



**KAVAYITRI BAHINABAI CHAUDHARI
NORTH MAHARASHTRA UNIVERSITY,
JALGAON**

Faculty of Humanities

**SYLLABUS STRUCTURE OF
BACHELOR OF SOCIAL WORK
(TYBSW Semester Vth & VIth)**

Program Code: B.S.W.

(Syllabus for Semester Vth & VIth and 60:40 Patterns)

UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

Revised Rules and Regulations

With effect from

Academic Year: - 2022-2023

Prepared By

BOARD OF STUDIES IN SOCIAL WORK, 2022

• **Structure of the Bachelor of Social Work Program**

TYBSW- Vth -SEMESTER

Sr. No.	Domain / Course Types	Course Code	Course Title	Suggested Clock Hours	Credits	Marks Allotted
1	Core Course (CC)	BSW CC-9	Method of Social Work : Social Action	30 Hours	4	100
2	Core Course(CC)	BSW CC-10	Participatory Approaches in Social Work	30 Hours	4	100
3	Skill Enhancement Courses (SEC)	BSW SEC -5	Communicative English	30 Hours	4	100
4	Interdisciplinary Course (IC)	BSW IC-5	Social Legislation in India	30 Hours	4	100
5	General Elective Course (GEC)	BSW GEC-5	Students Choose one out of two GEC 1) Life Skill Education 2) Human Resource Management	30 Hours	4	100
6	Field Work Practicum (FWP)	BSW FWP-5	Field Work Practicum	144 Hours	4	100

TYBSW- VIth –SEMESTER

Sr. No.	Domain / Course Types	Course Code	Course Title	Suggested Clock Hours	Credits	Marks Allotted
1	Core Course (CC)	BSW CC-11	Method of Social Work : Social Welfare Administration	30 Hours	4	100
2	Core Course(CC)	BSW CC-12	Social Policy and Planning in India	30 Hours	4	100
3	Skill Enhancement Courses (SEC)	BSW SEC -6	NGO Management	30 Hours	4	100
4	Interdisciplinary Course (IC)	BSW IC-6	Health System in India	30 Hours	4	100
5	General Elective Course (GEC)	BSW GEC-6	Students Choose one out of two GEC 1) Women Studies 2) Livelihood Promotion	30 Hours	4	100
6	Field Work Practicum (FWP)	BSW FWP-6	Field Work Practicum	144 Hours	4	100
7	Research Project Report	BSW RPR-1	Research Project Report	-	4	100
8	Viva- Voce (Based on Research Project)	BSW VV-1	Viva- Voce (Based on Research Project)	-	2	50

- Field Work Practicum Structure of B.S.W Program**

TYBSW - Vth – SEMESTER

(BSW FWP- 5)

Sr. No.	Components	Max. Marks
1	Concurrent Field Work (Work with Community)	30
2	Seminar on Field Work	10
3	Individual Conference	05
4	Group Conference	05
5	Record Keeping /Writing Skills	20
6	Skill Lab (at least two)	10
7	Viva-Voce on field work practicum	20
	Total Marks	100

TYBSW - VIth – SEMESTER

(BSW FWP- 6)

Sr. No.	Components	Max. Marks
1	Concurrent Field Work (Work with Community)	30
2	Special Awareness Campaign	10
3	Individual Conference	05
4	Group Conference	05
5	Record Keeping/Writing Skills	20
6	Skill Lab (at least two)	10
7	Viva-Voce on field work practicum	20
	Total Marks	100
8	Research Project Report (External and Internal Examiner as per 60:40 pattern)	100
9	Viva-Voce - (External) Based on Research Project Report	50
	Total Marks	150

- **Summary of Structure of B.S.W Program**

TYBSW- Vth - SEMESTER

Sr. No.	Courses	Maximum Marks	Credits
01	Core Course (CC) :- 02 x100 (Basic Social Work Theory Courses)	200	04+04 =08
02	Skill Enhancement Course (Communicative English) (SEC) :- 01x100	100	04
03	Interdisciplinary Course (IC)) :- 01x100	100	04
04	General Elective Course (GEC) :- 01x100	100	04
05	Field Work Practicum (FWP) :- 01x100	100	04
	Total	600	24

TYBSW- VIth - SEMESTER

Sr. No.	Courses	Maximum Marks	Credits
01	Core Course (CC) :- 02 x100 (Basic Social Work Theory Courses)	200	04+04 =08
02	Skill Enhancement Course (SEC) :- 01x100	100	04
03	Interdisciplinary Course (IC)) :- 01x100	100	04
04	General Elective Course (GEC) :- 01x100	100	04
05	Field Work Practicum (FWP) :- 01x100	100	04
06	Research Project Report	100	04
07	Viva- Voce (on Research Project Report)	50	02
	Total	750	30

• **Equivalent Courses for B.S.W. Semester Courses**

(W.e.f Academic Year 2022 - 23)

TYBSW- Vth -SEMESTER

OLD (60:40) PATTERN (w.e.f 2017-18)		NEW (60:40) CBCS PATTERN (w.e.f 2022-23)	
Course Code	Course Title	Course Code	Course Title
BSW-351	ENGLISH	BSW SEC -5	Communicative English
BSW-352	PARTICIPATORY APPROACHES IN SOCIAL WORK	BSW CC-10	Participatory Approaches in Social Work
BSW-353	PARA-LEGAL EDUCATION	BSW IC-5	Social Legislation in India
BSW-354	SOCIAL WELFARE ADMINISTRATION	BSW CC-9	Method of Social Work : Social Action
BSW-355	COUNSELLING IN SOCIAL WORK	BSW GEC-5	Students Choose one out of two GEC 1) Life Skill Education 2) Human Resource Management
BSW-356	FIELD WORK	BSW FWP-5	Field Work Practicum

TYBSW- VIth –SEMESTER

OLD (60:40) PATTERN (w.e.f 2017-18)		NEW (60:40) CBCS PATTERN (w.e.f 2022-23)	
Course Code	Course Title	Course Code	Course Title
BSW-361	LIFE AND SOFT SKILL EDUCATION FOR SOCIAL WORKER	BSW CC-11	Method of Social Work : Social Welfare Administration
BSW-362	SOCIAL POLICY AND PLANNING IN INDIA	BSW CC-12	Social Policy and Planning in India
BSW-363	HEALTH SYSTEM IN INDIA	BSW IC-6	Health System in India
BSW-364	COMMUNICATION FOR DEVELOPMENT	BSW SEC -6	NGO Management
BSW-365	DEVELOPMENT OF WEAKER SECTION	BSW GEC-6	Students Choose one out of two GEC 1) Women Studies 2) Livelihood Promotion
BSW-366	FIELD WORK	BSW FWP-6	Field Work Practicum
BSW-367	RESEARCH DISSERTATION	BSW RPR-1	Research Project Report
BSW-368	VIVA VOCE	BSW VV-1	Viva- Voce (Based on Research Project)

- **Syllabus of Theory Courses**

TYBSW – SEMESTER - Vth

Course Types: - Core Course (CC)

Course Code: - BSW CC-9 Course

Title: - Method of Social Work: Social Action

- **Course Objectives:-**

1. To develop an understanding regarding social action.
2. To understand the elements of social action practice.
3. To development perspective and skills for participatory process in the Social Action
4. To develop sensitivity towards Social problems and marginalized groups in the society

- **Learning Outcomes: -**

1. Able to understand the concept, goals and objectives of social action..
2. Able to develop understanding of the learners about ethical, legal and practice based scientific approach and standards of social action.
3. Able to understand and skills for participatory process in social action for Social Work.
4. Able to develop sensitivity towards Social problems and marginalized groups

Course Outline

• **Marks: 100**

Credits: 04

Unit No.	Unit Title	Content	Suggested Teaching Learning Process	Suggested Number of Class Hours/ Marks
1	Social Action: - Importance of Social Action	What is Social Action Concept Meaning ,Definition, Types Examples -Social Action: Goals, Scope and importance of Social Action	Lecture Classroom discussion	06/20
2	Principal of Social Action Steps of Social Action	How we use Principal of social action - Steps/ process of Social Action	Lecture Classroom discussion Collaborating Demonstrating	06/20

3	- Strategies of Social Action - Social Problems and Various social movement,	- Social Action a Strategies for Various social movement, Corruption, Poverty, Slum, Urbanization, Unemployment, Migration. Weaker Sections, LPG, Government Policy's, Privatization. Etc.	Lecture Classroom discussion Collaborating Demonstrating	06/20
4	Model of Social Action	Model of Social Action - - Elitist Social Action model - Popular Social Action model - Social institutional model	Lecture Classroom discussion Collaborating Demonstrating	06/20
5	Social Reformer and Social Action Role of Social Worker	Chhatrapati Shahu Maharaj, Mahatma Phule ,Mahatma Gandhi, Dr. Babasaheb Ambedkar, Savitribai phule, Mother Teresa. - Role of social worker in Social Action -. Limitation in Development of Social Action as a method	Lecture Classroom discussion Collaborating Demonstrating	06/20
Total Hours/Marks				30/100

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- 1) Jitendra kumar Jha, Encyclopedia of social work (Vol. No. 1,2,3,4,)
- 2) Nayak R.K., Siddiqui H. Y., Social Work and Social Development, Gitanjali Publication, New Delhi.
- 3) <https://www.socialworkin.com/2020/10/Principles-of-social-action.html>
- 4) Shah G.2004 : Social Movements in India, Sage Publication ‘ New Delhi
- 5) Deshamukh Vilas, Sonawane .J. S. Social work personal training and development R.P. PublicationsDelhi.2013
- 6) Rathi G. C(ed.)2006 : Tribal Development in India, Sage Publication, New Delhi
- 7) Banmala (Dr) Community Organisation. Indian institute of Youth Welfare. Nagpur
- 8) Siddiqui H.Y.:1984, Social work and social action ,Harnam Publication , New Delhi.
- 9) Saundanker I. M. , . Sonawane .J. S A text book of Social work R.P. Publications Delhi. 2013
- 10) Somesh Kumar, 2002,Methods for community participation, Sage Publication, New Delhi.
- 11) Towards Advocacy: An Indian Perspective, National Centre for Advocacy Studies (NCAS),
- 12) Chavan Sagerraj, Sonawane Jagdish . Basic Concept in Sociology: R.P. Publication New Delhi.
- 13) Desle Vasant Shraavan, Sonawane Jagdish History and ideology of Social work for the Society: R.P. Publication New Delhi.
- 14) https://en.wikipedia.org/wiki/Social_actions

Course Types: CC
Course Code: BSW CC - 10
Course Title – Participatory Approaches in Social Work

• **Course Objective:**

- 1) To help students acquainted with concept and important of Participatory Approaches in Social Work
- 2) To sensitize students towards people participation in various methods of Social Work.
- 3) To help students in developing skills practice in using various techniques such as PRA.
- 4) To help students in understanding the importance of Social Intervention and Community Action.

• **Learning Outcomes:**

1. Able to understand the concept and important of Participatory Approaches in Social Work.
2. Able to understand towards people participation in various methods of Social Work.
3. Able to understand of skills practice in using various techniques such as PRA.

Course Outline

• **Marks: 100**

Credits: 04

Sr .No.	Topic	Content	Suggested Teaching Learning Process	Suggested No. of Hours/ Marks
01	Participatory Approaches in Social Work	a) Meaning & concept of people participation. b) Importance of Participatory Approaches in Social Work. c) Principles of people participation	Lecture Classroom discussion	06/20
02	Dynamics of Participatory Approaches	a) Types of people participation b) Aims & Objectives of people participation c) Limitations & Barriers of people participation	Lecture Classroom discussion	06/20
03	Strategies and Techniques of Participatory Approaches	a) Participatory rural Appraisal (PRA)/RRA b) Micro –Level Planning, Community Based Organization (CBO's) , Total Sanitation Campaign(TSC) ,Govt. & NGO'S initiatives	Lecture Classroom discussion	06/20
04	Introduction to New Concept of People Participation	a) Peoples Initiatives and Involvement. b) Local Resources Mobilization c) Concept of Social Auditor	Lecture Classroom discussion	06/20

05	Various methods of People participation in Social Work	a) Participation of individual, family & groups b) Community Participation in decision making, Planning, Implementation, Monitoring, Evaluation & feedback. c) People Participation in Social action.	Lecture Classroom discussion	06/20
Total Hours/ Marks				30/100

Reference:-

1. Jitendra kumar Jha, Encyclopedia of social work (Vol. No. 1, 2, 3, 4,)
2. Vivek Rampal, Social Work and Community Development, Alfa Publication, New Delhi.
3. Siddiqui H.Y:1997: Working with Communities – An Introduction to Community Work. Hira Publisher.
5. Rathod Sudam, Counseling for Social Worker, YKing Publishers, Jaipur, Rajasthan
6. Siddhiki H. Y. , Working With Communities, Hira Publication , New Dehli
7. Banmala (Dr) Community Organization. Indian institute of Youth Welfare. Nagpur

Course Types: SEC
Course Code: BSW- SEC - 5
Course Title – Communicative English

Course Objectives:

1. To know about Fundamentals of Communicative English and Communication Skills in general. •
2. To understand use of communicative English in business, N.G.O., social work fields.
3. To enhance English vocabulary and language proficiency for better communication skills. •
4. To learn about Techniques of Information Transfer through presentation.

Learning Outcomes:

1. Students will be able to use English language in their work place
2. Students will have knowledge of Electronic and traditional way of correspondence in Business.
3. Students will be able to speak and write fluently
4. Students will be able to write reports in English for various social work practices

Course Outline

Sr. No	Unit Title	Content	Suggested Teaching Learning Process	Suggested Number of Class Hours/ Marks
1	Communication in Business/ N.G.O./ Social work	i. Role of communication in the business world/ social work fields ii. Patterns of business communication	Lecture, Power Point Presentation, Discussion	06/20
2	2.Business Correspondence	Business letters ii. Writing memos iii. Writing minutes iv. Writing agenda v. Writing circulars vi. Writing notices vii. Writing CV/ Resume	Lecture, Power Point Presentation, Discussion	06/20
3	Writing Reports	I. Types of Reports II. Report Writing- Field work, Camp Report, Campaign Report	Lecture, Power Point Presentation, Discussion	06/20
4	.Oral Communication	I. Placement interview II. Presentation skills	Lecture, Power Point Presentation, Discussion	06/20

5	E-communication	I. E-mail writing II. Blog Writing III. Use of social Media	Lecture, Power Point Presentation, Discussion	06/20
Total Hours/ Marks				30/100

Recommended Readings:

- Bhatia, R.C., Business Communication, New Delhi: Ane Books Pvt Ltd
- Scot, O., Contemporary Business Communication, New Delhi: Biztnatra
- Parikh, J.P. et al, Business Communication: Basic Concepts and Skills,
Hyderabad: Orient Blackswan

Course Types : IC
Course Code: - BSW - IC -5
Course Title: - Social Legislation in India

Course Objectives:-

1. Acquire information on the legal right of people
2. Gain inside into the problems faced by the people belonging to different strata of society, in interacting with this system
3. Develop an understanding of the process and problems of public interest litigation and legal aid to marginalize.

Learning Outcomes:-

1. Student will be able to acquire Knowledge of Various Social Legislation.
2. Student will be able to apply Social Work Methods in Solving Social Problems.

Course Outline

Marks: - 100

Credits:-04

Unit No.	Unit Title	Content	Suggested Teaching Learning Process	Suggested Number of Class Hours/ Marks
01	Social Justice & Social Legislation	Concept, Scope, Need, and Indicators of social justice. Concept, Scope, and Need of Social legislation	Lecture Classroom discussion	6/20
02.	Marriage, Divorce and Maintenance Provisions	Marriage and Divorce Act related different religion, (Hindu, Muslim, Christian, Sikhs, Others) Special Marriage Act.	Lecture Classroom discussion	6/20
03.	Provision Related to Women and Child	Juvenile Justice act,(care and Protection) Adoption and Maintenances Act, Child Marriage restraint Act, Maternity benefit Act, Dowry Prohibition Act, Married woman's property Act, Medical Termination of Pregnancy Act, PNDT Act Child Labor (Prohibition & Regulation) Act	Lecture Classroom discussion, PPT, Field Visit	6/20
04.	Family Court & Legal Services	Meaning, Nature, Scope, Functions, Role of Counselor in Family Court Role Of Maharashtra State Legal Services Authority	Lecture Classroom discussion, PPT, Video, Field Visit	6/20

05.	Main Provisions of Special Act's	Atrocities & Untouchability Act, (SC& ST) Right to Information Act 2005, Consumer Protection Act, Maharashtra Prevention & Eradication of Human Sacrifice & other Inhuman, Evil & Aghori Practice & Black Magic Act 2013, Maharashtra Social Boycott Act 2016, National Disaster Management Act 2005	Lecture Classroom discussion, PPT, Video, Field Visit	6/20
Total Hours/Marks				30/100

Reference:

1. Mani B.N. –Jurisprudence (Legal Theory, Alahabad Law Agency, Faridabad
2. Arantha T. –Social Advocacy, Perspectives in Social Work, Nirmala Niketan Mumbai.
3. Iyer V.R.K. Law Vs. Justice, Deep & Deep Publication, New Delhi
4. Basu Durga Das Introduction to the Constitution of India, Prentice Hall of India, NewDelhi-01
5. Krishan Arora, Labour and Industrial Law Manual, Professional Book Publishers, New Delhi.
6. Justice M. R. Mallick, Criminal Minor Acts, Professional Book Publishers, New Delhi.
7. B.M. Shukla - Lawand Justice, Rawat Publication, Jaipur & Delhi.
8. Pagare Sanjiv, Gunjal V.R., Sonawane .J. S., Social Legislation For Social work –R. P. Publication New Delhi.
9. Patil P.S. Human Rights – Exclusion Groups Akshita Publishers and distributors, Delhi 110053
10. ०. व. मंजुषा म्थ, मंहित्तीचम अधिकर संकत ० कशन नगपु
11. रम शंकर क/ीय मंहित्तीचम अधिकर 2005 लं बूस सेस अंड पल्लशस महारा शसन जदटोण अधिनयम
12. अड. क टी शिंरकर ँह वरस कयदा
13. जगतरव सनेवण मंहित्तीचम अधिकर व दूपयोग सनेडप पल्लशस देपु धुळ
14. अड. ए. क. गु व अनसुधित जातरी व अनसुधित जमतरी (अ:याचार ० तितबंध अधिनयम 1989 वनियम 1995 ँह लं हऊस पुण
15. अड. अभय शंकर ँह कयद शिवंश पल्लकश:स नशिक
16. डं. उमेश वणरी बल मजुगी आणि कषी ० ो: एक द ी. ० िच:मय ० कशन औरगबद

Course Type: General Elective Course (GEC)

Course Code: BSW GEC-5

Course Title: 1) Life Skill Education

• Course Objectives:-

- 1) To define the meaning, important and components of life skills.
- 2) To identify the pillars of education and Life skills.
- 3) To develop an understanding of Self Awareness, Coping Skills, Life Skills For Personality Development
- 4) To explore the application of life skills education
- 5) To anticipate the challenges and opportunities faced in Life skill education.

• Learning Outcomes:

- 1) Enable learner to develop their thinking of life skills
- 2) Enable learner to develop their thinking of pillars of education and life skills
- 3) Enable learner to develop life skills of self-management and empathy
- 4) Enable learner to develop life skills for personality development
- 5) Enable learner to develop life skills for personality development
- 6) Enable learner to develop knowledge about application of life skills education

Course Outline

Marks: - 100

Credits:-04

Sr. No.	Title	Content	Suggested Teaching Learning Process	Suggested Number Of Class Hours/Marks
1	Introduction To Life Skills	a) Definition And Importance of Life Skills b) Main Components of LifeSkills c) Life Skills Approach	Lectures, Discussions, PPTs, Seminar Lectures	06/20
2	Pillars of Education And Life Skills	a) The Four Pillars of Education - Learning To Know - Learning To Do - Learning To Live Together - Learning To Be b) Learning Throughout Life c) Intervention models for LifeSkill Education.	Lectures, Discussions, PPTs, Seminar Lectures, Documentary	06/20
3	Life Skills of Self-Management	a) Self-Awareness (Self Concept, Self Esteem, Self Image, Techniques for	Lectures, Discussions, PPTs, Seminar	06/20

	and Empathy	<p>enhancing Self Awareness) and Empathy (Meaning and techniques to enhance empathy)</p> <p>b) Coping with emotions (Meaning of emotions, Expressing emotions, Coping with negative emotions, Cultivating positive emotions)</p> <p>c) Coping with stress (Types of stress, signs and symptoms, strategies to manage stress)</p>	Lectures, Documentary, Games	
4	Life Skills For Personality Development	<p>a) Life Skills For Personal Effectiveness- Values: Punctuality, Honesty, Loyalty, Dependability, Reliability; Building Self-Confidence And Self- Motivation;</p> <p>b) Goal Setting: Types, Steps, Personal Vision And Goal; Time Management;</p> <p>c) Effective Learning: Study Skills And Memory Techniques; Manners And Etiquettes</p>	Lectures, Discussions, PPTs, Seminar Lectures, Documentary, Games	06/20
5	Application of Life Skills Education	<p>a. Life Skills Education for Well-being</p> <p>b. Life Skills Education for social worker</p> <p>c. Opportunities and challenges in application of Life Skills Education.</p>	Lectures, Discussions, PPTs, Seminar Lectures	06/20
Total Hours/Marks				30/100

References :

1. Bhandarkar Abhijeet., Patil P. S., Khandagale B. D., Waghmare V. B., (2015) :“Skill Development Tribal Youths – Issues and Challenges”, Samyakata Prakashan, Dhule.
2. Nair .V. Rajasenan, (2010) : “Life Skills, Personality and Leadership”, Rajiv Gandhi National Institute of Youth Development, Tamil Nadu.
3. Dr. K. Ravikanth Rao, Dr. P. Dinkar, (2016): “Life Skill Education”, Neelkamal Publication, New Delhi
- 4.Khandagale B. D., Waghmare V. B., (2014): “Soft Skills and Youth Development”, Samyakata Prakashan, Dhule.
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- 8.Hurlock, B. Elizabeth (2007) : “Personality Development”, Tata Mc Graw Hill Publishing Company Limited, New Delhi.
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12. Ravindra Prajapati, Bosky Sharma & Dharmendra Sharma (2017) :“Significance of Life Skills Education”, Contemporary Issues in Education Research, Vol.10, Issue No: 1, March 2017.
- 13.A text book of Social work Prof. Dr.I. M. Saundankar Asst.Prof. Dr.J. S. Sonawane R.P. PublicationsDelhi.2013
- 14.Deshmukh Anant, Life and Soft Skills Education for Social Worker, Current Publication from Agra.
15. भाचरय [गलारव खेकर (२०१०): "ताण तणवाचे व्यवस्थापन", अथव [पब्लिके शंस, जळगाव
16. डॉ. बव बि. एन. (२०१०) : "ताण आणि आरुय वषयक मानसशा्ट", वला संकाशन नागपूर
17. डॉ. जयश एम. नेमाडे : "व्यवसनमव विकास", संशांत पब्लिके शंस, जळगाव
18. भा. रणधीर जाधव (२०१८): "मलभत व सामाजिक मानसशा्ट", संशांत पब्लिके शंस, जळगाव.

Course Type: General Elective Course (GEC)

Course Code: BSW GEC-5

Course Title: 2) HUMAN RESOURCE MANAGEMENT

Objective

1. To introduce learner to Human Resource management.
2. To develop knowledge of Human Resource management.
3. To develop knowledge of importance of training & transfer.

Learning outcomes

1. Enable learner to develop their personality for Human Resource manager
2. Enable learner to develop greater self confidence
3. Enable learner improvise their responsibilities and communication skill
4. Student win have competence in Human Resource

Course Outline

Marks: - 100

Credits:-04

Sr. No.	Title	Content	Suggested No. of hours & Marks
1	Human Resource Management - Basic Concept	a) Concept and Meaning of Human Resource Management b) Nature, Objectives, Scope and Importance of Human Resource Management. c) Principles of human resource management	06/20
2	Functions and Structure Of HRM	a) Functions of human resource department b) Organizational structure of human resource department c) Role of human resource manager	06/20
3	Practices In HR : Recruitment and Selection	a) Meaning, objectives, types, internal & external sources of recruitment and process of recruitment b) Selection process, criteria, steps & methods, importance of systematic and scientific selection procedures	06/20
4	Employees training	a) meaning , needs of training b) types and methods of training c) importance of training	06/20

5	Promotions and transfer	a) meaning goals principles , policies of promotion and transfer b) essentials and salient features of sound promotion and transfer policies	06/20
Total Hours/Marks			30/100

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- मानवी संसाधनांच व 3थापन, डॉ. ोभाकर देशमुख, षपळापु अंड क. पब्लिशस नागपु
- व 3थापनाची मूलतःव, ो. मीहन सराफ, ो. रमेश दापक
- Anuradha Sharma & Aradhana Khandekar 2006 Human Resource Management – An Indian Perspective, Response Books, New Delhi
- Bhatia S.K 2006 Human Resource Management – A Competitive Advantage, Deep & Deep Publications Pvt Ltd, New Delhi.
- Deepak Kumar Bhattacharya, 2009, Compensation Management, Oxford University Press, New Delhi.
- Dipak Kumar Bhattacharya 2002 Human Resource Management, Excel Books, New Delhi
- Gary Dessler 2002 Human Resource Management, Practice-Hall of India Private Limited, New Delhi.
- Gupta C.B 2002 Human Resource Management, Sultan Chand and Sons, New Delhi.
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- Rao V.S.P 2000 Human Resource Management:, Sage Publications, New Delhi.
- Tripathi. P.C 1999 Principles of Management, Tata McGraw Hill, Mumbai.

TYBSW – VI th Semester

Course Types :- Core Course (CC)

Course Code - BSW CC-11

Course Title – Method of Social Work: Social Welfare Administration

Course Objectives:-

1. Understand concept, principles and Significance of social welfare administration.
2. Develop understanding of social welfare administration as a method of social work profession.
3. Acquire competence in social welfare and development services.
4. Understand conceptual frame work & History of Social Welfare Administration.
5. Understand functions and skills required for Social Administration.
6. To know the structure and new areas of welfare administration.

Learning Outcome:-

1. Ability to understand the forms and mechanisms of social welfare administration.
2. Ability to advocate of social welfare and development services.
3. Ability to embrace moral/ethical values in conducting one's life.
4. Develop the ability to apply social work intervention in Method of Social Work : SocialWelfare Administration.

Course Outline

Marks: 100

Credits: 04

Sr. No.	Unit Title	Content	Suggested Teaching Learning Process	Suggested Number of Class Hours/Marks
1	Method of Social Work : Social Welfare Administration	<ol style="list-style-type: none">1. Meaning, Nature and Scope of Social Welfare Administration.2. Objectives, Significance, principles and importance of social Welfare Administration.3. Social Welfare Administration as Method of Social Work.	Lectures, Discussions, Seminar and Library assignments and PPTs	06/20
2	Social Welfare Administration in India	<ol style="list-style-type: none">1. Historical background of Social Welfare Administration in India2. Types of Social Welfare Organizations (GO, NGO, CSO)3. Organizational Structure of Social Welfare : CSWB, State and District Level.	Lectures, Discussions, Documentary, Seminar and PPTs	06/20

3	Administrative Skills and concepts	1. Concept of POSDCORB 2. Team Work, Staff development, Capacity building, Decision Making, Communication and Evaluation. 3. Qualities of good administrator.	Lectures, Discussions, Seminar, PPTs, Games	06/20
4	Administrative records & documentation	1. Concept of recoding, Budgeting and Documentation 2. Ways and importance of documentation 3. Report writing	Lectures, Seminar, PPTs Discussions	06/20
5	Understanding the Working of Social Welfare Agencies	1. Children 2. Women 3. Elderly 4. Differently Able	Lectures, Discussions, Seminar, Games and Library assignments and PPTs	06/20
Total Hours/Marks				30/100

Reference:-

1. सचदेव. ड. आर, भारततल समाजकायण व समाजकायण अशासन, के सागर पब्लिकेशन्स.
2. अहवाल दिलीप, समाजकायण एवं जनकायण, मिमि बुक्स जयपुर.
3. चौधरी धरमपाल, समाज कायण अशासन, बिहार हूड अकादमी पटना.
4. पांडे तेजकर, पांडे बालीवर, खत पब्लिकेशन्स.
5. कटारिया सूर्य, सामाजिक अशासन, आर. बी. एस. ए. पब्लिकेशन्स.
6. भारत मे समाज कायण एवं सामाजिक अधिनियम, अहवाल. जी. के. , SBPD Publishing House
7. D. Paul Chaudhary: Social Welfare Administration.
8. Skidmore Rex. A: Social Welfare Administration Prentice Hall New Jersey.
9. Chowdhary, D.P. (1992) Social Welfare Administration in India, Deep and Deep Publication, New Delhi
10. Goel & Kumar (2004) Administration and Management of NGOs, Deep and Deep publication, New Delhi.
11. Goel, S.L. and Jain, R.K (1988) Social Welfare Administration, Vol. I and II, Deep Publication, New Delhi.
12. Kaushik, A (2012) Welfare and Development Administration in India, Global Vision Publishing House, New Delhi.
13. Naidu, S.P. (1996) Public Administration Concept and Theories, New Age International Publishers, New Delhi.
14. Sachdeva, D.R. (1993) Social Welfare Administration in India, Allahabad, KitabMahal.
15. Siddiqui, H.Y (1990) Social Welfare in India, Harnam Publications, New Delhi

Course Types: - Core Course (CC)

Course Code: - TYBSW CC-12

Course Title: - SOCIAL POLICY AND PLANNING IN INDIA

Course Objectives:-

1. Gain knowledge of policy analysis and the policy formulation process.
2. Acquire in critical analysis of social policies and development plans.
3. Study social policies, plans & programmers so as to be able to interpret, enforce & challenge them.
4. Develop an understanding of social policy in the perspective of national goals as stated in the constitution particularly with reference to fundamental rights and the directive principle of state policy.
5. Examine application and litigation machinery.

Learning Outcomes:-

1. Able to develop understanding of concept of Social Policy and Social Planning
2. Able to understand Different Social and Welfare Policies and Programmers
3. Enable to understand the Social Policy Perspective of National goals as stated in Constitution.
4. Enable student to understand the process of policy formulation

Course Outline

Marks :- 100

Credits :- 04

Unit	Unit Title	Content	Suggested Teaching Learning Process	Suggested Hours of Marks
1	Social policy	a) Concept of Social Policy b) Social Policy - Objectives, Values c) Relationship between social policy and social development	Lecture, Power Point Presentation, Discussion	6/20
2	Policy formulation	a) Indian Constitution Parliament b) Judicial Pronouncement & Social Policy c) Models of Social Policy d) Process of Social Policy formulation.	Lecture, Power Point Presentation, Discussion	6/20
3	Different Social and Welfare	a) Social Welfare b) Women and Child Welfare c) Welfare of Sc,s and ST,s	Lecture, Power Point Presentation,	6/20

	Policies and Programmers	Disabilities d) Poverty alleviation	Discussion	
4	Review and Evolution	a) Review of Major Policies and Programmers. b) Evolution of Social Policy in Indian a historical Perspective	Lecture, Power Point Presentation, Discussion	6/20
5	Social Planning & Indian Planning in a historical perspective	a) Concept Scope, Principle Planning Process b) Niti Ayog-Concept & function c) Peoples Participation in Social Planning d) Role of social worker in policy Formulation	Lecture, Power Point Presentation, Discussion	6/20
Total Hours/Marls				30/100

References :-

1. ०. ल. मण कोरिप: ल, भारततील सामाजिक कःयण ० शासन व समाजकाय, ० कशन विहबस पलितशस औरगापु, औरगाबद
2. सचदे डी. आर. भारततील समाजकःयण व समाजकःयण ० शासन, क सगर, पुण - 2010
3. Bhanti R. 1993, Social Policy and Dev. In Rajasthan, Himanshu Pub. Udaipur
4. Ganapathy R.S. and others. 1985 - Public Policy and Policy Analysis in India, Sagar Publications, Delhi
5. Hebsur R.K. (ed) Social Intervention for Justice, TISS, Mumbai
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9. Social Legislation For Social work – Dr. Sanjivpagare, Dr. Vishnu R. Gunjal, Dr. Jagdish S. Sonawane R. P. Publication New Delhi.
10. Social work personal training and development Prof. Vilas Deshamukh Asst. Prof. Dr. J. S. Sonawane R.P. Publications Delhi. 2013
11. Mundle S. 1993 - Policies, paradigms and development debate at the close of 21st century - Economic and Political weekly. Vol XXVIII, No.26. Sept. 4 1993
12. Mishra R. 1977 Society and Social Policy, McMillan Lid. London
13. Rastogi P.N. 1992 Policy Analysis and problem solving for social systems, age Publication, New Delhi
14. Chakraborty S. 1987 Development Planning Indian Experience, Oxford: Claredon
15. Patil P.S. Human Rights – Exclusion Groups Akshita Publishers and distributors, Delhi 110053

Course Types: - SEC
Course Code: - BSW SEC - 06
Course Title: - SEC -6 NGO Management

Learning objectives:

1. To understand the concept of N.G.O.
2. To know the laws and act related to N.G.O. In India
3. To understand the administration process of N.G.O.

Learning Outcomes –

1. Students will understand concept, scope and fields of N.G.O.
2. Students will know the functions of N.G.O.
3. Students will use administrative skills. to manage the N.G.O.
4. Students will know importance of communication skill in the N.G.O. management

Course Outline

Marks: - 100

Credits: - 04

Sr. No	Title	Content	Suggested Teaching Learning Process	Suggested Hours / marks
1	Introduction to N.G.O. Management	a) Definition Concepts and Functions. b) Types of N.G.O. c) Issues and Challenges in NGO Management	Lecture, Group Discussion	06/20
2	Establishment of N.G.O, Acts and laws related to N.G.O	a) Legal procedures for establishment of NGOs; b) Overview of Societies Registration Act 1860, The Indian Trusts Act ,1882 c) Indian Company's Act (section 8 A) 2013 d) Charitable endowment Act and FCRA, e) Memorandum of Association and Bye laws, f) Tax Reliefs under various Acts -12A and 80 G	Lecture, Group Discussion	06/20
3	Communication, Leadership Development and Human Resource Management	Communication a) Principles of good communication b) Successful negotiations Leadership Development a) Building and leading a team b) Conflict resolution Human Resource Management a) Human resources policy, staffing and salaries b) Staff development	Lecture, Group Discussion	06/20

4	Administration	a) concepts, challenges, perspectives and ethical concerns b) Meeting expectations: Good Governance standards codes and accountability c) The relationship between Board Members, Executive Directors, Senior Managers, Founders and other stakeholders	Lecture, Group Discussion	06/20
5	Report Writing and Co-ordination with other organizations	a) Guidelines for writing reports for NGOs b) Long Reports c) Short Reports a) International Organizations b) National and Regional organizations c) Use of Government schemes for NGO	Lecture, Group Discussion	06/20
Total Hours/Marks				30/ 100

• **Reference :**

1. Nonprofit Management 101: A Complete and Practical Guide for Leaders and Professionals, by Darian Rodriguez Heyman, Laila Brenner, ISBN: 978-1-119-58547-3, publisher John Wiley & Sons
2. Forces for Good: The Six Practices of High-Impact Nonprofits by Lesli R. Crutchfield and Heather McLeod Grant, Publisher : John Wiley & Sons Inc
3. िबगर सरकारी संउथा आण िवकास - एम . ए. भाग -2 , समाजशा , कश्क िशवाजी िवहापीठ
4. Pagare Sanjiv, Gunjal V. R., Sonawane J. S. , Social Legislation For Social work - R. P. Publication New Delhi.

Course Types: - IC

Course Code: - BSW IC - 06

Course Title: - Health System in India

• Course Objectives:

1. To Acquire informational about health and Hygiene and It impaction Community health.
2. Developing understanding of the problems of personal and community health.
3. To give informational about various healths's related diseases and preventive medicine.
4. To explore the role and responsibilities of social worker in medical fields and rehabilitation Activity.

• Learning Outcomes

1. Able to develop understanding about health and Hygiene and It impaction Community health.
2. Able to develop understanding of the problems of personal and community health.
3. Able to develop understanding about various healths's related diseases and preventive medicine.
4. Able to develop understanding the role and responsibilities of social work medical fields and rehabilitation Activity.

Course Outline

Marks: - 100

Credits: - 04

Sr. No.	Title	Contents	Suggested Teaching Learning Process	Suggested Hours and marks
1	Concept of Health	a) Health-Definition, Meaning and Scope. b) Treatment-Methods in India- Ayurveda, Siddha, Unani, Homeopathy, Yoga and Naturopathy c) Define Hospital and Types of Hospital d) Determinants- Heredity, Environment, Psychosocial Environment, Bio- Physical Environment. e) Health and Social Institutions i.e. Family, Finance, Education and Religion	Lecture, Group Discussion	06/20
2	Concept of Community Health	a) Community Health-Meaning, Definition, Nature b) Public Health-Meaning, Definition; c) Community Health Service and Diversity in Community Health Services. d) Concept of Hygiene-Meaning and definition	Lecture, Group Discussion	06/20

3	Concept of Disease	<p>a) Concept- Disease, Illness and Sickness; Sick Role-Talcot Parson's concept; Jewsons Research Contribution on Trends of Sick Role</p> <p>b) Disease- Meaning, definition, types; Aetiology,</p> <p>c) Define Communicable and Non communicable disease.</p> <p>d) Epidemiology- Social Epidemiology Meaning and Definition</p>	Lecture, Group Discussion	06/20
4	Family Welfare program in India	<p>a) Health and family welfare in India.</p> <p>b) Role of FPAI (Family Planning Association in India)</p> <p>c) Role of organisation- WHO, UNICEF, SIDA, DANINDA, NORAD and USAID</p>	Lecture, Group Discussion	06/20
5	Rights to Health	<p>a) Health for All</p> <p>b) Health policies, programmes- objectives of Govt. of India,</p> <p>c) Health Commissions.</p> <p>d) Impact of Pollution on Health. (Water Pollution, Air Pollution and Noise Pollution)</p>	Lecture, Group Discussion	06/20
	Total Hours/Marks			30/ 100

References:

- 1) Madivale Leela B. Vajyktik Aani Samajik Aarogya, Anant Prakashan Nagpur.
- 2) Bedi Yashpal Kumar D. Hygiene & Public Health Atmaram & Son's Delhi – Social Work Feminine Society Intellectual Book Bureau, Bhopal (2006).
- 3) Park J.E., Park K-Text Book of Preventive & Social Medicine.
- 4) Kulkarni P.K. – Aarogya Aani Samaj, Daymand Prakashan, Pune.
- 5) Jayaswal Jayanrayan – Nirdosh Aahar Padhati, Gopal Granth Prakashan
- 6) Redvade Jayashri – Samaj Karyata Aarogya Kalajiv Vyavstha, Yash Prakashan, Napur
- 7) Sardesai I.V. – Aapanaanisamajik Aarogya, Vidya Prakashan, Pune
- 8) I.M. Saunshankar, Jagdish Shankar Sonawane – A Text Book of Social Work.

Course Types: - GEC
Course Code: - BSW GEC -6
Course Title: - 1) Women Studies

• **Course Objectives:-**

1. To develop an understanding regarding women studies.
2. To understand the elements of Gender Studies.
3. To Skill Development for Women.
4. To Work and Employment for women

• **Learning Outcomes: -**

1. Able to understand the concept, goals and objectives of women studies..
2. Able to develop understanding of the learners about ethical, legal and practice based scientific approach and standards of Gender Studies.
3. Able to understand Skill Development for Women Work and Employment for women

Sr. No.	Title	Content	Suggested Teaching Learning Process	Suggested No. of Hours / Marks
1	Introduction to Women Studies	a. Concept in Gender Studies. b. Need, Scope and Challenges in Women's studies. c. Need for Gender Sensitization. d. Women's Movements in India – Pre-Independence, Post-Independence and current movements. e. National Committees and Commissions for Women.	Lecture, Group Discussion	06 / 20
2	Women and Education	a. Concept and Importance b. Disparities in enrolment, Dropouts, Profession and Gender c. Education for Marginalised women d. Self Help Group and Micro credit e. Vocational education and Skill Development for Women.	Lecture, Group Discussion	06 / 20
3	Women Law & Rights	a. Rights – Gender Equality, Gender Discrimination b. Family Law – Marriage, Divorce, Maintenance, Property and Succession. c. Sexual Harassment of Women at workplace Act, 2013 d. Crimes against women – Domestic Violence, Child Marriage, Human Trafficking, Rape, Stalking.	Lecture, Group Discussion	06 / 20

		e. Constitutional Provisions for women in India and International conventions and Legislations.		
4	Women Health and Problems	a. Health Status of Women in India, Factors influencing health and Nutrition b. Occupational and Mental health c. Health, Hygiene and Sanitation. d. Problems related to female children – femalefeticide, female infanticide, Child marriage e. Problems related to women – Dowry, Divorce, Widowhood, Violence, Stalking	Lecture, Group Discussion	06 / 20
5	Work and Employment for women	a. Importance in Indian Context b. Gender division of Labour c. Women in organized and unorganized sector d. Concept of Work – Productive and Non-productive work e. Problems of wage discrimination for women f. New economic Policy and its impact on womenemployment.	Lecture, Group Discussion	06 / 20
Total Hours/Marks				30/ 100

References :

1. UGC Net JRF Women's Studies – Neha Goyal – Educreation Publishing, Bilaspur, Chattisgarh.
2. Womens' Studies in India – DR. L THARA BHAI – A.P.H. Publishing Corporation – New delhi.
3. Widows in India - DR. L THARA BHAI – B.R. Publishing Corporation –
4. Gawai S.D. & Khandagale B.D. Women Centered Development and Social Work –
5. Women Studies – The interdisciplinary perspective – Vidyut Bhagwat – Diamond Publication.
6. Patil P.S. Human Rights – Exclusion Groups Akshita Publishers and distributors, Delhi 110053

Course Types: - GEC
Course Code: - BSW GEC -6
Course Title: - 2) Livelihood Promotion

• **Course Objectives :-**

1. To understand the concept and of livelihood and livelihood promotion
2. To develop understanding about the livelihood frameworks.
3. To acquire skills in developing livelihood interventions.
4. To develop understanding the dimensions of livelihoods promotion.

• **Learning Outcomes: -** After Completion of Course Students will be able to:

1. Explain various dimensions of livelihoods promotion.
2. Analyzed Grassroots level scenario of livelihoods and specify suitable method to implement livelihoods based intervention.

Course Outline

• **Marks: 100**

Credits: 04

Unit No.	Unit Title	Content	Suggested Teaching Learning Process	Suggested Number of Class Hours / Marks
01	Introduction to Livelihood Promotion	<ol style="list-style-type: none"> 1. Concept & Meaning of Livelihood Promotion. 2. Types of Livelihood Promotion. 3. Objectives of livelihood promotion. 4. Importance of Livelihood Promotion. 	Lecture, Group Discussion	06/20
02	Understanding Tribal, Rural & Urban Livelihood	<ol style="list-style-type: none"> 1. Rural Livelihoods Systems: Agriculture, Horticulture, Sericulture, Animal Husbandry, Dairying and Fishery etc. 2. Tribal Livelihoods Systems: Agriculture, Horticulture, Sericulture, Animal Husbandry, Dairying and Fishery etc. 3. Urban Livelihoods Systems: Self- employed and work on streets selling goods, workers in organized & unorganized sectors, service providers, private or Govt. servants, businessmen, Shopkeeper etc. 4. Tribal, Rural & Urban Livelihood Linkages. 5. Determining factors of Livelihood Opportunity. 	Lecture, Group discussion, field visit	06/20

03	Steps and Tools in Designing Livelihood Intervention.	<ol style="list-style-type: none"> Livelihood Mapping Tools & Techniques - Participatory Assessment and Planning for Sustainable Livelihood (PAPSL), Rapid & Participatory Livelihood Security Assessment (RPLSA). Livelihood Mapping- Creating livelihood Profile, Mapping of Community Assets. Profiling the Local Markets- Understanding Viability, Range of goods, Clustering, Internal & External Economies, and Backward & Forward Linkages. 	Lecture, Power Point Presentation Group Discussion, field work	06/20
04	Methods and Strategies of Livelihood Interventions and Sustainability	<ol style="list-style-type: none"> Methods of Livelihood Interventions- Technology, Training, Marketing, Policy Advocacy, Asserting Rights, Developing Local Economy, Credit, Infrastructure and Institution Building, ownership and Management. Strategies for Livelihood Promotions. Concept, Meaning of Sustainable Livelihood. Challenges in Livelihood Promotions. 	Lecture, Group Discussion	06/20
05	Livelihood Promotion Programmes	<ol style="list-style-type: none"> National Rural Livelihood Mission (NRLM) National Urban Livelihood Mission (NULM) Maharashtra State Rural Livelihood Mission (MSRLM) Initiatives of NGO's /CSR for Livelihood Promotion 	Lecture, Group Discussion, Project visit, case studies	06/20
Total Hours/Marks				30/100

• **References:**

- Rural Livelihood in India Social, Economical & Environmental Issues, Dutta S. K. P.K Kuri, Serials Publications Pvt. Ltd.
- Carney, Diana (1998): "Sustainable Rural Livelihoods: What Contribution Can We Make?" Department for International Development.
- Biswajit Chatterjee, Asim K. Karmakar, Rural Livelihoods in India, Issues, Measurement and Policies World Bank, New York.
- Baumgartner, Ruedi. 2004. In search of sustainable livelihood systems. Sage publications, New Delhi.
- Niranjan Sahoo, Rural Development and Livelihoods in India, New century Publications
- Dr. J.P. Sharma, Agro-Enterprises for rural Development and Livelihood Security, New India Publishing Agency.
- H.S. Shylendra, Uma Rani, Diversification and Sustainable Livelihood, Concept Publishing Company, New Delhi.
- NRLM Hand Book on Community Capacity Building, Ministry of Rural Development, GOI.
- Manual for MSRLM.
- NULM Hand Book.
