Audit, Citizen Charter, Citizen Report Card and Ombudsman.

REFERENCES

1. Sachdeva, P. (2011). Local government in India. Noida: Dorling Kindersley
2. Goel, S. L., Rajneesh, S. (2003). Panchayati Raj in India: Theory and Practice. New Delhi: Deep & Deep Publications
3. Reddy, P. L. S., Singh, R. (eds.) (2006). Good Governance: Case Studies in Administrative Innovations. New Delhi: Kanishka Publishers
4. Jain, L. C. (2005). Decentralisation and local governance. Orient Longman
5. Adiseshiah Malcolm S; Mukherjee P. (1994). Decentralised Planning and Panchayati Raj. New Delhi: Concept Publishing Company
6. Ghosh, Buddhadeb. (2000). Panchayati Raj: Evolution of the Concept. Institute of Social Sciences
7. Websites of Ministry of Panchayati Raj, India (<http://www.panchayat.gov.in>) and Local Self Government Department, Kerala (<http://lsg.kerala.gov.in>)

BSW504 - ENTREPRENEURSHIP

COURSE OBJECTIVES

1. To familiarize the students with the basic understanding of Entrepreneurship.
2. To know the sources of help and support available for starting a small scale industry.
3. To identify the traits of successful entrepreneurs.
4. To acquaint and appreciate the needed entrepreneurial discipline.

COURSE OUTLINE

MODULE 1 : CONCEPT OF ENTREPRENEURSHIP (16 HOURS)

Importance- Definition of entrepreneur- Functions of entrepreneur – Characteristics of entrepreneur –Functions of entrepreneur - Types of entrepreneurs – Intrapreneur - Theories of Entrepreneurships- Practices to entrepreneurship development-Concept of Women Entrepreneurship-Problems of Women Entrepreneurs- Distinction between an Entrepreneur and a Manager- role of entrepreneurs in economic development.

MODULE 2 : ENTREPRENEURIAL GROWTH (12 HOURS)

Factors affecting Entrepreneurial Growth-Rural entrepreneurship-Role of entrepreneur in Economic Development

MODULE 3 : ENTREPRENEURIAL MOTIVATION (14 HOURS)

Motivating Factors- Achievement Motivation- Entrepreneurial Competencies- Major Entrepreneurial Competencies- Developing Competencies. Entrepreneurship Development Programme (EDP) - need- objectives- institutional effort and role of Government in developing entrepreneurship. Phases of EDP.

MODULE 4 : MICRO, SMALL & MEDIUM ENTERPRISES (14 HOURS)

Small scale business/Industry-Characteristics- Objectives – Importance- Small business as a seed bed of entrepreneurship- problems of Small Scale Industries- Incentives and Subsidies- Taxation benefits to small scale Industry- Institutional Finance to entrepreneurs- meaning of project report.

MODULE 5 : INSTITUTIONAL SUPPORT TO SMALL ENTREPRENEURS**(16 HOURS)**

Need for Institutional support to Small Entrepreneurs – National Small Industries Corporation Ltd. (NSIC) Small Industries Development Organisation (SIDO)- Small Scale Industries Board (SSIB)- State Small Industries Development Corporations (SSICS)- Small Industries Service Institution (SISI)- District Industries Centres (DICs) –Industrial Estates- specialized institutions- Technical Constancy Organisations (TCO's).

REFERENCES

1. N.P.Srinivasan, C. G. (1992.). Entrepreneurial Development. Delhi: Sultan Chand and Sons.
2. Pande, G. N. (1994). Complete Guide to Successful Entrepreneurship. New Delhi: Vikas Publication.
3. S.S.Khanka. (1994). Entrepreneurial Development. Ram Nagar New Delhi: S.Chand & Co. Ltd.
4. Saravanavel, P. (1997). Entrepreneurial Development. Chennai: Ess Pee Kay Publishing House.
5. Bogaert. (1989). Group Entrepreneurship with the Rural poor an idea,whose time has come. New Delhi: Indain Social Institute.
6. Nandan, H. (2011). Fundamental of Entrepreneurship. New Delhi: PHI Learning Private LTD.
7. Varma, D. A. (2009). Social Enteroreneurship Management. Delhi: Global India Publications.

BSW5OC1 - WEB DESIGNING

COURSE OBJECTIVES

1. To enable students to equip themselves with skills and knowledge in the area of information technology so as to enhance their performance in their professional practice
2. To Achieve an understanding of the fundamentals of designing and implementation web pages.

COURSE OUTLINE

MODULE 1 : HTML (10 HOURS)

Introduction: The World Wide Web (WWW) and history of HTML-Hypertext and Hypertext Markup Language, Why HTML

HTML Documents: Headers tags, Body tags, Paragraphs, Formatting's

Elements of an HTML Document - Text Elements , Tag Elements

Special Character elements, Image tags, HTML Table tags, Lists, Numbered list, Non-Numbered lists, Definition lists, Anchor tag, Name tag

Hyperlinks: FTP/HTTP/HTTPS - Links with images and buttons, Links to send email messages, Text fonts and styles, background colors/images, Marquee Behavior, Forms related tags (action, method, name, input, submit etc)

MODULE 2 : ADVANCED HTML (14 HOURS)

HTML Media Tags: Inserting audio files, Inserting video files, Screen control attributes, Media control attributes, HTML Object

HTML 5: HTML5 Introduction, HTML5 New Elements, HTML5 Video, HTML5 Video/DOM, HTML5 Audio, HTML5 Drag and Drop, HTML5 Canvas, HTML5 SVG, HTML5 Canvas vs. SVG, HTML5 Geolocation, HTML5 Web Storage, HTML5 App Cache,

HTML5 Web Workers, HTML5 SSE, HTML5 Tags

Java Script: Client side scripting, client side validation using java script, objects in java script.

MODULE 3 : PHOTOSHOP (14 HOURS)

Photoshop: Creation of layers, Tools , Work with shapes, Work with lasso tool, Create images with masks, Create a stroke path with the pen tool, Uses of Healing Brush, Clone stamp tool, Patch tool, Apply patterns with custom tool, Use of eraser tool, Back grounds, use of burn and dodge tools, Shadow highlight command, Replace colour commands, Variations command, Use of sponge tool, Hue/saturation command, Liquefy filter, Lense Blurr, Resample your image, Crop & straighten your images, Roll Over

MODULE 4 : DREAMWEAVER (16 HOURS)

Dreamweaver: Introduction, Learning the interface, Defining a local site, Creating a website, Adding content to a site, Controlling document structure, Making lists, Adding horizontal rules, Adding special characters

Working with Graphics: Using graphics on web pages, Placing graphics on the page, Modifying image properties, Editing images, Doing roundtrip editing with fireworks, Customizing the Insert bar, Adding Flash content, Adding Flash video, Navigating your site, Understanding site navigation, Linking to files in your site , Linking to sites

MODULE 5 : SERVER MANAGEMENT (18 HOURS)

Web Server: introduction to Server side programming, PHP, GET, POST, SESSION and MySQL Connectivity (Insert, delete, select and update)

FTP Management: Understanding FTP, Setting up FTP Server (Live), Uploading and downloading FTP contents.

REFERENCES

1. HTML Black book Holzner, Steven|Author
2. HTML5 in Simple steps
3. JavaScript The Complete Reference 3rd Edition - Thomas Powell, Fritz Schneider
4. Photoshop(R) 7: The Complete Reference - Laurie Fuller
5. Professional PHP5 Thompson, Ed Lecky [et .. al]
6. PHP and MySQL Web Development – Welling Luke

BSW5EC5 - STATISTICAL PACKAGE FOR DATA ANALYSIS**COURSE OUTLINE****MODULE 1 : INTRODUCTION AND BASICS (3 HOURS)**

Introduction: opening a data file and viewing its contents, creating new variables and entering data, measurement levels of variables, Creating and editing a data file, Reading output, Editing output, printing results

MODULE 2 : MANIPULATING DATA (4 HOURS)

Listing cases, replacing missing values, computing new variables, recoding variables, exploring data ,selecting cases, sorting cases, merging files, Creating grouped variable from a continuous Variable, Weighting

MODULE 3 : DESCRIPTIVE ANALYSIS - UNIVARIATE (5 HOURS)

Describing a continuous variable: measures of central tendency and dispersion; histogram, Describing a categorical variable: frequency table; bar chart

MODULE 4 : BIVARIATE ANALYSIS (5 HOURS)

Contingency tables: Describing the association between two categorical variables; Correlation coefficients: Describing the association between two continuous variables, drawing a scatter plot: Visualizing the association between two continuous variables

MODULE 5 : WRITING RESULTS OF DATA ANALYSIS (3 HOURS)

Summarizing the information by selecting and reporting the main features, describing and comparing data, identifying significance and trends in factual information, giving overview of the important trends/patterns in the data.

REFERENCES

Abu-Bader, S. H. (2006). Using Statistical Methods in Social Work Practice: A Complete SPSS Guide. Chicago: Lyceum Books.

SEMESTER - 6

BSW601 - RURAL DEVELOPMENT

COURSE OBJECTIVES

1. To develop analytical skills to understand the rural socio economic structure in the context of social realities in India.
2. To understand the important concepts and strategies related to Rural Development.
3. To study the major rural development programmes under operation and rural administration..

COURSE OUTLINE

MODULE 1 : INTRODUCTION TO RURAL DEVELOPMENT (12 HOURS)

Basic necessities of life, Self-respect, Freedom, Growth Vs Development
Rural Development-Concepts and Strategies for Sustainable development
Rural Development experience in India
Current Status of Rural Development Programmes and Emerging Challenges

MODULE 2 : RURAL SOCIO-ECONOMIC STRUCTURE AND RURAL PROBLEMS (10 HOURS)

Demography, Social Structure, Economic Structure
Rural Poverty and Unemployment, Water and Sanitation,
Problems of Agricultural Farmers and Workers
Food Security issues in Rural India

MODULE 3 : RURAL DEVELOPMENT ADMINISTRATION (15 HOURS)

Government Organisations, Panchayati Raj Institutions, Co-operatives
Voluntary Agencies /NGOs, Rural Credit and Banking, Corporations and Rural Development, CSR and Rural Community development

MODULE 4 : RURAL DEVELOPMENT PROGRAMMES UNDER OPERATION (18 HOURS)

Ongoing Programmes of Ministry of Rural Development GOI and GOK
Equity Oriented and Growth Oriented Programmes, Poverty and Unemployment Alleviation Programmes, Social Welfare Oriented Programmes
Natural Resources and Infrastructure Development Programmes.

MODULE 5 : PLANNING FOR RURAL DEVELOPMENT (17 HOURS)

Rural development Policies in India, Globalisation and Rural Development

Levels and Functions of Planning, Decentralisation of Planning

Methodology for Micro level, Block and District level Planning

Formulation of Development Projects

REFERENCES

1. Singh, K. (2009). Rural development principles, policies and management. New Delhi: Sage.
2. Barik, C.K & Sahoo, U.C. (2008). Panchayati raj institutions and rural development. Jaipur: Rawat.
3. Bhose, J.S.G.R. (2003). NGOs and rural development: Theory and practice. New Delhi: Concept.
4. Johri, P.K. (2005). Social work for community development. New Delhi: Anmol.
5. Munjal, S. (1997). Rural development and cooperation. Jaipur: Sublime.
6. Sharma, R.K. (1997). Rural sociology. New Delhi: Atlantic.
7. Sisodia, Y.S. (2007). Rural development: Macro-micro realities. Jaipur: Rawat.
8. Tripathy, S.N (1998). Cooperatives for Rural Development. New Delhi: Discovery.

CHOICE BASED COURSES**BSW602C1 - GERIATRIC CARE MANAGEMENT****COURSE OBJECTIVES**

1. Examine personally and professionally by acquiring the special skills needed to care for and work with the ever growing older adult population.
2. Identify the service delivery towards older adults and the issues that affect.
3. Describe the role of various agencies working for the effective geriatric care.

COURSE OUTLINE**MODULE 1 : ADULT DEVELOPMENT & AGING (16 HOURS)**

Old age- aging and ageism- characteristics-physical, social, emotional changes- health behaviors, interests and activities- personal and social adjustments- vocational and marital adjustments-hazards and problems-mental health and aging- dying, death & bereavement.

MODULE 2 : RELEVANCE OF SOCIAL WORK IN CARE (12 HOURS)

Definition of Gerontological Social Work, Role of Social Worker in the case of elderly, The inter-disciplinary team in Geriatric care.

Problems of aging: Sociological and Psychological perspective with special reference to elderly in India

MODULE 3 : ASSESSMENT (16 HOURS)

Components of Gerontological Social work- New patient assessment

Demographics- Medical and Social concern- living situation-education and work history- Family composition-Social supports-Sensory losses- Financial resources- Vulnerability-Substance use-Spirituality- activity level- mental health. Essential components of family assessment-Providing solutions to - care - giver burden, common problems addressed in psychotherapy with the elderly.

MODULE 4 : REHABILITATION (14 HOURS)

Vocational Rehabilitation, Rehabilitation approaches, Institution based Rehabilitation, Outreach Programmes, Community based programmes, Rehabilitation services in India, Rehabilitation council of India, Legislative measures.

Palliative Care of Elderly: Definition, Goals, Components, Clinical Conditions requiring palliative care, Terminal malignancy, Symptoms in advanced Cancer, Pain – Types and Management.

MODULE 5 : SUPPORT SYSTEMS IN CARE MANAGEMENT (14 HOURS)

Support groups for older adults: qualities of effective groups, Empowerment oriented Social work practice with the elderly.

Emergence of NGOs in Geriatric Care, Role of NGOs in the care of older people, Problems identified by NGOs, Lacunae in NGOs and Social Work Organization.

REFERENCES

1. Bellak Leopold, K. T. (1976). Geriatric Psychiatry: A handbook for psychiatrists and Primary care physicians. Grune & Stratton Pub.
2. Cox Enid, P. (1994). Empowerment Oriented Social Work Practice with the Elderly. Brooks & Cole Publications.
3. Hooyman, N. R., & Kujak, H. A. (1998). Social Gerontology. Allyn and Bacon.
4. Lewis, & Bernstein, C. (1995). Aging the health care challenges: An interdisciplinary approach to assessment and rehabilitate management of the elderly. F.A Davis.
5. Nasreen, A. (2009). Urban elderly coping strategies and societal responses. New Delhi: Concent Publishing Company.
6. Paul, C. (1999). Hand book of social welfare.
7. Rosen Blabt, D., & Natarajan, V. (2002). Primer on Geriatric Care.

BSW602C2 - TRIBAL WELFARE**COURSE OBJECTIVES**

1. To develop an overall understanding of the tribal community.
2. To gain knowledge about the tribal life and their culture.
3. To sensitize about the issues and problems of tribal population.
4. To understanding governmental and non-governmental remedies for tribal welfare.

COURSE OUTLINE**MODULE 1 : INTRODUCTION TO TRIBAL COMMUNITY (10 HOURS)**

Definition, meaning and characteristics of tribes

Classification of Tribes in India

Population strength and distribution of tribes in Kerala and India.

MODULE 2 : SOCIO-POLITICAL LIFE OF TRIBAL COMMUNITY (16 HOURS)

Social stratification, Tribal integration, Constitutional safeguard, Tribal society and family, Provision for Education for Tribal people, Village and socio- political organizations, Social status of women

MODULE 3 : ECONOMIC LIFE OF INDIAN TRIBES (14 HOURS)

Economic life of the Tribes, Tribal economic development, Strategy of economic development of Tribal, Tribal population

MODULE 4 : TRIBAL EXPLOITATION AND MOVEMENTS (18 HOURS)

Tribal Exploitation, Tribal unrest

Tribal Movements in India

MODULE 5 : DEVELOPMENT PROGRAMMES FOR TRIBALS (14 HOURS)

Gandhian economy for Tribal development, Programmes for Tribal welfare.

Social work intervention in Tribal issues.

(Tribal Visit to be organized as part of the paper.)

REFERENCES

1. Deogaonkar, S. G. (1980). Problems of Development of Tribal Areas. New Delhi: Leeladevi Publications.
2. Kumāra, B. B. (1998). The Tribal Societies of India: A Macro Perception. New Delhi: Omsons Publications.
3. Mathur, P. R. (1977). Tribal Situation in Kerala. Trivandrum: Kerala Historical Society, .
4. Singh, U. K., & Nayak, A. K. (1997). Tribal education. New Delhi: Commonwealth Publishers.
5. Sinha, B. B. (1982). Society in tribal India. New Delhi: B.R Publishing Corporation.
6. Verma, R. C. (1990). Indian Tribes Through the Ages. New Delhi: Publications Division, Ministry of Information and Broadcasting, Government of India.

BSW603C3 - FUNDAMENTALS OF FINANCIAL MANAGEMENT

COURSE OBJECTIVES

1. Develop understanding in financial management of NPO's.
2. Demonstrate the maintenance of financial records.
3. Adapt the financial control mechanisms of NPO's.

COURSE OUTLINE

MODULE 1 : INTRODUCTION TO FINANCIAL MANAGEMENT (14 HOURS)

Financial management system for Non Profit Organisations

Planning & Budgeting

Banking procedures/practices

MODULE 2 : ACCOUNTING AND RECORD KEEPING (16 HOURS)

Maintenance of Books of accounts

Maintenance of financial records & documents

FCRA act 1976

Income tax Act 1961

Other relevant acts

MODULE 3 : COMPLIANCE OF LAWS, RULES AND REGULATIONS (14 HOURS)

Investment planning

Auditing of NPO

Employees benefit schemes (Provident Fund, Gratuity, Medical and Maternity Benefits) & financial implications

Financial Calendar

MODULE 4 : FINANCIAL CONTROL IN NPO (14 HOURS)

Cash flow analysis, cash budgeting, cash control

Control of purchase/storage /issues and inventory

Capital Budgeting techniques

Asset accounting/depreciation

Management of working capital

MODULE 5 : ANALYSIS OF FINANCIAL STATEMENT (14 HOURS)

Analysis of financial statement and understand trends

Break-even analysis

Short-term/long term finance

Fund raising techniques/strategies for NPO

Financial collaboration between funding partners and NPO's.

REFERENCES

1. Chandra, P. (1993). Financial Management. Tata McGraw Hill Pub.
2. Chopra, R. K. (2000). Office Organisation Management. Himalaya Publication House.
3. Dayal, R. (1996). Encyclopedia of Economics, Commerce and Management. Mittal Publication.
4. IGNOU. (2005). Accountancy and Financial Management. Indira Gandhi National Open University.
5. M, Kandasamy. (1997). Governance and Financial Management i NPOs. New Delhi: Caritas India.
6. N. Y Khan, P. K. (1999). Financial Management: Text and Problems. Tata McGraw Hill Publication.
7. Paul, C. (1962). Social Welfare Administration. Atma Ram & Sons.

BSW603C4 - PROJECT PLANNING AND MANAGEMENT

COURSE OBJECTIVES

1. To provide basic knowledge in project management
2. To help the students to acquire skill in preparation, management, monitoring and evaluation of projects
3. To give an opportunity to understand the relevance of project planning and management in different fields of Social work
4. To make them understand the linkage of the concepts with other courses in BSW programme.

COURSE OUTLINE

MODULE 1 : PROJECT AND THE CONCEPT OF PEOPLE'S PARTICIPATION

Project-Definition, types, need, relevance in development context including CSR projects

Peoples' participation in project-Stages of participation and typology, Need for managing stakeholders in a project

MODULE 2 : STEPS IN PARTICIPATORY PROJECT PLANNING

Identifying needs-PRA/PLA, survey, aspects of situational analysis

Determining priorities

Feasibility assessment

Formulating Goals and framing objectives in a project

Identifying the preferred solution-strength, weakness, opportunity and threats

Preparing action plan/activity schedule including action, responsibility, time and cost

MODULE 3 : FINANCIAL MANAGEMENT OF A PROJECT

Fund Acquisition-Fund raising methods, community resource mobilization, possibilities of grant-in-aid from state/central Governments and autonomous bodies

Financial Planning and utilization- Relevance of budget and things to be taken care in budget preparation need for cost benefit analysis, need and importance of accounting in a project

MODULE 4 : MONITORING AND EVALUATION OF PROJECT

Monitoring-Steps in monitoring, levels of monitoring, project review-variance analysis and performance analysis

Relevance of Personnel management in a project

Evaluation-Need & types-concurrent, terminal and longitudinal

Steps in the evaluation process-Defining the evaluation criteria, data collection, data analysis, estimation of cost and evaluation report.

MODULE 5 : PROJECT PROPOSAL WRITING

Project title, introduction, objectives, project beneficiaries, activities of the project, strategy of implementation, budget/cost Plan, itemized budget, monitoring & evaluation plan, outcome/output/impact, sustainability of the project and conclusion

REFERENCES

1. Chandra Prasanna, Projects: Planning, Analysis, selection, implementation and Review, Tata McGraw Hill Pub.Co.Ltd., 1995
2. Vasant Desai, Project Management: Preparations, Appraisal, Finance and Policy, Himalaya Publishing House, Delhi, 1997.
3. Mohsin M, Project Planning and Control, Vikas Publishing House Pvt.Ltd., 1997.
4. M.Sam Roy, Project Planning and Management, Focussing on Proposal writing, The Catholic Association of India, 2002
5. Choudhury, s, Project Management, Tata MC Graw Hill, 1988.
6. Moorthy, R V, Project Management, Masters Publication, 2002.

BSW6EC6 - EVENT MANAGEMENT

COURSE OUTLINE

MODULE 1 : CONCEPT OF EVENT MANAGEMENT (3 HOURS)

Event Defined, A Comprehensive New Definition, Event Management, Event Marketing, 5 G's of Events, Event Designing, Relationship Building, Creating Opportunities for Better Deals with Different Media, Events and the Economy, Problems associated with traditional media.

MODULE 2 : FACETS OF EVENT MANAGEMENT (4 HOURS)

Event Infrastructure, Core Concept, Core People, Core Talent, Core Structure, Set Objectives for the Event, Negotiating Contracts with Event Organizers, Locating Interaction Points, Banners , Displays etc., at the Event, Preparing the organisation's Staff for the Event, Post-event Follow-up

Event Organizers - Targeting Clients, Selecting Event Categories, Selecting and Contracting.

Venue: In-house Venue, External Venue

MODULE 3 : MARKETING OF EVENT (4 HOURS)

Concept of Market in Events, Revenue Generating Customers, Positioning Events and the Concept of Event Property, Positioning, Branding in Events- Event Property, Benefit Levels, Event Hierarchy, Categories and Variations of Events, Categories of Events and their Characteristics.

MODULE 4 : ACTIVITIES IN EVENT MANAGEMENT (4 HOURS)

Networking Components, Print Media, Radio, Television, Internet, Cable Network, Outdoor Media, Direct Marketing, Sales Promotions, Audience Interaction, Public Relations, Merchandising, In-venue Publicity, Activities in Event Management, Pre-event Activities, During-event Activities, Post-event Activities, Planning, Organizing, Staffing, Leading and Coordination, Controlling, Event Management Information System, Setting Objectives, Development of the Strategic Market Plan, Environmental Assessment, Competitive Assessment.

MODULE 5 : STRATEGIES OF EVENT MANAGEMENT (3 HOURS)

Strategic Approach, Maintenance Strategy, Developmental Strategy, Pre-emptive Strategy, and Survival Strategy.

The Basic Evaluation Process: Establishing Tangible Objectives and Sensitivity in Evaluation, Measuring Performance, Concept Research, Formative Evaluation, Objective Evaluation, Summative Evaluation Correcting deviations, Critical Evaluation Points.

(Practical: Manage and carry out an event with appropriate systems as described in above components such as advertising, staffing, networking etc.)

REFERENCES

1. Basrur, T. (2006). The Art of Successful Event Management. New Delhi: Rupa & Company.
2. Gaur, S. S., & Saggere, S. V. (2008). Event Marketing and Management. New Delhi: Vikas Publishing House.
3. Sharma, D. (2009). Event Planning & Management. New Delhi: Deep & Deep Publication.
4. Shone, A., & Parry, B. (2004). Successful Event Management: A Practical Handbook. London: Thomson Learning.
5. Singh, S. R. (2013). Event Management. New Delhi: APH Publishing Corporation.
6. Wagen, L. V., & Carlos, B. R. (2005). Event Management: For Tourism, Cultural, Business and Sporting Events. Australia: Pearson/Prentice Hall.

BSW6EC7 - ACCOUNTING IN COMPUTER USING TALLY.**ERP - 9****COURSE OUTLINE****MODULE 1 : BASICS OF ACCOUNTING (4 HOURS)**

Introduction, Accounting Principles, Concepts and Conventions, Double Entry System of Book keeping, Types of Accounts - Real Accounts, Personal Accounts, Nominal Accounts, Rules of Accounting, Mode of Accounting, Financial Statements - Trading Account, Profit & Loss Account & Balance Sheet, Transactions - Recording Transactions

MODULE 2 : FUNDAMENTALS OF TALLY.ERP 9 (4 HOURS)

Introduction - Salient Features of Tally.ERP 9, Technological Advantages, Getting Functional with Tally.ERP 9, Tally.ERP 9 Start up, Mouse / Keyboard Conventions, Switching between Screen Areas, Quitting Tally.ERP 9, Setting up of Company in Tally.ERP 9 - Create a Company, Select a Company, Alter a Company, Shut a Company. Company Features - Accounting Features, Inventory Features, Statutory & Taxation, Tally.NET Features, Add-On Features; Configurations - General Configuration, Numeric Symbols, Accts/Inventory Info. Configuration, Voucher Entry Configuration, Invoice /Orders Entry Configuration, Payroll Configuration, Banking Configuration, Printing Configuration, EMail Configuration, Data Configuration, TDL Configuration, Advanced Configuration, Licensing Configuration

MODULE 3 : ACCOUNTING WITH TALLY. ERP 9 (8 HOURS)

Chart of Accounts - Pre-defined Groups of Accounts, Groups - Creating Single Group, Creating Multiple Groups, Displaying Group, Altering Group, Ledgers - Creating Single Ledger, Creating Multiple Ledgers, Displaying Ledger, Altering Ledger.

MODULE 4 : CREATING INVENTORY MASTERS IN TALLY.ERP 9 (12 HOURS)

Stock Group - Creating Single Stock Group, Creating Multiple Stock Groups, Displaying Stock Groups, Altering Stock Groups; Stock Categories - Creating Single stock Category, Creating Multiple Stock Categories, Displaying Stock

Category, Altering Stock Category; Unit of measure - Simple Units, Compound Units, Creating Simple Units, Creating Compound Units, Displaying Units of Measure, Deleting Units of Measure; Stock item creation- Creating Single Stock Item, Creating Multiple Stock Items, Displaying Stock items, Altering Stock items. Voucher Types - Predefined Vouchers in Tally – Accounting vouchers, Inventory Vouchers, Creating Voucher Type, Displaying Voucher Type, Altering Voucher Types, and Invoicing

MODULE 5 : GENERATING REPORTS IN TALLY. ERP 9 (12 HOURS)

Financial Statements - Balance sheet, Profit & Loss A/c, Trial Balance; Accounting Books & Reports - Cash Book, Bank Book, Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Day Book, Statistics. Inventory Books & Reports - Stock Summary, Stock Item Summary, Stock Group Summary, Stock Transfer Register, Movement analysis, Physical Stock Register.

REFERENCES

Learning Tally ERP 9 (Vol. 1). Tally Solutions (P) Ltd.

5. COURSE EVALUATION

The evaluation of each course shall contain two parts.

I. Continuous Internal Assessment = 40 Marks

II. End Semester Examination (ESE) = 60 Marks

Components of Continuous Internal Assessment (CIA)			
Components			Marks
1.	Continuous Assessment Examination (CAE)	CAE 1 + CAE 2 (7.5 marks each)	15 Marks
2.	Assignment		10 Marks
3.	Quizzes/Seminars/Case Studies/ Class Participation	Project work +	15 Marks
Total			40 Marks

The internal - external assessment ratio shall be 40:60.

The question Paper Pattern of CAE shall be as follows.

PART	NATURE OF QUESTIONS	NUMBER OF QUESTIONS TO BE ANSWERED	MARKS	TOTAL MARKS
A	Short Answer	5 out of 7	3	15
B	Descriptive Type	3 out of 5	5	15
C	Essay type	1 out of 2	10	10
TOTAL		12 out of 17		40

The question Paper Pattern of ESE shall be as follows.

PART	NATURE OF QUESTIONS	NUMBER OF QUESTIONS TO BE ANSWERED	MARKS	TOTAL MARKS
A	Short Answer	5 out of 7	3	15
B	Descriptive Type	5 out of 7	5	25
C	Essay type	2 out of 3	10	20
TOTAL		12 out of 17		60

The ESE of all semesters shall be conducted by the college on the close of each semester. 75% of the attendance and a pass in CIA are compulsory for appearing in the End Semester Examination. There will be no supplementary examinations. In any case of reappearance candidates can appear along with the next batch.

Grade and Grade Point

The evaluation of each course comprises of Internal and External components in the ratio 1:4 for all courses. Grades and Grade Points are given on a 7-point scale based on the percentage of total marks (Internal + External) as given in Table – I. Decimals are to be corrected to the next higher whole number. Grades for the different semesters and overall programme are given based on the corresponding CPA as shown in Table – II.

Table I: Grades and Grade Points			Table II: Grades for the different semesters and overall programme	
% of Marks	Grade	Grade Point	CPA	Grade
90 and above	A+ : Outstanding	10	Above 9	A+ : Outstanding
80 – 89	A : Excellent	9	Above 8 but ≤ 9	A : Excellent
70 – 79	B : Very Good	8	Above 7 but ≤ 8	B : Very Good
60 – 69	C : Good	7	Above 6 but ≤ 7	C : Good
50 – 59	D : Satisfactory	6	Above 5 but ≤ 6	D : Satisfactory
40 – 49	E : Adequate	5	Above 4 but ≤ 5	E : Adequate
Below 40	F : Failure	4	Less than 4	F : Failure

Credit Point and Credit Point Average

Credit Point (CP) of a course is calculated using the formula $CP = C \times GP$ where C=Credit, GP=Grade Point. Credit Point Average of a Semester (SCPA) or Cumulative Credit Point Average (CCPA) for a Programme is calculated using the formula.

SCPA or CCPA = TCP/TC , where TCP=Total Credit Point, TC=Total Credit.

SG = Semester Grade

6. FIELD PRACTICUM SYLLABUS AND EVALUATION

BSW FIELD PRACTICUM

Field education is the learning-by-doing aspect of Social Work education and an integral part of the total curriculum. Social Work Practicum, usually referred to as Field Work plays a pivotal role and provides the experiential basis for the student's academic programme.

In Rajagiri, the field practicum is envisaged in three stages: Exposure, Insertion and Immersion. The initial phase is that of exposing various settings and situations to the students; in field practicum proper, the student is inserted into the Profession of Social Work, basically through an open community learning opportunity, with linkages with one or many of the existing systems or resources. Immersion phase is an expected stage of growth in the student's life, when the student absorbs the professional values and is able to take one's stand and get immersed in the field in which one is inserted.

SUMMARY OF BSW FIELD PRACTICUM

Semester	Nature of field practicum	Practicum requirements (in hours)	Total credits
I	1. Observational Visits 2. Social sensitization camp 3. Know Your Neighbourhood Programme	144	4
II	Concurrent field work in Anganwadis Summer Placement I	144 90	4 2
III	1. Concurrent field work in CSOs 2. Study tour (State)	165	4
IV	Concurrent field work in Kudumbashree Summer Placement II	144 90	4 2
V	Study tour (South India)	48	1
VI	Block field placement (National/International)	175	4
Total		1000	25

BSW1FP1 – FIELD PRACTICUM - SEMESTER - I

As the first year students come from varied academic backgrounds, the focus of the first semester field practicum is primarily orientation and first hand exposure to community setting, social work and social welfare agencies.

Field orientation is conducted in the form of observational visits to various settings of Social Work practice. This is organized in order to give the students an exposure and orientation to the ongoing services by different social work/welfare organisations for addressing people's needs. They are also meant to give the student an idea of the possibilities ahead, to understand the element of professionalism, the issues and the problems involved. The orientations include orientation to the different live labs within the campus and ten agencies in and around Ernakulam. Students are prepared for the visits with a brief orientation session, and are given guidelines for observation and report writing. Each visit is followed by a group discussion facilitated by a faculty member.

Another key component of the field practicum is the exposure to a rural community, its needs and problems through a social sensitization camp. The third component of the practicum includes the Know Your Neighbourhood Programme (KYNP) where students are asked to visit and study the power centres in their own native places.

Objectives

1. To get an exposure to Social Welfare Organizations of various settings, their structure, functioning and activities
2. To gain an exposure to the rural/urban community, their needs, resources and power centres
3. To learn the techniques of building rapport and understanding the needs of the people
4. To acquire a method of reflective and analytical learning and documenting them

Field Practicum Requirements

Each Student shall complete the following practicum requirements in the first semester.

No.	Activity	Minimum Requirement	Credits
Organisational Visits			
1	A. Live lab orientation	13 hours	4
	B. Visits to CSOs	10x4 hours = 40 hours	
2	Social sensitization camp	7 x10 hours = 70 hours	
3	Know Your Neighbourhood programme	3x7 hours = 21 hours	
Total		144 hours	4

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage	Total marks
1	Field attendance	20%	100
2	Recording	25%	
3	Participation in social sensitization camp	25%	
4	Self evaluation report	10%	
5	Viva Voce	20%	

BSW2FP2 - FIELD PRACTICUM - SEMESTER - II

Setting: Anganwadis

Pattern: Concurrent (two days/week)

Duration: 3.5 months

Objectives

1. To develop positive attitude towards self and others.
2. To gain an indepth understanding on the ICDS Scheme and Anganwadis: Goals & Objectives, Administration & Functioning.
3. To develop skills in observation, analytical learning, team work and recording
4. To utilize the knowledge about characteristics, problems and needs of pre children and their families in dealing with them

Field Practicum Requirements

Each Student shall complete the following practicum requirements in the second semester.

Activity	Minimum Requirement	Credits
Anganwadi based field work for 24 days of 6 hours duration	24 Days X 6 = 144 hours	4

Task requirements

- Two case studies and its recording in the given format
- To get a knowledge of community resources, people's needs, and power centers of the community(2 days)
- Participation in the process of community services undertaken by the anganwadis.
- Observation/Celebration of important days

- Child Friendly Anganwadi- Birthday Charts, Relevant wall hangings, Toy collection, making library, Flower garden, Vegetable garden, Biofencing etc.
- Theme based activities-Collection of action songs, stories, games, competitions etc.
- Awareness Classes- Sexual Health, Nutrition, Mental Health (children/adolescents/women/aged)
- Anganwadi Fest by collaborating all anganwadis in the area

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage	Total marks
1	Field attendance	10%	100
2	Recording	25%	
3	Objectives fulfilled	20%	
4	Initiatives taken in the field	10%	
5	Regularity and use of field work supervision	10%	
6	Agency evaluation	5%	
7	Field practicum presentation	20%	

BSW3FP3 - FIELD PRACTICUM - SEMESTER - III

Setting: Development Agencies/CSO

Pattern: Concurrent (two days/week)

Duration: 3.5 months

Objectives

In general, during the nearly 4 month long assignment in a development agency/NGOs, the students are expected to achieve the below given objectives.

1. To understand the functioning of an NGO/welfare agency, its administrative structure, objectives, programmes etc.
2. To acquire and develop skills in observation, team work, planning, organizing, recording and evaluation.
3. To develop and utilize knowledge of psychosocial systems affecting the functioning of individuals, groups and communities.
4. To understand in depth the application of SW methods of dealing with individuals (Case Work) and communities (Community organization)
5. To participate in the process of networking with other organizations/agencies working in areas related to social issues/problems.

Field Practicum Requirements

Each Student shall complete the following practicum requirements in the third semester

No	Activity	Minimum Requirement	Credits
1	Agency based field work for 24 days of 6 hours duration	24 Days X 6 = 144 hours	4
2	Study tour	3 Days X 7 = 21 hours	-
Total		165	4

Task requirements

- A detailed study of the organisation and submission of an organisation study report (minimum of five pages) before the mid field work review
- Participation in the process of community services undertaken by the agency
- Complete case work with two individuals in need and its recording
- Organize minimum of two programmes (cultural/informative/skill building programmes) for the target group of agency with wide publicity coverage
- Find out details of govt. schemes applicable to the target group of the agency and identify prospective beneficiaries (at least three) and take necessary steps to avail those schemes for them.

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage	Total marks
1	Field attendance	10%	100
2	Recording	25%	
3	Objectives fulfilled	20%	
4	Initiatives taken in the field	10%	
5	Regularity and use of field work supervision	10%	
6	Agency evaluation	5%	
7	Field practicum presentation	20%	

BSW4FP4 - FIELD PRACTICUM - SEMESTER - IV

Setting: Kudumbashree

Pattern: Concurrent (two days/week)

Duration: 3.5 months

Objectives

1. To understand the functioning of Kudumbashree, its administrative structure, objectives, programmes and stakeholders
2. To participate in the routine activities of Kudumbashree and contribute to the functioning of balasabhas, NHGs and micro enterprises
3. To acquire and develop skills in observation, team work, planning, organizing, recording and evaluation
4. To practice social work with groups in the context of existing groups in Kudumbashree network
5. To get a first hand experience in problem formulation and implementation of research
6. To enhance reflective learning and recording

Field Practicum Requirements

Each Student shall complete the following practicum requirements in the fourth semester.

Activity	Minimum Requirement	Credits
Field work in Kudumbashree for 24 days of 6 hours duration	24 Days x 6 = 144 hours	4

Task requirements

1. Detailed study on Vision, mission, philosophy and history of Kudumbashree, organizational structure, administration and functioning of Kudumbashree in panchayats
2. Participation in the programmes and process of community services undertaken by the Kudumbashree in the applicable fields of activities – SHG meeting, house visits, beneficiary identification, beneficiary meeting, etc.

3. Community based programmes initiated by the students and supported by the agency, and strengthening weaker SHGs and initiating Micro-enterprises, etc.
4. To study and participation (Minimum two from each category) in the Empowerment programmes provided by Kudumbashree
 - Local Economic Development (Any Two)
 - A. Collective Farming
 - B. Micro Enterprises
 - C. Training
 - D. Special Livelihood Programmes
 - E. Marketing
 - Social Development Programmes (Any Two)
 - A. ASRAYA
 - B. BUDS Special School
 - C. Balasabha
 - D. Bala Panchayat
5. Group Work: Each student should complete one group work. (Bala sabhas or Women Groups)
6. Mini Research: Each student is required to conduct a mini research in the respective fields/community setting where they work such as (Implemented Projects, Micro finance/Micro Enterprise, women empowerment, people's participation, psycho social development, community based programmes, empowerment programmes, etc.) with minimum of 15 respondents.

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage	Total marks
1	Field attendance	10%	
2	Recording	25%	
3	Objectives fulfilled	20%	
4	Initiatives taken in the field	10%	100
5	Regularity and use of field work supervision	10%	
6	Agency evaluation	5%	
7	Field practicum presentation	20%	

BSW5FP5 - FIELD PRACTICUM - SEMESTER – V (STUDY TOUR)

Rajagiri College encourages different methods of learning and outbound exercises like study tour, organisational visits, camps, skill training workshops with due emphasis. The study tour serve as a tool of learning from the field of practice through a detailed process of identifying issues in social work & development sector, setting specific goals for learning from the field, and familiarising with the art of programme planning and implementation by actually undergoing such a process. This forms an essential component of the III and V semester field practicum. It intends to provide the students with a bird's eye view of the social work scenario within and beyond the boundaries of the State of Kerala.

Duration: 7 days including travel

Objectives of the Study Tour

1. To learn from the field of practice through interaction with practitioners and other partners/stakeholders in a development project/service delivery system.
2. To understand the practice aspects – problems, solutions, strategies, organisation, resources mobilisation & management – of a few selected issues.
3. To gain exposure to Social Work & Social Development sectors beyond the Kerala situation.
4. To establish contacts with development/social work agencies working on selected issues.
5. To learn the art of planning and executing a programme covering the various aspects of organization.
6. To build up the art of teamwork and leadership.

Evaluation and Presentation

1. A daily evaluation of the day's programmes and assessment of the funds should be part of the tour.
2. A day should be set apart for a final presentation by the groups/committees before the entire faculty and the junior batch.
3. A record of all the activities from planning till evaluation is to be submitted.
4. Each student would give a detailed report of the planning process, roles undertaken by the student and the activities and learnings of the study tour as part of the Field Practicum record.

BSW6FP6 - FIELD PRACTICUM - SEMESTER – VI

Setting: CSOs (National/International level)

Pattern: Block

Duration: One month

The sixth and the last semester block placement is the culmination of field practicum, which offers the possibility of guided experiential learning to the Social Work trainee. The students are given preference to select their own agency, preferably outside the state/country.

This placement meant to give them the opportunity to work as a professional Social Worker and take up individual assignments and responsibility. Some organizations have recruited these students after the successful completion of their placement period, which is considered to be a welcome pattern.

Objectives

1. To get an exposure to one's area of interest and build up the capacity of being self-directed
2. To render professional participation in the agency, by various means such as developing working relationships, working as a member of a team, participating in/contributing to staff development programmes at appropriate levels.
3. To grow in the ability to use supervision and feedback
4. To identify possible avenues of after-training placement
5. To understand the importance of cultural and diversity issues in practice

Field Practicum Requirements

Each Student shall complete the following practicum requirements in the fourth semester

Activity	Minimum Requirement	Credits
Field work in CSOs for 25 days of 7 hours duration	25 Days x 7 = 175 hours	4

Task requirements

1. Preparation of a **Plan of Action** in consultation with agency coordinator and submission of the same within 2 days to the respective agency supervisor in accordance with the following tasks
2. A detailed understanding of the organization structure and programme components.
 - a. Familiarization and internalization of the Vision & Mission and Policies & Programmes of the organization
 - b. **Preparation of Organization Study Report** not less than 1000 words
3. Participation in the agency activities as a productive team member by judiciously utilising one's capabilities and documenting the same
4. Taking at least two initiatives in the form of programmes/research/practice of direct social work methods/documentation/use of media in contributing to the agency functioning or its stakeholders
5. Prepare a monograph on any concept, principle, or theory relevant to the agency functioning in a minimum of 5 pages as per the given format.
6. Observational visits to at least two social welfare organizations in the vicinity of the organization in consultation with the agency supervisor.

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage	Total marks
1	Field attendance	10%	100
2	Recording	25%	
3	Objectives fulfilled	20%	
4	Initiatives taken in the field	10%	
5	Regularity and use of field work supervision	10%	
6	Agency evaluation	5%	
7	Field practicum presentation	20%	

SUMMER PLACEMENT

The summer placement is designed as an opportunity for the students to make their summer vacation meaningful and productive by working as a volunteer in any CSOs. Here the student is supposed to learn from the organization as well as contribute to the organization out of their professional knowledge and voluntarism. Students will get two summer placements of 15 days each during the course of the programme, soon after their second and fourth semesters.

Objectives

1. To involve in the activities of a professional social work agency as a volunteer.
2. To have direct learning opportunity about the agency's social work practice.

Requirements

Each Student shall complete the following requirements of summer placement

Activity	Minimum Requirement	Credits
Agency based field work for 15 days of 6 hours duration	15 Days x 6 = 90 hours	2

Credits will be awarded based on,

1. Daily record of activities and summary report to be submitted and Presentation by the student on the organization, student's achievements, learnings and insights to be held in the first week of the subsequent semester.
2. An Official certificate (in the letterhead) from the concerned organization, stating the name of the student, nature and duration of the work done, to be shown at the time of presentation.

Summer Placement Evaluation

No	Parameters	Weightage	Mark in each semester		Total marks
			Semester II	Semester IV	
1	Field attendance	10%	50	50	100
2	Recording	15%			
3	Initiatives taken in the field	10%			
4	Summer Placement Presentation	15%			

7. EVALUATION OF BSW DISSERTATION

The Dissertation Project in BSW programme can be done individually or in a group of 3-4 students. The criteria for evaluation of the dissertation is as follows.

Sl. No.	Component	Weightage	Total Marks
1.	Regularity and punctuality (meeting deadlines, attending orientation sessions & data analysis training)	10%	100
2.	Constructive Use of research supervision	10%	
3.	Synopsis presentation	10%	
4.	Relevance and novelty of the topic	10%	
5.	Research report <ul style="list-style-type: none"> • Language, organisation & layout – 5% • Quality of review, referencing – 10% • Methodology – 10% • Use of statistics, interpretations – 10% • Contributions of the study – 5% 	40%	
6.	Defense Viva Voce	20%	

8. BSW PROGRAMME - COMPLETION REQUIREMENTS

- ☞ **Required minimum percentage of marks in CIA : 40 % (16 out of 40 marks)**
- ☞ **Required Minimum percentage of marks in ESE : 40 % (24 out of 60 marks)**

For the successful completion of BSW Programme a student has to score 40% in aggregate comprising of the all the courses opted for to make required credits in order to qualify the respective programme of his/her study.

A separate minimum of 40% marks each for CIA and ESE for both theory and practical and aggregate minimum of 40% are required for a pass in a course. For a pass in BSW programme, E Grade or more is required for all the individual courses. If any student receives F grade for any one of the courses during the semester/Programme F grade will be awarded for that semester/ programme until he/she improves this to E grade or above within the permitted period. Candidate who secures E grade or above for a programme will be eligible for higher studies.

Candidates can seek condonation for shortage of attendance only twice in a 3 year course. A candidate having a shortage up to 10% can apply for condonation for shortage in a prescribed form on genuine grounds. Condonation of shortage of attendance if any should be obtained at least seven days before the commencement of the concerned semester examination. Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination. This condonation shall not be counted for internal assessment.

Student who is not eligible for condonation of shortage of attendance shall repeat the course along with the next batch.

