

M.S. University B.A. Degree Social work Syllabus

(For those who joined the course from the Academic Year 2022 onwards)

**B.A. SOCIALWORK - II YEAR**

**SEMESTER III**

Sl. no	Subject code	Subject	Hrs / week	Credit	Maximum Marks		
					Internal	External	Total
1.	<b>Part I- Language</b>	Tamil/Other Languages	6	4	25	75	100
2.	<b>Part II- Language</b>	English	6	4	25	75	100
4	<b>Part-III Core – 5</b>	Community and Social Action	3	4	25	75	100
	<b>Part-III Core-6</b>	<b>Field work I - Observation Visit-1</b>	4	4	50	50	100
5	<b>Part-III Allied-3</b>	Social Welfare Administration	3	3	25	75	100
6.	<b>Part-III SkillBased Core -I</b>	<b>Entrepreneurial Development</b>	4	4	25	75	100
7.	<b>Part IV Non-Major Elective -I</b>	Foundations of Social Work	2	2	25	75	100
	<b>Part IV Common Subject</b>	Yoga	2	2	25	75	100
		<b>Total</b>	<b>30</b>	<b>27</b>	<b>225</b>	<b>575</b>	<b>700</b>

## SEMESTER IV

Sl. no	Subject code	Subject	Hrs / week	Credit	Maximum Marks		
					Internal	External	Total
1.	<b>Part I- Language</b>	Tamil/Other Languages	6	4	25	75	100
2.	<b>Part II- Language</b>	English	6	4	25	75	100
4	<b>Part-III Core – 7</b>	Social Work Research	4	4	25	75	100
	<b>Part III Core-8 Field work</b>	Field Work II- Observation Visit-II	3	4	50	50	100
5	<b>Part-III Allied-4</b>	Women and Child Welfare	3	3	25	75	100
6.	<b>Part-III SkillBased Core -II</b>	<b>Human Resource Management</b>	4	4	25	75	100
7.	<b>Part IV Non-Major Elective -II</b>	Community Development	2	2	25	75	100
	<b>Part IV Common Subject</b>	<b>Nan Muthalvan Digital Skills for Employability.</b>	2	2			
	<b>Extension activity</b>	NCC / NSS/ YRC/ YWF/PE	-	1	---	---	100
		<b>Total</b>	<b>30</b>	<b>28</b>	<b>200</b>	<b>500</b>	<b>800</b>

**M.S. University B.A. Degree Social work Syllabus**

**(For those who joined the course from the Academic Year 2022 onwards)**

**B.A. SOCIALWORK THIRD SEMESTER**

**Core Subject –6, Course Title: Community and Social Action**

**(Learning hours per week -5, Credit-4)**

**General Objectives**

To enable the students to understand community organization as a method of social work.

**COURSE OBJECTIVES(CO):**

**The learner will be able to**

<b>CO.No</b>	<b>CourseObjectives</b>
<b>CO -1</b>	Remember various concepts of Community Dynamics
<b>CO -2</b>	Understand the different dimensions of Community Organization
<b>CO -3</b>	Apply the skills and Process required in working with Communities
<b>CO -4</b>	Analyze the dynamics of Social Action
<b>CO -5</b>	Evaluate the different approaches to Social Action

**UNIT I**

**Definition of community**, Types of communities. Rural, urban and tribal communities. Community Leadership and Power structure in the community.

**UNIT II**

**Community Organisation** – Definition, Objectives Assumptions, and Principles, Approaches in community organization – Neighborhood approach, System approach, Structural approach. Jack Rothmans Model- Locality Development, Social Planning and Social Action

**UNIT III**

**Phases /Steps in community organization**. Classification of methods /Tools of community organization – Need and importance of conflict resolution methods

**UNIT IV**

**Social Action** -Definition, Principles, Strategies of Social Action, Meaning and concept of Advocacy and Lobbying.

**UNIT V**

**Roles and Responsibilities of Community Organizer** - Application of community organization methods in issues related to Natural Resource Management, Public Health, Child Rights, Food Security, Civil Conflicts and Disaster Management.

## REFERENCES

1. Christopher A.J. and Thomas Willam (2010), introduction to Community Organization and Social action , Himalaya publishing
2. Murray.G. Ross, (1955) Community Organization. Theory, Principles and Practice, New York, Harper & Row.
3. Patel AK (2010) Method of Social Work , Crescent Pub. New Delhi
4. Johri , Pradeep Kumar (2005) Social Work for Community Development

## COURSE OUTCOMES:

Learners can be

CO.No	CourseOutcomes	PSOs Addressed	Cognitive Level
CO -1	Acquirebasicknowledgeon types of community, Power structure.	PSO 1,2, 6	U
CO -2	Discuss thedifferent approaches of community organization	PSO 3,5	U,An
CO -3	Understand the Historical development of the Practiceof CommunityOrganization and Social Action as a Profession	PSO 1 , 3	U
CO -4	Examine the Models and Methods ofCommunity	PSO 1,6	An,E
CO -5	Organization and Social Action in dealing with communities its issues and problems	PSO 1,4,6	An,Ap

## Mapping of COs with POs &PSOs:

CO	PO							PSO						Cognitive Level
	1	2	3	4	5	6	7	1	2	3	4	5	6	
CO1	3	3	3	3	2	2	3	3	3	3	2	2	1	K1: Remember
CO2	2	1	2	2	3	3	3	3	3	3	3	2	3	K2: Understand
CO3	3	3	2	3	2	2	1	2	3	2	3	3	3	K3: Evaluate
CO4	3	1	2	3	2	3	2	2	2	2	3	3	2	K4: Creative
CO5	3	3	3	3	3	2	3	3	3	3	2	2	3	K5: Analyze

Strongly Correlating (S) - 3 marks Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 mark

**M.S. University B.A. Degree Social work Syllabus**

**(For those who joined the course from the Academic Year 2022 onwards)**

**B.A. SOCIALWORK THIRD SEMESTER**

**Core Subject –7, Course Title: Field Work-I-Observational Visit**

**(Learning hours per week -5, Credit-4)**

**No ofVisits: 6 to 8**

**Objectives**

- To getexposureto different social issues and social welfareagencies.
- To getacquaintedwith thestructure,functioning and staffingpatternand activities ofthe organization.
- To observeand developaspirit of enquiry.
- To participate ingroupdiscussions.
- To makeuse of thesupervision & guidancein understandingsocial issues.
- To document the outcomeof visits

**Procedure:**

Thestudentsaccompaniedbyafaculty membershallvisitpre-identifiedagenciesindifferent areaslike NGO related activities, PRI office, HealthSub-centers,PrimaryHealthCenters(PHC),ICDSCentreandalsoencouragedtotake part in Gram Sabha /Villagemeetings, SHG meetings, PHC meetings. Minimum 6 visitsare mandatoryforthe observation visits.

**Visits to the Institutions working for:**

- Children
- Women
- Elderly
- Differently Abled
- Bonded Labour
- Human Trafficking
- Migrant Issues
- Refugees
- Health
- Environment

## **Completion of tasks relating to**

- Background and field of work of the agency.
- Place and role of the agency in the society.
- Aims, objectives and programmes implemented.
- Types of Beneficiaries / Target groups.
- Administrative structure, departmentalization, staffing pattern.
- Funding and resource mobilization.
  - Problems and issues faced by the organization

## **Skills to be developed:**

- Rapport building
- Communication
- Assessment
- Observation
- Critical thinking
- Facilitation (Group discussion)
- Organize
- Developing an action plan
- Evaluation
- Documentation

## **NORMS FOR FIELD WORK EVALUATION**

The 100 marks will have external and internal in the ratio of 50:50. While the External 50 marks will be awarded jointly by the concerned supervisor and one more External faculty member. The Internal 50 marks will be awarded by concerned supervisor in accordance with the guidelines given below:

**For External Evaluation:**

Quality and Content of the Report	-10 Marks
Presentation in Viva -voce	-10 Marks
Subject Knowledge & Field work Knowledge	-10 Marks
Observation and Suggestions	-10 Marks
Professionalism in Development and Values	-10 Marks
<b>Total</b>	<b>-50 Marks</b>

**For Internal Evaluation:**

Regularity in field visits	- 10 Marks
The quality of the reports and the punctuality in submitting the report	- 10 Marks
Participation in group conferences	- 10 Marks
Diligence shown in seeking individual guidance from the supervisor	- 10 Marks
Communication Skill	- 10 Marks
<b>Total</b>	<b>- 50 Marks</b>

Field work Evaluation and Viva Voce will be conducted by concerned faculty Supervisor and one more External faculty member.

## M.S. University B.A. Degree Social work Syllabus

(For those who joined the course from the Academic Year 2022 onwards)

### B.A. SOCIALWORK THIRD SEMESTER

Allied –3, Course Title: Social Welfare Administration

(Learning hours per week -5, Credit-4)

#### GENERAL OBJECTIVES

Students can able to acquire knowledge on the administration process in the organization and also learn the skills of the basic components of the administrative and organization process.

#### COURSE OBJECTIVES(CO): The learner will be able to

CO.No	Course Objectives
CO -1	Remember the concepts of Social Work Administration and Social Legislation
CO -2	Understand the elements of administration
CO -3	Remember and understand the laws related to NGO
CO -4	Apply the process of Social Welfare Administration
CO -5	Evaluate the Social Welfare Agencies and programs

#### UNIT-1

**Evolution of Social Welfare Administration:** Evolution of Social Welfare Administration, Concepts, Public Administration, Social Service, Social Welfare Services, Philosophies of Social Welfare and Social Development, Principles and Values of Social Welfare Administration

#### UNIT-2

**Agency Administration:** Administration in Voluntary Organization, Constitution and Bye Laws, Boards and Committees, Organization as a System, Structure, Functions of Central Social Welfare Board, State Social Welfare Board, Directorate of Social Welfare, Social Defense.

#### UNIT 3

**Elements of Administration:** Policy, Planning, Organizing, Staffing, Coordination, Reporting, Record Keeping, Budgeting, Fund Raising Monitoring, Communication and Evaluation. Public Relation and Publicity, Basic Accounting, Use of Computers for Office Procedures

#### UNIT-4

**Laws Related to NGO:** Society's Registration Act 1860 and Rules 1975; Tamil Nadu Society's Registration Act 1975 and Rules; Companies Act 1956 (Section 25); Foreign Contribution Regulation Act 1976; Public Trust Act and Rules 1912



## UNIT -5

**Role of Social Worker in Welfare Administration among Vulnerable people:** Role of Social Worker in working with Children, Women, Senior citizens, Person with Disability, Minority Groups.

### COURSE OUTCOMES:

Learners can be

CO.No	CourseOutcomes	PSOs	Cognitive
CO -1	Acquire knowledge on concepts of Social Work Administration and Social Legislation	PSO 1,3	R
CO -2	Demonstrate understanding on the legislations relating to social problems	PSO 1, 5	Ap
CO -3	Estimate the need and importance of social legislation	PSO 1,4	U
CO -4	Examine the various welfare programmes	PSO 1, 6	An
CO -5	Compare and contrast the social welfare agencies and	PSO 1, 6	An

### Mapping of COs with POs & PSOs:

CO	PO							PSO						Cognitive Level
	1	2	3	4	5	6	7	1	2	3	4	5	6	
CO1	3	2	3	2	3	2	3	3	3	3	2	2	1	
CO2	2	1	2	2	3	3	3	3	3	3	3	2	3	K1: Remember
CO3	3	3	2	3	2	2	1	2	3	2	3	3	3	K2: Understand
CO4	3	1	2	3	2	3	2	2	2	2	3	3	2	K3: Evaluate
CO5	3	3	2	3	3	2	3	3	3	3	1	2	3	K4: Apply

### **BOOKS FOR REFERENCES**

1. Choudry, Paul (1979), Social Welfare Administration, Atma Ram & Sons, Delhi.
2. Choudry Paul, (1979) Hand book on social welfare in India, Sterling Pub, New Delhi.
3. Dennison.D & Chepman, Valeries Social policy and Administration, George A and Unwin, London.
4. Dubey S.N. (1973) Administration of social welfare programmes in India, Somaiya Pub, Bombay.
5. Dubey S.N. & Murdia (1976) Administration of policy and programmes for Backward classess in India, Somaiya Pub, Bombay.
6. Gangrade, K.D(2011) Social legislation in India Vol.I&II, New Delhi: Concept publishing Company
7. Goel. S L & R K Jain (2000) Social Welfare Administration (Vol. I & II); Deep & Deep Publications
8. Jagadeesan.P.(1990) Marriage and Social legislations in Tamil Nadu, Elachiapen Pub, Chennai.

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**(For those who joined the course from the Academic Year 2022 onwards)**

**B.A. SOCIALWORK THIRD SEMESTER**

**Skilled Based Core-1, Course Title: Entrepreneurial**

**Development**

**(Learning hours per week -5, Credit-4)**

**GENERAL OBJECTIVES**

This course aims to develop the ability of students to enhance their entrepreneurial skill and create an awareness to promote entrepreneurial development.

**Objectives:**

- ▮ To equip the students about the various dimensions of entrepreneurship
- ▮ To develop skill about how to start a business
- ▮ To acquire knowledge about entrepreneurial development in India

**UNIT- I – ENTREPRENEURSHIP: (10 L)**

Entrepreneurship: Meaning–Importance. Types–Functions-  
Role of Entrepreneurs in Economic Development– Qualities of an Entrepreneur–  
Entrepreneurship as a career.

**UNIT- II -HOW TO START BUSINESS: (12 L)**

How to start Business–Product Selection–Form of Ownership–Plant Location–Land, Building.  
Water and Power–Raw Materials–Machinery–Manpower–Other Infrastructural Facilities–  
Licensing Registration and Local Bye-Laws.

**UNIT-III-INTUITIONAL ARRANGEMENT FOR ENTREPRENEURSHIP DEVELOPMENT: (12 L)**

Intuitional Arrangement for Entrepreneurship Development – D.I.C. - I.T.C.O.T.,  
S.I.D.C.O. - N.S.I.C.-S.I.S.I.-Institutional Finance to Entrepreneurs. T.I.I.C., S.I.D.B.I.

**UNIT- IV-PROJECT REPORT:**

Project Report: Meaning and Importance–Project Identification–Contents of a project Report–  
Formulation of a project report–Project appraisal;-Market feasibility–Technical Feasibility–  
Financial Feasibility and Economic Feasibility.

**UNIT- V -ENTREPRENEURSHIP DEVELOPMENT: (12 L)**

Entrepreneurship Development in India–Women Entrepreneurship in India–Sickness in small  
scale industries and their remedial measures.

**(Total: 60 L)**

## **TEXTBOOKS**

1. Dr. C.B.Gupta, Dr, N.P.Srinivasan.**EntrepreneurshipDevelopment in India**, Sultan Chand and Sons, New Delhi1989
2. KhankaS.S.“**EntrepreneurialDevelopment**,”S.Chand&Co.,NewDelhi.2007:
3. AnilKumarThakur,R.Rahman,**WomenEntrepreneurship**,Deep&DeepPublicationsPvt Ltd,NewDelhi,2009.

## **REFERENCES**

1. GordonE.&NatarajanK.,**EntrepreneurshipDevelopment**–HimalayaPublicationHouse, SecondRevisededition,2007
2. VasantDesai,**DynamicsofEntrepreneurialDevelopmentinIndia**HimalayaPublishingHouse,New Delhi1985.

## M.S. University B.A. Degree Social work Syllabus

(For those who joined the course from the Academic Year 2022 onwards)

### B.A. SOCIALWORK THIRD SEMESTER

Non Major Elective-I, Course Title: Foundations of Social Work

(Learning hours per week -5, Credit-4)

#### General Objectives:

To enable the students to learn the history, philosophy, and different methods of social work, fields of social work and development of social work profession and social work education.

#### COURSE OBJECTIVES(CO): The learner will be able to

CO No	Course Objectives
CO -1	Remember the social work concepts, methods, evolution of Historical Background of social work profession
CO -2	Understand the methods, functions, fields and settings of Social Work.
CO -3	To understand different Social Problems.
CO -4	Apply the theories and approaches in Social Work profession
CO -5	Analyze the social work practice/Profession dealing with social problems.

#### UNIT- 1

(12 Hours)

**Introduction to Social Work:** Definition, Concept, Objectives of Social Work. Meaning, Definition, Similarities and dissimilarities of Concepts related to Social Work: Social Service, Social Welfare, Social Reform, Social Movement, Social Action, Social Development and Empowerment, Social Security.

#### UNIT - 2

(12 Hours)

**Values, Principles, Philosophy of Social Work:** Values relating to Individual, Values relating to Problem. Principles of Social Work: Individualization, Meaningful Relationship, Self Determination, Acceptance, Social Functioning, Tuning Behaviour, Social Learning, and Confidentiality. Philosophy of Social Work: The functions and methods of social work.

#### UNIT - 3

(14 Hours)

**History of Social Work:** History of Social Work in India and Abroad: Friendly Visitors, Elizabethan Poor Law, Work House and Alms House, Charity Organization Society (COS).

#### UNIT – 4

(10 Hours)

**Skills of Social Work:** Interviewing, Listening, Observing, Questioning, Supporting, Educating, Counseling, Explaining and Informing.

#### UNIT – 5

(12 Hours)

**Fields of Social Work Practice:** Health, Mental Health, Community Development, Child Rights, Legal and Correctional settings, family, Vocational Rehabilitation, Education, Economic and Social Development, Rural Development, Urban Development, Industrial, and Environment

**COURSE OUTCOMES: The learner can be**

CO.No	CourseOutcomes	PSOs/PO Addressed	Cognitive Level
CO -1	Thorough knowledge on the history, philosophy and different methods of Social Work, fields of Social Work and development of Social Work profession and Social Work education	PSO 1,3	R,U
CO -2	Understand the context of emergence of social work as a profession	PSO 1, 2	U,R
CO -3	Demonstrate understanding of the various methods and settings of practice in which social workers perform their functions.	PSO 1, 4	Ap
CO -4	Appraise the Social Work Education in terms of the theory and the field practicum.	PSO 1,5	C
CO -5	Examine and Familiarize the core values and philosophy of social work profession and enable them to imbibe these	PSO 1, 5	E
CO -6	Analyze the importance of social work profession and other related terms	PSO 1, 2	An
CO -7	Critically analyze the social problems	PSO 1, 3,5	An

**Mapping of COs with POs & PSOs:**

CO	PO							PSO						Cognitive Level
	1	2	3	4	5	6	7	1	2	3	4	5	6	
CO1	3	2	3	3	3	3	1	3	3	3	2	2	1	
CO2	2	1	2	2	3	3	3	3	3	3	3	2	3	K1: Remember
CO3	3	3	3	3	2	2	1	2	3	2	3	3	3	K2: Understand
CO4	3	1	2	3	2	3	2	2	2	2	3	3	1	K3: Evaluate
CO5	3	3	3	3	3	2	3	3	3	3	2	2	3	K4: Creative
CO6	3	2	3	3	3	3	1	3	3	3	2	2	1	K5: Analyze
CO7	2	1	2	2	3	3	3	3	3	3	3	2	3	K6: Apply

**Strongly Correlating (S) - 3 marks    Moderately Correlating (M) - 2 marks**  
**Weakly Correlating (W) - 1 mark**

*Essential Readings.*

1. Sahoo,J.(2014). An evaluation of issues incorporate business ethics (Doctoraldissertation, Department of Philosophy).
2. DiNitto, D. M., &McNeece, C. A. (1990). Social work: Issues and opportunities in a challengingprofession. PrenticeHall.
3. Goldstein, H. (1987). Social Work Practice and People of Color: A Process-Stage Approach.
4. Bhattacharya, S. (2003).Social work: An integrated approach. Deep and Deep Publications.
5. Healy,L.M.,&Thomas,R.L.(2020).Internationalsocialwork:Professionalactioninan interdependent world. Oxford University Press.
6. Bhanti, R. (1996). SocialPolicyand Developmentin Rajasthan. Himanshu Publications.
7. Basu, D.,&Miroshnik,V. (2017).Indiaas an Organization: VolumeOne:A Strategic Risk AnalysisofIdeals, Heritageand Vision. Springer.
8. Midgley,J.,SocialWorkinInternationalContext:ChallengesandOpportunitiesforthe21st Century.InM.Reisch&E.Gambrill(Eds.),SocialWorkin the21stCentury (pp.59-67). CA: Thousand Oaks, Pine Forge,1997.
- 9.Payne,M.,ModernSocialWorkTheory:ACriticalIntroduction,HongKong;Maxmillan Education,1991.
10. ReischMichael,EileenGambrill,SocialWorkinthe21stCentury.NewDelhi:PineForge Press,1997.

## M.S. University B.A. Degree Social work Syllabus

(For those who joined the course from the Academic Year 2022 onwards)

### B.A. SOCIALWORK FOURTH SEMESTER

Part III- Core 7, Course Title: Social Work Research

(Learning hours per week -5, Credit-4)

#### General Objectives

To facilitate the student to learn the fundamental of Research Methodology, basic statistics including sampling so as to apply them while carrying out Research in Social Work Profession. To develop a practical knowledge in identifying solution to research problem

#### COURSE OBJECTIVES(CO):

The learner will be able to

CO. No	Course Objectives
CO -1	Remember the nature, scope, significance and process of Social work research
CO -2	Understand various research designs and sampling methods
CO -3	Apply various approach with suitable methods in social work research
CO -4	Analyse various methods of data collection in the field of practice
CO -5	Evaluate suitable statistics to enhance the quality of research

#### UNIT I

(12 Hours)

**Social Work Research:** Definition, Meaning, Concept of Objectivity. Social Work Research: Definition, Objectives, Scope and limitations, Stages in the Social Work Research Process. Social Research- Research and theory.

#### UNIT-II

**Stages, Types and Methods of Social Research:** Problem selection and formulation Literature Review- Types of Research: Basic, Applied and Action Research- Qualitative and Quantitative Research Methods- Research Designs, Hypothesis and Sampling.

#### UNIT-III

**Techniques of Data Collection:** Types and sources of Data - Methods of primary data collection: Observation, Interview, Questionnaire, Schedule and Case Study.

#### UNIT-IV

**Measurement and Scaling Techniques:** Meaning, Need and Problems of Scaling, Methods of Scale Construction - Likert, Thurstone and Guttman Scales. Bogardus Scale. Reliability and Validity.

#### UNIT-V

**Statistical Analysis and Use of Computer in Social Research:** Classification and Tabulation of data; Measures of Central Tendency. Mean, Median and Mode, Use of Computers in Social Research.



Learners can be

CO.No	CourseOutcomes	PSOs	Cognitive
CO -1	Recall and recognize the concepts and scope of Social Work Research	PSO 3, 4	R,U
CO -2	Formulate and choose suitable sample methods for the	PSO 3, 4	E,Ap
CO -3	Analyze the different Process and Methodology of the Scientific Social Work Research	PSO 3, 4	An
CO -4	Develop different Skills and technique in formulating Research, Proposal, Collection, Analysis, Interpretation	PSO 3, 4	An, C
CO -5	Calculate and measure the statistical techniques to make accurate inferences	PSO 4,6	C,Ap

Mapping of COs with POs & PSOs:

CO	PO							PSO						Cognitive Level
	1	2	3	4	5	6	7	1	2	3	4	5	6	
CO1	3	2	3	2	3	2	3	3	3	3	2	2	1	K1: Remember
CO2	2	1	2	2	3	3	3	3	3	3	3	2	3	K2: Understand
CO3	3	3	2	3	2	2	1	2	3	2	3	3	3	K3: Evaluate
CO4	3	1	2	3	2	3	2	2	2	2	3	3	2	K4: Creative
CO5	3	3	2	3	3	2	3	3	3	3	1	2	3	K5: Analyze

Strongly Correlating (S) - 3 marks    Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 mark

## **REFERENCEBOOKS:**

- 1.Ahuja,Ram(2001): ResearchMethods, NewDelhi:Rawat Publication.
- 2.Goode,WJ,and P.K. Hatt(1952):Methods in SocialResearch,New York: McGrawInternational.
- 3.Seltiz,Claise etal;(1959):ResearchMethods inSocialRelation,New York:Henry Holtand Co.
- 4.Srivastava, PrakashG.N.(1994):Advances ResearchMethodology,Delhi: RadhaPublication.
- 5.Thakur, Devender(2003): ResearchMethodology inSocialScience, Delhi:Deep and Deep Publication.
- 6.Young, P.V. (1988):ScientificSocialSurvey andResearch,New Delhi PrenticeHall.Krishnaswamy.O. (2004),SocialResearchMethods, New Delhi,Himalaya Publications

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(For those who joined the course from the Academic Year 2022 onwards)

### B.A. SOCIALWORK FOURTH SEMESTER

Part-III- Core Subject –8, Course Title: Field Work--Observational Visit-II

(Learning hours per week -5, Credit-4)

No ofVisits: 6 to 8

#### Objectives

1	To observe and understand the dynamics of settings related to psycho social problem.
2	To observe the nature of their functioning and funding resources
3	To learn about the staff functioning and of application of Social Work methods
4	To document and learn the process of recording
5	To Understand basic skills required to practice Social Work

#### Procedure:

The students accompanied by a faculty members shall visit pre-identified agencies in different areas like medical and psychiatric settings and industrial settings. Minimum 6 visits are mandatory for the observation visits.

#### Visits to the Institutions working for:

- Medical and Psychiatric Settings
- Industrial Settings

#### Completion of tasks relating to

- ¶ Background and field of work of the agency.
- Place and role of the agency in the society.
- Aims, objectives and programmes implemented.
- Types of Beneficiaries /Target groups.
- Administrative structure, departmentalization, staffing pattern.
- Funding and resource mobilization.
- Problems and issues faced by the organization

## **NORMS FOR FIELD WORK EVALUATION**

The 100 marks will have external and internal in the ratio of 50:50. While the External 50 marks will be awarded jointly by the concerned supervisor and one more External faculty member. The Internal 50 marks will be awarded by concerned supervisor in accordance with the guidelines given below:

### **For External Evaluation:**

Quality and Content of the Report	-10 Marks
Presentation in Viva -voce	-10 Marks
Subject Knowledge & Field work Knowledge	-10 Marks
Observation and Suggestions	-10 Marks
Professionalism in Development and Values	-10 Marks
<b>Total</b>	<b>-50 Marks</b>

### **For Internal Evaluation:**

Regularity in field visits	- 10 Marks
The quality of the reports and the punctuality in submitting the report	-10 Marks
Participation in group conferences	- 10 Marks
Diligence shown in seeking individual guidance from the supervisor	-10 Marks
Communication Skill	- 10 Marks
<b>Total</b>	<b>- 50 Marks</b>

Field work Evaluation and Viva Voce will be conducted by concerned faculty Supervisor and one more External faculty member.

## M.S. University B.A. Degree Social work Syllabus

(For those who joined the course from the Academic Year 2022 onwards)

### B.A. SOCIALWORK FOURTH SEMESTER

Part-III- Allied 4, Course Title: WOMEN AND CHILD WELFARE

(Learning hours per week -5, Credit-4)

#### GENERAL OBJECTIVES

Students can able to understand the status of Indian Women in through the ages, problems faced by children in India, Constitutional provisions and role of voluntary organization.

#### COURSE OBJECTIVES(CO): The learner will be able to

CO. No	Course Objectives
CO -1	Remember the concept of women empowerment
CO -2	Understand the status of women in contemporary India
CO -3	Discuss the Child issues and child rights
CO -4	Analyze various provisions of child related laws
CO -5	Evaluate the rehabilitation process of women and children

#### UNIT 1

**Status of Women-** Medieval, Pre Independence and Post Independence era. Women Empowerment-Concept and Meaning

#### UNIT 2

**Status of Women in Contemporary India:** Education, Health, Employment, Political participation, Religion, Violence against Women.

#### UNIT 3

**Children:** Vulnerability of Children, UN convention on the rights of the Child, National Policy for Children,

#### UNIT 4

**Children in Difficult Circumstances:** Child Labour, Street Children, Child Abuse, Juvenile Delinquency (Children in conflict with the Law)-Causes, Problems and solutions.

#### UNIT 5

**Constitutional provisions to safeguard the Rights of Women and Children:** Role of Government and Civil society Organisations in the Protection and Rehabilitation of Women and Children, Laws related to Children and Women

**COURSE OUTCOMES:**

**Learners can be**

CO.No	CourseOutcomes	PSOs	Cognitive
CO -1	Recall and recognize the concepts of women empowerment	PSO 3, 4	R,U
CO -2	Synthesis and evaluate the status of women in contemporary India	PSO 3, 4	C
CO -3	Discuss the Violence against Women	PSO 3, 4	E,Ap
CO -4	Analyze the vulnerability of Children	PSO 3, 4	An
CO -5	Discuss the children and women issues and its solutions	PSO 3, 4	An, C
CO -6	Calculate and measure the Protection and Rehabilitation of Women and Children	PSO 4,6	C,Ap

**Mapping of COs with POs & PSOs:**

CO	PO							PSO						Cognitive Level
	1	2	3	4	5	6	7	1	2	3	4	5	6	
CO1	3	2	3	2	3	2	3	3	3	3	2	2	1	K1: Remember
CO2	2	1	2	2	3	3	3	3	3	3	3	2	3	K2: Understand
CO3	3	3	2	3	2	2	1	2	3	2	3	3	3	K3: Evaluate
CO4	3	1	2	3	2	3	2	2	2	2	3	3	2	K4: Creative
CO5	3	3	2	3	3	2	3	3	3	3	1	2	3	K5: Analyze
CO6	2	3	2	3	2	2	1	2	3	2	3	3	3	K6: Apply

**Strongly Correlating (S) - 3 marks    Moderately Correlating (M) - 2 marks**

**Weakly Correlating                      (W) - 1 mark**

## **REFERENCES:**

1. Ahlawat, Neerja, (2008) Violence Against Women: Voices from the field, Violence Impact and Intervention Atlantic Publishers, New Delhi.
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3. Forbes, G, (1998) Women in Modern India, Cambridge University Press. New Delhi,
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5. Sunil, (1990) Social Problems in India – Issues & Perspectives, Regency Pub., New Delhi
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**(For those who joined the course from the Academic Year 2022 onwards)**

**B.A. SOCIALWORK FOURTH SEMESTER**

**Part-III- Skill Based -2, Course Title: Human Resource management**

**(Learning hours per week -5, Credit-4)**

**Objectives**

- ▮ To provide an understanding of the Human Resource Management
- ▮ To enable the student to understand the manpower is planning and career development planning.
- ▮ To understand the Human resource planning.

**UNIT-I-HUMAN RESOURCE MANAGEMENT: (10 L)**

Meaning. Nature. Objectives. Scope. Functions. Qualities of Human Relation Manager. Emerging challenges and future of Human Resource Management in India. Evolution of H.R.M in India.

**UNIT-II-HUMAN RESOURCE DEVELOPMENT: (10 L)**

Meaning. Objectives. Nature. Benefits. Role of HRD Management. Emerging issues of Human Resource Management. Essentials of Human Resource Development.

**UNIT-III-CAREER PLANNING AND DEVELOPMENT: (12 L)**

Definition. Steps. Concept of Career Development. Elements of Career Planning. Career Counselling: Objectives, Advantages and limitations. Mobility: Internal mobility, Need, purpose, Types: Promotion and Transfer. External Mobility; Effects of External Mobility. Controlling External Mobility.

**UNIT-IV- MANPOWER PLANNING: (14 L)**

Meaning. Objectives. Nature. Need and importance. Forms of Man Power Planning. Process of Human Resource Planning. Limitation of human resource planning. Manpower Planning— Principles of Man Power Planning— Job description— Job analysis— Job specification— Recruitment and Selection— Training and Development.

**UNIT-V-DISASTER MANAGEMENT: (14 L)**

Concept. Causes and types of Disasters and their impact on society. India's disaster management policy: From post disaster relief and rehabilitation to pre-disaster management and need of disaster management. The role of the state and civil society in disaster management and administration



## REFERENCES

1. Vasant Desai, Dynamics of **Entrepreneurial Development in India**, Himalaya Publishing House, New Delhi, 2007.
2. Gole S.L Disaster **Administration and management Text and case studies**. Deep-Deeppublication, Delhi, 2007.
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4. Laurie Mullins, **MANAGEMENT AND ORGANISATIONAL BEHAVIOUR**, Pearson, New Delhi, 2007
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6. Fred Luthans, **ORGANISATIONAL BEHAVIOUR**, Tata McGraw-Hill, New Delhi
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**B.A. SOCIALWORK FOURTH SEMESTER**

**Part-IV- Non major Elective -2, Course Title: Community Development**

**(Learning hours per week -5, Credit-4)**

**GENERAL OBJECTIVES:**

Students can able to understand the features of Rural Community and the need for community development, Panchayati Raj system and its implications, rural and urban development Programmes.

**COURSE OBJECTIVES**

The Learners will be able to

<b>CO No</b>	<b>Course Objectives</b>
<b>CO -1</b>	Remember the concept of Rural and urban community Development
<b>CO -2</b>	Understand the Problems and prospects of Rural Life and panchayat raj system
<b>CO -3</b>	Apply the theories and approaches in rural sustainable Development
<b>CO -4</b>	Evaluate the community Development programmes
<b>CO -5</b>	Analyze the importance of urban development administration

**UNIT I**

Rural Community: Definition, Meaning, Characteristics of Rural Community. Rural Community Development: Definition, Meaning, Objectives & Scope. Rural Community Development after Independence:

**UNIT II**

Panchayati Raj –Meaning and Scope, Main features of Panchayati Raj legislation (73rd Amendment), Structure and functions of Panchayati Raj system (Two Tier and Three Tier systems)

### UNIT III

Rural development Programmes:.. An Introduction to various contemporary Rural Development Programmes- MGNREGA(Mahatma Gandhi National Rural Employment Guarantee Act), Role of CAPART and NABARD in Rural Development

### UNIT IV

Urban Community: Meaning, Characteristics of Urban Community, Industrialisation, Urbanisation and Modernisation, Urban Problems – Housing, Pollution, Water Scarcity, Unemployment; Slum – definition, causes, characteristics,. Migration – Concepts, causes, types.

### UNIT V

Urban Development Administration: Municipal Administration, Corporations, Town Panchayats, Metropolitan Development Authority's(CMDA), Slum Development Board, Housing board

#### CourseOutcomes:

##### Learners will be able to

CO.No	CourseOutcomes	PSOs Addressed	Cognitive Level
CO -1	State and recognize the factors leading to change and their impacts on rural communities	PSO 2, 6	R
CO -2	Analyze the functions of rural administration	PSO 2, 3	An
CO -3	Distinguish between Rural Development and rural community development.	PSO 2, 3	An
CO -4	Demonstrate understanding of Rural Development schemes SGSY, IAY, Bharat Nirman, MGNREGA, THAI.	PSO 2, 3	Ap
CO -5	Analyze the rural development programs in India and the skills for community work.	PSO 2, 6	An

#### Mapping of COs with POs & PSOs:

CO	PO							PSO						Cognitive Level
	1	2	3	4	5	6	7	1	2	3	4	5	6	
CO1	1	3	2	3	3	3	2	2	3	2	3	3	2	K1: Remember
CO2	3	2	3	3	3	3	3	1	3	2	3	2	3	K2:Understand
CO3	3	1	2	3	2	2	1	2	3	2	3	3	3	K3:Evaluate
CO4	3	1	2	3	3	3	2	3	2	3	2	3	2	K4:Creative
CO5	3	2	2	3	3	2	3	3	3	3	1	2	3	K5: Analyze

**Strongly Correlating (S) - 3 marks    Moderately Correlating (M) - 2 marks**  
**Weakly Correlating (W) - 1 mark**

**REFERENCES:**

1. Aruna Sharma and Rajagopal, (1995) Planning for rural development Administration, Rawat Publications, New Delhi
2. Dahama, O.P. (1982) Extension and rural welfare, Ram Prasad and Sons, Agra Das Basanti, (2007)
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