BHARATHIAR UNIVERSITY – COIMBATORE 641 046.

BACHELOR OF SOCIAL WORK (BSW) with Diploma in NGO Management
(Effective for the Affiliated College students (Regular) admitted from the academic year 2007-2008 and onwards)

1. Eligibility for Admission to the Course
Candidate for admission to the first year of the Bachelor of Social Work (BSW) degree course shall be required to have passed the higher secondary examination conducted by the Govt. of Tamil Nadu or other examinations accepted as equivalent there to by the Syndicate, subject to such other conditions as may be prescribed there for.

2. Duration of the Course
The course shall extend over a period of three years comprising of six semesters with two semesters in one academic year. There shall not be less than 90 working days for each semester. Examination shall be conducted at the end of every semester for the respective subjects.

3. Course of Study
The course of study for the B.S.W (e-Commerce) degree course shall consist of the following

a) Part – I
Tamil or any one of the following modern/classical languages i.e. Telugu, Kannada, Malayalam, Hindi, Sanskrit, French, German, Arabic & Urdu. It shall be offered for the first two semesters with one examination at the end of each semester.

b) Part – II : English
The subject shall be offered during the first two semesters with one examination at the end of each semester. During third semester the subject communication skills will be offered as one of the core subject.

c) Foundation Course
The Foundation course shall comprise of two stages as follows:
   Foundation Course A : General Awareness (I & II semesters)
   Foundation Course B : Environmental Studies (III & IV semesters)

   The syllabus and scheme of examination for the foundation course A, General awareness shall be apportioned as follows.
   From the printed material supplied by the University - 75%
   Current affairs & who is who? - 25%

   The current affairs cover current developments in all aspects of general knowledge which are not covered in the printed material on this subject issued by the University.

   The Foundation course B shall comprise of only one paper which shall have Environmental Studies.
d) **Part – III**

**Group A:** Core subject – As prescribed in the scheme of examination. Examination will be conducted in the core subjects at the end of every semester.

**Group B:** allied subjects -2 subjects-4 papers
Examination shall be conducted in the allied subjects at the end of first four semesters.

**Group C:** application oriented subjects: 2 subjects – 4 papers
The application –oriented subjects shall be offered during the last two semesters of study viz., V and VI semesters. Examination shall be conducted in the subjects at the end of V & VI semesters.

**Group D:** field work/institutional training
Every student shall be required to undergo field work/institutional training, related to the application-oriented subject for a period of not less than 2 weeks, conveniently arranged during the course of 3rd year. The principal of the college and the head of the department shall issue a certificate to the effect that the student had satisfactorily undergone the field work/institutional training for the prescribed period.

**Diploma Programme:**
All the UG programmes shall offer compulsory diploma subjects and it shall be offered in four papers spread over each paper at the end of III, IV, V, & VI semesters.

**e) Co-Curricular activities: NSS/NCC/Physical education**
Every student shall participate compulsorily for period of not less than two years (4 semesters) in any one of the above programmes.

The above activities shall be conducted outside the regular working hours of the college. The principal shall furnish a certificate regarding the student’s performance in the respective field and shall grade the student in the five point scale as follows

- A-Exemplary
- B-very good
- C-good
- D-fair
- E-Satisfactory

This grading shall be incorporated in the mark sheet to be issued at the end of the appropriate semester (4th or 5th or 6th semester).

(Handicapped students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above 3 field and be graded and certified accordingly).

4. **Requirement to appear for the examinations**

a) a candidate will be permitted to appear for the university examinations for any semester if

i) He/she secures not less than 75% of attendance in the number of working days during the semester.

ii) He/she earns a progress certificate from the head of the institution, of having satisfactorily completed the course of study prescribed in the subjects as required by these regulations, and

iii) His/her conduct has been satisfactory.

Provided that it shall be open to the syndicate, or any authority delegated with such powers by the syndicate, to grant exemption to a candidate who has failed to earn 75% of the attendance prescribed, for valid reasons, subject to usual conditions.
b) A candidate who has secured less than 65% but 55% and above attendance in any semester has to compensate the shortage in attendance in the subsequent semester besides, earning the required percentage of attendance in that semester and appear for both semester papers together at the end of the latter semester.

c) A candidate who has secured less than 55% of attendance in any semester will not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 55%.

d) A candidate who has secured less than 65% of attendance in the final semester has to compensate his/her attendance shortage in a manner as decided by the concerned head of the department after rejoining the same course.

5. Restrictions to appear for the examinations
   a) Any candidate having arrear paper(s) shall have the option to appear in any arrear paper along with the regular semester papers.

   b) “Candidates who fail in any of the papers in Part I, II & III of UG degree examinations shall complete the paper concerned within 5 years from the date of admission to the said course, and should they fail to do so, they shall take the examination in the texts/ revised syllabus prescribed for the immediate next batch of candidates. If there is no change in the texts/syllabus they shall appear for the examination in that paper with the syllabus in vogue until there is a change in the texts or syllabus. In the event of removal of that paper consequent to change of regulation and / or curriculum after 5 year period, the candidates shall have to take up an equivalent paper in the revised syllabus as suggested by the chairman and fulfill the requirements as per regulation/ curriculum for the award of the degree.

6. Medium of Instruction and examinations
   The medium of instruction and examinations for the papers of Part I and II shall be the language concerned. For part III subjects other than modern languages, the medium of instruction shall be either Tamil or English and the medium of examinations is in English/Tamil irrespective of the medium of instructions. For modern languages, the medium of instruction and examination will be in the languages concerned.

7. Submission of Record Note Books for practical examinations
   Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for practical examinations, otherwise the candidates will not be permitted to appear for the practical examinations. However, in genuine cases where the students, who could not submit the record note books, they may be permitted to appear for the practical examinations, provided the concerned Head of the department from the institution of the candidate certified that the candidate has performed the experiments prescribed for the course. For such candidates who do not submit Record Books, zero (0) marks will be awarded for record note books.
8. **Passing Minimum**
   a) A candidate who secures not less than 40% of the total marks in any subject including the Diploma and Foundation courses (theory or Practical) in the University examination shall be declared to have passed the examination in the subject (theory or Practical).
   b) A candidate who passes the examination in all the subjects of Part I, II and III (including the Diploma and Foundation courses) shall be declared to have passed, the whole examination.

9. **Improvement of Marks in the subjects already passed**
   Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear once within a period of subsequent two semesters. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

10. **Classification of Successful candidates**
    a) A candidate who passes all the Part III examinations in the First attempt within a period of three years securing 75% and above in the aggregate of Part III marks shall be declared to have passed B.A/ B.Sc./B.Com./B.B.M. degree examination in **First Class with Distinctions**
    b) (i) A candidate who passes all the examinations in Part I or Part II or Part III or Diploma securing not less than 60 per cent of total marks for concerned part shall be declared to have passed that part in **First Class**
        (ii) A candidate who passed all the examinations in Part I or Part II or Part III or Diploma securing not less than 50 per cent but below 60 per cent of total marks for concerned part shall be declared to have passed that part in **Second Class**
        (iii) All other successful candidates shall be declared to have passed the Part I or Part II or Part III or Diploma examination in **Third Class**

11. **Conferment of the Degree**
    No candidate shall be eligible for conferment of the Degree unless he / she,
    i. has undergone the prescribed course of study for a period of not less than six semesters in an institution approved by/affiliated to the University or has been exempted from in the manner prescribed and has passed the examinations as have been prescribed therefor.
    ii. Has satisfactory participates in either NSS or NCC or Physical Education as evidenced by a certificate issued by the Principal of the institution.
    iii. Has successfully completed the prescribed Field Work/ Institutional Training as evidenced by certificate issued by the Principal of the College.

12. **Ranking**
    A candidate who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures I or II class shall be eligible for ranking and such ranking will be confined to 10% of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks.
    The improved marks will not be taken into consideration for ranking.
13. **Additional Degree**

Any candidate who wishes to obtain an additional UG degree not involving any practical shall be permitted to do so and such candidate shall join a college in the III year of the course and he/she will be permitted to appear for Part III alone by granting exemption form appearing Part I, Part II and common allied subjects (if any), already passed by the candidate. And a candidate desirous to obtain an additional UG degree involving practical shall be permitted to do so and such candidate shall join a college in the II year of the course and he/she be permitted to appear for Part III alone by granting exemption form appearing for Part I, Part II and the common allied subjects. If any, already passed. Such candidates should obtain exemption from the university by paying a fee of Rs.500/-. 

14. **Evening College**

The above regulations shall be applicable for candidates undergoing the respective courses in Evening Colleges also.

15. **Syllabus**

The syllabus for various subjects shall be clearly demarcated into five viable units in each paper/subject.

16. **Revision of Regulations and Curriculum**

The above Regulation and Scheme of Examinations will be in vogue without any change for a minimum period of three years from the date of approval of the Regulations. The University may revise/amend/change the Regulations and Scheme of Examinations, if found necessary.

17. **Transitory Provision**

Candidates who have undergone the Course of Study prior to the Academic Year 2007-2008 will be permitted to take the Examinations under those Regulations for a period of four years i.e. up to and inclusive of the Examination of April 2012 thereafter they will be permitted to take the Examination only under the Regulations in force at that time.

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BSW (Bachelor of Social Work) with Diploma in NGO Management

Scheme of Examination for the students admitted during 2007-2008 & onwards

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subjects</th>
<th>Duration of exam. (Hrs.)</th>
<th>Internal Exam</th>
<th>External Exam</th>
<th>Max. Marks</th>
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<td><strong>I SEMESTER</strong></td>
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<tr>
<td>Paper 1.</td>
<td>Part I Language – Paper I</td>
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<td>Paper 2.</td>
<td>Part II English – Paper I</td>
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<td>Introduction to Social Work</td>
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<td>Man and Society</td>
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<td>Paper 5.</td>
<td>Fundamentals of Counselling – Allied Paper I</td>
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<td>Part I language Paper II</td>
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<td>Methods of Social Work</td>
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<td>Human Growth and Development</td>
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<td>Paper 10.</td>
<td>Women &amp; Development – Allied Paper II</td>
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<td>Paper 11.</td>
<td>Foundation Course A – General Awareness Paper</td>
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<td>Part I Language – Paper III</td>
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<td>Indian Social Problems (Rural and Urban)</td>
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<td>Foundation Course B – Science in Everyday Life</td>
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<td>Paper 22.</td>
<td>Fieldwork Practicals (Observation Visits &amp; Rural Camp)</td>
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<td>Social Legislation</td>
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<td>Field Work Practicals - Placement</td>
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<td>Community Development</td>
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<td>Social Work in Industries</td>
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* Viva voce will be conducted by a board of two examiners (one internal and one external) at the end of the semester.
INTRODUCTION TO SOCIAL WORK

UNIT I
Basic concepts – social work: meaning, definitions, objectives and functions – Social welfare: meaning, scope and objectives - social service: meaning, difference between social service and social work - concept of social reform- social action – social security.

UNIT II
Religious thoughts of India – Hinduism- Christianity, Supreme Values of man, Modern Indian social thinkers: Swami Vivekananda, Gandhiji, Ambedkar and E.V.R

UNIT III
Basic values of human life, Philosophy of social work, professional ethics, skills, roles and functions of social worker.

UNIT IV
Historical development - Social work in the West and in India. Voluntary Social work and role of Non Governmental social welfare Agencies.

UNIT V
Methods and Fields of social work: Casework, group work, community organization, social action, social work research and social welfare Administration - Fields of social work: Labour welfare, Medical and Psychiatric social work, community development, correctional social work, Youth welfare and school social work.

References:

Kadushin Supervision in social work Rawat publications, Jaipur
Paul Chaudry Introduction to Social Work, Atma Ram and Sons,
Rameshvari Devi Social work practices
Ravi Prakash Mangal Deep Publications, Jaipur
Shaikh Azhar Iqbal Principles and practices of social work Sublime publications, Jaipur, India
Subhedar. I.S Field work training in social work Rawat publications Jaipur and New Delhi
MAN AND SOCIETY

UNIT I


UNIT II


UNIT III

Indian family system: Marriage - forms, functions, changes in mate choice and ceremonies. Family - forms, Characteristics, functions and contemporary changes. Conflict, break down, adjustments.

UNIT IV


UNIT V

Welfare state: Concept, need, characteristics- India as a welfare state- Social Change: Definition, concept, types and theories of social change in India. Gender roles and inequalities.

References:


Other References:

Elliot And Merril
Ghurye, G.S. Caste, Prakashan
Jayaraman, Raja
Kapadia K.M

Society And Culture, Prentice Hall Inc
Class And Occupation, Bombay, Popular
Caste And Inequality In India, New Delhi, Hindustan
Family Marriage In India, New Delhi, Oxford University Press
Mac-1ver And Page Society, An Introductory Analysis, London, Macmillan
Madan G. R Indian Social Problems, Vol 1 11
Natarajan, S, Century Of Social Reforms, Bombay, Asia Publishing House
Prabhu, Radharinath Hindu Social Organization, Bombay, Popular Prakashan

PAPER 5

FUNDAMENTALS OF COUNSELLING

Unit I
Meaning and definition of the term counselling – Goals and objectives of counseling – scope of counselling.

Unit II
Counselling and Guidance – Counseling and psychotheapathy Counselling and advice – counselling and direction – Counselling and assistance – Counselling as profession.

Unit III
Psychoanalytical model and behaviour modification and counselling.

Unit IV
Factors influencing counselling relationship; namely, social, emotional, religion, sex, age, etc – Basic principles and processes of counseling .

Unit V
Counselling with different Groups- skills, roles & Functions of the counsellor.

References ;

1. Narayana Rao - Counseling psychology
2. Pandit J.L - The orld of work (Orient Longmans, Madars, 1970)
3. Shertzon and Stone - Fundamentals of counseling
4. Fuster J.M - Per onal counseling
5. Wallis J.H - Counselling and social Welfare London routledge and kegan paul, 1970
METHODS OF SOCIAL WORK

UNIT I

Social case work – definition, objectives, scope, principles and process (study, Diagnosis and intervention)- roles of a case worker.

UNIT II

Social group work – definition, objectives and scope, types of groups and group processes – Group work process - roles of a group worker.

UNIT III

Community organization – definition, objectives and scope, principles and processes - roles of a community organizer.

UNIT IV

Indirect methods of social work – social work administration Basic administrative practices – social legislation - importance for social work practice.

UNIT V

Social action and its importance for social work practice . social work Research – meaning, aims, objectives and scope.

References:

1) M S Gore - social work Education Asia publishing House 1969.
2) Gisala konpka - Social group work – A helping process New Jersey : Prentice Hall
3) Fred Milson - Skills in Social group work
4) Norman polusky - social work Research Chicago : The university of Chicago press
5) Gangrade K D - Community organization in India Bombay : Popular Prakasahn
7) Govt. of India, Social Legislation - its role in social welfare New Dehli : publications Division Goal SI & Jain social
UNIT I
Meaning of Growth and Development, Developmental tasks, Developmental stages:.
Conception, pregnancy and Delivery.
Infancy : Major adjustments of Infancy
Babyhood : Emotional behavior in baby hood- Hazards of Baby hood
Early childhood : Emotional and social behavior
Late childhood : Emotional and social behavior

UNIT II Puberty
Causes and age of puberty- body changes at puberty- effects of puberty changes: Developmental tasks of Adolescence.

UNIT III Early and Late Adulthood
Developmental task of early adult hood- Vocational, marital, social adjustments- late adulthood – adjustments to parenthood.

UNIT IV Middle age
Developmental tasks of middle age- social adjustment- adjustment to physical changes- vocational and marital hazards of middle age

UNIT V Old Age
Characteristics of old age – developmental tasks of old age, adjustments to retirement- adjustment to loss of spouse – Life hazards of old age.

References:
Coleman J C (1978 ) Abnormal Psychology And Modern Life, Bombay - Tarapuriwala
Hurlock E B (1975) Developmental Psychology
Morgand King (1975) Introduction To Psychology, New Delhi Tata Mcgraw Hill Co. Ltd.
Kuppuswamy B Child Behaviour And Development
Linda L David Off Introduction To Psychology
WOMEN AND DEVELOPMENT

UNIT I

Women and development – their roles in family – community and society – status of women – values with reference to Indian women.

UNIT II

Women and family – Family structures – Women’s roles in decision making in the family.

UNIT III


UNIT IV


UNIT V

Women and Health – health services – Food and Nutrition - Education – Family welfare - Women and laws.


Central and State Government Welfare programmes for women.

References:

1. Mazumdar, V (ed) : women in changing society symbols of power, Bombay: Allied publishers
4. Bhasin , K and Agarwai, B 1984 : Women and Media Analysis Alternatives an Action, New Delhi, Kali for women
5. Benerjee, Nirmala : Indian women in a changing industrial scenario.
UNIT I


UNIT II

Human rights concern - The UN Declaration of Human rights - Fundamental rights and Duties under the Indian Constitution - Directive principles of State Policy (DPSP).

UNIT III

Human rights of Emerging Sectors - Children’s rights - Refugees - Indigenous people - Contemporary issues in Human rights – Female infanticide, child labour, bonded labour, Dalit and Human rights.

UNIT IV


UNIT V

Role of social work (Voluntary organization) in relation to Human rights. National Human rights commission, State human rights commission, Human rights court - Public Interest Litigation (PIL), Legal Aid, lok adalats, role of advocacy, role of social action.

References:

- Biswal Tafan 2003 Social work and Human rights: New Delhi: Rawat
- Jagannadhan V. 1978 Administration and social Change, New Delhi, Uppal.
UNIT I

UNIT II
Rural social problems-Concept-Meaning-Illiteracy-Poverty-Unemployment- Untouchability-Exploitation and Bonded Labour-Caste dominance and Communal riots.

UNIT III

UNIT IV
General Social Problems-Vagrancy-Beggary-Corruption-Issues related to consumer Protection-Environmental Pollution-Dowry and Divorce-Suicide-Crime Terrorism.

UNIT V
Problems of Vulnerable Groups-Physically handicapped-Mentally handicapped- Problems of the destitute and Elderly-Role of Social Worker-Voluntary Organizations.

References:

Bombay: Asia


Chandra S (1983) Sociology of Deviation in India
New Delhi: Allied.


Madan GR (1986) Indian Social Problems Vol

Bombay: Vira & Compan.

Ram Ahuja (1993) Social Problems in India
Jaipur: Rowat.

Robbins A.J (1957) Mental Hospitals in India and Social Work Services, Delhi School of Social Work

Usha Bhatt (1963) The Physically Handicapped in India
Bombay: Popular.
UNIT I

Concept of entrepreneurship- Definition, characteristics and functions of entrepreneur-types of Entrepreneur- Need for training and development- EDP- Phases of EDP- Development of women Entrepreneurs and rural Entrepreneurs.

UNIT II


UNIT III


UNIT IV

Incentives and subsidies- Subsidy scheme for selected categories of Industries- subsidy for feasibility report /studies, Exemption from power cut, concessional power tariff, concession in water Royalties, interest free sales tax loan, stamp duty exception, special concession for SC and ST entrepreneurs

UNIT V

Industrial Sickness- causes and consequences of Industrial sickness, corrective measures- Government policies for small scale enterprises.

Project identification - meaning and classification of project- project formulation – concept, significance and elements of project formulation – Evaluation and project report.

References:

Khanka S.S 1999  Entrepreneurial development New Delhi: S.Chand.
UNIT I
Social work research: meaning, objectives, functions, types and limitations – identification of the area for research: selection and formulation of problems – formulation of assumptions – hypothesis: meaning, characteristics of a good hypothesis, sources and types of hypothesis – review of literature.

UNIT II
Research design: definition and importance of research design – types of research design: qualitative, quantitative, exploratory, diagnostic and experimental – steps involved in conducting a research.

UNIT III

UNIT IV

UNIT V

References:
Ramachandran P. 1999 Survey Research for Social Work, Bombay: TISS.
Young P.V 1956 Methods of Social Survey and Research, USA: Prentice Hall.
UNIT I
Introduction to computers- definition, evaluations, generations, types of computers- Analog, digital and hybrid and special purpose, micro mini, main frame computers.

UNIT II
Hardware, block diagram of computer, I/O devises, memories –primary –RAM, ROM, EPROM, EEPROM, secondary storage devises.

UNIT III
Software, definition, categories – System, Applications, Programming Languages, Packages, O.S- Evolution, Single users Vs Multi users, Time sharing Multi Program, Multi tasking, Multi processing, basic commands of MS –DOS &UNIX /NOVELL.

UNIT IV
Problem Solving through basic algorithms, Flow chart, Symbols, Simple algorithms to illustrate the problem solving technique. Basic language- constant, variables, key words, built in functions, control statements, arrays, subscripts, user-defined functions and sub programmes.

UNIT V
M.S WORD – basics, using of text, word editing techniques, using templates.

M.S Power point – basics-, editing text, adding subordinate points, Running an Electronic slide show.

MS Excel- entering data, selecting ranges, creating graphs.

Use of Inter Net Explore.

References:

New Delhi: Tata Mc Graw Hill
UNIT I
Social welfare administration – Concept –Definition –objectives, principles and scope of social welfare administration.

UNIT II
Administration process – planning, organizing, staffing, direction, Coordination, reporting, budgeting, decision making. Leadership and communication.

UNIT III

UNIT IV
Voluntary social welfare organizations: Structure – functions and problems of voluntary organizations in India – Role of voluntary organizations in planned social change – Functioning of Boards and Committees.

UNIT V
Central Social Welfare Board and state social welfare advisory board, Departments of social welfare at the centre and state levels – Programmes, Activities, functions, Aiding process.

References:

<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
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<tbody>
<tr>
<td>Batattacharia sanjay</td>
<td>2006</td>
<td>Social work administration and development, New Delhi, Rawat.</td>
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<tr>
<td>Choudry .D. Paul</td>
<td>1991</td>
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</tr>
<tr>
<td>Choudry D. Paul;</td>
<td>2000</td>
<td>Social Welfare Administration, Lucknow, Atmaram and sons</td>
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<tr>
<td>Gangarde,Y.D.</td>
<td>1978</td>
<td>Social Legislation in India Vol I and II, New Delhi, concept</td>
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<td>Pandey S.K.</td>
<td>2007</td>
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<td>Rameshwari Devi</td>
<td>2001</td>
<td>Social welfare Administration, Jaipur, Mangal deep publication, Jaipur.</td>
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<tr>
<td>Sachdeva :D.R.</td>
<td>1978</td>
<td>Social Welfare Administration in India, Allahabad, Kitab Mahal</td>
</tr>
</tbody>
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UNIT I

Disaster-meaning, concept-Natural Disaster- floods, earthquake, draught, volcanoes, forest fires, coastal hazards, and landslides.

UNIT II

Manmade Disaster-Chemical and Industrial Accidents, Accidental explosions, Bomb blast, nuclear disasters, Pollutions.

UNIT III

Factors influencing Natural and Manmade disaster-political, economic, social, cultural, Ideological, Ecological, institutional, scientific and technological. Disasters and Development-causes and consequences.

UNIT IV

Disaster Management-Control plan, emergency preparedness. Disaster management cycle-Post disaster review, results of exercises, prevention, mitigation, preparedness. Intervention of State in Disaster.

UNIT V

Role of Voluntary organization in Disaster Management, Social Work intervention in Disaster-resource mobilization, working with other professionals,

References:


UNIT – I

UNIT – II
The Hindu & Muslim laws governing massage, divorce, adoption & inheritance.

UNIT- III
Social legislation relating to the physically, mentally & socially handicapped persons, SC/ST, legislations relating to the Welfare of the children & women.

UNIT – IV
Social legislation for amelioration of social problems such as delinquency, prostitution, dowry, beggary.

UNIT – V
Legislation and social work, role of social worker in promoting in social justice.

References:
Sone R.K.
Walla D.R. - Law and layman Tara Povalla and Sons Bombay.
Social Legislation - Its role in social welfare - Government of India, New Delhi, Publication Division.
Tandan .M.P.(1964) - Indian law Allagabad Association,
COMMUNITY DEVELOPMENT

UNIT I


Unit II

Rural community development - concept, principles, need-programmes: IRDP, ITDP, TRYSEM, Swarna jayanthi Gram Swarozgar Yojana, Rural Housing Schemes, NRCP, Rural Sanitation Programme, Watershed Development, role of NIRD and SIRD.

Unit III

Local self government- Local self-government in ancient India, during Mugal and British period. Panchayat Raj system, Role and function of village president, chairman, BDO. Constitutional (73rd) amendment, state legislation strengths and weakness.

Unit IV


Unit V


References:

Bhadouria and Dua 1986 Rural development strategies and Perspectives; Delhi, Anmol.

Bose, Ashian 1974 Studies in India’s Urbanization 1901 to 1971, New Delhi, Tata Mcgraw Hill.

Cedric Payn 1990 Housing and Urbanization: A study of India, New Delhi, Saye.
Centre for urban studies (1978) Urban planning and Development Authorities, New Delhi, Indian Institute of Public administration.


Rjeswar Dayal (1962) Community development programmes in India Allahabad, Kitab Mahal.

Ram K. Verma 1996 Development Infrastructure for Rural Economy, Jaipur, Prit Well.

Sharma, R.N. 1975 Textbook of urban sociology, Meerat, Rajhans.

Singh, Dr Panchayat Raj and Rural Organization, Allahabad: Charugh.


USEFUL PUBLICATIONS (1999-2000):

The first edition of India Rural Development Report-1999 brought out by NIRD focuses on the theme of "Regional Disparities in Development and Poverty". This is a maiden effort to comprehensively analyze various facets of rural development: agriculture, labour, infrastructure, gender and environment to capture the variations in development at sub-state level covering all the 78 National Sample Survey Regions across the country.

Vasundhara – an anthology of land resources in India, compiled by Department of Land Resources.

The Wastelands Atlas of India, the first of its kind, by the Department of Land Resources, in collaboration with the National Remote Sensing Agency (NRSA), Hyderabad, represents an important landmark in the ongoing efforts aimed at identifying the nature and extent of wastelands/degraded lands. For the first time, an authoritative figure of 63.85 million has been provided for the extent of Wastelands in the country, grouped into 13 categories. In percentage terms this accounts for 20.17% of total geographical area.

Annual Report of the Ministry.
UNIT I

Hospital – meaning –definition, nature and functions of hospital- classification of hospitals- based on objectives, based on ownership, based on system of medicine and based on the size of hospitals.

UNIT II

Different departments required in a hospital- out patient – in patient services- emergency care – laboratory facilities required – dietary services – Medico legal cases.

UNIT III

Hospital Administration- Meaning, nature and scope. Human resource management in Hospitals- selection, promotion, transfer, performance appraisal, working hours, leave rules, safety, salary and wage policies, training and development.

UNIT IV

Record management in hospitals – essentials of records management- content of medical record- advantages of record keeping- use of computers in Hospital.

UNIT V

Use of social work method in Hospital setting – Role and functions of medical social worker in hospital setting- Importance of team work in a hospital

References:

Banjamin Robert,etal 1983 Hospital Administration
New Delhi: Prentice.

Goal S.L 1981 Health care Administration
New Delhi: Sterling.

Rabick & Jonathan,etal 1983 Hospital organization and Management
London: Spectrum.
UNIT I
Concept of labour – meaning, objectives, definition, characteristics, types of labour. 

UNIT II
Labour welfare- Definition, scope, objectives, classification and principles of labour welfare-
need for labour welfare, qualification, qualities and the role of labour welfare officer.

UNIT III
Definition, concept and objectives of trade union- positive role of trade union –structure and 
functions of major trade unions in India. Problems and weakness of trade union.

UNIT IV
Industrial relations – Definition, concept, need, importance, scope and objectives of Industrial 
relations, causes and effects of Industrial conflict-strikes, lock-out, lay-off, retrenchment, 
closure.

UNIT V
Industrial social work : Meaning, concept & scope of social work in Industry. Application of 
social work methods in Industrial setting.

References:
Basudeb Sahoo 1999 Labour movement India ,
Rawat publications, jaipur.
Mamoria C B 1999 Dynamic . Of Industrial Relationship in India - Bombay:
Himalayas Publishing House.
Mirza S.Saiyadain 1988 Human Resource Management
Tata-Mc-Graw Hill publishing company Ltd
New Delhi.
Punekar S.D 1998 Labour welfare trade unionism and Industrial Deodhar
relations, Himalaya publishing house
Saraswathi Sankaran
Subramainan K N 1967 Labour Management Relations In Tamil Nadu - Madras:
Book Agency Vol. I
Subba Rao P. 1999 Essentials of Human resource and Industrial
Relations, Himalaya publishing House.
Tripathi P.C 2005 Personnel Management and Industrial relations.
Sulatan chand and Sons
Sharma . R.N. 1993 Labour problems social welfare and social security,
Jaibur: Sujeet.
Wayne F.Casico 1989 Managing the Human resources
UNIT I
The concept of family - family as a social unit - the functions of family - modern family - cultural aspects and the present trends of family.

UNIT II
Importance of family in the present context; Effects of Industrialisation, Westernisation, Modernisation and Urbanisation, on the family.

UNIT III
The place & significance of the child in the family, major problem of children in India, childhood and its importance, the present position of children. Major problems of children in India, Child labour, Street Children Juvenile Delinquents, Female infanticide, Sexual Abuse of Children.

UNIT IV
The child rearing patterns; emerging philosophy of child development, UN declaration of the rights of the child, National policy for children in India.

UNIT V
Family Welfare Services, File Year Plans or Family Welfare Services; CSWB; child development services under the five year plan in India, National and International agencies in Family Welfare & Child Welfare.

References:
Gokhab S.D and Sohine - Child in India
Govt. of India - Profile of Child in India; Ministry of Social Welfare.
Kumar R - Child Development in India, Vol I & II.
Sumithra Gupta - Social Welfare in India.
Bachelor of Social Work (BSW) - DIPLOMA IN NGO MANAGEMENT

Regulations and Syllabus - Effective 2007-08 onwards

Eligibility: Mandatory for BSW students

Duration: Four semesters (III, IV, V & VI)

Medium: English

<table>
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<th>Duration of Exam (Hrs)</th>
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<td>II</td>
<td>Fundamentals of Accounting</td>
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<td>III</td>
<td>Population, Society &amp; Environment</td>
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<td>IV</td>
<td>Community Programmes &amp; NGOs</td>
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SYLLABI

COURSE – I PROJECT MANAGEMENT

Unit – I
Project Management: concepts, tools and techniques; The Project manager: Manager’s role and functions; Project preparation: Guidelines for drafting a Project.

Unit – II
Planning: nature, purpose, steps, types, merits and demerits; Organising: nature, purpose departmentation, span of control, delegation, centralization and decentralization.

Unit – III
Staffing: nature and purpose, components of staffing; Controlling: concepts and methods; Coordinating: need, principles, approaches for effective coordination

Unit – IV
Monitoring: Formulation of objectives; Designing a monitoring system; Participatory monitoring process; Reporting ongoing and the completed project.

Unit – V
Evaluation of projects: types, procedures and processes; Participatory evaluation: Evaluation and reporting of an ongoing/completed project; Participatory Rapid Appraisal (PRA); Management Information System (MIS).

Suggested Readings
COURSE – II: FUNDAMENTALS OF ACCOUNTING

Unit – I
Book keeping: Definition, objectives, systems; Book of Accounts: Day book, Ledger accounts; Recording of Transactions: kinds of accounts; Rules for debit and credit.

Unit – II
Trial Balance: meaning, objectives, scope, preparation, error and rectification; Proforma Invoice; Stock Register.

Unit – III
Final Accounts and Balance Sheet: Definition, objectives and preparation of trading accounts; Profit and Loss Account and Balance Sheet.

Unit – IV
Accounting for Non-Profit Organisation: Receipts and Payments Account, Income and Expenditure Account; Balance Sheet; Maintenance of Project Account.

Unit - V
Accounting Information System: meaning and importance, end users; Financial Statements: limitations, rearrangement and modification, Accounting vs. Reporting formats; Preparation of Reports: Statement of Accounts, Statement of Inventory, Cash Flow Summaries.

Suggested Readings
COURSE – III: POPULATION, SOCIETY AND ENVIRONMENT

Unit – I
Components of population change: Fertility and Mortality: concepts, definitions, data sources, basic measures, influencing factors, levels and trends; Migration: concepts, definitions, types, identifying migrants, levels and trends.

Unit – II
Social consequences of demographic change: Changes in fertility, mortality and migration, marriage, family, kinship, lifestyle and society; Social legislation and social change.

Unit – III
Population and socio-economic changes: inter-relationships, Social consequences of demographic changes: beggary, prostitution, crimes, juvenile delinquency, dowry, poverty, illiteracy and unemployment, urbanization and the growth of slums; unhygienic environment and unhealthy conditions.

Unit – IV
Ecology and Environment: Definition, meaning, importance and need; Ecosystem: relationship between man and environment; Over population; Environmental Deterioration: Air pollution, water pollution, noise pollution and solid waste disposal; Resource depletion.

Unit – V
Sustainable development: concepts and meaning; Agenda for sustainable development – a paradigm shift; Strategies and Agencies for sustainable development.

Suggested Readings
COURSE – IV: COMMUNITY PROGRAMMES AND NGOs

Unit – I
Social Enterprise: history, role, importance, need and relevance; Role of NGOs in population activities: health, education, empowerment and development; Self Help Groups: concepts, objectives, origin; Formation of Self Help Groups: principles, need and stages in the formation, criteria for membership; Guidelines for the formation of Self Help Groups.

Unit – II
Community Health: meaning, definition, health as a fundamental right; Public health; Personal and Environmental Hygiene; Communicable and Non-communicable diseases; prevention and control; Indicators of Health; Public Health Organisation.

Unit – III
Nutrition: concepts, processes, types of food; Nutrients: functions and sources; Balanced diet: Malnutrition Deficiency diseases; prevention and control; Applied Nutrition Programmes.

Unit – IV
Health Care: Concepts, health care services, Primary Health Care, present level of health care; Health Education: principles and means; National Health Programmes: ICDS, Balwadi and Anganwadi programmes; Expanded Programme of Immunization, National Programme for the control of blindness; STD control programme, National AIDS control programme.

Unit – V
Population Programmes: National Family Welfare Programme: Meaning, objectives, need, evaluation; India Population Project: Minimum Needs Programme; Project Funding; Procedures and processes involved, selection criteria for funding of NGOs; Coordination with Government/Co-financing Donors/Nodal Agencies – Direct Funding and channelised funding, experience of donors and NGOs; current trends in funding.

Suggested Readings
Paper 14  

BSW – MODAL QUESTION PAPERS

HUMAN RIGHTS, SOCIAL JUSTICE AND SOCIAL WORK

Time : 3 hours   
Maximum marks: 100

Part A (10 X 1 = 10 marks)
Answer all the questions, All questions carry equal marks

1. Define human rights.
2. Who contributed to the theory of “Trusteeship”? 
3. Who are called “Lok Adalats”? 
4. Article 17 of the Indian Constitution deals with --------------
5. “Pedagogy of the oppressed is the book written by ------------
6. One can appeal to ---------------------- commission for securing justice.
7. Social justice refers to --------------
8. We have borrowed the idea of the DPSP from the Constitution of ----
9. Human Rights Day is celebrated on --------------
10. As per the Indian Constitution, the respect of our national flag is our -----------

PART B (5 X 6 = 30 marks)
Answer all the questions, All questions carry equal marks

11.a) Enlist and explain five civil rights (or)
   b) Explain social justice.

12.a) Distinguish between Fundamental rights and DPSP (or)
   b) Elicit the forms of inequality against human beings

13.a) Write a note on Children’s Rights (or)
   b) Describe the contemporary issues in human rights.

14.a) Give a note on Women Empowerment.
   b) Explain the wage disparities in the agricultural sector

15.a) Examine the need for Public Interest Litigation Act (or)
   b) Discuss the role of Advocacy.
PART C (5 X 12 = 60 marks)
Answer all the questions. All questions carry equal marks.

16.a) “Right to Equality” is only in words and not in practice - Comment

(Or)
b) Discuss the legal and political rights

17.a) Discuss the UN Declaration of Human Rights in detail.

(or)
b) Describe the direct Principal of State Policy (DPSP)

18.a) Discuss the major issues in Human rights
     b) Describe Human rights in emerging Sectors.

19.a) Describe the role of Government and Non Government organization in solving Women problems
     b) Describe the various welfare schemes provided for women working various Sectors

20.a) Explain the role and functions of National Human rights Commission
     b) Give a note on: i. Public interest litigation, ii, Legal aid iii, Lok adalats
Define the following:

1. Social problem
2. Social Disorganization
3. Prostitution
4. Untouchability
5. Drug Dependence

6. The book named “Social Problem In India: issues and Perspectives” was written by ----------
7. Expand HIV
8. Name the Act that prevents human trafficking for flesh trade.
9. School going problems are known as ........
10. J.J Act was enacted in the year----------

PART B (5X6 = 30 marks)
Answer all the questions, all questions carry equal marks

11) (a) Explain the meaning and characteristic of Social problem (OR)
    (b) What is social disorganization? Give its causes.

12. (a) Unemployment is a serious concern to the educated masses of India. Comment (OR)
    (b) Forty seven percent of the people in India live under the poverty line. Explore

13 (a) Suggest certain ways and means to overcome the problem of illiteracy in India (OR)
    (b) Family disorganization can contribute towards and promote Juvenile delinquency. Comment.

14. (a) How does environmental pollution affect the city dwellers? (OR)
    (b) Elaborate the ill effects of Alcoholism and drug dependence.

15. (a) Explore the problems of the vulnerable groups (OR)
    (b) Explain the problems of the physically challenged.
PART C: (5X12 = 60 marks)

Answer all Questions, All questions carry equal marks.

16. (a) What is meant by deviant behaviour? Comment on the types and remedial measures for deviant behaviour. (OR)
(b) What is social organization? Explain its features and distinguish between social organization and social disorganization.

17. (a) Discuss the measures to eradicate Untouchability comment on the plight of the rural poor and the effects of poverty on them. (OR)
(b) Comment on the plight of the rural poor and the effects of poverty on the poor.

18. (a) Explain the role of social workers in creating awareness on AIDS and suggest ways to prevent the spreading of AIDS. (OR)
(b) Alcoholism and drug dependence among the youth is on the increase! Do you agree? Substantiate your answer.

19. (a) Explain the causes and disadvantage of over population in India. (OR)
(b) What is the role of social workers in Women empowerment.

20. (a) What is rehabilitation? Explore the rehabilitative measures adopted in improving the condition of the physically and mentally challenged. (OR)
(b) Untouchability is a crime. Comment.
BSW

Paper 16  ENTREPRENEURIAL DEVELOPMENT

Time 3 hours                          Maximum marks 100

SECTION – A (10x1=10 marks)
Answer all the questions, All questions carry equal marks

Choose the best answer:
1. Adoptive Entrepreneurs are otherwise called as Entrepreneurs.
   a) Imitative c) Drone
   b) Fabian d) Innovative

2. EDPs are meant for
   a) Providing direct finance to Entrepreneurs
   b) Non – Governmental Organisations
   c) Guiding entrepreneurs to take up new ventures
   d) Recovering loans of banks

3. A project meant for health care is an example for ----------- project.
   a) Quantifiable c) Sectoral
   b) Non – quantifiable d) Technical

4. Entrepreneurs are also classified under
   a) Scientists c) Economist
   b) Innovators d) None

5. Entrepreneurial development programme administered through the following agency.
   a) Industry c) ITCOT
   b) Bank of Baroda d) None of these

6. ------------------ provides Technical appraisals on a few projects.
   a) DIC c) NIRD
   b) NRDC d) NACC

7. DIC functions at the level.
   a) State c) District
   b) National d) International

8. ------------------ imparts training to young engineers.
   a) NPC c) NAYE
   b) SISI d) None

9. ------------------ analysis cancers itself with the estimation of the project costs.
   a) Finance c) Input
   b) Cost – benefit d) None

10. The SIPCOT was set up in --------------
a) 1971   c) 1969
b) 1970   d) 1958

SECTION – B(5x6=30 marks)
Answer all the questions, All questions carry equal marks

11. a) Explain any three types of Entrepreneurs   Or
      b) Explain the functions of the Entrepreneurs

12. a) Explain the activities of SIDCs   Or
      b) Describe the functions and services of SIDBI

13. a) What are the functions of SIDO   Or
      b) State the main functions of NSIC.

14. a) What is meant by seed capital assistance?   Or
      b) State the merits of incentives and subsides.

15. a) What is the need for project formulation?   Or
      b) What are the contents of project report?

SECTION – C(5x12 –60 marks)
Answer all the questions. All questions carry equal marks

16. a) Who is an Entrepreneur? State the qualities of an Entrepreneur.   Or
      b) Explain the importance of training and development or entrepreneurs.

17. a) What is meant by Sick unit? List out the reasons for Industrial Sickness.   Or
      b) What are the problems faced by women entrepreneurs? Suggest measures to overcome the problems.

18. a) What is the financial assistance given by SFCs to small scale?   Or
      b) Explain the role of SIPCOT in the Industrial development to Tamil Nadu.

19. a) What are the functions of DIC.   Or
      b) Discuss the role of SISI in EDP.

20. a) Explain taxation benefits to SSI.   Or
      b) What is project identification? Explain the internal and external constraints.
BSW
Paper 19       SOCIAL WORK RESEARCH & SOCIAL STATISTICS
Time : 3 Hours       Maximum:100 Marks

SECTION A - (10 x 1 = 10 Marks)
Answer All Questions, All questions carry equal marks

1. Define social work research?
2. What is scientific method?
3. Define research design?
4. Mention different type of research design?
5. Define social survey?
6. Define Case study?
7. What did you understand by primary data?
8. What is pilot study?
9. Mention any two type of non-probability sampling?
10. Write the meaning of the median?

SECTION B - (5 x 6 = 30 Marks)
Answer All Questions, All questions carry equal marks

11. a) Explain the objective of social work research? (or)
    b) Explain the type of hypothesis?
12. a) Discuss the importance of research design? (or)
    b) Write a note on descriptive research?
13. a) What are the objectives of social survey? (or)
    b) Trace out the importance of case study?
14. a) Write a note on pilot study? (or)
    b) What is the purpose of pre test?
15. a) Explain the characteristics of probability sampling? (or)
    b) Calculate the mean:

\[
\begin{align*}
X &: \quad 11-15 \quad 16-20 \quad 21-25 \quad 26-30 \quad 31-35 \quad 36-40 \\
f &: \quad 3 \quad 4 \quad 7 \quad 3 \quad 2 \quad 1
\end{align*}
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SECTION C - (5 X 12 = 60 Marks)
Answer All Questions, All questions carry equal marks

16. a) Discuss the formulation of a research problem? (or)
    b) What are the various sources of literature?
17. a) Point out the body of the research design?
    b) Explain the following concept with suitable examples?
        (i) Dependent Variable.
        (ii) Independent Variable.
        (iii) Extraneous Variable.
        (iv) Variable.
18. a) Mention the steps in social survey? (or)
   b) Explain the merits of case study
19 a) Write on the research report preparation? (or)
   b) Describe how questionnaire has to be prepared?
20. a) Describe the size of sampling? (or)
   b) Calculate the mean deviation;

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BSW
Paper 20 COMPUTER AND OFFICE AUTOMATION Time: 3 Hours

Maximum: 100 Marks

Part A (10x1=10 marks)

Answer all the questions, all questions carry equal marks

1. A set of prerecorded instructions executed by a computer is called
   a. Action  b. Hardware  c. Program  d. CPU

2. A group of 4 bits is called

3. ___________ was the first all-electronic computer.
   a. UNIVAC  b. ENIAC  c. IBM  d. RISC

4. Registers are part of
   a. Control Unit and Memory  b. Addresses and Control Unit
   c. Addresses and ALU  d. Control Unit and ALU

5. The ___________ command in DOS is renaming files
   a. RMDIR  b. REN  c. MKDIR  d. DIR

6. ___________ is a feature which corrects typing mistakes
   a. Autocorrect  b. Spell Check  c. Grammatik  d. None of these

7. The binary equivalent 20 is
   a. 11111  b. 10100  c. 10101  d. 10011
8. Shortcut key for copy  
   a. CTRL+X   b. CTRL+H   c. CTRL+E   d. CTRL+C

9. CD-RW stands for  
   a. CD-Recordable   b. CR-Reusable   c. CD-Rewritable   d. None of these

10. Which is the technology used in the evaluation of aptitude test  
    a. OCR   b. OMR   c. MICR   d. MCR

**Part B (5x6=30 marks)**

**Answer All questions, All questions carry equal marks**

11. a) What are the major components of computer? (Or)  
    b) Explain the need for computer

12. a) Briefly explain the input devices (or)  
    b) Discuss the types of Memory

13. a) System software and Application software (or)  
    b) How is multimedia used in education, training and office work?

14. a) Differentiate internet and intranet  
    b) What are the advantages of using address book and attachment facility in email?

15. a) What is a modem and how does it work  
    b) Describe the word processing

**Part C (5x12=60 marks)**

**Answer all the questions, All questions carry equal marks**

16. a) Describe the various types of computers (or)  
    b) Compare the computer and human brain

17. a) what is a block diagram of computer? Discuss its salient features.(or)  
    b) State the importance of secondary storage devises

18. a) briefly describe the menus available in Power Point. (or)  
    b)What are the various data types supported by Access? State its characteristics

19. a) Write the steps to customize the animation (or)  
    b) Discuss the steps involved in Normalisation process

20 a)Briefly Describe the word editing techniques and using templates (or)  
    b) Briefly describe the use of Inter Net
SECTION A (10x1 =10)
Answer ALL questions, All the questions carry equal marks

1. Point out two importance of administration.

2. Who is an Administrator?

3. Mention two major types of communication

4. What is Organization?

5. Point out the types of Coordination.

6. What is orientation?

7. Write two difficulties in Fund Raising.

8. What is meant by community resources?

9. Write two functions of a committee.

10. Who is the Minister of Social Welfare in Tamil Nadu?

SECTION B (5 X 6 = 30)
Answer ALL questions. All questions carry equal marks.

11. a) Mention the goals of social welfare administration. Or

   b) Briefly explain the concept of the term “POSD CORB”

12. a) Explain the importance of Decision Making. Or

   b) Mention the impotence of communication.

13. a) Explain the methods of Fund –Raising. Or

   b) What are the different media used for Public Relations?
14. a) Examine the drawbacks faced by voluntary organizations.
   Or
   b) Explain the factors which help to promoter staff morale.

15. a) Explain the duties of an executive.
   Or
   b) Give a critical account of the working of boards.

SECTION C (5 X 8 = 40)
Answer All questions.
All questions carry equal marks.

16. a) Explain whether social work Administration is an Art or Science.
   Or
   b) Discuss the Principles of Administration.

17. a) Why supervision is needed in a social welfare organization?
   Or
   b) Explain the process of planning in a social welfare agency.

18. a) Explain the principles and importance of Recording.
   Or
   b) Highlight the salient features of Training and Orientation.

19. a) Examine the functions of a Board.
   Or
   b) Discuss the role of voluntary agencies in the field of family welfare.

20. a) Examine the steps involve in staff – selection.
   Or
   b) Write short notes on:
      (i) Central Social Welfare Board.
      (ii) State Social Welfare Advisory Board.
1. Write the names of two natural disasters
2. Hazards are --------and ------
3. Earth quake damages
   (a). Weak building (b). Machinery only (c). Infra structure (d) all the above
4. Who is a refugee?
5. What is a disaster?
6. Who are the refugees’ population in Tamil Nadu?
7. N.G.O’s can involve themselves in
   (a) Preparedness only, (b) Relief and rescue (c) Rehabilitation
   (b) (d) All the above
8. Preparedness includes
   (a) Formulation of emergency plans (b) Development of warning system
   (c) Maintenance work (d) All the above
9. Terrorism is a--------disaster
10. Crisis intervention means --------

PART  A: 10 X 1=10(Answer all the Questions)

11. (a) Explain the factors affecting the equilibrium? (Or)
    (b) What are the two main components of coping with Earthquake?
12. (a) Analyses the cause that create refugee situation? (Or)
    (b) Explain the rehabilitation methods for refugees?
13. (a)Summaries the impact caused by the floods? (OR)
    (b) Explain the meaning of preparedness?
14 (a) What are the requirements of an emergency responses team? (OR)
    (b) Explain the causative factors of natural disaster?
15. (a) Analyses the role of communities in Crisis intervention (or)
    b) How do you rehabilitate the people lives in Seismic Zone?
PART C: 5 X 12 = 60 marks
Answer All the questions, All questions carry equal marks

16. (a) Explain major eco system and show how imbalance in there creates disaster? (OR)
   (a) Discuss the new disaster threats that have developed today and their consequence?
17. (a) Discuss how social, political, economic factors contribute to disaster (or)
   (b) Analysis different kinds of pollution and suggest ways of combating them?
18(a) “Terrorism is a man made disaster” Express your views. (or)
   (b) Narrate some prominent disaster in India.
19a) Discuss the role of media in disaster management. (or)
   (b) Explain the three stages of disaster cycles?
20(a) Narrate the incident and impact of Tsunami (or)
   b) Explain the psychosocial impact of disaster?
SECTION A - (10 x 1 = 10 Marks)

Fill in the Blanks

Answer All Questions, All questions carry equal marks

1. The special features of the Indian Constitution is ___________.
   ,e;jpa murpayikg;g[r; rl;lj;jpd; jdp;rpgw;g[ ___________.
2. Sometimes change in the Society bring changes in the ____________.
   rpy rkak; rKjha khw;wj;jpdhy; ____________ khw;w';fs; Vw;gLfpd;wd.
3. The objective of Sarada Act is ____________.
   rhujh jpl;lj;jpd; nehf;fk; ____________.
4. Hindu Adoption and Maintenance Act enacted in the year ____________.
   ,e;J jj;bjLg;g[ kw;Wk; $Ptdhk;rk; rl;';fs; ,aw;wg;gl;l Mz;L ____________.
5. Christian Marriage Act was enacted in the year ____________.
   fpwp!;Jt jpUkzr; rl;lk; ve;j Mz;L bray;gl;Lj.
6. Which article directs the state to take steps to organise Village panchayats.
   murpayikg;g[r; rl;lj;jpd; ve;j gphpt[ fpuhk g";rhaj;J mkf;f ntz;Lk; vd;W muRf;F MizapLfpwJ>
7. The child marriage restraint act is measures which tackles ____________.
   FHe;ij jpUkzj; jLg;g[r; rl;lk; vijf; fl;Lg;gLj;Jk; xU eltof;if.
8. Prostitution means ____________.
   'tpgr;r Muk;'; vd;why; vd;d>
9. Professional Social Workers seek to use law to ____________.
   gapw;rp bgw;w r'f gzpahsh;fs; rl;lj;ij vjw;fhf gad;gLJ;Jfpwhh;fs;.
10. Social Advocacy is a ____________.
    r'f rl;tl tpHpg;g[zh;t[ vd;gLJ ____________.

SECTION B - (5 x 6 = 30 Makrs)

Answer All Questions, All questions carry equal marks

11. (a) Explain the various reasons for the existence of Social Legislation.
    r'f rl;';fs; ,Ug;gjw;fhd fhuz';fis tpsf;Ff.
    Or
    (b) Explain any two Social Security Schemes.
    r'f ghJfhg;g[ jpl;l';fs; ,uz;oid tpsf;Ff.
12. (a) Discuss the important provision of dowry Prohibition Act 1961.
    1961k; Mz;od; tujl;rid jLg;g[r; rl;lj;jpd; Kf;fpa mk;r';fis tphjpf;ft[k;.
    Or
    (b) What type of persons is selected for guardianship?
    ghJfhtuyuf vq;ng;gh;gl;ltl;fs; nhj;tt bra;ag; glfpwhh;fs;>
13. (a) Write the salient features of The Mental Health Act.
    kdeyr; rl;lj;jpd; rpgw;g[ mk;r';fis vGJf.
    Or
    (b) Highlight the important law related to welfare of the children.
    FHe;ijfs; eyk; gw;wpg Kf;fpa rl;l';fspd; rpgw;gLk; r';fis Fwpw;gpLf.
14. (a) Consider the possibilities of non-legislative measures in correcting delinquents.
Or
(b) Elucidate how prostitution is prevented under the Immoral Traffic Act.

15. (a) What is the role of Social Worker in Safeguarding human rights?
Or
(b) Analyse whether Social legislations are able to reduce social problems.

16. (a) Examine whether Social legislations have contributed for Social Welfare.
Or
(b) Explain some of the Directive principles of State Policy.

17. (a) Critically comment on the rights of a Hindu minor in property shares as per the Act.
Or
(b) Explain the provisions for marriage and divorce for women under Muslim law.

18. (a) Write the salient features of person with disability act 1995.
Or
(b) Discuss the major provisions under child marriage restraint Act.

19. (a) Discuss the punishment for prostitution crimes.
Or
(b) Give your suggestions to prohibit Dowry.

20. (a) Social justice can be restored by proper implementation of Social Legislation - Discuss.
Or
(b) Write about the role of professional Social Workers in Legal Service Programme.

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1. What is NGO?
2. Write any two characteristics of NGO
3. Societies registration Act was passed in the year.
   a) 1882  
   b) 1960  
   c) 1860  
   d) 1905
4. Abbreviate the term FCRA
   a) Foreign Contribution regulation Act  
   b) Foreign controlling regulation Act 
   c) Foreign Contribution Recruiting Act 
   d) None of the above.
5. Which are the sources of fund raising?
   a) Government Grants,  
   b) Donations,  
   c) Foreign Aid,  
   d) Above the all.
6. What is a membership fee in NGOs?
7. Abbreviate the term MCS
   a) Management control systems  
   b) Management control scheme 
   c) Management control Strategies,  
   d) None of above.
8. Write any one type of budget in NGO?
9. Which one is a tool of management?
   a) MIS  
   b) MCS  
   c) MSI  
   d) MES
10. What is operational research?

SECTION B(5X6=30 marks)

Answer all the questions, all questions carry equal marks

11. a) Explain the classifications of NGOs in India.
   Or
   b) What is NGO? Explain the functions.
12. a) “Societies Registration Act” – Explain
   Or
   b) “Trust Registration Act” – Explain.
13. a) Enumerate any five sources of fund raising
   Or
   b) “Donor consortium approach” – Explain.
14. a) Explain the Characteristics of Management control systems.
   Or
   b) What are the techniques applicable for budget preparation in NGO Settings?
   Explain in detail.
15. a) What kind of strategies adopted by the NGOs for preparation of monitoring.
   Or
b) Explain the Evaluation procedure in NGOs settings.

SECTION C (5x12=60)
Answer all the questions, all questions carry equal marks

16. a) Describe the role of NGOs for national development.
   Or
   b) Enumerate the historical development of NGOs in India.

17. a) Distinguish between society and trust registration acts, in India.
   Or
   b) Describe the Rights, power and duties of Executive committee, office bearer
   Governing counsel in NGO.

18. a) Explain the Networking strategies Appling the NGOs for the community
   Development.
   Or
   b) Enumerate the aspects of financial management relevant for NGOs.

19. a) Describe the Income Tax provisions applicable for NGOs.
   Or
   b) Explain the Issues and challenges related to NGOs working in the community.

20. a) “IT involvement for NGOs management in India” – Explain.
   Or
   b) “Information as a management tool for NGOs” –Explain.
PART – A (10 x 1 = 10 Marks)

Answer All the questions, All questions carry equal marks

(1) Community Development Programme launched in the year ________________
   a. 1949  b. 1975  c. 1952  d. 1963

(2) Community Development is a

(3) Expand - IRDP

(4) Expand - TRYSEM

(5) Panchayat Samithi constituted by
   a. Local Level  b. Village Level  c. Block Level  d. District Level

(6) Panchayat Union Chairman was elected by
   a. Councilors  b. Ward Members  c. People  d. None of these

(7) Slum clearance board was established in _________

(8) Urban Community Development Programme launched in the year _________
   a. 1970  b. 1968  c. 1952  d. 1964

(9) Expand - DRDA

(10) Expand - NSAP
PART – ‘B(5 x 6 = 30 Marks)

Answer all the questions, All questions carry equal marks

(11) a. Explain about the Srinikethan Project. (or)
    b. Elaborate the features of the Marthandom Project.

(12) a. Write the Note on Rural Sanitation Programme (or)
    b. Examine the role of NIRD in rural Community Development.

(13) a. Describe the functions of Village President (or)
    b. Identify the weaknesses of State legislation of 73rd amendment

(14) a. State the concept of Urban Community (or)
    b. Enumerate the types of slums

(15) a. Specify the meaning and need of Urban Community Development. (or)
    b. Write the importance of land reforms sche

PART – ‘C(5 x 12 = 60 marks)

Answer all the questions All questions carry equal marks

(16) a. Discuss the Principles of Extension (or)
    b. Critically Evaluate the Nilokeri Experiment

(17) a. Portray the Principles of Rural Community Development (or)
    b. How will you organize rural sanitation programme in your field areas.

(18) a. Elucidate the salient features of the 73rd amendment (or)
    b. Narrate the functions of BDO.

(19) a. Write the characteristics of Urban Community and give examples (or)
    b. Elaborate the administrative set up and functions of Chennai Metropolitan development authority.

(20) a. Narrate the Principles of Urban Community Development (or)
    b. Give an account of the features of Swarna Jayanthi Shahari Rozgar Yojana.
BSW
Paper 29 SOCIAL WORK IN HOSPITALS

Time: 3 hours Maximum marks 100

PART A (5X5=25 marks) Answer All the questions

1. When and where the medical school was converted into college?
   (a) 1835 Calcutta, (b) 1919 Madras (c) 1882 Delhi, (d) 1909 Mumbai
2. Which branch of medicine deals with peculiar to women?
3. Which branch of medicine deals with eye disorder?
4. Under what criteria hospital can classified
5. Give few system of medicine been practiced in the society
6. Expand CGC
7. Expand MLC
8. ------- Is the place for treatment of alcoholic
9. What is the Morbidity and Mortality?
10. Write a non-medical service in hospital

PART B: (5X5=25 marks)
Answer ALL the questions

11. Define hospital and its services (OR)
    (b) Write short note on hospital administration
12. (a) Discuss the classification of hospital
    (b) Explain the importance of outpatient services in a hospital
13. (a) Critically evaluate the teaching cum research hospital
    (c) Analyze the role of laboratory/radiology services in a hospital
14. (a) Computers play an important role in hospital management. Comment
    (b) What is hospital budget?
15. (a) Why does scientific management important in hospital administration?
    (b) Explain the principles of hospital administration.

PART C (5X8=40 marks)
Answer ALL the questions

16. a) Describe the classification of Hospitals (OR)
    b) Explain the nature and functions of the Hospitals
17(a) Explain OPD and write its importance in a general hospital (or)
    b) Explain bout various department in the hospital?
18. a) What are the safety measures you will initiate for the protection of the patient
    and personal in hospital? (or)
    b) Describe the nature and scope of Hospital Administration
19. (a) Briefly explain the advantages of record keeping
    (b) Describe the use of computers in Hospital
20 (a) Role of medical social worker in Hoasptial setting (OR)
    (b) Briefly explain the importance of team work in a hospital
SECTION A - (10 x 1 = 10 Marks)
Answer All Questions, All questions carry equal marks

1. Define Labour?
2. Mention the types of the Labour?
3. Define the industry?
4. What is trade union?
5. Write the meaning of Labour welfare?
6. How many members is essential to start a Trade union?
7. Define industrial relation?
8. What is lay off?
9. What is employee counseling?
10. Write any one recent development in H.R?

SECTION B - (5 x 6 = 30 Marks)
Answer All Questions, All questions carry equal marks

11. a) explain the characteristics of labour
    or
    b) Define Industry and explain the divisions and departments in Industry.
12. a) Write the objectives and explain the principles of labour welfare.
    Or
    b) Explain the role of labour welfare officer
13. a) Explain – Positive role of trade union in an Industry
    or
    b) Write the structure of trade Unions in India and explain the weakness of trade union
14. a) Illustrate the importance of industrial relations in an Industry.
    Or
    b) Write in detail about the Industrial conflicts
15. a) Write the importance and the impact of employee counseling
    or
    b) Explain the recent development in HR functions
PART C: 5 X 12 = 60 marks)

Answer All the questions, All questions carry equal marks

16. a) Explain the personnel Functions in Industry
     or
     b) Explain the concept and types of labour
17 a) Write in detail about the importance and classification of labour welfare
     or
     b) Clearly write the qualification and qualities needed for a labour welfare officer
18. a) Write the problems of trade Union in India
     or
     b) Explain the major functions of trade Unions in India
19. a) Explain the causes and effects of Industrial relations
     or
     b) Write in detail about strikes, lock out, lay off, retrenchment and closure.
20. a) What are the social work methods can be applied in Industry – Discuss.
     Or
     b) How the recent development in HR functions will be useful for the employees -Discuss.
SOCIAL WORK AND FAMILY AND CHILD WELFARE

Time : 3 Hours       Maximum:100 Marks

SECTION A - (10 x 1 = 10 Marks)
Answer All the questions, All questions carry equal marks

1. Matriarchal family is also known as ____________.
   bgz; tHp FLk;gk; vd;gJ ____________.
2. Patriarchal family is also known as ____________.
   Mz; tHp FLk;gk; vd;gJ ____________.
3. Urbanization means ____________.
   efukakhjy; vd;gJ ____________.
4. Industrialization means ____________.
   bjhHpw;rh iy kakhjy; vd;gJ ____________.
5. Who is called as children?
   ahh; FHe;i j vd miHf;fg;gLfpwhh;fs;>
6. Factories Act was exacted in the year of ____________.
   (a) 1961  (b) 1963
   (c) 1948  (d) 1958.
   bjhHpw;rh iy r;l;k; ve;j Mz;L mKYf;F bfhz;L tug;gl;LJ>
   (m) 1961  (M) 1963
   (,) 1948  (<) 1958.
7. Expand UNICEF.
   UNICEF tphpthf;fk;.
8. Expand. W.H.O.
   WHO tphpthf;fk;.
   FHe;i jfs; ey jpl;lk; ____________, ____________
10. What is the main objective of Five Year Plan?
    le;jhz;L jpl;l;jpd; Kf;fp Fwpf;nfhs; vd;d>

SECTION B - (5 x 6= 30 Marks)
Answer All the questions, All questions carry equal marks

11. (a) What are the types of family?
    FLk;gj;jpd; tiffis vGJf.       Or
    (b) What are the main functions of family?
    FLk;gj;jpYs;s Kf;fp bray;ghLfs; ahit>
12. (a) Explain about the effects of urbanisation on the family.
    efukakhjypdhy; FLk;gj;jpy; Vw;gl;Ls;s tpislfis gw;wp tspf;Ff.   Or
    (b) Discuss the disintegration of Joint Family in India.
    ,e;jpahtpd; Ti;Lf; FLk;gj;jpd; xjJiHahikia gw;wp tpthjpf;ft[k;.
13. (a) List down the major problems of Children in India.
    ,e;jpa FHe;ijfF cs;s gpur;ridfs; gw;wp vGJf.   Or
(b) What are the causes of Street Children?

bjUnthu FHe;ijfs; cUthljw;fhd fhuzdfs; ahit>

14. (a) Write a short note on National Policy for Children.
FHe;ijfSf;fhd njrpa bfhj;f gw;wp rpWFwpg;g[ tiuf. Or

(b) Enumerate the Important law related to Children.
FHe;ijfs; eyk; gw;wp Kf;fpa rl;l";fspd; rpgw;ik;r";fis tiuaW.

15. (a) Write a not on Five Year Plan.
le;jhz;Lj; jpl;l;iijg; gw;wp Fwpg;g[ tiuf.

Or

(b) What are the main objectives of Social Welfare?
rf eyj;jpd; Fwpg;nfhs;fs; vd;bdd;d>

SECTION C - (5 X 8 = 40 Marks)
Answer All the questions, All questions carry equal marks

16. (a) What are the characteristics of family?
FLkJ;gj;jpd; Fzhjpra';fs; vd;bdd;d> Or

(b) Discuss on recent trends in the Modern Nuclear family.
ehhfPlkhd jdpf; FLkJ;gj;jpd; jw;ngjJs;s epiykfsis gw;wp tpse;Ff.

17. (a) Briefly explain the changing family patterns in India.
,e;jpahtpd; FLkJ;g Kiw khw;w';fs; gw;wp RUf;fkhf tpse;Ff. Or

(b) What are the causes for changing Joint Family System?
TIjL FLkJ;g Kiw khWtjw;fhd fhuzdfsis gw;wp vGJf.

18. (a) What are the reasons for failure of constitution provision in India?
,e;jpahtpy; rl;l rYiffs; njhw;W nghtjw;fhd fhuzj;ij gw;wp vGJf. Or

(b) How to solve the problem of child labour?
FHe;ij bjhPyhshh; gpur;ridf; F vt;thW jPh;t[ fhz;gJ>

19. (a) Write a note on UN declaration of rights of Child.
FHe;ijapd; chpikapy; cyf ehLfspd; cWjpkbkhHp gw;wp Fwpg;g[ tiuf. Or

(b) What is the role of NGO for the development of children?
FHe;ijfs; tsh;r;rpapy; bjhz;L epWtdj;jpd; g";F vd;d>

20. (a) Explain the family welfare services under five year plans.
le;jhz;Lj; jpl;l;jpYs;s FLkJ;g ey nritia gw;wp tpse;Ff. Or

(b) Application of social work methods for the development of family.
FLkJ;g nkk;ghl;oy; rf gzp Kiw eilKiwg; gLj;Tjpd; nehf;fj;ij gw;wp vGJf.