

BOARD OF STUDIES, 2018

**P.G. & Research Department
of Social Work**

Sacred Heart College (Autonomous)

Tirupattur – 635601

Vellore District

Date: 14/12/2018

**PG & RESEARCH DEPARTMENT OF SOCIAL WORK
SACRED HEART COLLEGE, TIRUPATTUR, VELLORE DIST**

BOARD OF STUDIES MEETING

Date: 14/12/2018

Venue: Department of Social Work

Time: 10.30 am to 1:30 pm

AGENDA

Prayer

Introduction and Welcome

Semester I

Semester II

Resolution

Vote of Thanks

MINUTES OF BOARD OF STUDIES

PG & Research Department of Social Work, Sacred Heart College, Tirupattur

The Board of Studies of the PG & Research Department of Social Work, Sacred Heart College, - Tirupattur was conducted on 14th December, 2018 at the Department of Social Work from 10.30 AM to 1:30 PM. The following members were present for the meeting.

Dr. S. Paul Raj, Member, Chairperson, Associate Professor
Rev. Fr. J. Andrews Raja, Member, Assistant Professor
Dr. C.R. Christi Anandan, Member, Assistant Professor
Ms. E. Lisa, Member, Assistant Professor
Dr. Clayton Michael Fonceca, Assistant Professor
Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor
Dr. T. Selvam, Member, Assistant Professor

External Experts who were Present for the meeting

University Nominee

- Dr. Belinda, Head, Department of Social Work, Madras Christian College, Tambaram, Chennai

Expert from Industry

- Mr. S.D.Jawahar Michael, VP-HR & Administration, Sun TV Network Ltd. Chennai.

Member absent

- Dr. K. Arockia Raj, Member, Assistant Professor, PG & Research Department of Social Work

Agenda:

To review the existing MSW syllabus for the first two semesters (To be presented to the Academic Council in (2019 – 2020).

Description:

Dr. S. Paul Raj, Member, Chairperson, Associate Professor, started the meeting at 10.30 AM. He welcomed the members for the meeting and introduced the university nominee, Dr. Belinda, Head, Department of Social Work, Madras Christian College, Tambaram, Chennai and the field expert, Mr. S.D.Jawahar Michael, VP-HR & Administration, Sun TV Network Ltd. Chennai.

Dr. S. Paul Raj presented the purpose of the meeting:

- 1. Review of the current syllabus*
- 2. Revision of any subjects introduced as electives and as certificate courses.*
- 3. Appraise the inculcation of the Study Tour for II MSW Students.*

Dr. S. Paul Raj presented the subjects semester wise from Semester I to Semester IV and the Experts along with the panel members presented their suggestions and revisions.

SEMESTER I

MSW120T Introduction to Social Work Profession

- UNIT – 4: Fields of Social Work: National and International Institutions working on Social Issues *to be included*.
- MDG & SDG's *to be included*.

MSW121T Social Work Practice with Individuals

- The title 'Social Work Practice with Individuals' may be changed to 'Social Work Practice with Individuals (Case Work)' or the *title should be modified*.
- UNIT 5: Approaches and Models - Psycho Social approach, Person Centered Approach, Problem Solving Approach and Crisis Intervention Models to be moved to UNIT 3: Case Worker - Client Relationship
- UNIT 4: Record keeping – Face sheet, Narrative, Process and Summary recording. Use of Genogram and eco map - Case presentation as tool of professional development to be moved to UNIT 5
- UNIT 5: Casework Practice: *title should be modified*.
- *To be reorganized*.

MSW122T Social Work Practice with Groups

- The title 'Social Work Practice with Groups' may be changed to 'Social Work Practice with Groups (Group Work)'.
- UNIT 1: Concepts of Social Group Work *to be changed to* Concepts of Group and Social Group Work.
- UNIT 3: Social Group Work Method & Group Work Process: Role of a social worker in different stages of group development *to be changed to* Roles of a group worker in different stages of development in relation to Leadership Continuum Theory of Tannenbaum and Smith.
- UNIT 4: Use of Programme in Social Group Work & Skills of Group Worker: Social group work practice in different settings (Community, Educational, Family and Child Welfare, Medical and psychiatric, Correctional and Industrial setting) *to be specified*.

MSW123T Sociology for Social Work Practice

- Unit 1: Sociology: Culture and Related Concepts *to be included*
- Unit 3: Process of Social Change: Resistance to social change-cultural lag *to be modified to* Cultural Lag Theory
- Unit 4: Social Movements in India: Working Class and Student *to be modified to* Working Class and Student Movements.

MSW124T Psychology for Social Work Practice

- UNIT 4: Abnormal Psychology: Theories of Human Development *to be moved to* UNIT 2: Psychological Processes in Behavior.
- Learning Theories *to be included* in UNIT 2
- UNIT 5: Intervention methods: Transactional Analysis *to be included*

MSW125S Theatre Skills

- **Unit 5: Imagination and Improvisation** : Theater Forms (Puppetry) *to be included*

MSW126F Concurrent Field Work–I

- No changes required

SEMESTER II

MSW220T Social Work Practice with Communities

- UNIT 2: Models of community organization: Approaches-specific content, general content and process content *to be replaced* with Various Approaches in Community Organizations (Social Capita – Social Work Approach, Political Activist Approach, Neighborhood Maintenance/Community Development Approach, System Change Approach and Neighborhood Development Approach)
- UNIT 3: Methods of community organization: Community Organizations for Sustainable Development *to be included*.
- UNIT 5: Strategies and Tactics in Social Action: Social Action for Sustainable Development *to be included*.

MSW221T Human Resource Management

- UNIT 4: Compensation Management: Performance Management Systems *to be included and removed* from UNIT 5: Employee Retention and Separation.
- UNIT 4: Compensation Management: *to be modified to* UNIT 4: Compensation Management & Performance Management
- UNIT 4: Goal Setting and Performance Appraisal *to be included*
- UNIT 5: Employee Retention and Separation: Concept of Attrition and Retention *to be included*
- UNIT 5: Changing role of HRM, International Human Resource Management *to be included*
- UNIT 5: Concept of HR Analytics *to be included and removed* from UNIT 2

MSW222T Medical & Psychiatric Social Work

- UNIT 2: International Health Agencies: *may be changed to* Health Services in India. Various Health Services to be included.
- UNIT 3: Concept of Mental Health and Mental Illness: Mental Health and Peace *to be included*

MSW223T Social Welfare Administration

- UNIT 1: Welfare State: Recent Policies on Women & Children. Niti Ayog, NSDC (National Skill Development Commission) and Planning Commission *to be included*
- UNIT 2: Social Welfare Administration- Types of Welfare Organizations (Non-Government, Not for Profit and Non Profit Organizations *to be included*
Self-Governing *to be replaced with* CBO (Community Based Organization)
Elements of directing, motivation and leadership *to be removed*
POSDCRB (Planning, Organizing, Staffing, Directing, Controlling, Reporting and Budgeting), Supervision, monitoring and evaluation of organization *to be included*

MSW224T Labour Legislation and Labour Welfare

- UNIT 2: Labour Legislations: The Motor Transport Workmen Act, 1961 and Dock Workers (Safety Health and Welfare) Act 1986 *may be removed*.
- UNIT 2: Labour Legislations: Title *may be changed to* Labour Legislations pertaining to Conditions of Employment.
- UNIT 5: Social Security Legislations: Workmens Compensation Act 1923. *Amended to* Employees Compensation Act 2017

MSW225S Communication Skills

- No changes required

MSW226F Concurrent Field Work-II

- No changes required

MSW227F Block Field Work (4 Weeks Duration)

- Marks to be given based on the record quality and a presentation should be given by the respective student returning from their Block Field Work (4 Credits)
- Presentation to be made based on their specializations.

MSW228X Transactional Analysis (Certificate Course)

- No changes required

SEMESTER III

Research Coordinator to handle the following papers from the upcoming year 2019:-

- **Social Work Research & Statistics**
- **Data Processing & Analysis Skill (SPSS & NVivo)**

Suggestion: Medical and Psychiatric Social Work can be shifted to Semester III and Social Work Research & Statistics can be shifted to Semester II so that students will have knowledge about research when they do their Community Organization Programs.

MSW320T Social Work Research & Statistics

- Unit 2: Research Designs and Methods
- Students should be taught with Manual Calculations in SPSS
- Unit 4: Measures of Central Tendency- Mean, Median, Mode Measures of Dispersion- Range, Standard Deviation and Coefficient of Variation for Ungrouped Data, Grouped Data and Class Intervals
- Scales and Levels of Measurement to be shifted to Unit 3
- Variables from Unit 3 should be removed since it is repeated

MSW321A Rural & Urban Community Development/

MSW321B Industrial Relations/

MSW321C Youth Development

MSW322A Rural and Urban Governance

MSW322B Human Resource Management in Service Sector

MSW322C Strategies for youth Development

MSW325S Data Processing & Analysis Skill -(SPSS & NVivo)

MSW327J Research Project I

MSW323A Qualitative Research

MSW323B Hospital Administration

MSW323C Therapeutic Interventions in Social Work

MSW324A Corporate Social Responsibility

MSW324B Hotel Front Office Management

MSW324C Disaster Management

MSW326F Concurrent Field Work – III

MSW328X Psychometric & Testing Tools (Certificate Course)

Social Work Research and Statistics

Unit 1: Social Work Research, Conceptualization and operation in Research- Variables

Unit 3: Descriptive Statistics as a unit can be included

Unit 4: Inferential Statistics as a unit can be included

Unit 5: Application of SPSS in Statistical Analysis as a unit can be included

Rural and Urban Community Development:

Unit 2: PRA techniques- Social Mapping, Venn diagram, Monogram, Health Matrix, Resource Mapping, Time Line can be included

Unit 3: Smart city can be included

Unit 4: Tamil Nadu Slum Clearance Board, Urban Development Programs and policies can be included

Union Management Relations:

Title can be changed as **Industrial Relations**

Unit 1: Introduction to Industrial relations as a unit

Unit 2 can be changed as Unit 4

Unit 3 can be changed as Unit 2

Unit 4 can be changed as Unit 3

Unit 2: Domestic Enquiry and Grievance Redressal Procedures, Concept of Conciliation and Arbitration can be added

Youth Development:

Unit 2: Sustainable Development Goals can be given as Youth Led Sustainable Development Goals

Unit 3: Youth Movements in India and Abroad can be included

Unit 4 & 5 can be changed

Local Self Government in Rural and Urban Settings:

Title can be changed as **Rural and Urban Governance**

Human Resource in Service Industries:

Title can be changed as **Human Resource Management in Service Sector**

Unit 3 can be changed as unit 2 and unit 2 as unit 3

Strategic HRM as one Unit

Topics to be added in the syllabus: National and Global Policy- Framing policy and Models,

Fun at Workplace

Strategies for Youth Development:

Passed without Changes

Qualitative Research:

Unit 1: Qualitative Research- Concept, characteristics, objectives, scope and importance to be added

Unit 4: In depth Interview to be included

Unit 5: Convergence and Divergence to be included

Hospital Management:

Unit 3 can be given as unit 4 and unit 4 as unit 3

Unit 3: Functions of Hospital to be included

Monitoring and Evaluation:

Title can be changed as **Project Monitoring and Evaluation**

Unit 5: Evaluation of Government Schemes and Programs can be included

Corporate Social Responsibility:

Unit 4: Indian Companies Act – CSR perspective 2013 can be included

Hotel Front Office Management:

Passed without changes

Disaster Management:

In Unit 1 Chennai and Cuddalore Floods can be added

SEMESTER IV

MSW420T Human Rights and Social Legislation

MSW421A Development Strategies

MSW421B Organizational Behaviour

MSW421C NGO Management

MSW422A Livelihood & Social Audit

MSW422B Human Resource Development

MSW422C Counseling and Career Guidance

MSW423A Project Monitoring and Evaluation
MSW423B Skill Matrix & Competency Mapping
MSW423C Social Work with Family & Children

MSW424A Environmental Social Work
MSW424B Performance Management
MSW424C Social Entrepreneurship

MSW425S Employability Skills
MSW427J Research Project II
MSW426F Concurrent Field Work IV

Block Field Work (4 Weeks Duration)

Human Rights and Social Legislations:

Passed without changes

Development Strategies:

Passed without changes

Organizational Behavior:

Passed without changes

Social Work with Families and Children:

Members recommended to rework the Syllabus

Therapeutic Interventions:

Members recommended to rework the syllabus

Performance Management:

Members recommended to rework the syllabus

Skill Matrix and Competency Mapping:

Management Gurus in Competency Mapping can be included

Experts recommended the department to offer Social Entrepreneurship and Environmental Social Work as two papers **instead of Tourism & Management and Gender Studies**. Since Tourism & Management and Gender Studies are not relevant papers to be learnt by social work students the department can offer **Social Entrepreneurship and Environmental Social Work**.

Inculcation of the Study Tour for II MSW Students.

Dr. S. Paul Raj presented to the board the difficulties, challenges and hiccups faced in the conduct of the study tour. Various challenges included the availing of the necessary approval and acceptance from the Joint Directorate of Collegiate Education, compulsory requirement of a female faculty for every 15 female students, legal issues and necessities in availing due permission in time etc.

Rev. Fr. Ambrose stated that the Study Tour enriched the experience of the students as most of them were from a rural area and the tour gave them an opportunity to enrich their exposure.

Dr. Selvam denoted the fact that the Study Tour could be inculcated based on the various specializations offered by the department (HR, CD and YD).

Ms. Lisa addressed the gathering on the purpose of the study tour. She stated that many organizations and agencies only presented what was already available on their respective websites to the students. This did not bring about any significant learning changes among the students.

Fr. Andrews Raj stressed the fact that students should identify agencies by themselves, plan the respective schedule and present same to the department before undertaking the same.

Dr. S. Paul Raj also stated that he had studied the same with how neighboring colleges and universities inculcated the same programme. He also denoted to the gathering that the term 'Study Tour' could be changed to 'Field Trip' based on each specialization.

Based on the suggestions and recommendations given by the experts the Department has reworked the syllabus and sent it Academic Council for final Approval.

Dr. S. Paul Raj proposed Vote of Thanks

**P.G. & RESEARCH DEPARTMENT OF SOCIAL WORK
SACRED HEART COLLEGE (AUTONOMOUS),**

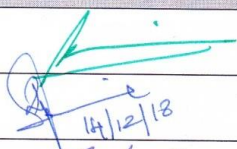
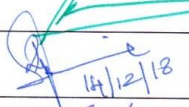







TIRUPATTUR, VELLORE DISTRICT - 635601

BOARD OF STUDIES MEETING

Date: 14/12/2018

Time: 10.30 am

Venue: P.G. & Research Department of Social Work

Details of Members	Signature
Dr. S. Paul Raj, Member, Chairperson , Associate Professor	
Dr. Belinda, Head, Department of Social Work, Madras Christian College, Tambaram, Chennai – External Expert	 14/12/18
Mr. S.D.Jawahar Michael, VP-HR & Administration, Sun TV Network Ltd. Chennai – External Expert	 S.D. Jawahar
Rev. Fr. J. Andrews Raja, Member, Assistant Professor	 J. Andrews Raja
Dr. C.R. Christi Anandan, Member, Assistant Professor	
Dr. K. Arockia Raj, Member, Assistant Professor	ABSENT
Ms. E. Lisa, Member, Assistant Professor	 E. Lisa
Dr. Clayton Michael Fonceca, Assistant Professor	
Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor	 Ambrose
Dr. T. Selvam, Member, Assistant Professor	 Selvam



Tirupattur
16/2/2016

Experts Recommendations

The following recommendations were suggested by Dr. J.M. Arul Kamaraj, University Nominee, Loyola College and Dr. Jonas Richard, Subject Expert, kristhu Jyothi College, Bangalore.

For M.Phil

1. Field Practicum for minimum 15 days based on their thesis can be included
2. Students should participate at least in one conference and present a paper

For MSW

1. References for each subject can be updated with recently published Books.
2. Three electives should be given and students can choose two electives on the first come first serve basis
3. In Field Work, Agency Supervisors feedback and minimum 10 marks from the supervisor can be included as internal components.
4. CA Components can be changed as the following,
CA Test- 10 Marks
Assignment – 5 Marks
Snap Test – 5 Marks (minimum 2 tests)
Library – 5 marks (60 hrs to be completed for each semester and students should submit their work done for each subject)
5. Conducting Theory exams for Skill Paper for three hours doesn't exhibit their skill so department can adopt practice oriented exam pattern. Pattern can be introduced as 60 for Practical and 40 for CA

CA Components for 40 marks:

- 10 Mark- Assignments
- 10 Mark- Test
- 20 Mark- Work Book Assignments

Components for 60 Marks:

Practical Exam will be conducted for each skill paper and it may vary for each paper based on the syllabus. For example, mock Interview for Employability Skills, Group Discussion for Communication Skills

