BHARATHIAR UNIVERSITY,COIMBATORE-641 046

B.S.W (Bachelor of Social Work)

(For the students admitted from the academic year 2014-15 and onwards)

SCHEME OF EXAMINATIONS: CBCS PATTERN

Part	Study Components	Course Title	Ins. hrs / week	Examinations				Credits
				Dur.Hrs	CIA	Marks	Total	
	SEMESTER –I							
I	Language-I		6	3	25	75	100	4
II	English-I		6	3	25	75	100	4
III	Core I – Introduction to Social Work		5	3	25	75	100	4
III	Core II – Man and Society		5	3	25	75	100	4
III	Allied Paper I Indian Social Problems (Rural and Urban)		6	3	25	75	100	4
IV	Environmental Studies #		2	3	-	50	50	2
	SEMESTER –II							
I	Language-II		6	3	25	75	100	4
II	English-II		6	3	25	75	100	4
III	Core III – Methods of Social Work		5	3	25	75	100	4
III	Core IV – Human Growth and Development		5	3	25	75	100	4
III	Allied Paper II : Women and Development		6	3	25	75	100	4
IV	Value Education – Human Rights #		2	3	-	50	50	2
	SEMESTER –III							
I	Language-III		6	3	25	75	100	4
II	English-III		6	3	25	75	100	4
III	Core V– Human Rights, Social Justice and Social Work		4	3	25	75	100	4
III	Core VI – Counseling and Guidance		4	3	25	75	100	4
III	Allied : III - Computer and Office Automation		5	3	25	75	100	4
IV	Skill Based Subject- 1 : Social Work with Persons with Disabilities		3	3	20	55	75	3
IV	Tamil @ /Advanced Tamil # (or) Non-Major Elective–I: Yoga for Human Excellence # / Women's Rights # Constitution of India #		2	3	50		50	2
	SEMESTER –IV							
I	Language-IV		6	3	25	75	100	4
II	English-IV		6	3	25	75	100	4
III	Core VII – Social Work Research and Social Statistics		4	3	25	75	100	4
III	Core VIII–Field Work (Observation Visits & Rural Camp) - Practical		4	3	40	60	100	4
III	Allied : IV Entrepreneurial Development		5	3	25	75	100	4
IV	Skill Based Subject- 2 : Fundamentals of Accounting		3	3	20	55	75	3
IV	Tamil @ / Advanced Tamil # (or) Non-major Elective -II : General Awareness #		2	3	50		50	2

	SEMESTER –V						
III	Core IX – Social Welfare Administration	7	3	25	75	100	4
III	Core X – Disaster Management	7	3	25	75	100	4
III	Core XI – Field Work – Placement - Practical	6	3	40	60	100	4
III	Core XII – Documentation and Reporting : Practical	2	3	20	30	50	2
III	Elective-I : Community Development	5	3	25	75	100	4
IV	Skill Based Subject-3: Welfare of Weaker Sections	3	3	20	55	75	3
	SEMESTER –VI						
III	Core XIII – Social Legislation	6	3	25	75	100	4
III	Core XIV - Clinical Social Work	6	3	25	75	100	4
III	Core: XV - Field Work / Block Placement - Practical	5	3	40	60	100	4
III	Elective-II : Human Resource Management	5	3	25	75	100	4
III	Elective-III: Social Work with Family and Children	5	3	25	75	100	4
IV	Skill Based Subject-4: NGO Management	3	3	20	55	75	3
V	Extension Activities @	-	-	50	-	50	2
	Total					**3500**	**140**

$ Includes 25% / 40% continuous internal assessment marks for theory and practical papers respectively.
@ No University Examinations. Only Continuous Internal Assessment (CIA)
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List of Elective Papers (Colleges can choose any one of the paper as electives)		
Elective – I	A	Community Development
	B	Urban Community Development
Elective – II	A	Human Resource Management
	B	Labour Welfare
	C	Industrial Relations
Elective - III	A	Social Work with Families and Children
	B	Counseling Theory and Practice
	C	Youth Welfare

Note : The existing syllabus be followed for the above papers (except Core VI – Counseling and Guidance, Allied III - Computer and Office Automation, Skill Based Subject-3: Welfare of Weaker Sections, Core XIV - Clinical Social Work, Skill Based Subject -4:NGO Management and Elective II-A Human Resource Management). The title of the papers - Elective III A, "Social Work : Family and Child Welfare" and Core XII – "Mini Field Work : Practical – Documentation" has been changed as "Social Work with Families and Children" and "Documentation and Reporting : Practical" respectively. The syllabus for the papers- Counseling and Guidance, Computer and Office Automation, Welfare of Weaker Sections, Clinical Social Work, NGO Management and Human Resource Management are furnished below:

CORE VI – COUNSELLING AND GUIDANCE

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 paychology 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 6. Tobber E.L - Introduction to Counselling New Yark Graw Hill Ltd. 1959.

Allied III - Computer and Office automation

Unit I

Introduction to computer – definition, History of computer, generations, types of computers. Need and importance of computers in Social Work Profession. Software – system software, application software, operating software and programming languages.

Unit II

MS Word – Features, Creating, Saving and Opening Documents in Word, Key board Shortcuts, Editing, Previewing, Printing, & Formatting a Document. Converting a word document into various formats like - Text, Rich Text format, Word perfect, PDF. Introduction to MS Access.

MS Excel - Worksheet basics, creating worksheet, saving & quitting worksheet, Keyboard shortcuts. Formulae & cell referencing, Auto sum, coping formulae, formatting of worksheet, Previewing & Printing worksheet, Graphs and charts, Database.

Unit III

MS Power Point – creating a blank presentation, save and edit, auto layout, insert a new slide, applying design template, changing slide layout, slide show and editing custom slide. Adding notes, insert Video and Audio, Adding clip art, Backgrounds, Slide master Header and footer, Slide numbers Date and time. Basic applications and use of Corel draw and Photoshop for Social Work Profession.

Unit IV

Internet – IP address, Web Browsers, Internet Services Providers, Internet Security, Web Search Engines, and Internet Services. Creating Email account, Anatomy of e-mail, e-mail address, finding e-mail address, adding signature, attaching files, opening attachments, managing e-mail account.

Introduction of e-books and e-journals, advantages of e-books and e-journals, list of constructive-journals and e-books, ways and means to subscribe and publish

Unit V

SPSS – history and evolutions-creating editing, coding, variables. Preparation of Coding Sheets. Analysis – mean, media & mode. Analysis of chi-square & correlations. Types of tables used in social research reports.

Note: 3 hours – theory & 2 hours- practical session. Activity – Making an invitation card for an awareness programme & Mixing various articles and images to create awareness with soluble measures based on a social issue.

Reference Books

Introduction to Computers by Rajmohan Joshi, Gyan Publishing House, 2006
How computers work by Ron White,
Professional Office Procedure by Susan H Cooperman, Prentice Hall
Information Technology: Principles, Practices and Opportunities by James A Senn, Prentice Hall
Microsoft office reference guide by Tom Bunzel
Office 2007 in easy steps by Michael Price
The SPSS book: A student guide to the Statistical Package for the Social Sciences by Mathew Zagumny
SPSS for beginners by Vijay Gupta published by V.J. Books inc (1999)

Skill Based Subject 3 :WELFARE OF WEAKER SECTIONS

UNIT I

Weaker section: Definition, concept, criteria for classification of weaker sections; Meaning of Scheduled castes, Schedule tribes, Denotified communities, Nomadic and semi nomadic communities and Most backward classes –Administrative setup at the Central, State and District levels for the development of weaker sections.

UNIT II

Untouchability: Historical, Sociological and Psychological Perspectives of Untouchability – Causes of Untouchability -Harmful effects of the practice of Untouchability –Role of Social reformers, voluntary agencies and Constitutional and legislative measures in the removal of Untouchability.

UNIT III

Scheduled caste: Definition –Demographic, social and economic characteristics –Problems of the Scheduled Castes –Programmes and policies of government and NGOs. **Scheduled tribes:** Definition, characteristics, problems of Scheduled tribes–Welfare programmes of the government.

UNIT IV

Bonded labour: Definition, meaning, features, causes, measures taken by the government to abolish it. **Differently abled**: types, welfare and rehabilitative measures taken by the government.

UNIT V

Status of women and empowerment: Problems of Women in modern India –Development and welfare of women –Constitutional provisions to safeguard the interest of women –Role of NGO‟s in the empowerment of women. Role of Social Workers in the welfare of weaker sections

References:

Dabra C.D	1984	Development of Weaker Sections: New Delhi
Government of India	1999	Economical and educationaldevelopment of scheduled castes New Delhi: Govt of India.
Nair T. Krishnan	1975	Social work education and Development of weaker section, Madras school of social work
Shankar Rao CN	2006	Sociology of Indian Society,New Delhi : S.Chand
Y. R. Haragopal Reddy	1995	*Bonded labour* **system in** *India:* **causes, practice, the law.**
Bindeshwar Pathak, B.N.Srivastava	1999	**Constitutional Safeguards for** *Weaker Sections* **and the** minorities in India
Dwarika Nath Saraf,	1986	**Social policy, law, and protection of** *weaker sections* **of** society
Neera Desai, Maithreyi Krishna Raj	1987	Women and society in India, Ajanta Publications (India)

CORE XIV - CLINICAL SOCIALWORK

UNIT I

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

UNIT II

Medical social work meaning and concept. Medical social work in relation to different disciplines, multi-disciplinary approach and team work.

UNIT III

Mental health meaning definition and concept. Significant and characteristics of Mental health. Features of mental health. Factors affecting Mental health. Types of mental disorders, causes and prevention.

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, Expanded Programme of Immunization, STD control programme, National AIDS control programme.

UNIT V

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.

References:

Bajpai P K (Ed): Social Work Perspective On Health
Bartlatt H M Social Work Practice In Health Field 27
Ghai O P Management Of Primary Health Care
Goldstein D Expanding Horizons In Medical Social Work
Park.J.R Textbook Of Preventive And Social Medicine
Pathak S H Medical Social Work In India
Prasad L Rehabilitation Of The Physically Hand
Banjamin Robert,etal 1983 Hospital Administration New Delhi: Prentice.
Goal S.L 1981 Health care Administration New Delhi: Sterling.

Skill Based subject 4 - NGO MANAGEMENT

UNIT I

Non government organisation: Definition, Meaning, Objectives, Principles, Historical Development of NGOs in India. Need for NGOs. Types of Non government Organization, Role of NGOs in the development of a country.

UNIT II

Registration and Establishment of NGOs: Societies Act, Trust Act, Company's Act (Sec. 25), Bylaws Preparation and Legal Status of NGO. Monitoring Mechanism adopted by Governments - FCR Act. Administration, Policy Making: Membership Classification, Aims and Objectives of the Executive Committee, Office Bearers and Governing Counsel, and Rights, Power and Duties.

UNIT III

Project identification: Feasibility/Base Line studies –Project Formulation –Planning and Policy making –Strategic Formation –Preparation of project proposals –Project implementation.

UNIT IV

Budgeting: Meaning, Steps, important items in Budget –Resource Mobilization –Central and State Government Assistance and Other Assistance –Fund Raising: Meaning, techniques – Income Generation Programmes (IGP), –Financial Management –Financial Collaboration between Funding Organization and Non-Profit Organizations.

UNIT V

Project evaluation and monitoring: Aims, Objectives, Purposes –Creating management Information system –Project appraisal: Meaning and techniques –Logical Frame Analysis (LFA) Participatory Rural Appraisal (PRA).

References:

Kandasamy.M	1998	Governance and Financial Management in Non –Profit Organization,New Delhi, Caritas India.
Kumar, A	2003	Social Change through NGO‟s, New Delhi, Anmol Publishers.
Mukherjee,	1995	Participatory Rural Amitarva (Ed)Appraisal: Methods and Application In Rural Planning, New Delhi, Vikas.
Mukherjee, K.K	1986	Voluntary Organization: and Mukherjee Some Perspectives, Sutapa Hyderabad, Gandhi Peace Centre.
Mukherjee, Neela	1995	Participatory Rural appraisal and Questionnaire Survey, New Delhi
Robin Lall	2004	The Dynamics of NGO‟s New Delhi, Dominant Publishers
Sakararan Rodrigues	1983	Hand Book for the Management of Voluntary and Organisation Madras, Alfa
Snehlata Chandra	*2003*	*Guidelines for Ngos Management in India*

Elective II A -HUMAN RESOURCE MANAGEMENT

UNIT I

Concept of labour, Characteristics of Indian Labour and Types of labour. Concept and meaning of Industry, Divisions and Departments.

UNIT II

Labour Welfare – Concept and Classifications, Role of Labour welfare officer. Industrial relations –concept, definitions, need and objectives. Factors influencing Industrial relations.

UNIT III

Concept, objectives and functions of Trade union, Role of trade union in labour welfare. Industrial dispute – Strike, layoff, Lock-out, Retrenchment and Closure. Organisational Behaviour – definition, objectives and need.

UNIT IV

Personnel Management – meaning, definition and functions. Human Resource Management – Concept, Definition, importance and scope. Difference between Personnel Management and Human Resource Management.

UNIT V

Concept of Human Resource Development, meaning and functions. Scope of Social work and Application of Social work methods in various settings.

References:

Mamoria C B 1999 Dynamics of Industrial Relations in India – Bombay: Himalayas Publishing house.

Tripathi P C 2005 Personnel Management and Industrial Relations. Sulatan chand and sons.

Venkata Ratnam C S & Srivastva B K 1997 Personnel Management and Human Resources

New Delhi : Rawat.

Sharma A M 1984 Industrial relations conceptional and legal frame work – Bombay : Himalaya.