

**BOARD OF STUDIES,
SEPTEMBER 2019**

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

Sacred Heart College (Autonomous)

Tirupattur – 635601

Vellore District

Date: 05/09/2019

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

BOARD OF STUDIES MEETING

Date: 05/09/2019 Venue: Department of Social Work Time: 11.00 am to 1:30pm

AGENDA

Prayer

Introduction and Welcome

Semester III

Semester IV

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 5th September, 2019 at the Department of Social Work from 11.00 AM to 2.00 PM. The following members were present for the meeting.

Dr. S. Paul Raj, Member, Chairperson, Head & Associate Professor

Rev. Fr. J. Andrews Raja, Member, Assistant Professor

Dr. K. Arockia Raj, Member, Assistant Professor

Dr. C.R. Christi Anandan, Member, Assistant Professor

Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor

Ms. E. Lisa, Member, Assistant Professor

Dr. Clayton Michael Fonceca, Assistant Professor

Dr. T. Selvam, Member, Assistant Professor

External Experts who were Present for the meeting

University Nominee

- Dr. Raja Samual, Principal, Madras School of Social Work , Chennai

Expert from Industry

- Mr. S.D. Jawahar Michael, Hi5 Careers Pvt. Ltd. Chennai.

Student Representative

- Sr. Sumi Joseph, Alumni/Ph.D Scholar, P.G. & Research Department of Social Work, Sacred Heart College, Tirupattur.

Member Absent

- Nil

Agenda:

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

Description:

Dr. S. Paul Raj, Chairperson, Head & Associate Professor, of the P.G & Research Department of Social Work, SHC, started the meeting at 11.00 AM. He welcomed the members for the meeting and introduced the university nominee, Dr. Raja Samual, Principal, Madras School of Social Work, Chennai, the field expert, Mr. S.D. Jawahar Michael, Hi5 Careers Pvt Ltd, Chennai and Sr. Sumi Joseph, Student Representative, Alumni, Ph.D Scholar, P.G.& Research Department of Social Work, Sacred Heart College, Tirupattur. Each Staff from the Department of Social Work, Sacred Heart College introduced themselves in the meeting and then the chairperson gave an introduction to the external experts about the purpose of conducting this Board of Studies meeting which is to revise the III and IV semester subjects with minor corrections only.

Such minor corrections or changes will be implemented with immediate effect during the commencement of the even semester of 2019-2020 without affecting the subject code. However, major suggestion/corrections/changes will come into effect from 2020 – 2021 onwards.

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

1. *Review of the current syllabus of III and IV semester.*
2. *Revision of credits for subjects introduced as certificate courses through online/offline.*

Dr. S. Paul Raj presented the subjects semester wise from Semester III to Semester IV and the experts along with the panel members presented their suggestions and revisions. The external members systematically presented their views. Their recommendations along with the suggestions for the next Board of Studies will be presented during the Academic Council Meeting (2019-2020).

Dr. Arockia Raj presented the syllabus to the experts and each subject was taken for discussion. The subjects of Semester III and IV were taken one by one and a proper review was done by the members. The following points were the output of the meeting

THE FOLLOWING SUBJECTS DO NOT REQUIRE CODE CHANGES; HENCE THE CHANGES WILL COME INTO EFFECT FROM THE EVEN SEMESTER OF 2019 - 2020

SEMESTER III

MSW320T: Social Work Research & Statistics

- Unit 1: Types of Social Work Research along with specific types is to be included
- Unit 2: Data Collection method for Qualitative Research: FGD, Case Study, Observation Guide, In depth Interview.
- Unit 5: T- Test can be specifically given as Independent Sample T Test and Paired Sample T-Test is to be included
- In the syllabus at the end there can be a point included that only concepts and software application is taught so that the question paper setter may not ask manual calculations in the exams.

MSW321A: Rural & Urban Community Development

- No Changes Required

MSW321B: Industrial Relations

- Process of conducting Domestic Enquiry as a topic can be included
- Unit 4: Political Affiliation of Trade Unions is added

MSW321C: Youth Development

- Unit 2: Youth Indicators derived from SDGs to be changed instead of Sustainable Development Goals of the United Nations Organization

MSW322A: Rural and Urban Governance

- Unit 1: Panchayat Raj- Concept and Evolution (Pre and Post Independence) is to be changed instead of Concept & Evolution of Panchayat Raj
- Unit 5: Data Driven Governance should be included after E- Governance

MSW322B: Human Resource Management in Service Sectors

- Unit 1: Nature of Service Sectors is removed and Characteristics of Service Sector is retained since many points are overlapping.
- Unit 4: Unit Title is to be changed as HRM in various Settings, HR in Health Sector topic to be included. HRM in insurance and Banking Sector is included. HRM in Education Management Systems is retained and Practice and Marketing Innovative practice is removed since it is irrelevant to the subject.
- Unit 5: HR in IT Sector to Practice and Marketing innovative practice is added in Unit 4. Unit 5 is titled as Issues and Challenges in Service Sectors. Legal Provisions is removed since it is cover in Labor Legislations Subject during the II Semester.

MSW322C: Strategies for Youth Development

- No Changes Required

MSW325S: Data Processing & Analysis Skill

- Unit 3: Use of Charts and Diagrams using Excel is added since it is a demand in the job market. Single Frequency and Cross tabulation is added.

MSW323A: Qualitative research

- No Changes Required

MSW323B: Hospital Administration

- No Changes Required

MSW323C: Therapeutic Intervention in Social Work

- No Changes Required

MSW324A: Corporate Social Responsibility

- Unit 3: Occupational Health and Safety Management System- 18001 is removed since it is irrelevant to the subject Corporate Social Responsibility and ISO-(SA) 8000
- Unit 4: Social Returns on Investment topic can be included since it is a current topic
- Unit 5: TATA is replaced with TISS and TISCO. Success Stories of Tech Mahindra is further added.

MSW323C: Disaster Management

- Unit 2: Disaster Management Policy year is changed from 2005 to 2009 since it is the recent policy introduced by the Indian Government
- Unit 5: Role of International Organizations - CRS, CARITAS, USA, DFIT, International Red Cross, Red Crescent, European Union

MSW326F: Concurrent Field Work III

- No Changes Required

MSW327J: Research Project I

- No Changes Required

MSW328X: Psychometric & Testing Tools

- No Changes Required

MSW327J: Research Project I

- No Changes Required

SEMESTER IV

MSW 420T: Human Rights and Social Legislations

- Recent amendments in each act are to be considered while teaching so the following acts have been changed with the recent amendments.
Right to Information Act, 2019, Juvenile Justice Act, 2015, POCSO (2012)

MSW421B: Organizational Behavior

- Unit 4: Just In Time, Six Sigma, Lean Six Sigma, ISO is not relevant to Organizational Behavior so it is removed. Suggestion Scheme, Quality of Work Life and Work Life Balance are added. Self management Teams can be added since it is current trend in Organizational Behavior.

MSW422A: Livelihood & Social Audit

- No Changes Required

MSW422B: Human Resource Development

- Unit 2: Identifying Training Needs based on Business Strategies is included in the beginning instead of Competitive Benchmarking. Peoples Capability Maturity Model topic is added since it is a current topic. HR Key Indicators, HR Effectiveness Index, HR Management by Objectives are replaced with Measuring HR Key Indicators.
- Unit 4: Improving training utility by following up training action plans is changed as Following up Training Action Plan, Cost Benefit Analysis and Effectiveness of training is added
- Unit 5: Kaplan Balance Score Card is shifted to Unit 1

MSW423A: Project Monitoring and Evaluation

- No Changes Required

MSW423B: Skill Matrix & Competency Mapping

- Unit 2: Machine Utility and Employee Capability, Concept of Skill based Matrix can be removed since it is repeated.

MSW423C: Social Work with Family and Children

- No Changes Required

MSW424B: Performance Management

- Unit 1: This unit is a repetition of first unit of Human Resource development.
- Application of Performance Management System and Performance Appraisal in NGOs and other sectors can be included

MSW424C: Social Entrepreneurship

- Unit 2: M.S. Swaminathan and other names can be removed and the recent list of top entrepreneurs can be identified and included.
- Legal framework to become an entrepreneur can be included in Unit 1

MSW425S: Employability Skills

- Unit 4: SWOC Analysis is replaced instead of SWOT analysis in sustaining relationship with classmates. Networking Skills as a topic can be included in team work skill

MSW427J: Research Project II

- No Changes Required

MSW426F: Concurrent Field Work IV

- No Changes Required

**THE FOLLOWING SUGGESTIONS/REVISIONS WILL COME INTO EFFECT FROM 2020-2021
BATCH ONWARDS**

SEMESTER III

MSW324B: Hotel Front Office Management

- No Changes Required. However there were suggestions from the experts that this paper is irrelevant so it can be replaced with some other elective paper when the department goes for restructuring.

SEMESTER IV

MSW421A: Development Strategies

- Unit 4: Include Small Scale Industries instead of MSME
- Since some topics in the units are relevant to Environmental Social Work so the last unit can be reworked and added in the revision of syllabus

MSW421C: NGO Management

- Currently, this subject is only offered in the specialization of Youth Development.
- According to the panel, this paper can be learnt by all students as a common paper since it will be useful for employment.

MSW422C: Counseling and Career Guidance

- Unit 2: Title is changed as Adolescent Counseling. Enhancing early Adults Maternal Health among adolescents can be removed since it is repeated.
- Unit 3: Unit Title is changed as Counseling for Career Planning

- Unit 4: Certification of Career Guidance and School Counseling can be included so that the students will be aware of the certification available so that if they are interested they can get it out of their interest for their career purpose.
- Unit 4 and Unit 5 can be divided into Personality Testing Tools as one unit and Career Testing Tools as one unit by including some more tests related to these topics.

MSW424A: Environmental Social Work

- Unit 1: Environment Issues is retained and Consciousness is removed.
- Unit 4 and Unit 5 are to be reorganized. Unit 4 can be only related to acts and unit 5 can be related to innovative practices and role of social workers and NGOs towards environmental conservations. Social Impact Assessment and Environment Impact Assessment topic can be added. Energy Audit, ISO 14001 can be included since it is a audit which says how environment conservation is done in the industries and organizations.

Note:

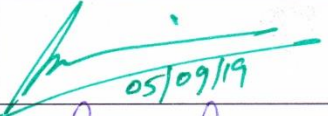

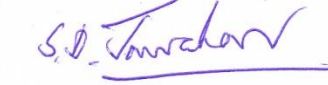

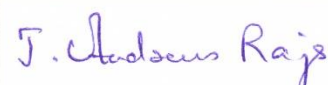

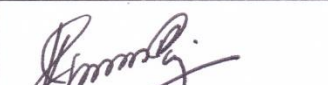
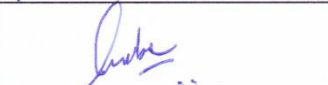
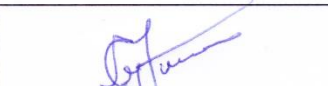
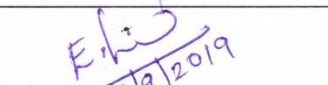
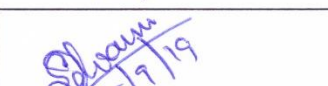
Students acquire 12 credits by pursuing certificate courses offered within the department or by various departments of the college. As the College and UGC now mandate students to enroll in online courses, Dr. Paul Raj requested the suggestion of the experts on this view. Experts came out with a suggestion that the department can retain 4 credits for block field work and the other 8 credits can be given for online course through NPTEL, MOOC or other government portals. Students interested to do such courses should get prior permission from the HoD and appear for the exams and come with a certificate of completion/exam passed for their respective credits. Experts suggested that the department can come out with the list of online courses which the students pertaining to the department of social work can enroll in.

Based on the suggestions and recommendations facilitated by the experts the Department would rework the syllabus and send it to the Academic Council for final approval for the next academic year 2020-2021.

The Board of Studies concluded with a vote of thanks rendered by Fr. Andrews Raja, Member, Assistant Professor, P.G. & Research Department of Social Work, Sacred Heart College (Autonomous), Tirupattur District - 635601

Place: Tirupattur

Date: 05/09/2019

Details of Members	Signature
Dr. S. Paul Raj, Chairperson , Chairperson , Associate Professor Head	 05/09/19
Dr. Raja Samuel, Principal, Madras School of Social Work Chennai – University Nominee	 5/9/19
Mr. S.D. Jawahar Michael, Hi5 Careers Pvt Ltd , Chennai – External Expert	 S.D. Jawahar
Sr. Sumi Joseph, Ph.D Scholar, P.G. & Research Department of Social Work, Sacred Heart College, Tirupattur- Student Representative	 Sr. Sumi Joseph
Rev. Fr. J. Andrews Raja, Member, Assistant Professor	 J. Andrews Raja
Dr. C.R. Christi Anandan, Member, Assistant Professor	 C.R. Christi Anandan
Dr. K. Arockia Raj, Member, Assistant Professor	 K. Arockia Raj
Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor	 Henry Daniel Ambrose
Dr. Clayton Michael Fonceca, Member, Assistant Professor	 Clayton Michael Fonceca
Ms. E. Lisa, Member, Assistant Professor	 E. Lisa 5/9/2019
Dr. T. Selvam, Member, Assistant Professor	 T. Selvam 5/9/19

**BOARD OF STUDIES, Even
Semester: 2019- 2020**

**P.G. & Research Department
of Social Work
Sacred Heart College
(Autonomous)
Tirupattur Tk &Dist – 635601**

Date: 12/02/2020

PG & RESEARCH DEPARTMENT OF SOCIAL WORK
SACRED HEART COLLEGE, TIRUPATTUR, VELLORE DIST
BOARD OF STUDIES MEETING

Date: 12/02/2020

Venue: Department of Social Work

Time: 11.00 am to 2:00pm

AGENDA

- **Prayer**
- **Welcoming the Members – Dr.S.Paul Raj, Chairman**
- **Presentation – New Programme Structure with Credit pattern**
- **Presentation – The Course for Semester I in detail**
- **Introduction of Medical and Psychiatric Social Work as a new specialization**
- **Passing of Resolution on adapting Outcome Based Education (OBE)**
- **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 held on 12th February, 2020 at the Department of Social Work from 11.00 AM to 2.00 PM. The following members were present for the meeting.

1. Dr. S. Paul Raj, Member, Chairperson, Associate Professor
2. Rev. Fr. J. Andrews Raja, Member, Assistant Professor
3. Dr. K. Arockia Raj, Member, Assistant Professor
4. Dr. C.R. Christi Anandan, Member, Assistant Professor
5. Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor
6. Ms. E. Lisa, Member, Assistant Professor
7. Dr. Clayton Michael Fonceca, Assistant Professor
8. Dr. T. Selvam, Member, Assistant Professor

External Experts who were Present for the meeting

University Nominee

- Dr. Raja Samual, Principal, Madras School of Social Work , Chennai

Expert from Industry

- Mr. S.D. Jawahar Michael, Hi5 Careers Pvt Ltd. Chennai.

Student Representative

- Sr. Sumi Joseph, Ph.D Scholar, P.G. & Research Department of Social Work, Sacred Heart College, Tirupattur.

Members Absent

- Nil

Agenda:

1. Passing of Resolution on adapting Outcome Based Education (OBE) from the academic year 2020-2021 onwards
2. Introduction of Medical and Psychiatric Social Work as the fourth specialization in MSW programme from 2020- 2021 onwards.
3. Introduction of the new MSW programme structure and credit pattern from the academic year 2020-2021` onwards.
4. Presentation of the new MSW course pattern for semester I in detail based on OBE curriculum.

Description:

Dr. S. Paul Raj, Member, Chairperson, Associate Professor, started the meeting at 11.00 AM. He welcomed the members for the meeting and introduced the university nominee, Dr. Raja Samuel, Principal, Madras School of Social Work, Chennai, the field expert, Mr. S.D. Jawahar Michael, Hi5 Careers Pvt Ltd, Chennai and Sr. Sumi Joseph, Student Representative, Ph.D Scholar, P.G.& Research Department of Social Work, Sacred Heart College, Tirupattur. Each Staff from the Department of Social Work, Sacred Heart College introduced themselves in the meeting and then the chairman gave an introduction to the external experts about the purpose of conducting this Board of Studies meeting to shift from the current programme structure to OBE based curriculum.

Emphasis was given to the revised syllabus. The BoS further focused on the revised MSW course for Semester I in detail. The introduction of Medical and Psychiatric Social Work as a novel specialization was also placed on record in the BoS. The board also sort the Passing of Resolution on adapting Outcome Based Education (OBE). These corrections or changes will be implemented from 2020-2021 batch onwards and later restructuring of the whole syllabus will be carried out by the department in the forthcoming BoS.

Dr. S. Paul Raj presented the MSW Course Pattern pertaining to the P.G. & Research Department of Social Work, Sacred Heart College (Autonomous), Tirupattur. The external members systematically presented their views. Their recommendations along with the suggestions will be implemented for the 2020-2021 batch students. Dr. K. Arockia Raj presented the syllabus to the experts and each subject was taken for discussion. The subjects of Semester I was taken one by one and a proper review was done by the members. The following points were the output of the meeting.

Experts suggested that the Core paper should be given 45 hours as per norms. In inculcating the same the paper titled 'Introduction to Social Work Profession' is to be given 45 hours and 3 credits. Environmental Social Work in Semester IV will be offered as an interdisciplinary course with 30 hours and 2 credits. The external members also recommended that since there are no contact hours for the Summer Internship Programme the credits for this are to be reduced.

The proposal for the introduction of Medical and Psychiatric Social Work Specialization was introduced and the experts gave the approval for the same. This consisted of the following course papers.

1. Counseling -Theories and Practice
2. Mental Health
3. Medical Social Work
4. Psychiatric Social Work

New courses were introduced along with the existing courses as Core, Electives, Skill Papers and Interdisciplinary course respectively,

Core:

1. Environmental Social Work
2. Social Work Research – Quantitative Approach using SPSS
3. Social Work Research – Qualitative Approach using NVivo
4. Youth Problems and Interventions

Elective:

1. Criminology & Correctional Administration
2. International Social Work

IDC:

1. Social Work in Women Centered Practices

Skill paper:

1. Communication Skills for Social Workers
2. Media for Social Change
3. Training and Facilitation Skills

The Board discussed on the introduction of Self Study Courses. This expert committee mandated that the prescription of such courses can be taken up under the purview of each specialization defined by the Department. It was suggested that the self study papers can be restricted to two and students can be allowed to choose papers from any specialization which they prefer.

The board suggested that the department can come out with the list of Certificate Courses offered by the parent department and other departments within the college. A student can take upto a maximum of 2 courses and acquire 2 credits per course.

The board further suggested that online courses via NPTEL, MOOC, SWAYAM or other government portals will be defined and approved by the Department. This can be to a maximum of two courses.

Dr. S. Paul Raj introduced the panel to the Outcome Based Education structure that is to be adopted by the Department. Dr. K. Arockia Raj presented the structure of OBE to the Board. The following changes were made at the discretion of the board.

Teaching Learning Methodology which is to be used in the classroom by the Course Teacher should be listed out. Case Studies, Role Plays and Stimulation Exercise could also be incorporated in the Teaching Methodology. Programme Educational Objectives, Programme Specific Objectives, Programme Outcome, Course Outcomes, Course Descriptors and Graduate Attributes were presented. Dr. K. Arockia Raj further addressed the panel in detail pertaining to each domain. Emphasis was given to the students' attributes that are to be gained on the completion of the programme. This was classified based on the KSA – Knowledge, Skill and Attitude.

The Board discussed on the autonomy of setting the question papers by the Department as there is a move to transform the education system based on OBE. Dr. S. Paul Raj addressed the issues experienced by the Department in the Question Papers set by the External Resources as the P.G. & Research Department of Social Work, has a very unique set of papers which may not be available in other Schools of Social Work.

It was stated that if the system of assessment and the question paper setting is not incorporated within the Department then moving on to OBE becomes very rudimentary. This was strongly recommended by the Board for the success of OBE and the inculcation of Blooms' Taxonomy.

Hence, to support OBE the board mandated that there should be equal weightage given to all the three components (Knowledge, Practice and Research- linked to PSO). The experts suggested that each unit can be divided based on the Knowledge, Attitude and Skill which will help in the transformation of the students.

It was presented that Internal Evaluation could be for a total of 50 marks and the Semester End Evaluation could also be to a total of 50 marks. This approach has been practiced in Madras School of Social Work and Loyola College, Chennai. Experts suggested that this approach would better facilitate OBE and fulfill the said Programmes Specific Objectives.

Student Representative Sr. Sumi Joseph suggested that students can be encouraged to participate in conferences, seminars and workshops organized by other colleges. They can also be encouraged to present and publish papers related to social work topics at various forums to bring in the spirit of learning and research. This statement was further supported by the external experts stating that the Department can think of giving weightage for the participation and publications carried out by the students instead of giving the said weightage for library usage.

Experts appreciated the efforts taken by the faculty and approved the changes to be incorporated in the MSW Programme Structure from the Academic year 2020-2021 onwards. The suggestions and recommendations facilitated by the experts to the Department would be presented to the Academic Council.

Fr. Andrews Raja proposed the vote of thanks.

Tirupattur
12/02/2020

RESOLUTIONS PASSED:

1. It was resolved that the P.G. & Research Department of Social Work can implement Outcome Based Education (OBE) from 2020-21 batch onwards
2. New Courses were approved by the Board along with the existing courses as Core, Electives, Skill Papers and Interdisciplinary course respectively.
3. Medical and Psychiatric Social Work as the fourth specialization can be introduced if the existing workload permits, along with the existing specializations (Community Development, Human Resources Management and Youth Development)
4. It was mandated that the Internal Evaluation could be for a total of 50 marks and the Semester End Evaluation could also be to a total of 50 marks.
5. It was passed by the Board that **question papers have to be set internally** to effectively incorporate **OBE and Blooms' Taxonomy**.
6. It was determined by the Board that **evaluation has to be internal** for effective **implementation of OBE and Blooms Taxonomy**.
7. Self-study courses/Online courses/Certificate courses were also recommended by the Board for a maximum of 12 Optional Credits.

P.G & RESEARCH DEPARTMENT OF SOCIAL WORK

Sacred Heart College (Autonomous), Tirupattur Dt. 635601

OUTCOME BASED EDUCATION (OBE)

Vision: Empowerment of stakeholders with spirit and values of the Social Work Profession and the institution

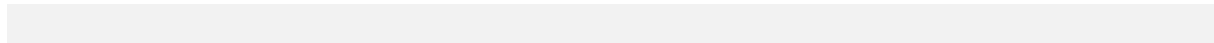
Mission: Capacity building of change agents through theory, practice and research in collaboration with Community, Civil Society Organizations and Government with the core values of the profession.

Motto: "To Reach the Unreachable Star"

Preamble

Post graduate Programme in Social Work aims to develop and disseminate knowledge, skills and values through education, field training and research. The programme is strongly committed to a diverse learning environment, in which respect for dignity, worth of all human beings and understanding of diverse conditions are respected. Since, social work is a practice based profession, the courses offered are of vital significance in overall learning process of the students. Under this programme, students will be studying various courses which would include theoretical perspectives and practicing simultaneously concurrent field practicum. In addition, students would have research based project through which students will be offered to learn research methodology and undertake a scientific study. The field work practicum in social work curriculum is considered the signature pedagogy as it denotes the vital methodology of teaching learning to prepare the students to perform as professional practitioners. The Masters in Social Work programme is a practice based programme which is comprised of class room teaching and diverse field work practicum pedagogies. It is directed towards developing attitude, knowledge, skills and values through class room teaching-learning process, field training in real life situations and research on contemporary issues and concerns necessary for promoting, improving and maintaining the functioning of individuals, groups, institutions and communities existing in the society.

The PG programme in social work offers a wide variety of courses to help the students to learn about the national and global scenario of social work in an interdisciplinary mode and developing their skill base for getting employment or initiating self-employed opportunities in welfare, development and allied sectors. Basically, social work is the applied stream of social science, which provides its students planned opportunities to apply theory in actual field situations, which in turn enhances their learning. Hence, these applied courses are value addition to the students of social work in strengthening their knowledge and skills and bringing high quality standards in practice learning. Thus, the expected outcome of this programme is to produce well trained and skilled professional social workers aligned with national and international work ethos.



Programme Educational Objectives

PEO1: To develop and transform students as Social Work Professionals with attitude, ethics, values, knowledge and skills whereby enabling them to conceptualize, implement and evaluate programmes in various Social Work Settings.

PEO2: To train students as Social Work Practitioners in primary and secondary Social Work Methods by providing them exposure and hands on experience in various fields of Social Work.

PEO3: To enhance the scientific aptitude and social work skills to undertake versatile research with the application of interdisciplinary knowledge that facilitates theory building, social work intervention and policy formulation.

Program Specific Objectives

PSO1: To enhance attitude, knowledge and skills required for community development/Human Resource Management/Youth Development/Medical and Psychiatric Work with the practices based on the objective, principles, theories and methods of Social Work.

PSO2: To train students to apply the knowledge and skills for community development/Human Resource Management/ Youth Development/Medical and Psychiatric Work with social work methods

PSO3: To enable students to develop theory, intervention and policy for community development/Human Resource Management/Youth Development/Medical and Psychiatric Work by undertaking scientific research.

Programme Outcome (PO)

PO1: Enhanced attitude, knowledge and skills required for community development/Human Resource Management/ Youth Development/Medical and Psychiatric Work with the practices based on the objective, principles, theories and methods of Social Work.

PO2: Students trained to apply the knowledge and skills for community development/Human Resource Management/ Youth Development/Medical and Psychiatric Work with social work methods

PO3: Students are able to develop theory, intervention and policy for community development/Human Resource Management/Youth Development/Medical and Psychiatric Work by undertaking scientific research.

Programme Specific Outcomes (PSO)

PSO1: Enhancement of attitude, knowledge and skills required for community development/Human Resource Management/Youth Development/Medical and Psychiatric Work with the practices based on the objective, principles, theories and methods of Social Work.

PSO2: Training to apply the knowledge and skills for community development/Human Resource Management/ Youth Development/Medical and Psychiatric Work with social work methods

PSO3: Trained to develop theory, intervention and policy for community development/Human Resource Management/Youth Development/Medical and Psychiatric Work by undertaking scientific research.

SOCIAL WORK – GRADUATE ATTRIBUTES (GA) Based on KSA

KNOWLEDGE

1. **Conceptual Understanding:** Graduates will have a coherent and advanced knowledge of the underlying theories, principles, concepts and practice in social work.
2. **Values of Social Work:** Demonstrated understanding of the role and value of social work in the community / organization / industry and clinical setting.
3. **Primary Methods of Social Work:** Graduates will have knowledge on interventions to respond effectively in meeting the needs of individuals, groups and communities in diverse settings, client groups and geographic locations
4. **Human Rights and Social Justice:** Graduates will have knowledge of human behaviour, society, social, cultural, political, legal, economic and global contexts of practice to respond effectively within a human rights and social justice framework.
5. **Social Work Research:** Graduates acquire research knowledge and skills to understand, evaluate and use research to inform practice and to develop, execute and disseminate research informed by practice
6. **Guided Supervision:** Graduates will have knowledge of supervision to achieve highly skilled professional work, accountability and further learning
7. **Dynamics in Society:** Critically analyse the structure of society with particular attention to dimensions of power and disadvantage and the influence of class, gender, age, intellectual and physical ability, sexuality, race and ethnicity

ATTITUDE

8. **Professional Behavior:** As a student of social work, this course enables its students to adhere to a profession's code of ethics whereby practicing the aspects of social work within the scope of their developing competencies.
9. **Objectivity:** Social Workers are taught concepts and principles that show objectivity which are based on facts and are free from bias or personal opinion. This enables them to develop the right attitude of being objective in dealing with complex problems.
10. **Empathy:** Students of social work are trained to demonstrate the capacity to understand the experience and perspectives of other individuals or groups and be able use this empathic connection as a basis for productive professional relationships.
11. **Persuasion:** Whether it's to help a client change behavior, motivate employee in an industrial setting/organization/NGO, the ability to influence, coax or invite others to take action is invaluable to any social worker.

12. **Social Justice:** Social Work provides its student with a platform based social justice issues. Whether clients are former convicts, people of color, LGBT, youth or anyone else experiencing marginalization by society, it emphasizes the need for social workers to understand the complexities of building strengths in a hostile world.
13. **Diversity:** Students of social work mature in appreciation for the value of human diversity in all aspects of their professional interactions.

SKILLS

14. **Communication:** Demonstrate the willingness and capacity to communicate effectively and respectfully in all their professional interactions. Demonstrate a willingness and capacity to listen respectfully to others. Demonstrate sufficient skills in spoken and written English to successfully engage in all components of the programme.
15. **Self-Awareness:** Demonstrate the ability to recognize and reflect upon one's own values, attitudes, beliefs, biases, emotions, and past experiences, and be adept at examining and managing how these affect their thinking, behavior, and relationships in all aspects of one's professional interactions.
16. **Organizational Awareness:** Interact respectfully and effectively with people in all capacities and hierarchical ranks within organizations.
17. **Problem solving and decision making:** Students pursuing a career in social work acquire social work skills and in a methodical manner which enables them to find solutions to problems in various settings. They are trained to develop Skills of advocacy, negotiation and mediation at micro and macro levels of practice
18. **Research Skills:** Students acquire the ability to search for, locate, extract, organise, evaluate and use or present information that is relevant to a particular topic. This enables them carryout intensive search, investigation, and critical analysis in response to a specific research question or hypothesis.

Programme Descriptors

The qualification descriptors for a PG Degree in Social Work include the following:

- Demonstrate (i) a systematic, extensive and coherent knowledge and understanding of social work profession as a whole and its applications and ability to link the same to the other related disciplinary areas/subjects; including a critical understanding of the established theories, principles and concepts and of a number of advanced and emerging issues in social work; (ii) procedural knowledge that creates different types of professionals related to social work, including research and development, teaching and government and public service; (iii) skills in current developments in social work, including a critical understanding of the latest developments in social work education, and an ability to use established techniques of analysis and enquiry.

- Demonstrate comprehensive knowledge research, scholarly, and/or professional literature, relating to essential and advanced learning areas pertaining to social work and techniques and skills required for identifying problems and issues relating to it.
- Demonstrate skills in identifying information needs, collection of relevant quantitative and/or qualitative data drawing on a wide range of sources, analysis and interpretation of data using methodologies as appropriate to the social work profession for formulating evidence-based solutions and arguments;
- Use knowledge, understanding and skills for critical assessment of a wide range of ideas and complex social problems and issues relating to social work. Communicate the results of studies undertaken in an academic field of social work and related disciplines accurately in a range of different contexts using the fundamental concepts, constructs and techniques of social work.
- Address one's own learning needs relating to current and emerging areas of social work, making use of research, development and professional materials as appropriate, including those related to new frontiers of knowledge.
- Apply social work knowledge and transferable skills to new/unfamiliar contexts and to identify and analyse problems and issues and seek solutions to real-life problems.
- Demonstrate social work-related and transferable skills that are relevant to some of jobs in social work sector or social work as a career.

MSW-Programme (Restructured) - 2020 Batch Onwards

SEMESTER I							
Code	Title of the subject	Contact Hrs	Credit	Type of Assessment	Marks		Total
					CA	SE	
CORE	Introduction to Social Work Profession	45	3	CA & SE	50	50	100
CORE	Social Work Practice With Individuals	45	3	CA & SE	50	50	100
CORE	Social Work Practice With Groups	45	3	CA & SE	50	50	100
CORE	Social Work Practice with Communities and Social Action	45	3	CA & SE	50	50	100
IDC	Sociology for Social Work Practice	30	2	CA & SE	50	50	100
SK	Skill Paper – I: Communication Skills for Social Workers	30	2	R/SD	Internal		100
CORE	Concurrent Field Work–I	26 Days	5	R/V	50	50	100
SEMESTER TOTAL			21				700
SEMESTER II							
CORE	Social Work Research – Quantitative Approach using SPSS	45	3	CA & SE	50	50	100
CORE	Social Work Research – Qualitative Approach using NVivo	45	3	CA & SE	50	50	100
CORE	Human Resource Management	45	3	CA & SE	50	50	100
CORE	Labour Legislation and Labour Welfare	45	3	CA & SE	50	50	100

IDC	Psychology for Social Work Practice	30	2	CA & SE	50	50	100
SK	Skill Paper-II: Media for Social Change	30	2	R/SD	100		
CORE	Concurrent Field Work-II	26 Days	5	R/V	50	50	100
CORE	Summer Internship Programme (Required for Course Completion)	One month Duration	3	R/V	100		
SEMESTER TOTAL			24				800

SEMESTER III							
CODE	Title of the subject	Contact Hrs	Credit	Assessment	CA	SE	Total
CORE	Environmental Social Work	45	3	CA & SE	50	50	100
CORE	Rural & Urban Community Development/ Industrial Relations/ Youth Development Counseling -Theories and Practice	45	3	CA & SE	50	50	100
CORE	Rural and Urban Governance/ Human Resource Management in Service Sector/ Strategies for youth Development/ Mental Health	45	3	CA & SE	50	50	100
CORE	Social Welfare Administration	45	3	CA & SE	50	50	100
Elective	Disaster Management Hospital Administration/	30	2	CA & SE	50	50	100

	Hotel Management/ Therapeutic Interventions in Social Work / Corporate Social Responsibility/ International Social Work <i>Two out of six will be offered</i>						
SK	Skill Paper-III: Training and Facilitation Skills	30	2	R/SD	100		
CORE	Research Project I	60	2	R/V	50	50	100
CORE	Concurrent Field Work – III	26 days	5	R/V	50	50	100
	SEMESTER TOTAL		23				800

SEMESTER IV

Code	Title of the subject	Contact Hrs	Credit	Type of Assess ment	CA	SE	Total
CORE	Human Rights and Social Legislation	45	3	CA & SE	50	50	100
CORE	Development Strategies / Organizational Behaviour/ Youth Problems and Interventions Medical Social Work	45	3	CA & SE	50	50	100
CORE	Livelihood & Social Audit / Human Resource Development/ Counseling and Career Guidance Psychiatric Social Work	45	3	CA & SE	50	50	100
Elective	Project Cycle Management/ Skill Matrix & Competency Mapping/ Social Work with Family & Children/ Criminology & Correctional Administration/ Performance Management/ Social Entrepreneurship <i>Two out of six will be offered</i>	30	2	CA & SE	50	50	100
IDC	Social Work in Women Centred Practices	30	2	CA & SE	50	50	100
Skill	Skill Paper – IV: Employability Skills	30	2	R/SD	100		
CORE	Research Project- II	60	2	R/V	50	50	100
CORE	Concurrent Field Work IV	26 days	5	R/V	50	50	100
SEMESTER TOTAL			22				800
COURSE TOTAL			90				3100

Extra Credits

Code	Title of the subject	Contact Hrs	Credit	Assessment
CC	*Certificate Courses: Offered by the parent dept. or other departments in the college (outside the class hours)	Maximum of 2 courses	2 credits each	On successful completion
OC	*Online Courses: offered by portals like NPTEL, SWAYAM, MOOC, etc.	Maximum of 2 courses		On submission of the exam pass certificate
SSC	*Self-Study Course Suggested and approved by the department	Maximum of 2 courses	2	Internal written Exam, Assignment and Viva Voce
	TOTAL		12	

* to the maximum of 12 credits for the entire course of four semesters.

Components of Programme	No of courses	No. of courses (x) credits	Total Credits
Core	15	15 x 03	45
Inter Disciplinary Core (IDC)	03	03 X02	06
Electives	02	02 x 02	04
Skill Paper	04	04 x 02	08
CORE: Concurrent Field Work Practicum	04	04 x 05	20
CORE: Summer Internship Programme (SIP) (4 Weeks at the end of I Year)	01	01x03	03
Research Project	02	02 x 02	04
Certificate Courses (CC) - Maximum of two courses	(Optional)	2 credit course	12*
Online Courses (OC) - Maximum of two courses	(Optional)	As per the portal	
Self-Study Course (SSC) - Maximum of two	(Optional)	2 credit course	
TOTAL	26+6*	-	90+12*

Certificate Courses or Self Study Paper:

1. Spirituality in Social Work
2. Counselling for High Risk Behaviours
3. Criminology & Correctional Administration
4. Therapeutic Interventions in Social Work
5. First Aid and Crisis Intervention Skills
6. Transactional Analysis
7. Psychometric Tools used in Social Work Intervention
8. Social Work Intervention in Correctional Setting
9. Industrial Relation and Labour Welfare
10. Social Work with Aging Population
11. Community Mental Health
12. Dalit and Tribal Studies and Action
13. Social Work with Differently Abled
14. Project Formulation and Fund Raising
15. Participatory Rural Appraisal
16. Participatory Research Skills
17. Project Cycle Management
18. Social Auditing

CHOICE BASED CREDIT SYSTEM (CBCS) & ADDITIONAL CREDITS

- A student has to get 90 credits and pass in all papers to get a Degree in Social Work.
- However, there is a scope for students to get additional 12 credits.
- **Certificate Courses:** Students can obtain extra 3 credits by undertaking Summer Internship at the end of II Semester, 4 more credits by opting for 2 Certificate Courses ((of minimum 30 hours duration)) (2 credits each) offered by parent department/ other departments.
- **Online Courses:** Students who enroll themselves in online courses (NPTEL, MOOC, SWYAM) can acquire a maximum of 12 credits on the submission of the original pass certificate facilitated by the said programme. This is however limited to 2 courses only.
- **Self-Study Courses:** Students have to get the prior approval of the department and must produce the certificate to avail extra 2 credits. This is restricted to maximum of 2 courses. The self-study courses are duly approved by the department and concerned faculty members (developed by the said faculty and the student).

SEMESTER I

INTRODUCTION TO SOCIAL WORK PROFESSION
I MSW SEMESTER – I CODE:

UNIT - 1: Social Work: Definition, Objectives and Functions. History of Social Work in India, Evolution of social work in the west. Concept of International Social Work. Concepts related to Social Work: Social Service, Social Welfare, Social Policy, Social Security, Social Defense, Social Transformation, Social Justice, Social Reforms, Social Movements, Social Action, Social Development and Social Empowerment.

UNIT - 2: Theories and Models of Social Work: Systems Theory, Psychodynamic Theory, Social Learning Theory and Conflict Theory. Models of Social Work - Problem Solving Model, Cognitive Behavior Model, Crisis Intervention Model, Integrated social work model, developmental model, empowerment and justice model and radical model.

UNIT - 3: Social Work as Profession: Nature, Philosophy, Values and Principles. Code of ethics for Indian Social Workers towards clients, colleagues, agency and as professionals. Introduction to Social Work methods. Competencies of Professional Social Workers-International & National Associations of social work – Problems of professionalization in India - Networks in Social Work.

UNIT – 4: Fields of Social Work: Social Work with Community, Medical and Psychiatric Social Work, Industrial Social Work, Social Work with Family and Children, School Social Work, Correctional Social Work, Social Work with Youth, Working with Marginalized Groups, Geriatric Social Work and Social Work in Peace and Non-violence. Ecology & Environment, Disaster & Crisis management

UNIT – 5: Indian Social Reformers and their Contribution: Raja Ram Mohan Roy, Sarojini Naidu, EVR Periyar, Gandhiji, Vinobave, Narayana Guru and Jyotirao Govindrao Phule. Mehta Padkar- Contemporary Social Reforms in India. Social welfare programs of government of India.

Reference:

1. Bhattacharya, Sanjay. 2008. Social Work Psycho- Social and Health Aspects. Deep and Deep publications. New Delhi.
2. Chowdhry, Paul. 1992. Introduction to Social Work. Atma Ram and Sons. New Delhi.
3. Dean.H. Hepworth, Ronald, H. Rooney, Glenda Dewberry Ronney, Kimberly Strom-Gottfried, Jo Ann Larsen, 2010, Theory and Skills in Social Work, Cengage Learning India Pvt Ltd, New Delhi
4. Elizabeth A. Seyal, 2010 Professional Social Work, Cengage Learning India Pvt Ltd, Delhi
5. Ghanshyam Shah (2004), Social Movements in India a Review of Literature, Sage Publications, New Delhi
6. Godwin Prem Singh J, 2009, Millennium Development Goals, Allied Publishers Pvt. Ltd, Mumbai
7. Higham, Patricia. 2006. Social Work- Introducing Professional Practice. Sage Publications. New Delhi
8. Jane Williams, 2008, Child Law of Social Work British Library Cataloguing in Publication, New Delhi.
9. Shaikh Azhar Iqbal, 2008, Modern Trends in Social Work, Subline Publication, Jaipur

SOCIAL WORK PRACTICE WITH INDIVIDUALS

I MSW SEMESTER – I CODE:

UNIT 1: Social Casework- Concept & Definition. Historical development of Social Casework. Objectives of working with individuals. Principles of social casework practice- Individualization, Purposeful expression of feelings, controlled emotional involvement, Acceptance, Non-judgmental attitude, Client self-determination and Confidentiality. Components of Casework (Perlman's model)-Person, Problem, Place and Process.

UNIT 2: Casework Process: Phase 1: Exploration of person in environment, Multidimensional assessment and Planning, Multidimensional intervention. Phase 2: Implementing and Goal attainment. Phase 3: Termination and Evaluation; Follow up. Interview – Home visits, Collateral contacts, Referrals.

UNIT 3: Case Worker - Client Relationship: Characteristics of professional relationship: empathy, non-possessive warmth, genuineness and self-disclosure; Obstacles in client worker relationship: Transference, Counter transference and Resistance.

UNIT 4: Techniques in Practice- Ventilation, emotional support, action oriented support, advocacy, environment modification, modeling, role-playing and confrontation. Tools - Observation, listening, communication, rapport building, questioning, giving feedback. Record keeping – Face sheet, Narrative, Process and Summary recording. Use of Genogram and eco map- Case presentation as tool of professional development.

UNIT 5: Casework Practice: Approaches and Models - Psycho Social approach, Person Centered Approach, Problem Solving Approach and Crisis Intervention Model. Relevance of an Eclectic approach. Working with Individuals in different settings: Educational, Family and Child Welfare, Medical and psychiatric, Correctional and Industrial setting.

Reference

1. Bhattacharya, Sanjay. 2009. Social Case Work Administration and Development. Rawat Publications. New Delhi.
2. Elizabeth A Segal, et.al. 2010. Professional Social Work. Cengage Learning India Pvt. Ltd. India.
3. Helen Harris Pearlman, (1968), Social Casework A Problem Solving Process, The University Of Chicago.
4. Jainendra Kumar Jha (2002), Social Welfare and Social Work, J.L. Kumar for Anmol Publications Pvt. Ltd. New Delhi.
5. Kottles A. Jeffrey, David S., Shepard. 2009. Counseling Theories and Practice. Cengage Learning India Pvt. Ltd. New Delhi.
6. Mamta Sehgal, Nirmala Sherjung (1997), Marital Disputes & Counselling Remedial Measures-Vol 3, APH Publishing Corporation-New Delhi.
7. Mathew, Grace. 1992. An introduction to Social Case Work. Tata Institute of Social Sciences.
8. Mujawar W.R., N.K. Sadar. 2010. Field Work Training in Social Work. Mangalam Publications. New Delhi.
9. Perlman Helan Haris. 2011. Social Case Work – Problem Solving Process. Rawat Publications. India.
10. Philip Burnard (2009) Counselling Skills Training Book Of Activities, Viva Books- New Delhi.
11. Upadhya, R. K. 2010. Social Case Work A Therapeutic Approach. Rawat Publications. New Delhi.

SOCIAL WORK PRACTICE WITH GROUPS

I MSW SEMESTER – I

CODE:

UNIT 1: Concepts of Social Group Work: Concept of group and its importance of groups in human life cycle; Group is an Instrument of Change; Definition of social group work; Characteristics of social group work; History and development of social group work.

UNIT 2: Group Process and Dynamics group process, group interaction, Leadership and its development in group process, Communication in group- Verbal and non-verbal communication; Group dynamics: - group bond, sub-groups, group conflict, confrontation, apathy and group control; Importance of relationship; Conflict resolution;

UNIT 3: Social Group Work Method & Group Work Process: Values and distinctive principles of Group Work; Types of groups in social group work practice- open and closed groups, social treatment groups, task oriented groups (forum, committees and work team), developmental groups (Self Help Groups and support groups) and Recreational Groups; Group Work Process: Tuckman (1965), and Rogers (1967) model: Forming, Storming, Norming, Performing and Mourning (Deforming). Role of social worker in different stages of group development.

UNIT 4: Use of Programme in Social Group Work & Skills of Group Worker: Concept of programme, Principles of programme planning, Importance of programme in group work practice, Programme planning and implementation for group development- Skills for Social Group work - Social group work practice in different settings.

UNIT 5: Recording in Group Work & Evaluation of Group Work :Importance of recording in group work, Principles of recording, Types of recording- , Techniques of recording –observation, sociogram, interaction diagrams- Bale's categories of interaction process analysis- Importance of continuous evaluation in group work, Types of evaluation- Methods of evaluation.

References:

1. Charles Zastrow H, Msw , Ph.D, 2009, Social Work With Groups, Cengage Learning Publication, Australia
2. Gerald Corey, Marianne Schneider Corey, Patrick Callanan, Michael J. Michael Russell, 1992, Group Techniques, Brooks, And Cole Publication Company Pacific Hrave, California
3. Harlkich Trecker B, 1955, Social Group Work Methods And Principles
4. Ken Heap, 1985, The Practice Of Social Work With Group George Allen And Union Publication Ltd, London
5. Marrienne Schneider Corey And Gerald Corey, 1992, Groups Process And Practice, Brooks And Cole Publication Company, California
6. Ronald W, Toscland, 2005, An Introduction To Group Work Practice, Pearson Publication, London, New York
7. Sahu R. K, 2010, Group Dynamics And Team Building, Excel Books, New Delhi
8. Siddiqui , 2008, Group Work Theoretical Practices, Rawat Publication, Jaipur
9. Steven Rose .R , 1998, Group Work With Children And Adolescents, Sage Publications, New Delhi
10. Tom Douglas, 1993, A Theory Of Group Work Practice, Palgrave Macmillan Printing, London.
11. Tom Douglas, 1976, Group work Practice, Tavistock Publication Ltd, London,

SOCIAL WORK PRACTICE WITH COMMUNITIES ORGANIZATION AND SOCIAL ACTION

I MSW SEMESTER – I

CODE:

UNIT 1: Community & Community Organization: Concept, Characteristics and Classification- Community organization: definition, History, Objectives & Principles. Value framework in community practices. Ethical aspects in community practice. Similarities and differences between community organization and community development.

UNIT 2: CO Process & Skills for CO: Process of community organization - Study and survey, analysis, assessment, discussion, organization, action, reflection, modification, continuation. Skills for community Organization - Communication, training, consultation, public relations, resource mobilization and liaisoning.

UNIT 3: Models CO: Jack Rothman's Models - Locality development / Neighbourhood development, Social planning, and Social action. Murray G Ross Models - General content, Specific content, and Process content. Weil and Gamble Models –Organizing functional communities, Community social and economic development, Programme development and community liaison, Political and social action, Coalitions, and Social movements.

UNIT 4: Methods of CO: Planning, Organizing, Educating, Networking, Participation, Leadership, Community action, Legislative and Non-legislative actions. Application of community organization (in rural, urban and tribal) settings and target (children, youth, women, aged, etc..) groups. Dynamics between state, market (corporate) and civil society for community organization.

UNIT 5: Social Action: Meaning, Principles, Process of Social Action – Developing Awareness, Organization, Making Strategies, & Action. Models: Elitist Model – Legislative Social Action, Economic Sanction, and Direct Physical. Popular Social Action Model – Conscientization, Dialectical Mobilization, & Direct Mobilization. Tactics and Strategies – Collaboration, Negotiating, Advocacy, Confrontation, Non-cooperation, Non-violence, violence.

Reference Materials

1. Christopher, A.J., and Thomas William. 2006. Community Organization and Social Action. Himalaya Publications. New Delhi.
2. Cox M. Fred et. al. 2005. Strategies of Community Organization. 4th Edition. Peacock Publishers. New Delhi.
3. Jainendra Kumar Jha, 2002, Social Work And Community Development, Anmol Publications Pvt Ltd, New Delhi
4. Johri Pradeep Kumar. 2005. Social Work and Community Development. Anmol Publications Pvt. Ltd. New Delhi.
5. Kumar Jha Jainendra. 2002. Social Work and Community Development. Anmol Publications Pvt. Ltd. New Delhi.
6. Kumar Somesh. 2008. Methods for Community Participation. Vistar Publications. New Delhi.
7. Ledwith Margaret. 2005. Community Development. A Critical Approach. Rawat Publications. New Delhi.
8. Margaret Ledwith, 2005, Community Development, Rawat Publications, Jaipur.
9. Mukundan N. And M.Hilaria Soundari, 2008, Emerging Dimensions In Selp Help Groups, Dominant Publishers And Distributors, New Delhi.
10. N.Lalitha, 2008, Shg's and Micro Finance, Dominant Publishers and Distributors, New Delhi.
11. Pradeep Kumar Johri,2005, Socila Work For Community Development, Anmol Publications Pvt Ltd, New Delhi.
12. Somesh Kumar, 2008, Methods for Community Participation, Vistaar Publications, New Delhi.
13. Surendra K.Vettivel, 1992, Community Participation Empowering the Poorest Roles of Ngo's, Vetri Publications, New Delhi.

SOCIOLOGY FOR SOCIAL WORK PRACTICE (30 Hours Only)

I MSW SEMESTER – I CODE:

Unit 1: Sociology: Meaning and Characteristics of Society, Community, Social Group, Social Association and Social Institution. Social Structure and functions of Social Institutions - marriage, family, kinship, caste, religion and education. Culture of India. Concept of culture, culture as a system of norms, folkways, mores, institutions and laws. Linkages between Sociology & Social Work.

Unit 2: Socialization: Process and agents. Social control: Concept, types and functions. Major Agents of Social control: Kinship, Religion, Law, Education, Traditions and Customs.

Unit 3: Social Problems: Corruption, Malnourishment, Child Abuse, violence against women & Sexual minorities (Transgender) - Human Trafficking, Communalism, Terrorism and environment degradation.

Unit 4: Process of Social Change: Urbanization, Industrialization, Westernization, Sanskritisation, Secularization. Resistance to social change-cultural lag and Ethnocentrism.

Unit 5: Social Movements in India: Concept and Characteristics, Process of social movements - Peasant, Tribal, Dalits, Backward Class, Women, Minority groups, Working Class and Student.

Reference

1. Abhijit Dasgupta, 2012, On The Margins: Tribes, Castes And Other Social Categories(Fourth), Sage Publications, New Delhi
2. Anthony Giddens, 1998, Sociology(Third), Polity Press, London
3. Sachdev D.R. And Vidhya Bhushan, 2006, Introduction To Sociology, Kitab Mahal, Allahabad
4. Frank N Magill, 1995, International Encyclopedia Of Sociology, British Library, England
5. Indhira R., 2012, Themes In Sociology Of Education, Sage Publications, New Delhi
6. Jainendra Kumar Jha, 2002, Basic Principles Of Developmental Sociology, Anmol Publications, New Delhi
7. Khare R.S., 2006, Caste, Hierarchy, Individualism, Oxford University Press, New Delhi
8. Mohanty B. B., 2012, Agrarian Change And Mobalization, Sage Publications, New Delhi
9. Sahu D.R., 2012, Sociology Of Social Movement, Sage Publications, New Delhi
10. Shanger Rao C. N, 2012, Sociology Principles Of Sociology With An Introduction To Social Thought, S Chand And Company, New Delhi
11. Surinder S Jodhka, 2012, Changing Caste, Ideology, Identity And Mobility, Sage Publications, New Delhi
12. Thara Bhai L., 2012, Indian Sociology Issues and Challenges, Sage Publications, New Delhi.

COMMUNICATION SKILLS FOR SOCIAL WORK PRACTICE (Skill Paper) (30 Hours Only)

MSW –I SEMESTER –I CODE:

Unit I: Communication: Meaning, Nature, Importance and Purpose of Communication. Communication Network in an Organization.

Practical:

1. (Oral) Participating in a dialogue. Situation will be given on the spot.
2. (Written) On the spot preparation of dialogue. Situation will be given on the spot.

Unit-II: Presentation Skills, Interviews, Preparing and organizing a Speech, Presenting at meeting, presenting reports.

Practical:

1. (oral) Extemporary (On the spot speech), Theme will be given on the spot.
2. (oral) Presentation of an object or answering an interview question.
3. (oral) Reviewing a report and presenting

Unit III: Effective Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Agenda, Minutes, Notices, Writing of CV, Memo, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business, Report Writing.

Practical:

1. (Written) Writing a reply mail to an organization (Situation will be given on the spot)
2. (Written) Preparing a news for press release (Situation will be given on the spot)
3. (Written) Preparation of CV. Marks can be allotted based on the quality of the CV.

Unit-IV: Communication using ICT: MS Office-Word, Excel and PowerPoint, Visuals, Dropbox, Skype, Facebook.

Practical:

1. (Written) Creating a word document with proper aligning (source file will be given)
2. (Written) Preparing a chart after a proper calculation in Excel (Source data will be given on the spot)
3. (Written) Preparing a presentation in PowerPoint from the source in Word File (Source will be given on the spot)

Unit V: Etiquettes in Communication: Phone and Email Etiquettes, meetings, group discussions, office, Social Media, client and employer. Attire and appearance.

Practical:

1. (Theoretical/Objective type) Written test on Etiquettes while responding to Phone call and Email, Office, Social Media and Employer
2. Participation in FGD (Theme will be given on the spot)
3. Marks will be allotted for the attire and appearance from the observation made during the semester.

References:

1. Bert Decker, 2005, The Art Of Communicating, Crisp Publications, New Delhi.
2. Captain Bob, 2010, Fireup Your Communication Skills, Viva Books Pvt Ltd, New Delhi.
3. Charles J Stewart and William B Cash Jr, 2010, Interviewing Tata Mcgraw Hill Companies, New Delhi.
4. Gangal J.K., 2012, Competitive English, Nirja Publishers, New Delhi.
5. Magasudha Ravinuthala, 2005, The O.P.Singh, 2012, Art Of Effective Communication In Group Discussion And Interview, S.Chand And Company Ltd, New Delhi.
6. Singh O.P., 2012, Art of Effective Communication in Group Discussion and Interview, S.Chand And Company Ltd, New Delhi.
7. Sharma R.K., 2007, How To Speak And Write Correctly, Swastik Publishers, New Delhi
8. Sharon Gerson And Steven Gerson, 2014, Communication Process And Product, M. Dorling Kindersley, New Delhi
9. Viva Career Skill Library, 2008, Communication Skills(Second), Viva Books Pvt. Ltd, New Delhi.

Assessment Components for Communication Skill Paper (100 Marks)

1. Resume Writing: 10 Marks
2. Extemporary Speech: 10 Marks
3. Group Discussion: 10 Marks
4. Class Participation and Interaction: 10 Marks
5. Record: 20 Marks
6. Semester End VIVA Voce (40)

CONCURRENT FIELD WORK – I**IMSW SEMESTER – I CODE:**

Field Work Components:

1. Observational Visits -The first year students during the first semester go for observational visits to various settings: Medical & Psychiatric, Rural Community Setting, Slum Visits, Industrial Setting, Correctional Setting and Tribal Setting.
2. Social Work Camp for a week
3. Skill Laboratory Experience in Social Work Methods – Case Work, Group Work, Community Organization
4. Skill Laboratory in Human Personality Development, Seminar Organization
5. Theatre Skills training
6. Participatory Rural Appraisal

The students spend two days in a week and expected to spend a minimum of 15 hours per week in the field for practice based learning.

Every week the students write a report of their activities and submit to the concerned field work supervisor on Mondays. The supervisor conducts individual and group conference regularly.

The CA marks are awarded by the supervisor out of 50 marks for the quality, regularity, initiatives, leadership, participation and team work.

At the end of the semester Viva Voce is conducted by an external examiner and marks are awarded out of 50.

Internal – Field Work (50 Marks)

Regularity in Record submission	: 10 Marks
Initiative Taken during the Field Work	: 10 Marks
Rural Camp – Participation and Contribution	: 10 Marks
Record Quality	: 10 Marks
Practice of professional ethics and behavior	: 10 Marks

Viva Voce (50 Marks)

Observation Visits	: 10 Marks
Rural Camp	: 10 Marks
Lab Sessions	: 05 Marks
Group Seminar Presentation	: 10 Marks
PRA	: 05 Marks
Presentation & Communication	: 10 Marks

EXAMINATION

Requirements for MSW Programme :

As per the regulations a candidate who wants to appear for Examination in MSW must have:

- a) Minimum 75% attendance of lecture classes in each course in each semester
- b) Full (100%) attendance for the stipulated hours in field work,
- c) Satisfactory conduct in the College campus and during field work practicum.

Passing Standard

Students are evaluated for 50 Marks through Continuous Internal Assessment (CIA) and for 50 Marks through Semester End Examination (SEM) in each Semester. There is no passing minimum for CIA; however, a student must get 50% of marks in Semester End Examination (50% of 50 = 25) to pass in the semester end exam. Students must obtain minimum of 50% marks in aggregate in each paper to pass and obtain a MSW degree.

In addition to passing in all the subjects that are mandatory, a student has to get a minimum of 90 credits from the MSW programme. This does not include the 12 optional credits they might get from non-mandatory courses.

CIA Components (50 Marks)

S.No	Components	Marks	Bloom's Category		
			Cognitive	Affective	Psychomotor
1	Written Exam - (2hrs)	15	Remembering/Understanding/Analyzing	-	-
2	Snap Test (No prior Intimation)	05	Remembering	Responding	-
3	Mini Project Assignment	20	Analyzing, applying, evaluation and creation	Characterizing, Organizing and Valuing	Naturalization, articulation, precision
4	Class room participation	05	-	Receiving and responding	articulation precision Manipulation Imitation
5	Participation in Moodle	05	Remembering/Understanding/Analyzing/Evaluation	Receiving and responding	Imitation
Total		50 Marks	The Taxonomy of Educational Objectives (Bloom, Masia, Krathwohl, Cedefop, 2017)		

Mini Project (Related to concerned subjects) (20 marks)

1. Short survey/ In depth Interview/ FGDs
2. Field visit and analytical reporting of the visit
3. Preparing a photo dossier and analytical comments
4. Poster presentation on a theme
5. Making a short documentary
6. Organizing an event/activity
7. Innovation/creative projects

Question Paper Pattern

For Semester Examination

Time: 3Hrs

Max. Marks: 100 (Weightage : 50)

SECTION – A (Remember and Understand)

(10X3 =30 Marks)

Answer all questions. Answers limited to 50 Words Each. Each question carries 3 marks.

Questions from 1 to 10.

SECTION – B (Apply and Analyze)

(5X5 =25 Marks)

Five questions will be given with Choice A or Choice B. All 5 questions have to be answered. Answers limited to 300 Words Each. Each question carries 4 marks.

11. a.----- (or) b. -----
12. a. ----- (or) b. -----
13. a.----- (or) b. -----
14. a. ----- (or) b. -----
15. a.----- (or) b. -----

SECTION – C (Evaluate and Create)

(3X15 =45 Marks)

Five questions will be given. Three questions have to be answered. Answers limited to 800 Words Each. Each question carries 15 marks.

Questions from 16 to 20

For Continuous Internal Assessment Test

Time : 2 Hrs

Max. Marks: 60 (Weightage - 15)

SECTION – A (Knowledge based)

(5X3 =15 Marks)

5 Questions will be given and all 5 questions have to be answered. No choice. Answers limited to 50 Words each. Each question carries 3 marks. (Questions 1 to 5)

SECTION – B (Understanding based)

(3X5 =15 Marks)

Three questions will be given with each question having Choice A or Choice B. All the questions have to be answered with either choice A or Choice B. Answers limited to 300 Words each. Each question carries 5 marks.

6. a.----- (or) b. -----
7. a. ----- (or) b. -----
8. a. ----- (or) b. -----

SECTION – C (Application based)

(2X15 =30 Marks)

Three questions will be given. Two questions have to be answered. Answers limited to 800 Words Each. Each question carries 10 marks. (Questions 9 to 11.)

Proposed OBE based syllabus
Course : Social Work Practice with Communities and Social Action

Preamble

The community has been an important site of social work practice right from the earliest days of the professionalization of social work. Community Organisation is one of the primary methods of social work. It deals with intervention in the communities to solve the community problems. As a method of social work, community organization can solve the problems of many people in the community through their collective involvement. Community organisation and community development are inter-related as two sides of same coin. The power structure plays a role in community organisation. The social workers need to know the community power structure to practice community organisation method, which is used for empowering people for their development. The course trains social work students to understand and practice community organisation effectively.

Pre requisites

- Qualified in any one under graduation degree

Course Outcome

S. No	Expected Course Outcomes	The Taxonomy of Educational Objectives (Bloom, Masia, Krathwohl, Cedefop, 2017)		
		Cognitive	Affective	Psychomotor
CO1	Knowledge about the nature of community and community organization	Remember Understand	Characterizing Valuing Responding	Articulation Manipulation Imitation
CO2	Imbibe and practice the values and ethics in community organization and development	Understand Apply Create	Valuing Responding	Articulation Imitation
CO3	Ability to identify various communities	Understand Apply Analyze	Characterizing Organizing	Articulation Precision Manipulation
CO4	Gaining knowledge on the various processes in organizing communities	Remember Understand Apply	Characterizing Organizing	Articulation Precision
CO5	Acquisition of skills for organizing communities (through lab session)	Apply Analyze Evaluate Create	Characterizing Organizing Valuing Responding	Articulation Precision Manipulation Imitation
CO6	Understanding the various models of community organization	Understand	Characterizing Organizing	Articulation Precision
CO7	Acquisition of the ability to apply and evaluate the models in present context (through assignment)	Apply Analyze Evaluate Create	Characterizing Organizing Valuing Responding	Articulation Precision Manipulation Imitation

CO8	Gaining knowledge on the use of methods of community organization on specific area, sectors and target groups.	Remember Understand Apply	Characterizing Organizing	Articulation Precision
CO9	Understanding the role and dynamics of state, civil society and market force in organizing community.	Remember Understand	Characterizing Organizing	Articulation
CO10	Gaining knowledge on the nuances of the secondary method – social action	Remember Understand	Characterizing	Articulation
CO11	Understanding and application of various social action models and processes	Understand Apply Analyze Evaluate Create	Characterizing Organizing Valuing Responding Receiving	Articulation Precision Manipulation Imitation
CO12	Gaining knowledge on the various social action strategies	Understand Apply Analyze Evaluate Create	Characterizing Organizing Valuing Responding Receiving	Articulation Precision Manipulation Imitation

Relationship Matrix for Course Outcomes, Programme Outcomes and Programme Specific Outcomes

Sem-I	Code : MSW---			Community Organization and Social Action			Hours 5 / Credits 3
	Programme Outcomes			Programme Specific Outcomes			
Course Outcomes	PO1	PO2	PO3	PSO1	PSO2	PSO3	Mean Score of COs
CO1	5	3	4	5	3	4	4.0
CO2	4	4	3	4	4	3	3.7
CO3	4	3	4	4	3	4	3.7
CO4	5	4	4	5	4	4	4.3
CO5	4	4	4	4	4	4	4.0
CO6	4	4	4	4	4	4	4.0
CO7	3	4	4	3	4	4	3.7
CO8	5	4	3	5	4	3	4.0
CO9	4	3	4	4	3	4	3.7
CO10	5	3	4	5	3	4	4.0
CO11	4	4	4	4	4	4	4.0
CO12	5	4	3	5	4	3	4.0
Overall Mean Score for COs							3.9

Mapping	1-20%	21-40%	41-60%	61-80%	81-100%
Scale	1	2	3	4	5
Relation	0.0-1.0	1.1-2.0	2.1-3.0	3.1-4.0	4.1-5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

$$\text{Mean Score of COs} = \frac{\text{Total of Values}}{\text{Total No. of POs \& PSOs}} \quad \text{Mean Overall Score for COs} = \frac{\text{Total of Mean Scores}}{\text{Total No. of COs}}$$

Course Content

UNIT 1: Community & Community Organization: Concept, Characteristics and Classification- Community organization: definition, History, Objectives & Principles. Value framework in community practices. Ethical aspects in community practice. Similarities and differences between community organization and community development.

UNIT 2: CO Process & Skills for CO: Process of community organization - Study and survey, analysis, assessment, discussion, organization, action, reflection, modification, continuation. Skills for community Organization - Communication, training, consultation, public relations, resource mobilization and liaisoning.

UNIT 3: Models CO: Jack Rothman's Models - Locality development / Neighbourhood development, Social planning, and Social action. Murray G Ross Models - General content, Specific content, and Process content. Weil and Gamble Models –Organizing functional communities, Community social and economic development, Programme development and community liaison, Political and social action, Coalitions, and Social movements.

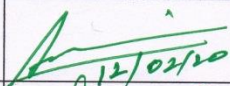
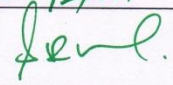

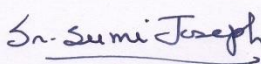

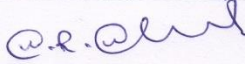
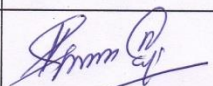

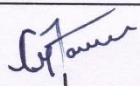
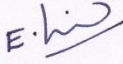
UNIT 4: Methods of CO: Planning, Organizing, Educating, Networking, Participation, Leadership, Community action, Legislative and Non-legislative actions. Application of community organization (in rural, urban and tribal) settings and target (children, youth, women, aged, etc.) groups. Relationship between the state, corporate, and the community and implication for community practice.

UNIT 5: Social Action: Meaning, Principles, Process of Social Action – Developing Awareness, Organization, Making Strategies, & Action. Models: Elitist Model & Popular Social Action Model. Elitist Model – Legislative Social Action, Economic Sanction, and Direct Physical. Popular Social Action Model – Conscientization, Dialectical Mobilization, & Direct Mobilization. Tactics and Strategies – Collaboration, Negotiating, Advocacy, Confrontation, Non-cooperation, Non-violence – Gandhian Model, violence.

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Details of Members	Signature
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Mr. S.D. Jawahar Michael, Hi5 Careers Pvt Ltd , Chennai – External Expert	
Sr. Sumi Joseph, Ph.D Scholar, P.G. & Research Department of Social Work, Sacred Heart College, Tirupattur- Student Representative	
Rev. Fr. J. Andrews Raja, Member, Assistant Professor	
Dr. C.R. Christi Anandan, Member, Assistant Professor	
Dr. K. Arockia Raj, Member, Assistant Professor	
Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor	
Dr. Clayton Michael Fonceca, Member, Assistant Professor	
Ms. E. Lisa, Member, Assistant Professor	
Dr. T. Selvam, Member, Assistant Professor	