KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF SOCIAL WORK (BSW)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

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1.1 PROGRAMME'S MISSION AND OBJECTIVES:

Social work is a profession which facilitates; rather empowers individuals, families, and groups while restoring or enhancing their capacity for social functioning and strives to create societal conditions that support communities in need. Social workers help people overcome some of life's most difficult challenges: poverty, discrimination, abuse, addiction, physical illness, social and emotional crises like loss, unemployment, educational problems, disability, and mental illness. They help prevent such crises and counsel individuals, families, and communities to cope more effectively with the stress in everyday life.
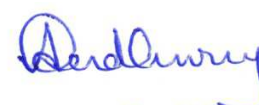
With specific reference to Assam, which is still lagging behind in various aspects of development and is faced with a diversity of issues, social work plays a significant role in smoothening and accelerating the development of the region. Social work education should receive special focus for the said reason.

The Programme on Bachelor of Social Work (BSW) would be offered by the Department of Social Work, under the Surya Kumar Bhuyan School of Social Sciences, Krishna Kanta Handiqui State Open University (KKHSOU). This Major programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts from Tata Institute of Social Sciences (TISS), Guwahati; Lokapriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur.

Mission of the programme is to orient learners to a profession which is committed to social justice and empowerment of individuals, groups and communities; respecting the individual and cultural diversities. This course would contribute to the enhancement of social work skills using theoretical and practical framework.

To achieve this overall mission statement, the following **specific objectives** have been framed:

(i) Instil generalist social work practice with client systems of all sizes (individuals, families, groups, organizations, and communities).

(ii) To integrate the values and ethics of the social work profession in the course curriculum in accordance with the NAPSWI (National Association of Professional Social Workers in India).

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(iii) Provide both theoretical and applied knowledge of social work to the learners, so that their skill level and employability are developed.

(iv) Develop analytical skills necessary for understanding forms and mechanisms of oppression, discrimination and apply strategies of advocacy and social change that advance social and economic justice.

All these would contribute towards the accomplishment of the mission of the University of providing barrier free meaningful education at the doorstep of the learners.

1.2. RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION AND GOALS:

The Bachelor of Social Work (BSW) to be offered by KKHSOU has been prepared confirming the mission and goals of KKHSOU. This programme follows the following mission and goals of KKHSOU:

(i) To expand higher education to cover the maximum number of population.

(ii) To promote equity and justice in the field of higher education.

(iii) To ensure quality and excellence in higher education.

(iv) To increase research both qualitatively and quantitatively.

(v) To contribute to the economic growth of the country.

The BSW programme would contribute towards accomplishment of KKHSOU's mission and goals by providing theoretical and applied knowledge of Social Work to the prospective learners as stated below:

1.3. NATURE OF THE PROSPECTIVE TARGET GROUPS OF LEARNERS:

The nature of the prospective target groups of learners of this programme are as follows:

(i) Students who wish to obtain a Degree in Social Work.

(ii) All the stakeholders of the society like-governmental and non-governmental development agents, policy makers, social welfare activists, grassroots workers, who are interested in ensuring a better standard of living for the under-privileged sections of the society.

(iii) Persons who were unable to complete higher education in the normal course of time and who are interested in social work.

(iv) People engaged in different avenues who wish to develop their professional skills.

(v) People living in rural and remote areas and other disadvantageous conditions who desire to complete their higher education.

(vi) People willing to earn for a living and learn at the same time.

(vii) Persons deprived of higher education in the conventional system of learning for a variety of reasons.

(viii) Denied and deprived sections of people who need social work education for their upliftment.

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1.4. APPROPRIATENESS OF THE PROGRAMME TO BE CONDUCTED IN ODL MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE:

The Bachelor of Social Work (BSW) programme would be both theoretical and practical in terms of field work. The programme has been designed keeping in mind the ODL aspects in such a manner that the learners can learn from different courses, undergoing the Self Learning Materials designed for the specific programme, and also do field-work to be supervised by the counsellors. Certain add-on resources, like CDs, community radio programme and counselling sessions conducted in the study centres, are expected to help the learners to clarify their doubts, if any. This would enable the learners to imbibe the required knowledge and skills to seek avenues in employment, to go for higher studies and to know about the subject in an in-depth manner. This indicates that the programme would be appropriate to be offered through ODL mode to acquire specific skills and competence.

1.5. INSTRUCTIONAL DESIGN

1.5.1 Programme Structure: The Programme Structure of the BSW Programme comprising of various courses would be as follows:

Semester	Title of the Course	Course Code	Marks	Credit
1st	*General English- I	GENG (BA)	20+80	04
1st	*MIL (Assamese/ Hindi/Bengali/Bodo)	AS (BA)/HIN/BN/BO	20+80	04
1st	Human Growth and	FC 01	20+80	02

	Development (Psychology)			
1st	Historical and Philosophical Foundations of Social Work	BSW 01	20+80	02
1st	Field Work	FW 01		02
1st	Orientation Visit	OV 01		02
2nd	*General English- II	EG02 (BA)	20+80	04
2nd	Basic Economic Concepts for Social Work	FC 02	20+80	02
2nd	Basic Sociological Concepts for Social Work	FC 03	20+80	02
2nd	Social Work Practice with Individuals and Groups	BSW 02	20+80	04
2nd	Field Work	FW 02		04
3rd	*Spoken English	SENG (BA)	20+80	04
3rd	*Computer Application	CA	20+80	04
3rd	Politics- An Introduction	FC 04	20+80	02
3rd	Social Work Practice with Communities	BSW 03	20+80	02
3rd	Field Work	FW 03		04
4th	*Environmental Studies and Disaster Management	EVS	20+80	04
4th	Social Action and Social Movements	BSW 04	20+80	03
4th	Social Welfare Administration	BSW 05	20+80	02
4th	Introduction to Gender Studies	BSW 06	20+80	03
4th	Field Work	FW 04		04
5th	Social Work Research and Statistics	BSW 07	20+80	04

5th	Human Rights and Social Policies	BSW 08	20+80	04
5th	Basics of Communication	BSW 09	20+80	02
5th	Health and Mental Health	BSW 10	20+80	02
5th	Field Work	FW 05		04
6th	Peace and Conflict Studies	BSW 11	20+80	02
6th	Social Entrepreneurship and Livelihood	BSW 12	20+80	03
6th	Counselling: An Approach of Social Work	BSW 13	20+80	03
6th	Organizational Behaviour and Project Management	BSW 14	20+80	04
6th	Field Work	FW 06		04
	TOTAL			96 credits

Note: Syllabi of General English I and II, Spoken English, MIL, Computer Application and Environmental Studies and Disaster Management would be Mandatory Common Courses in Bachelor's Degree Programmes of the University. In the course code, BSW implies Core Social Work Papers; FC implies Foundation Courses; FW implies Field Work and OV implies Orientation Visit.

1.5.2 Definition of Credit Hours: The University follows the system of assigning 30 hours of study per credit of a course. Thus, following this norm, a 4 credit course constitutes a total of 120 hours of study. Out of the total credit hours, a minimum of 10 percent, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres.

1.5.3 Duration of the programme: The Bachelor of Social Work (BSW) has six semesters and is of minimum 3 years. However, the maximum duration of the programme is 8 years as stated below:

Minimum Duration   : 6 semesters (3 years).

Maximum Duration   : 8 years.

In case, a learner is not able to qualify a course in the first attempt, he/she has to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

Faculty: The University currently has one full time faculty member in the Department of Social Work as Assistant Professor.

1.5.4 Instructional Delivery Mechanisms: The Self Learning Materials have been prepared keeping in view of the requirements of learners of the ODL mode. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed. A few examples have been mentioned in the following table:

Domain of Knowledge	General Learning Tasks generally used	Contents in Self Learning Materials
Behavioural	Memorising Undertaking Routine Tasks Learning arbitrary information Learning rule systems Invariable (Routine) learning procedures	Social work involves both theory and practice. Thus certain theoretical propositions and field work experience is to be combined in the learning process.
Cognitive	Classifying Concept learning Problem-solving Procedures Reasoning and argument Rules	There is ample scope in this domain of knowledge. Most of the theories in social work are practised based. Certain portion of the syllabi is also quantitative based, and hence offers scope for the development of problem solving abilities.
Constructive	Case Studies Complex Situations	Certain real-world situations are included in the programme.

	Real-world Problem-solving	For example, in the discussion of theories related to market, development policies etc., students are advised to draw evidences from real world situations.

Identification of media –print, audio or video, online, computer aided:

All the learners would be provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs. Apart from the Print Self Learning Materials, audio and video materials on certain modules would also be offered to the learners. In addition, certain topics are also covered through community radio programmes broadcasted through the *90.4 FM Jnan Taranga* Community Service Station of the University. *Eklavya,* a radio programme broadcasted from All India Radio Station, Guwahati and simultaneously broadcasted by All India Radio Station, Dibrugarh, also covers topics on Economics and personal enrichment. Live phone-in-programme is broadcasted by All India Radio, Guwahati each Thursday (9.15 am – 10.15 am). In this programme, learners get live responses to their queries, while the general public in general can also interact with officials/faculty members of the University on varied issues. Most of the Audio-Video programmes are also made available online through YouTube videos.

1.5.5 Learner Support Services: The learner support services available in the BSW programme include the following:

(i) Self-Learning Materials covering the entire syllabi,

(ii) Counselling sessions at study centres,

(iii) Access to library services at study centres and the Central Library of the University as well,

(iv) Audio-Video materials on selected modules, available at study centres,

(v) Community Radio programmes on selected topics.

(vi) *Eklavya,* a radio programme broadcasted from All India Radio Station, Guwahati and simultaneously broadcasted by All India Radio Station, Dibrugarh.

(vii) Live phone-in-programme is broadcasted by All India Radio, Guwahati each Thursday (9.15 am – 10.15 am). In this programme, learners get live answers to their queries, while the general public in general can also interact with officials/faculty members of the University on varied issues.

(viii) Most of the Audio-Video programmes are also made available online through YouTube videos.

(ix) Learners can also write emails to any officials/faculty members of the University. For this a general email ID: info@kkhsou.in has been created. Queries sent through email to this email id are redressed by concerned official/faculty members of the University.

(x) A Facebook Account is also available where the learners can communicate with their issues. The System Analyst of the University has been assigned as Administrator of the account.

(xi) An Android App "KKHSOU" has also been designed. This Android App can be downloaded free of cost from Google Play Store. Through this App, the learners can get detailed information about the University, its academic programmes available, district-wise and course-wise list of study centres, contact information of the study centres etc. This Android App of the University has also been widely recognised and has received an Excellence Award from IGNOU.

(xii) Learners can register for a free SMS service. This SMS service keeps the learners updated on schedules of Examinations, Declaration of results, Admission schedules and other important events.

1.6. Procedure of Admission, curriculum transaction and evaluation

1.6.1 Eligibility Criteria: 10+2 or equivalent examination passed (in any stream) from a Council/ University recognized by UGC

1.6.2 Admission

Admission for the 2018-19 session would be undertaken through the Study Centers, spread across the state of Assam only. For Admission to a programme, course fee is to be paid through the Bank challan at any branch of State Bank of India. Application along with necessary enclosures and a copy of the challan returned by the Bank after payment is required to be

submitted at the recognised study centers within due date. Course fee may also be paid in the form of Bank Draft drawn in favour of "Krishna Kanta Handiqui State Open University" payable at Guwahati. The University has also introduced the system of online receipt through SBI.

The Study Centre will undertake initial scrutiny of the application forms as per the norms and qualifications required for each programme. After scrutiny, the eligible applicants will be provisionally admitted by the Study Centre. Intending learners with incomplete application may be given conditional admission at the University's discretion with the condition that required eligibility documents are submitted latest by the dates prescribed for the purpose. Their enrolment will be confirmed based on the eligibility requirements. To appear in the examinations, confirmation of enrolment will be necessary.

All the enrolled learners will be provided with the registration number, programme guidelines and identity cards.

Those learners who are unable to complete the programme within the specified validity period will be required to register themselves afresh by paying the requisite fee as per the University regulations.

1.6.3 Fee Structure

The fee structure of the Bachelor of Social Work (BSW) programme would be as follows:

Semester	Fee (In Rupees)
First	2350.00
Second	2050.00
Third	2050.00
Fourth	2050.00
Fifth	2050.00
Sixth	2150.00
Total	12,700.00

The detailed break-up of fee would be made available at the Prospectus also.

1.6.4 Financial assistance:

The University offers free education to jail inmates and differently-abled learners. At present, the University offers free of cost education to jail inmates in 13 district jails of the state. The University is in the process of adding more of central/district jails in the Academic Session 2018-19.

The University also offers subsidised education to the learners living below the poverty line. On production of BPL certificate from competent authority, the University offers 50% discount on course fee.

1.6.5 Continuous Admission:

(i) After completion of a particular semester, admission into the next semester would be required within one month of the last examination of the previous semester. It does not depend on whether a particular candidate appeared in examination, or the result of the earlier semester. Admission will have to be taken continuously in the respective programmes without any break. A learner will be allowed to appear in all the examinations including back within the stipulated time period of a programme.

(ii) A learner will have to take admission for the next semester within one month from the last date of examination of the previous semester.

(iii) A learner will be allowed to take admission to the next semester beyond one month but within two months from the last date of examination of the previous semester with a fine of Rs.300.

(iv)Under special circumstances and on special consideration, a learner may be allowed admission in the next semester even beyond two months but before the issuance of notification for filling up of forms for examination of that semester by the University. The individual must also submit an application indicating sufficient reasons for the delay and on payment of a fine of Rs.500.

(v) A learner will however be allowed to take admission even after the issuance of notification for filling up of forms for examination, but such learners will be allowed to appear in the examination of that semester in the next year only. A learner is not charged any fine on such admission.

1.6.6 Refusal/Cancellation of Admission:

Notwithstanding, anything contained in this prospectus, the University reserves the right to refuse/cancel admission to any individual.

1.6.7 Curriculum Transaction and Activity Planner:

An Activity Planner that guides the overall academic activities in the BSW shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

1.6.8 Evaluation

(i) The University adopts both ongoing and term end evaluation. Ongoing evaluation would be conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions, which would help the learners to self-check his progress of study. However, this would be undertaken at the learners' end and is non-credit based. For overall evaluation of a course, the University follows two types of evaluation:

Continuous Evaluation (Assignments)   : Weightage assigned 20%.

Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

(ii) The learners would have to submit assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

(iii) Term end examinations would be conducted on scheduled dates at selected examination centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

(iv) Learners would be able to get their scripts re-evaluated, if they are not satisfied with the evaluation.

(v) Questions for the Semester End paper would be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.

(vi) The University is in the process of using high security and eco-friendly synthetic (water-proof and termite proof) papers for marksheets and certificates. Moreover, use of interactive kiosk at study centres for issue of admit cards and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned

(vii) The field work of the BSW learners will be evaluated by the study centre counsellors based on the field work reports submitted to the study centres and viva.

1.7.   REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

For social work students, laboratory support is not required. Library services would be offered to the learners through physical library facilities set up by the University at the respective study centres. Reference books are suggested by the faculty members of the University, and are supplied to the study centres's library. The central library of KKHSOU has a stock of quality books in the area of Social Work. As on 07-09-2017, the central library of KKHSOU has a collection of 17,988 books. This is quite helpful for the faculty, SLM writers and content editors as well. The learners can also avail these facilities.

The digital version of the University Central Library, KKHSOU is also available on the website: http://www.kkhsou.in/library/ which is an online platform for collecting, preserving and disseminating the teaching, learning and intellectual output of the University to the global community. On this website the entire catalogue (title/ author/ publisher wise) of library resources, including books and other literature related to this particular course and the Open Access Search Engine (OAJSE), which is a gateway to over 4,500 e-journals including those in social work and allied areas can be accessed among others.

1.8.   COST ESTIMATE OF THE PROGRAMME AND PROVISIONS:

The office of the Finance Officer, KKHSOU keeps all the records of finances regarding print of SLMs, honorarium paid to the members of the Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers and also the expenditure related with organizing counsellors' workshops, meeting of the co-ordinators of the

study centres etc. Moreover, the finance office also maintains records of purchase of computers, online space, books, journals etc. The accounts are maintained as per the procedures of the government. As regards, the cost of programme development, programme delivery, and programme maintenance, the finance office conducted an exercise based on historical costing method to arrive at indicative figures of cost. The findings are presented below in respect of the BSW Programme of KKHSOU.

1.8.1 Programme Development Cost:

(i) SLM Development Cost for Under Graduate programme (English medium) per Unit Rs. 5,500/-

(ii) Printing Cost per SLM Rs. 56/-

(iii) Cost of CD per unit Rs. 23/-

1.8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates, the cost for the BSW programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.

1.8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stakeholders meetings, counselling workshops etc. as per the Academic Plan and Academic Calendar approved by the Academic Council of the University. The workshops conducted by the University will not only benefit the learners of the programme, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee etc. and also for supply of additional study materials if required for improving the quality of the programme. Moreover, the University will keep on investing in developing the IT infrastructure, so that the learners can benefit from the ICT enabled programme. The cost calculated by the office of Finance Officer in regard to maintenance of Arts programmes per student is Rs. 600/-

The figures indicated above will be applicable for the BSW Programme of the University. The University will keep adequate financial provision for development, delivery, and maintenance of the programme presented as per the Programme Project Report.

1.9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

1.9.1 Quality Assurance Mechanism: With regard to the quality concern of the course materials, the department is involved in the following activities:

The programme design and structure is decided upon after a series of discussions and deliberations with a team of a few carefully chosen subject experts, who are mostly eminent scholars and professionals from the reputed institutions of higher education. Formed with due approval from the University authority, this Expert Committee is helped by the in-house department faculties while preparing the framework of the programme.

The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 15 units) to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also write units, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.

The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, examine the content of the units and provide their suggestions and feedback, to be included by the coordinator of the programme.

The materials are then sent to the Language Editor, who then looks into the content of the material translated into Assamese and gives their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements are made to distribute the SLMs to the learners at the time of admission.

Field work of BSW learners is monitored and evaluated by the study centre counsellors based on the field work reports submitted and a viva (each semester).

The newly constituted CIQA Office is planning to conduct stakeholders meeting; SLM Audit and Counselling Workshops which is expected to provide the University and the Department with required inputs for quality enhancement.

In order to keep the programme updated, the programme would be revised and necessary changes would be incorporated for the benefit of the learners, based on the inputs received.

1.9.2 Expected Programme Outcomes:

The BSW Programme would enable the learners to acquire knowledge about the social work profession based on region and case specific issues. It will prepare learners for further research and to pursue higher studies in this line.

The programme will also help the learners to seek avenues in the development sector and/or other upcoming sectors. The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute towards the betterment of the society.

Annexure I
Course Details of BSW
SEMESTER I

(i)   **GENG (BA): General English- I (Common Course)**

(ii)   **AS (BA)/HIN/BN/BO: MIL (Assamese/ Hindi/Bengali/Bodo) (Common Course)**

(iii)   **FC 01: Human Growth and Development (Psychology)   (02 Credit)**

Objectives: To understand the Factors contributing to the development personality,
To understand the concepts that will be beneficial for social workers in understanding human behaviour better,
To understand the physical, psychological & social changes of various developmental stages,

Unit 1- Introduction to Psychology: Definition, Scope, Method and Relation with social work. Developmental psychology: Definition, Meaning & scope; Relation between Developmental Psychology and Social Work.

Unit 2- Needs, Motivation, Personality and Emotion: Definitions, need, nature, types; Personality: Nature Definition, Bio and socio determinants of personality, assessment of personality. Emotion: Meaning and Definition, Difference between Feeling and Emotions, Emotional Quotient.

Unit 3- Understanding Human Behaviour: Concept of human behaviour, Factors affecting human behaviour: Psycho-Social Bases of Behaviour- Role of heredity, Role of endocrine glands, Role of central nervous systems, Social factors affecting behaviour.

Unit 4- Theories of Development & Behaviour: Freud's Psychosexual theory & Erikson's Psychosocial Theory; Socialization Process, Coping /Defence Mechanisms. Maladaptive Behaviour, Stress, Mental deficiency, antisocial personality, Psychosomatic disorders; Adjustment Nature, Concept of Effective Adjustment.

Unit 5- Human Growth & Development: Meaning, Life span approach to the understanding of human growth & behaviour, Principles of growth & development.

Unit 6- Stages of Human Development: Prenatal- Pregnancy, Child Birth, Problems during delivery Infancy: Characteristics, Family influence Babyhood – Characteristics, Child Rearing Practices, Family relationship; Neonatal, infancy.

Unit 7- Childhood: Child growth & development, Influence of school, Social Grouping & Social Behaviour; psychosocial factors of adolescences, adulthood. Adolescence: Puberty-Physical changes & its effects, behavioral changes; Period of Storm &Stress, Identity Crisis, Peer Group Influence, Family Frictions, Social Relationship and Sexuality;

Unit 8- Adulthood and Old Age: Early Adulthood- Vocational Adjustment, Role Changes, Marital Relationship, Adjustment to Parenthood; Middle age Adjustments in family, Widowhood, Preparation for age; Old age: Physical & Psychological Characteristics, Needs and Problems of the Elderly.

Reading:

Crawford, Karin and Walker, Janet. 2008, *Social Work and Human Development* (2nd ed.). Learning Matters Ltd. Richard, N.J. 2010. *Theory and Practice of Counseling and Therapy.* Sage Publication
Hurlock, Elizabeth B., (1978), *Child Growth And Development.*, New Delhi, Tata McGraw Hill Publishing company ltd.

BSW 01: Historical and Philosophical Foundations of Social Work (02 Credit)

Objectives: To acquaint the learners with the basic concepts of social work, to understand the basic values and principles of social work profession, to trace the history of social work in India and abroad, to understand the significance of contemporary ideologies in the practice of social work.

Unit 1- Concept of Social Work: Meaning, Definition, Basic Assumptions, Scope, Objectives, Basic Principles. Functions of Social work: Preventive, Remedial, Developmental; Methods of Social Work.

Unit 2- Basic concepts related to social work- Social Service, Social Welfare, Social Reform, Social Justice, Human Rights, Social Security, Social Policy and Legislation, Social Development, Social Administration.

Unit 3- Historical Development of Social Work: Professional development of Social Work in India, USA and UK. Development of Social Work Education in India; Professionalization of Social Work, Basic Values, Philosophy, Principles of Social Work

Unit 4- Professionalization of Social Work: Code of Ethics in Social Work Profession, Marginalization of vulnerable groups and limitations of professional social work; Professional Social Workers Associations in India and abroad.

Unit 5- Contemporary Ideologies for social change: Meaning: Neo-Liberalism, Globalization, Postmodernism, Feminism, Multiculturalism.

Unit 6- Ideology of Sustainable & People Centred Development, Resurgence of the Civil Society, Ideology of Non-government Organizations.

Unit 7- Fields of Social Work: Family and Child Welfare, Medical and Psychiatric Social Work, Rural and Urban Community Development, Criminology and Correctional Administration, Industrial Social Work.

Unit 8- Various settings of Social Work Profession: Family Courts, Educational Settings, Industry, Correctional Settings- Prisons, Rehabilitation Centres, Juvenile Homes, Rural Community, Urban Slums.

Readings:

Gore, M.S. *Social Work and Social Work Education*, Asia Publishing House

Wadia, A-R. *History and Philosophy of Social Work in India*, Allied Publishing House.

Dasgupta, S. *Towards A Philosophy of Social Work In India*,Popular Book Service.

Hans, Nagpaul *The Study Of Indian Society*, S, Chand & Co.

Kinduka, S, K (Ed.*) Social Work in India*, Sarvodaya Sahitya Samaj, Rajasthan.

Field Work- FW 01- 2 credit

Orientation Visit- OV 01- 2 credit

To be evaluated on the basis of field work and orientation visit reports and viva-voce

Format of report to be dispatched along with Self-Learning Materials

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SEMESTER II

(v) EG02 (BA): General English- II (Common Course)

(vi) FC 02: Basic Economic Concepts for Social Work   (02 Credit)

Objectives- a. to understand the basic economic concepts, principles, theories and its application in social work profession; b. to understand and analyze economic problems with social work perspective.

Unit 1- Social Work and Economics: Meaning, Definitions, Significance of economic concepts in social work. Basic Concepts: Needs, Demand, Supply, Capital, Resources, Production, Distribution and Consumption.

Unit 2- Factors of Production: Land, Labour, Capital and Organization; Marxian concept of Class Formation and Relations of Production (RoP).

Unit 3- Economic Systems: Capitalism, Socialism, Mixed Economy, Concept of Demand and Supply, Subsidy; New economic order in contemporary India: Concept of liberalization, privatization and globalization (LPG), New Economic Policy of 1951 and 1991.

Unit 4- Role of the State: Changing role of the state and NGOs, Policy formulation and planning, Political Social Work & Planning in India, Five Year Plans, Budgeting, NITI Ayog.

Unit 5- Political Economy: Meaning, Concept, Relevance of understanding political and economic systems and processes in social work profession; Interconnectedness between economy and polity of a state; impact on policies.

Unit 6- Social Work, Politics and Power: Basic economic and political concepts state power Government, authority, political culture, legitimacy, Export-Import (EXIM) Policies.

Unit 7- Democracy as a Concept: Concept of democracy and its impact on trade and policies, meaning, types, features, merits and demerits, role and functions of political parties, pressure groups and opinion, System of Taxation

Unit 8- Contemporary Economic Systems: Meaning Types Functions, Capitalist, Market economy: Meaning, features, merits and demerit, Concept of *Laissez Faire.* Mixed market Economy, meaning, features, merit and demerits, Socialist economy, meaning, features, merit and demerits.

(vii) FC 03: Basic Sociological Concepts for Social Work   (02 Credit)

Objectives- to provide the learners with a sociological perspective for effective social work practice, to familiarize the learners with various sociological concepts, social institutions and understand the significance of its knowledge in social work profession.

Unit 1- Introduction to Sociology: Concept of Society, Basic Elements- Individual and Society, Groups- its functions, Community-Types of Community -Rural, Urban, Semi-Urban and Tribal.

Unit 2- Understanding Demography: Demographic variables and Malthusian Theory, Complexity of Indian Society: Demographic Characteristics of Indian Society; Significance of sociology in social work, meaning of Society, Social Groups, Groups-Primary, Secondary and reference group.

Unit 3- Theories of Society: Significance a theoretical understanding of social, Evolutionary, Structuralism and Functionalism, Conflict theory, Social Action – theory of social action.

Unit 4- Culture and Social Institutions: Forms of Culture, Contents- tradition, custom, norms, values, mores and folklores. Social Institutions: Concept and Types: Marriage, Kinship, Family, Religion, Economy, Politics and Education - their Characteristics and Functions

Unit 5- Social Stratification: Definition and Characteristics. Caste system: Traditional Verna system, theories on the origin and development, Modern Trends of Caste System in India; Social Stratification and Economic Classes, Gender Roles and Inequalities, Sexual Division of Labour, Status and Role.

Unit 6- Socialization and Social Control: Agents of Socialization, Theories of Socialization. Social Control: Concept, Forms and Social Control – meaning – Agencies of Formal and informal means- social sanctions.

Unit 7- Social Change and Social Movements: Definition, concept, types and theories of social change in India. Concept, Theories of Social Change in India: *Sanskritization,* Westernisation, Modernisation; Social Reform Movements in India- Arya Samaj, Brahmo Samaj, Chipko Movement, Narmada Bachao Andolan, Bachpan Bachao Andolan, The Assam Movement.

Unit 8- Social Problems in India: Poverty and Unemployment, Corruption, Crime, Gender Discrimination, Female Foeticide and Infanticide, Violence against Women and Children, Human Trafficking, Migration and Displacement.

Readings:

Ahuja R., 1993,*Indian Social System*, Vedam Book House, Jaipur.
Madan, G.R., *Indian Social Problems,* Vol-1
Mamoric, C.B., *Social Problems and Disorganisation in India.*
Samuel Koening .*Sociology – An Introduction to the Science Of Society.*

(viii) BSW 02: Social Work Practice with Individuals and Groups   (04 Credit)

Objectives: To understand case work method and its contribution to social work practice.
To develop capacity to understand and accept the uniqueness of individuals.
Understand the development and preventive goals in working with individuals and families.
To develop ability of establishing and sustaining working relationship with the client.

To help the learner acquire skills of working with individual and families in various situation and settings. To understand the scope of Group Work in social work intervention
To familiarize the learner with group formation, group work process & evaluation
Gain knowledge about the use of a variety of group approaches.
Develop knowledge, skills and techniques to be used by the social worker in groups.

Unit 1- Introduction to Social Case Work: Concept, Meaning of Case Work, Definition, Values, Ethics, Scope, Philosophy, Historical Development of Social Case Work in India, UK and USA.

Unit 2- Practice of Social Case Work: Principles of casework: Individualization, acceptance, non-judgmental attitude, participation, relationship, effective communication of feeling, client self- determination and confidentiality.

Unit 3- Components of Social Case Work: (a) Person – Client, Significant, Family ties.(b) Problem – Need, Identification and Impaired Functioning / types. (c) Place – Agency, Its Functions and specific resources. (d) Process – Study, Assessment, diagnosis, intervention, termination and follow up.

Unit 4- Tools of Social Case Work: Listening, Observation, Interview, Home Visit, Rapport Building, Recording as a tool of case work, Client – Worker Relationship Nature and Components. Principles of Case Work Relationship

Unit 5- Approaches to Case Work: Psychoanalysis on casework, Behavioural Modification, Crisis Intervention, Problem Solving Approach. Theories and approaches: Psycho-social approach, Functional approach.

Unit 6- Case Work Theories and Techniques: Crisis Theory, Family intervention, Behavioural Modification, Rational Emotive Therapy (RET), Transactional Analysis and Holistic approach.

Unit 7- Case Work Process: Study, Diagnosis, Treatment, Evaluation & Termination Case work. Client - Case Worker Relationship and the use of professional self; Treatment methods in case work, direct treatment, administration of practical services and environmental manipulation.

Unit 8- Fields of Social Case Work Practice: School and other Educational Settings, Hospital- Genaral and Psychiatric Setting, Correctional setting- Rehabilitation Centres, Juvenile Homes, Prisons, Community, Family, Case work with Elderly.

Unit 9- Social Group Work: Social Group: Meaning, concept, Definition, Objectives of group work, Evolution and Characteristics of Group Work. Historical Development of Group Work in India and in the West, Basic values and principles of group work.

Unit 10- Theories related to Group Work: Psychoanalytic theory, Learning theory, Field theory, Social exchange theory, System theory.

Unit 11- Development of the Group: Social groups: meaning, characteristics, Types, Characteristics and Significance of Groups, Group Dynamics, Group as Agents of Development,

Unit 12- Group Processes and Dynamics: Group behaviour, Communication and interaction pattern, Group cohesion & conflict. Group Work Intervention during the different stages of group development, orientation, bonding, interaction, conflict, confrontation, termination of the group work, evaluation of method.

Unit 13- Techniques Of Group Work: Group counseling, group discussion, group decision-making, role play, programme media and group sessions.

Unit 14 - Role Of Social Worker In Group Work: Enabler, Stimulator, Supporter, Guide, Educator, Resource person, Therapist and Supervisor. Skills of group worker: facilitation, analytical thinking, leadership and recording in group work, Leadership, Communication, Listening, Conflict Resolution, Decision Making, Facilitation. Use of Socio -metry for group work.

Unit 15- Group Work in various settings: Group work with Children, Adolescents, Women, Persons with disability and Elderly, hospitals, residential and non-residential institutions. Application of group work with different groups: school children, labour welfare, juvenile delinquency, youth and other disadvantaged groups.

Readings:

Govt.of India (1987) Encyclopedia in Social Work, Publication Division (Social Welfare Ministry) New Delhi

Mathew Grace (1992) – An Introduction to Social case work, Mumbai

Upadhyay R.K. (2003)- Social case work, Rawat Publication, Jaipur

Richmond M.E. 1922. What is Social Case Work. An Introductory Description; N.Y. Russell Age Foundation.

Goldstein, Ego Psychology & Social Work Practice (1984), New York. Free Press.

Goldstein H., Social Work Practice, A Unitary Approach, (1979) Carolina, University Of Carolina Press

Turner, Francis (Ed) 1986 Social Work Treatment: Interlocking Theoretical Approaches; 3rd Ed. New York: The Free Press.

Tracker, Harleigh B. 1970. Social Group Work - Principles and Practice, Association Press: New York.

Balgopal, P.R.& Vassil, T.V.1983. Groups in Social Work: An Ecological Perspective. New York: Macmillan

Brown, Allan. 1994. Group Work. Hamphshire: Ashgate.

Douglas, T. 1972. Group Processes in Social Work: A Theoretical Synthesis. Chicester: Johan Wiley & Sons Geoffrey

 L.G. & Ephross, P.H. 1997 Group Work with Population at Risk. New York: Oxford University Press.

Konopka, G. 1963 Social Group Work: A Helping Process. Englewood Cliffs: Prentice

Toseland, R.W. & Rivas, R. 1984 An Introduction to Group Work Practice. New York: MacMillianTrecker, H.B. 1972 Social Group Work: Principles and Practices. New York: Association Press

Wilson, G. & Ryland, G. 1949 Social Group Work Practice. Cambridge: Houghton Mifflin Company.

Field Work- FW 02 (4 credit) on Case work and Group Work

To be evaluated on the basis of field work reports and viva-voce

Format of report to be dispatched along with Self-Learning Materials

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SEMESTER III

(ix) SENG (BA): Spoken English (Common Course)- 4 credit

(x) CA: Computer Application (Common Course)- 4 credit

(xi) FC 04: Politics- An Introduction (02 Credit)

Objectives: to introduce learners to the basic concepts of politics, governance and the guarantees under the Constitution of India; to understand its significance in policy making and power dynamics of the state.

Unit 1- Introduction to Politics: Meaning, Concept and Definition of Politics, Power, Authority, Equality, Rights, Freedom, Liberty, Justice, Citizenship;

Unit 2- Preamble of the Indian Constitution: Ideals enshrined in the Preamble to the Constitution- Justice: Social, Economic and Political; Liberty: of thought, Expression, Belief, Faith and Worship: Equality: of Status and of opportunity, Fraternity: Assuring the Dignity of the Individual and Unity of the Nation.

Unit 3- Guarantees under the Indian Constitution: Fundamental Rights and Duties, Liberty, Freedom, Equality, Against Exploitation, Minority Rights, Directive Principles of State Policy (as instructions for Governance)

Unit 4- Constitution of India, Important components of the Constitution of India, differences between Fundamental Rights and Directive Principles of State Policy, Latest legislations like Right to Information Act (RTI) and others

Unit 5- Executive, Legislature and the Judiciary: Forms of Government, Organs of Government, Salient features of Indian Constitution, Procedures of amending the Constitution and its limitations.

Unit 6- Social Policies and Special Privileges for SC/STs, Backward classes, women, children and religious and linguistic minorities, Policy, values and limitations,

Unit 7- Union Parliament – Lok Sabha and Rajya Sabha., President, Prime Minister and Council of Minister, Supreme Court and High Court, State Government – Legislatures, Governor, Chief Minister and council of Minister

Unit 8: Centre and the State -Indian Federalism and Political Parties, Centre State Relations-Legislative, Administrative and Financial, Adult Franchise and Election Commission.

Unit 9 – Human Rights: Meaning and Importance of Human Rights – University Declaration of Human Rights, Development of Human Rights and Fundamental Rights, International Law and position of India, Social and Gender discrimination, Torture and Genocide, two Human Rights Covenants, Human Rights Ethics.

BSW 03: Social Work Practice with Communities (02 Credit)

Objectives

To be acquainted with the concepts of community and its dynamics
To understand community organization as a method of social work
To understand the critical elements of community organization practice
To enhance critical understanding of the models and strategies for community
To understand the concepts and strategies of rural and urban community development.

Unit 1- Analyzing Community: Concept of community, Types of Community, Structure & functions, Deconstruction of community, Understanding community power structure

Unit 2- Community Organization: Meaning, Objectives, principles & Definition; Phases of Community Organization; history of community organization; History of Community Organization, Evolution of Community Organization as a Method of Social Work.

Unit 3- Methods of Community Organization: Fact finding; surveys, analysis, planning & evaluation. Concept of Community Participation and Community Empowerment.

Unit 4- Community organization as a method of social work: Concept of Community Work, Community Organization and Community Development, Principles of community organization,

Unit 5- Processes in community organization- steps and applications of community organization, Models of community organization and its application; Strategies and techniques in Community Organization**,** Empowerment and capacity building through communities, People's participation, Participatory Rural Appraisal (PRA),

Unit 6- Role of Community Organiser in Different Settings; Community Development: difference between Community Development & Community Organisation.

Unit 7- Community Development: Concept, Philosophy & Methods; Rural Community; Meaning & Characteristics, Rural Development Administration.

Unit 8- Structure and Functions of Community Development: At the Block level; Role of NGOs in Rural Development in India; 73rd Constitutional Amendment; Panchayati Raj in India: Structure and Functions; Autonomy of Panchayati System, Decentralised Planning and Decision Making, Contemporary Best Practices.

Unit 9- Urban Community Development: Origin & Growth of Cities–Industrialization, Urbanization & Modernization. Growth of slums: cultural, political & social aspects of slum life: social problems in urban areas. Concepts & Strategies. Of Urban development programmes; 74th Constitutional Amendment & Municipal Govt: structure, powers and functions.

Unit 10- Community Organization with Tribal and Rural Communities: Tribal Social System and Governance, Tribal Autonomous Councils, Scheduled Areas, Community Organization with Vulnerable Communities, 6th schedule areas

Readings:

Cox , Fred. 1987. Community Organization, Michigan: F.E. Peacock Publishers

Dhama, O.P. & Bhatnagar, O.P.1994. Edcuation and Communication for Development New Delhi:Oxford & IBG Pub. CO. Pvt. Ltd.

Dunham, Arthur .1962. Community Welfare Organization: Principles and Practice,

New York: Thomas Crowell

Gangrade, K.D. 1971. Community Organiztion in India, Mumbai: Popular Prakashan

Khinduka, S.K. & Coughlin, Bernard.1965. Social Work in India, New Delhi: Kitab Mahal

Milson Fred 1973 An Introduction to Community Work, Rutiedge & Kegan

Paul, New Delhi: London OXFORD & IBH Publishing Co.Pvt. Ltd

Field Work- FW 02 (4 credit) on Community Organization

To be evaluated on the basis of field work reports and viva-voce

Format of report to be dispatched along with Self-Learning Materials

SEMESTER IV

EVS: Environmental Studies and Disaster Management (4 Credit- Common Course)

BSW 04: Social Action and Social Movements (03 credit)

Objectives:

To familiarize learners with concepts in defining social action and social movements.

To provide an over view of evolution of social action as method in social work.

To acquaint learners with various theoretical perspectives on social movement.

Unit 1- Introduction to Social Action: Concept, Definition and meaning of Social Action, Social Action as a method of Social Work: Typology of social action. Scope of social action, Principles of social action.

Unit 2- Strategies and Models of Social Action: Strategy of social action, Models of social action, Social action and social change, Social Work and Social Action.

Unit 3- History of Radical Social Work Practice: Settlement House Movement and Anti-oppressive Social work practice, Critical Social work and Structural Social Work practice.

Unit 4- Integrated Social Work Practice: Meaning, relevance of the integrated approach to social work, integrated approach as an inter-disciplinary method of problem solving. Strategies and Tactics Employed in Social Action.

Unit 5- Perspectives of Social Action: Concept of Conscientisation and critical awareness, Paulo Friere, B.R. Ambedkar, Mahatma Gandhi and Saul Alinskey's contribution to Social Action

Unit 6- Introduction to Social Movements: Definition and meaning of social movements, Concept, nature and Components, Social Movements and Social Change, Norms of social movements.

Unit 7- Classification of Social Movements: Old and New Social Movements, Characteristics of New Social Movements, Structure of social movements; Case Studies of Social Movements in India.

Unit 8- Introduction To Social Movements: Definition And Meaning Of Social Movements, Concept, Nature And Components, Social Movements And Social Change, Norms Of Social Movements; Classification Of Social Movements, Old And New Social Movements, Characteristics Of New Social Movements, Structure Of Social Movements.

Unit 9- Social Movements II: Overview Of Social Movements In India, Peasant Movements, Labour Movements, Women's Movements, Dalit Movements, Tribal movements, Naxalbadi Movement, Dalit Mobilization, Tribal Solidarity Movements; Environmental Movements, Ethnic Identity Movements

Unit 10: Social Movements in North East India: Significant Social Movements in the NE Region- The Naga movement, Assam Movement, Bodoland Movement, Civil society movement, Students movements, Peasant movement; Ethnic Identity Movement

Readings:
Khinduka, S.K & Coughlin, B. J. 1975.A Conceptualization of Social Action. The Social Review, 49 (1)1-14.
Powell, F. 2001. The Politics of Social Work. London: Sage Publications.
Freire, P 1970 Pedagogy of the Oppressed. New York: 35 Continuum.

(xvi) BSW 05: Social Welfare Administration (02 Credit)

Objectives:
To understand concept, principles and components of social welfare administration.
To develop understanding of social welfare administration as a method of social work profession.
To Study legal aspects of Social Work Administration
To create awareness about the various social welfare programmes implemented by Central & State Governments

Unit 1- Social Welfare Administration: Meaning, Concept, Nature, Definition, Scope and Principles; Social Welfare Administration as a Method of Social Work.

Unit 2- Functions of Welfare Administration: POSDCoRBF- Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting, Fund raising, Accounting, Auditing.

Unit 3- Non- governmental organizations: Functioning and Registrations of Welfare Organization, Procedure for Establishing and Running Social Service Organization; Structures

Unit 4- Types and Purpose of Social Service Organizations: Registration of Societies and Trusts; Constitution and byelaws; Societies Registration Act; Factors motivating voluntary action.

Unit 5- National and International Voluntary Agencies; Problems of Voluntary Organizations, sources of funding, management of funds- budgeting.

Unit 6- Organization of Human Services, Establishment of Human service organization, Management of human service organization, Decision making processes,

Unit 7- Role of Communication: Communication in administration, Practice of Social Welfare Administration in different settings, Social welfare Administration as an instrument of Social Change

Unit 8-Welfare programmes in India: for Women, Children, Youth, Aged, Destitute and differently-abled; Social Welfare Programmes for SCs & STs; Integrated Child Development Services, Social security schemes of Central & State governments, Resource Mobilization, Grant-in-aid, Fund raising.

Unit 9- Social Welfare Administration in India-National level & State level Social Welfare Department: Functions and Programmes. Organizational Structure, Programmes of Central Social Welfare Board, State Welfare Departments, Transparency and Accountability of Social Welfare Organizations.

Readings:

Connaway R.S. & Gentry M.E. 1988 Social Work Practice, New Jersey M.E. Prentice Hall.

Goel, S.L. and Jain, R.K 1988 Social Welfare Administration, Vol. I and II, New Delhi Deep Publications.

Jagannadham, C. 1978. Administration and Social Change, New Delhi, Uppal Publishing House 39

Reed, Ella W. ed., 1961 Social Welfare Administration, New York, Columbia University Press.

Siddiqui H.Y. 1990 Social Welfare in India New Delhi Harnam Publications

Louise C. Johnson.,Charles L. Schwarth. 1994. Social Welfare A Response to Human Need, Allyn and Bacon, London,

Louise C. Johnson 1994 Social Work Practice : A Generalist Approach (4th Edn) Allyn and Bacon, London.

BSW 06: Introduction to Gender Studies (03 credit)

Objectives: To orient the learners to the gendered injustices in society, to the approaches of gender and development, to help the learners critically analyse the present scenario of gender discrimination, patriarchal dominance ingrained in society and understand the contemporary issues in relation to gender.

Unit-1: Introduction to the concept of Gender: Difference between sex and gender, difference between women's studies and gender studies, multidisciplinary nature of gender studies, importance of gender studies as a subject.

Unit- 2: Key concepts related to Gender: gender lens, sex disaggregated data, gender discriminations, gender gap, gender justice, gender socialization, women empowerment, women's oppression, exploitation and subordination, Matriarchy and Patriarchy; : Gender and Language: Sensitive Language

Unit-3: Approaches to Gender and Development: the Welfare Approach, WID approach, WAD approach, Efficiency A., Empowerment Approach, Gender and Environment Approach (GED).

Unit- 4: Liberal Feminism-Rationality, Freedom, Marxist feminism-Production, reproduction, Class, Alienation, Marriage and family; Radical Feminism-gender, patriarchy, reproductive Technology, Motherhood;

Unit-5: Socialist Feminism-Class and gender, Division of Labour, Unified and Dual System, Exploitative Institutions of women in India-Family, Caste, Class, Culture, Religion Social System.

Unit- 6: Girl child in Society-child labours- Changing role of women-marriage, Single parent-Motherhood-Widows theories of development-Empowerment-Alternative approaches-women in

development, Women and Development and Gender and Development-State Policy and Programmes,

Unit- 7: Women's Education-gender bias in enrolment- Curriculum content, Dropouts, negative capability in education-values in education-Vocational education recent trends in women's education-Committees and Commissions on education, Adult literacy and Non-formal education for women's development; Problem of Dowry, Female foeticide and infanticide.

Unit- 8: Concept of Gendered Division of work-Productive and non-productive work-Use value and market value; Gendered Division of labour -Mode of production, Women in organized and unorganized sector, Training, skills and income generation, women's employment, Self help groups and leadership-Panchayati Raj-Political role and participation.

Unit-9: Women's Movements-Pre-independent, Post Independent and Current women movements, National committees and Commissions for Women-Government Organization for Women and Child Development, Role of individual activists NGO's in securing women's rights, National and International funding Agencies.

Unit-10: Gender and Health-Health status of women in India-Mortality and Morbidity factors influencing health-Nutrition and health-HIV and IODS control program national Health and Population Policies and programmes. Maternal and Child Health; Reproductive and child health approaches

Unit- 11: Gender and Rights: Right to an Individual's choice of sexual orientation, Queer theory, LGBT, Gender Empowerment Measure (GEM), Gender Development Index (GDI); Issues of old age, Women and environment- Sustainable development and impact on Women.

Unit- 12: Gender Parity: Human Development Index (HDI), Gender Parity Index (GPI), Organizations working for gender and development, Social Issues- in relation to gender in India, Section 377 of the Indian Penal Code (IPC).

Readings:

Mathu, Anuradha.2007. *Gender and Development: The Indian Scenario*. Kalpaz Publishing
Butler, Judith. 2006. *Gender Trouble: Feminism and the Subversion of Identity*. Routledge
Ray, Raka (ed.).2012. *Handbook of Gender*. Oxford University Press: New Delhi
Polity Reader.*Gender Studies (ed.)* 2002. Polity Press: New Delhi

Das, Madhushree. 2012.*Tribal Women of Assam.* EBH Publishers, Guwahati

Field Work- FW 04 (4 credit) to be done in organizations working for environment protection and gender issues

To be evaluated on the basis of field work reports and viva-voce

Format of report to be dispatched along with Self-Learning Materials

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SEMESTER V

BSW 07: Social Work Research and Statisctics (04 credit)

Objectives: To help learners understand the significance of research in social work profession
To develop scientific approach for systematic procedure social work research
To familiarize learners with various statistical techniques for analyzing data

Unit 1- Introduction To Social Work Research: Meaning And Definition Of Research; Nature And Significance Of Research; Characteristics Of Research; Definition And Meaning Of Social Research; Importance And Characteristics Of Social Research.

Unit 2- Social Research and Social Work Research: Distinctive Features Of Social Research And Social Work Research; Scope And Need; Scientific Methods: Meaning And Characteristics Of Social Work Research.

Unit 3- Types of Social Work Research: Intervention Research and Practice based Research; Action research, Needs Assessment Studies; Situational Analysis, Monitoring and Evaluation.

Unit 4- Research Designs: Meaning And Definition Of Research Design, Components Of Research Design: Title Of The Study, Statement Of The Problem, Review Of Previous Studies, Objectives Of The Study, Formulation Of Hypotheses, Methods Of Data Collection, Tools For Data Collection, Sampling, Definition Of Concepts

Unit 5- Types Of Research Design: Exploratory Research Design, Descriptive Research Design, Experimental Research Design, Diagnostic, Survey And Case Study Methods; Difference Between Quantitative And Qualitative Research Designs.

Unit 6- Research Methodology: Problem Identification, Literature Review, Formulation, Objectives and Hypothesis, Concepts, Definitions; Introduction To Methods Of Data Collection

Unit 7- Sampling: Meaning And Definition Types Of Sampling: Probability and Non Probability Sampling; Advantages and Limitations Of Each Category.

Unit 8- Methods of Data Collection: Interviewing, Questionnaire, Observation And Focused Group Discussion. Tools for Data Collection: Interview Schedule, Interview Guide, Questionnaire, Sources Of Data Collection: Primary And Secondary Data

Unit 9- Processing Of Data: Editing, Coding, Tabulation, Graphical & Diagrammatic Representation Of Data.

Unit 10- Basic Statistics for Social Research: Definition And Functions Of Statistics. Importance of Statistics in Social Research; Frequency Distribution And Tabulation; Ratio, Proportion, Percentage.

Unit 11- Applications Of Statistics: Measures Of Central Tendency: Mean, Median, Mode. Measures of Variability: Standard and Quartile Deviation;

Unit 12- Measures of Association: Chi-square, Correlation Coefficient, 't' distribution; Analysis of Variance and 'F' distribution.

Unit 13- Interpretation and Presentation of Statistical Data: Graphical Presentation, Diagrammatic Presentation, Use Of Tables; Analysis Of Findings; Limitations; Scope For Further Research.

Unit 14- Qualities Of Researcher: Maintaining Objectivity, Unbiased, Curiosity To Know The Unknown, Desire To Understand The Cause And Effect Relationship Of Social Problems, Desire To Discover New And Test Old Scientific Procedures, Patience, Alert Mind, Courage And Consciousness.

Unit 15- Writing Research Report: Significance and steps in writing report; Precautions in writing research reports; Research Abstracts; Research Proposals; Contents of a Research Project; Research Report (Thesis) Writing.

Readings

Bailey, Kenneth, D. 1987. *Methods of Social Research*, New York: The Free Press
Blaikie, Norman. 1993. *Approaches in Social Enquiry*, Cambridge: Polity Press.
Blalock, H. M. 1972. *Social Statistics*, New York: McGraw Hill.
Coolidge, Frederick L. 2000. *Statistics: A Gentle Introduction*, New Delhi: Sage Publications.

Crabtres, B. F. and Miller. 2000. *Doing Qualitative Research,* New Delhi: W. L. (Eds.) Sage Publications.

Cranstein, A. and Phillips, 1978. *Understanding Social Research: An Introduction*, Boston: Allwyn and Bacon.

Denzin, Norman, K. & *Handbook of Qualitative Research* (II ed.), Lincoln, Y. S. (Eds.) 2000   New Delhi: Sage Publications.

BSW 08: Human Rights and Social Policies (04 credit)

Objectives: to acquaint learners to the concept of Human Rights and its significance in social work. To understand the role of national and international organizations in monitoring the protection of human rights. To facilitate the learners to critically analyze the challenges and issues of human rights violation with specific reference to Northeast India. To provide an overview of social legislation and familiarize students with pertinent legislations. To educate the students about the existing judicial system & its functioning

Unit 1- Introduction to Human Rights-meaning, concept and nature; Notion and Classification of Rights: Natural, Moral and Legal Rights, Three Generations of Human Rights (Civil and Political Rights; Economic, Social and Cultural Rights; Collective/Solidarity Rights)

Unit – 2: Evolution of the Concept of Human Rights: Journey from Magna Carta to the Universal Declaration of Human Rights, The United States Declaration of Independence;

Unit -3: Significant Human Rights Declarations: The French Declaration of the Rights of Man and the Citizen; United States Bill of Rights, Geneva Convention of 1864, Universal Declaration of Human Rights, 1948.

Unit -4: Theoretical Dimensions of Human Rights: Bases and Sources of Human Rights, 'Unilateralism': Humanitarian Intervention versus State Sovereignty, Theories of Human Rights.

Unit-5: United Nations' Bodies in the Promotion of Human Rights, The Role of the U.N. Security Council and Other International Organisations- Amnesty and Red Cross,

Unit-6:   Commission on Human Rights: Commission on Human Rights and it's Sub-Committees on Women and Children, Functions related to Promotion and Protection of Human Rights by- UNESCO, WHO, ILO.

Unit-7: International Concern for Violations of Human Rights: International Bill of Rights, Significance of Universal Declaration of Human Rights, International Covenant on Civil and Political Rights; and the International Covenant on Economic, Social and Cultural Rights

Unit-8: International Actions for the Protection of Human Rights- International Convention on Elimination of All Forms of Racial Discrimination; Declaration on the Elimination of All Forms of Intolerance and Discrimination Based on Religion or Belief; International Sanctions against Violations of Human Rights

Unit 9- Challenges in the Promotion of Human Rights- Criminal Justice System, Police Behaviour and Judicial System, Rights of the Accused (Protection from Arbitrary Arrest, Fair and Speedy Trial)

Unit 10- Human Rights in NE India: Violation in Northeast India with reference to Armed Forces Specials Powers Act (AFSPA). Role of Mass Media. Civil Rights Societies for protection of human rights.

Unit 11- Social Policy: Concept of social policy, evolution of social policy in India. Enactment of social policy/ policy formulation, Values underlined social policy and social planning based on the constitutional provisions. i.e. the Directive Principles of State Policy.

Unit 12- Concept of Social Planning: Scope of social planning, Linkage between social policy and planning- planning as an instrument and source of policy. Human Development Index, Social Audit, Community Score Card.

Unit 13- Basic Concepts of Social Justice: Social Justice- concept, nature and types; Millennium Development Goals (MDGs); Processes and Procedures for Justice and Rights: Public Interest Litigation.

Unit 14- Legal Aid and Lok Adalat: Contributions of Jyotiba Phule, Mahatma Gandhi, B. R. Ambedkar, Saul Alinsky for social justice and rights. Human Rights Commission.

Unit 15- Social Legislation and the Judicial System: Social Justice, Social Defense, Indian Constitution: Preamble, Fundamental Rights, Directive Principles and Fundamental Duties. Indian Judicial system: Courts: Civil Courts, Criminal Courts, Family Courts, and Juvenile Courts. Prisons: Probation, Parole, Criminal Procedure Code and Indian Penal Code.

Readings

B.P. Singh, Human Rights in India: Problems and Perspectives, New Delhi: Deep & Deep, 2008.

Aftab Alam, Human Rights in India: Issues and Challenges, Delhi: Raj Publications, 2004.

Shanker Sen, Tryst with Law Enforcement and Human Rights: four decandes in Indian Police, New Delhi: APH, 2009.

Harsh Bhanwar, Human Rights Law in India: Protection and Implementation of the Human Rights, New Delhi: Regal Pub., 2008.

Jaiswal Jaishree, Human Rights of accused and juveniles: Delinquent in conflict and Law, Delhi: Kalpaz: 2005.

Stephen Shute and Susan Herley (Eds), On Human Rights, New York: Basic Books, 1993

Waldron, Jeremy. Theories of Rights, Oxford; Oxford University Press, 1984

James Nickel, Making Sense of Human Rights: Philosophical Reflections on the Universal Declaration of Human Rights, Berkeley: University of California Press, 1987.

Amartya Sen, The Idea Justice, New Delhi: Penguin Books, 2009.

Conor Greaty and Adam Tomkins (Eds).Understanding HumanRights, London: Manshell, 1996.

David Beetham, Politics and Human Rights, Oxford: Blackwell, 1995

Pawar, M S. 1993. *Justice Processing Sans Justice*. Mumbai: Tata Institute of Social Sciences

Hebsur, R K. 1996. *Social Intervention for Justice*. Mumbai: Tata Institute of Social Sciences

Adil-Ul-Yasin, Upadhyay.2004.*Human Rights*. New Delhi: Akansha Publishing House

Reichert, E .2003.*Social Work and Human Rights*. New Delhi: Rawat Publications

Seghal, A. 2004. *Human Rights* in India. New Delhi: Deep and Deep Pvt.Ltd

Seervai, H.M. 1976: *Constitutional Law of India*. (2nd Edition). Bombay:Tripathi

Palai, A. K. 1998. *National Human Rights Commission of India*. New Delhi: Atlantic Publishers and Distributer

Gautam, A. K. 2001.*Human rights and Justice System*. New Delhi: A. P. H. Publishing Corporation

Siddiqui, F. E. 2001. *Handbook on women and human rights: a guide for social activist part 1.* New Delhi: Kanishka Publishers

Pawar, M. S. 1993. *Justice Processing Sans Justice*. Bombay: Tata Institute of Social Sciences

Joshi, S. C. 2007. *Human Rights: Concepts, Issues and laws*. New Delhi: Akansha

Government of India (1992-2000). *National Commission for the SCs and STs - A Handbook.* New Delhi.

BSW 09: Basics of Communication

Objectives: To orient the learners to the basic understanding of significance of communication in social work profession.

To understand the concept and fundamental of developments in the context of approaches in development communication.

To gain insight into various experiment in the context of approaches in development communication.

To develop abilities in using innovative and participatory communication media for development.

Unit 1- Introduction-Communication: Meaning, Concept, Characteristics, Elements of Communication, Types of Communication: Verbal Communication, Non-verbal Communication Types of Communication Based on Style and Purpose. Introduction, Communication Process, Essentials of Communication, Barriers to Communication.

Unit 2- Methods, Models and Theories of Communication: Models of Communication, Shannon's Model of the Communication Process, Derivative Models of the Communication Process, New Model of the Communication Process, Defining Communication Theories.

Unit 3-Concept of Development: meaning concept, process and models of development – theories- origin – approaches to development, problems and issues in development, characteristic of developing societies, gap between developed and developing societies. Development issues on national and regional and local level.

Unit 4- Development communication: meaning – concept – definition; role of media in development communication: strategies in development communication: social cultural and economic barriers – case studies and experience – development communication policy; strategies and action plans.

Unit 5-Communication Planning: Meaning and scope of communication planning, Role of communication planner, Training for effective communication of development functionaries.

Unit 6- Review of experiments in Development Communication: Participatory approach in development communication: Fogo Island; SITE, Kheda Community ; SEWA;CRHP Jamkhed; Rural Radio Forum; Chipko Andolan; Mahila Dakia : Rajasthan; Bal Sevak, Project Chatera, CENDIT

Unit 7- Development Communication in Practice: Visual media, Audio Visual Media, Audio visual, film clips/Video Films, Folk Media, Electronic media; Case studies of development communication.

Unit 8- Communication skills for development workers: writing skills, verbal skills, planning campaign, interacting with mass media skills for development workers, extension education by the state.

Readings:

Brown, Leland. 1970. Communicating facts and Ideas in Business. New Jersey: Prentice Hall Inc., Englewood

D'Souza, Y. K.: Communication Today and Tomorrow, Discovery Publishing House, New Delhi, 1999.

Fisher, Dalmar. 1999. Communication in Organizations. Second Edition, Mumbai: Jaico Publishing House.

Melkote, Srinivas R. 1991. Communication for Development in the Third World Theory and Practice.New Delhi: Sage Publications.

Mohan, Krishna and Banerji, Meera. 1990. Developing Communication Skills. Delhi: Macmillan India Ltd.,

Murphy, Robert D. 1997. Mass Communication and Human Interaction. Boston: Houghton Mifflin.

Narang, Vaishna. 1996. Communicative Language Teaching. New Delhi: Creative Books

Venkatramani, S. H. 1998. Corporate Communications- The Age of Image.New Delhi: Sterling Publishers Private Ltd

BSW 10- Health and Mental Health (02 credit)

Objectives:

To orient the learners regarding the concepts of health and mental health and explore the prospects of social work practice in the medical and psychiatric settings.

Unit 1- Introduction to Health: Meaning, Definition, Concept- Biomedical concept, Ecological concept, Psychosocial concept, Holistic concept; Illness: Relationship of Health and Illness; Health and Socio-Cultural Issues, Illness and Identity

Unit 2- Social Epidemiology: Concept, Definition, Scope; Classification- Epidemic and Endemic- its Socio- economic effects on Population; Epidemiological Methods, Disease patterns, Ecology and Disease; Communicable and Non- Communicable Diseases: Types, Prevention and Control Measures, Current status of communicable diseases in India; Role of Medical Social Workers.

Unit 3-Community Health: Concept and Definition, Factors influencing Community Health, Community Medicine, Diagnosis and Treatment, Community Health Programme, Community Health Problems in India, Strategies to deal with the problems, National Health Programmes (NHP)

Unit 4- Health as a Fundamental Right: Defining the Right to Health, Historical Perspective, Health Rights and Health, Health care and Health Rights, Concept of Health Development, Objectives of Health Care Planning, Health Policy and Planning in Post- Independent India, National Health Policies- 1983, 2002; NRHM

Unit 5- Medical Social Work in Hospitals: Medical Social Work Department in Hospitals, Social Work in different departments of Hospital, Teamwork, Patients Rights in Health Care- Health Insurance Problem, Need for Right to Health Care

Unit 6-Mental Health: Meaning, Concept, Statistical, Psychological and Cultural Approaches, Mental Illness- Concept, Types, Characteristics, Causes of mental illnesses, Clinical Features of Types of Mental Illnesses

Unit 7- Social Work in Mental Health: Application of Social Work Methods in Mental Health Programmes- Case Work, Group Work and Community Organization; Skills of a Mental Health Social Worker; Problems and Prospects of Social Work in the Mental Health set up in India

Unit 8- Community Mental Health: Concept, The Mental Hygiene Movement, Scope of Community Mental Health, Prevention, Community Mental Health Education, Community Mental health programmes in India, Mental Health Act 1987, Forensic Psychiatry, Health Planning in India-the various Committees.

Unit 9- Various settings of Medical and Psychiatric Social Work: Medical and Clinical setting, Community Organization, Health Administration, Child Day Care Centres, palliative care, Forensic Psychiatry

Readings:

1. Bajpai, P. K. (Ed.) 1998 : Social Work Perspectives on Health, Jaipur, Rawat Publications.
2. Brody, Elaine M. and Contributors. 1974: A Social Work Guide for Long-Term Care Facilities, U. S. Dept. of Health, Education and Welfare, Public Health Service, Maryland: National Institute of Mental Health.
3. Butrym, Zofia and Horder, John. 1983 : Health, Doctors and Social Workers,London: Routledge and Kegan Paul.
4. Clark, D. W. and MacMahon, B. (Ed.) 1981 : Preventive and Community Medicine, Boston. Little, Brown and Company,
5. Friedlander, W. A. 1967 : Introduction to Social Welfare (Chapter 12: Social Work in Medical and Psychiatric Settings), New Delhi: Prentice-Hall of India.
6. Hilleboe, H. E. and Larimore, G.W.1966 : Preventive Medicine, Philadelphia, W. B. Saunders Company.
7. Humble, Stephen and Unell Judith (Ed.) 1989 : Self Help in Health and Social Welfare, London: Routledge.
8. Jordan, William. 1972 : The Social Worker in Family Situations, London: Routledge and Kegan Paul.

Field Work- FW 05 (4 credit) to be done in general health and psychiatric settings

To be evaluated on the basis of field work reports and viva-voce

Format of report to be dispatched along with Self-Learning Materials

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SEMESTER VI

BSW 11: Peace and Conflict Studies   (02 Credit)

Objectives: To provide the learners the learners precision in their understanding and skills for examining the dimensions, obstacles and opportunities in peace and to equip them with critical thinking on conflict resolution; to provide appropriate examples and references for future explorations with special reference to North-east India

Unit 1- Introduction to Peace and Conflict Studies: Origins of Peace and Conflict Studies, perspectives for conflict pacification, regulation and resolution. assess and analyze the origin; Contemporary trends in Peace and Conflict Studies.

Unit 2- Theories of Peace and Conflict: Typologies – Inter-State and Internal Conflicts; Contending theories & Perspectives – e.g. Liberal, Marxist, Gandhian, Nehruvian, Feminist Dynamics of Peace and Conflict.

Unit 3- Armed Conflicts and Violence: Dynamics and resolution of armed conflicts on a scientific basis, Structural Violence, Cultural Violence, Theories of Violence, Group and Ethnic Identity and Violence, Military, Migration and Violence, Political Disorder.

Unit 4- Techniques of Conflict Management: Conflict Resolution, Conflict Management, Conflict Settlement, Conflict Prevention, Conflict Transformation, Classic Theories and Models, Conflict Analysis and Conflict Mapping, Conflict Prevention.

Unit 5- Strategies of Peace Making: Basic Concepts of Peace and Conflict- Peace keeping, Peace Making, Peace Building, Peace Enforcement; Ending Violent Conflict; Peacemaking: Actors – Institution, Individuals and State Approaches – Facilitation, Reconciliation, Mediation, and Arbitration and Negotiation.

Unit 6- Challenges in North-East India: Social disintegration as cause for group focussed enmity, Migration und Human Rights, Human rights in areas of conflict, Peace and Conflict studies with special reference to North-East India, Sexual Violence during War. Case Studies: Ethnic Violence in Northeast India.

Unit 7- Terrorism- Meaning, Definition, International and transnational terrorism, Phases, Pioneers and Traditions, State Terror, Terrorism and warfare, Global Terrorism, Jihadi Organizations, Al Qaeda, Causes of Terrorism.

Unit 8- Banned outfits in North-east India: ULFA, NSCN, NDFB- their ideologies, Impact on the victims, Models of Government response, State Terrorism, Violence and Counter- Violence, Role of Mass Media.

Readings:

Azar, Edward E., *The Management of Protracted Social Conflict: Theory and Cases* (Aldershot: Dartmouth, 1990).

Berrovitch, Jacob and Jeffery Z. Rubin, (eds), *Mediation in International Relations: Multiple Approaches to Conflict Management*, (New York: St. Martin's Press, 1992).

Brown, Michael E., et.al, eds., *Theories of War and Peace* (Cambridge, Mass: The MIT Press, 2000).

Burton, John, *Conflict: Resolution and Provention* (London: Macmillan, 1990).

Elshtain, Jean Bethke, *Women and War*, (Chicago: University of Chicago Press, 1995).

Enloe, Cynthia, Maneuvers: *The International Politics of Militarizing Women's Lives*, (Berkeley: University of California Press, 2000).

Kriesberg, Louis, et.al., eds., *Intractable Conflicts and their Transformation* (Syracuse: Syracuse University Press, 1989).

Kriesberg, Louis and Thorson, Stuart J., eds., *Timing and the De-escalation of International Conflicts* (Syracuse: Syracuse University Press, 1991).

Lederach, John Paul, *Building Peace: Sustainable Reconciliation in Divided Societies*, (Princeton: Princeton Uni Press, 2004).

Lorentzen, Lois Anne and Jennifer Turpin, eds., *The Women and War Reader*, (New York: New York University Press, 1998).

Miall, Hugh, Ramsbotham and Woodhouse, Tom, *Contemporary Conflict Resolution: The Prevention, Management and Transformation of Conflicts* (Cambridge: Polity Press, 1999).

Michael, C.R., *The Strucrture of International Conflict*, (London: Macmillan, 1981)

Parekh, Bhikhu, *Gandhi's Political Philosophy: A Critical Examination*, (London: 1989);

Parekh, Bhikhu, *Gandhi*, (London: Oxford Paperback, 2001)

Reardon, Betty A., *Women and Peace: Feminist Visions of Global Security*, (New York: State University of New York Press, 2003)

BSW 12: Social Entrepreneurship and Livelihood (03 credit)

Objectives:
To understand the concept of social entrepreneurship
To analyze the intersection of the fields of social entrepreneurship and social change
To study sociological implications on livelihoods
To equip students with social mapping of communities in relation to livelihoods
To understand the inter-sectionality of identities and its impact on livelihoods

Unit 1- Introduction to concepts of Social Entrepreneurship: Social Entrepreneurship concept, meaning, SE as an emerging concept in corporate India, Government bodies and Voluntary Sector, Application of the concepts in practice; Poverty, cultural connotations of poverty, examining poverty, urban and rural poverty; inequality, class structure, indicators of poverty, social exclusion,

Unit 2- Idea of an Economy: self-sustaining vis-a-vis subsistence, community based economy, global economy, corporate economy, informal economy, solidarity economy; Emergence of third sector, social entrepreneurship and third sector, livelihoods and social entrepreneurship, State, market and social entrepreneurship

Unit 3- Social Entrepreneurship: models, concepts, theories; Practice models of social entrepreneurship, Milk cooperatives, Self-Help Groups, Micro-finance institutions, Community farming and resource sharing models; Social Responsibility and social security, Local development, people's participation in livelihood development

Unit 4- Social Entrepreneurship and Livelihoods: Joint ventures in social entrepreneurship, public private joint ventures, partnerships for power, solidarity and benefit sharing, ownership rights within joint ventures, addressing dilemmas of corporate and international joint ventures for livelihoods

Unit 5- Networking for Livelihood: Tools of social resource mapping and utilization process, Livelihood networks based on ecosystems, Solidarity networks, Community networks, Outcome mapping through networks, power and networking, role of communication in networking

Unit 6- Social Security and Livelihoods: strategies through networking and partnerships; Livelihood policy, livelihood security through the five-year plans, processes of policy formulation in livelihood paradigm, critical theories of analysis of policy implementation and

impact. Diversifying from the micro to macro policies for various livelihood groups, MGNREGA: A reflection from social, political, economic, cultural, gender and disability perspective, *gram sabha* and its impact on MGNERGA, people's participation and democratic governance through MGNREGA

Unit 7- Sociological Perspectives on Livelihood: impact of caste, gender, race, language, religion and society on livelihoods; Rural, Urban and Tribal Society and its relation with livelihoods; Inter-sectionality of identity, marginalization and social impact on livelihoods, women as producers and consumers in a livelihood paradigm, politics of power in the process of marginalization

Unit 8- Gender and Livelihood: Feminization of livelihoods, Equal wages and informal labour rights, Women's collective strength and unorganized sectors, Gender at work, distinction between male and female organizations, Migration induced impact on women and livelihoods

Unit 9- Impact of Globalisation on Livelihood Patterns: lifestyle changes and its relevance in livelihoods, growth vs development in a livelihood context, pro-people profit maximization, local concepts in global agencies working on livelihood issues, Communitisation vs globalization, surviving challenges of global economies, sustainable practices for livelihood security.

Unit 10: Understanding Contemporary Livelihood: Skill development processes, blending consumer needs and constant changes in common property resources; Contemporary livelihood concerns within media, cyberspace, outsourcing agencies, community based NGOs and people's organizations, social, health, economic security factors

BSW 13: Counseling: An Approach of Social Work (03 Credit)

Objectives:

To orient learners to the domain of counseling; to demonstrate its scope and applicability in the field of social work; to identify the skills necessary for counseling in social work practice and relate theory with practice.

Unit- 1: Counseling: Introduction to Counseling, Definition, Meaning, Historical Development of Counseling, Scope, Principles, Goals of Counseling, Need for Ethical Standards, Rights of clients

Unit-2: Concepts related to Counseling: Relevance of counseling as an approach of social work, Counseling Relationship/ Counsellor-Counselee relationship- nature, significance and factors affecting counseling relationship.

Unit-3: Approaches to Counseling I: Processes Involved in Counseling and Supportive and Behavioural Techniques in Counseling- Behaviour Therapy and Cognitive Behaviour Modification Therapy, The Humanistic approach- Karl Roger, Abraham Maslow,

Unit-4: Approaches to Counseling II: Gestalt Therapy- Fritz Perls; Cognitive and Psychoanalytical Techniques in Counseling- Freud, Transactional Analysis- Eric Berne, Rational Emotive Behaviour Therapy, The Eclectic Approach

Unit-5: Counseling Techniques- steps involved in counseling techniques- deve case history; clarification, ventilation, reassurance, confrontation, self-disclosure, paraphrasing counseling techniques, the Counseling interview- history taking, interviewing; case study and case conference

Unit- 6: Process of Counseling- Phases in Counseling, Types of counseling- crisis counseling, promotive and preventive counseling, curative counseling, group counseling, Interrelation between counseling and psychotherapy.

Unit-7: Counselor as a professional – Characteristics of an effective counselor; Skills and aptitudes; Qualities- empathy, warmth, genuineness, self awareness; Ethics of counseling; Practical counseling skills in observing, listening, interviewing, challenging and supporting. Dimensions of confidentiality; identifying support networks

Unit 8- Individual and Group Counseling- Characteristic of individual counseling; Counseling Set up; Understanding Group membership and Behaviour Patterns, Planning Group Counseling sessions, skills required for Group Facilitation, Client-counselor Relationship with Individuals and Group members.

Unit- 9: Fields of Practice of counseling I- Crisis counseling, grief coun, Family counseling: Family centres, family courts, Counseling bureau – Premarital and marital counseling, Vocational counseling centres, mental health centres; hospitals and other health care set-ups; Disability counseling.

Unit- 10: Fields of Practice of counseling II- Child guidance clinics, Correctional institutions, de-addiction and rehabilitation centres, educational institutions- schools, colleges, etc, vocational counseling; Counseling in the industrial and other work set-up for Stress management.

Readings:

Dave, Indu. 1983. The Basic Essentials of Counseling. New Delhi: Sterling Publishers Pvt. Ltd.

Fullmer, D.W. and Bernard, H.W.1972. Counseling:Content and Process. New Delhi: Thomson Press India.

Kennedy, E.1977. On Becoming a Counsellor -A Basic guide for Non Professional Counsellors. Delhi: Gill and Macmillan.

Narayana, Rao, S. 1981.Counseling Psychology.New Delhi: Tata McGraw Hill Publishing Company Ltd.

Pollock, Thomas Clark. Sheridan, Marion C. Ledbetter, Frances and Doll, Ronald C. 1955.

The Art of Communicating. New York: The Macmillan Company.

Robert, G. Madden. 1998. Legal Issues in Social Work Counseling and Mental Health. Sage Publications India Pvt. Ltd.

BSW 14: Organizational Behaviour and Project Management

Unit- 1: Organizational Behaviour: Definition - objectives – need, background and foundations of organizational behaviour - models of organization behavior-challenges in organizational behaviour, Diversity in an organization.

Unit- 2: Individual and Groups in Organization: Individual difference - models of man Personality and behavior – perception and learning, values, attitudes and job satisfaction – group dynamics- theories of group formation - formal and Informal behavior - group behavior.

Unit- 3: Motivation - Theories of Motivation – emotional intelligence, leadership, theories of leadership - concept of communication - communication process- effective communication – Management information system- management review meeting-Power and politics – organizational conflict.

Unit- 4: Dynamics of Organization: concept of organization structure- bases of departmentalization - span of management; Power and Politics, delegation of authority - centralization and decentralization.

Unit-5: Organizational Structure: Hierarchy in organizations; Forms of organization structure line and staff, functional, divisional, project matrix organization structure; causes of conflict in an organization, management of conflict, process of negotiation; Job stress- causes and effects of stress- coping with stress.

Unit-6: Organizational Change – Change in organizational culture – diversity, personality variance, organizational effectiveness and organizational change; its effect in the work environment.

Unit-7: Organizational Development: Meaning- characteristics – models – OD interventions – cross functional teams-Quality of work life, Effective training of employees, Role of Training and Development departments, On-the-job training and Off-the-job training.

Unit- 8: Leadership: Types of leadership, Theories of Leadership, Essential Qualities of a good leader, democratic practices of an organization, Encouraging team work.

Unit 9- Industrial Relations: Concept and approaches; Human Resource Policies and Practices, Statutory and Non-Statutory Committees in an organization, Disciplinary measures taken by an organization, Process of Negotiations; Process of grievance handling.

Unit 10- Project Management: Meaning of Project Management: Life- cycle of a Project, Market and Demand Analysis, Technical and Financial Analysis- cost; Project Planning, Execution, Monitoring and Evaluation; Maintenance of records; Documentation- Detailed Project Report; Public relations; Impact Analysis-Qualitative and Quantitative.

Unit 11- Resource Planning in Project Management: Assessment tools for social mapping, budget analysis, monitoring and evaluation of pro-people policies and projects supported by public and private funds

Unit 12- Diversity Mapping: Diversity Mapping within organizations and groups and also in outreach of programme implementation process, Ecological debts, Environment and Social Costing; Forward Backward Linkages Between Resource Groups, Fund Raising, Fund Allocations, Resource Mobilization Plans.

Unit 13- Resource Planning in Project Management: Leadership Styles, Processes, Motivation, Strategies, Leadership Roles In Sustaining Projects, Leadership And Communication, Leadership In Vulnerable Sectors, People's Leadership and Ethics,

Readings:

Jhon .W. Newstrom. 2007. Organisational Behaviour. Tata Mc Grow –Hill Publishing Company Ltd.

Kesho Prasad. 1996. Organisational Development for Excellence. S.Chand and Company.

Khanka .S.S 2000 Organisational Behaviour. , New Delhi: S.Chand and Company

Misha 2001 Organisation Behaviour,Mumbai,Vikas.

Stephen P. Robins 2005 Organisational behaviour. Prentice – Hall of India Pvt Ltd, New Delhi.

P.Subba Rao. 1999. Essentials of Human Resource Management and Industrial Relations. Himalaya Publishing House.

Field Work- FW 06 (4 credit) to be done in organizations working for human rights and peace; in industry setting

> To be evaluated on the basis of field work reports and viva-voce
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> Format of report to be dispatched along with Self-Learning Materials

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