

तार : विश्वविद्यालय  
Gram : UNIVERSITY



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बुन्देलखण्ड विश्वविद्यालय, झाँसी  
BUNDELKHAND UNIVERSITY, JHANSI

झाँसी (उ.प्र.) 284128

संदर्भ BU/AC/2022/7481-7487

दिनांक 06/07/2022

The Minutes of Meeting of BOS

In reference to the BOS of department of Social Science ..... Institute of M.S.W (Master of Social Work) ..... held on 07/07/2022 regarding the revision of syllabus in tune with CBCS/NEP-2020 and subsequent approval from Academic Council. This is to certify that the syllabus is 100% revised.

Regl  
Registrar  
Bundelkhand University  
JHANSI

Ampt  
HOD/Coordinator

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# बुन्देलखण्ड विश्वविद्यालय, झाँसी BUNDELKHAND UNIVERSITY, JHANSI (U.P.)

झाँसी (उ.प्र.) 284128

दिनांक..16/7/2022

संदर्भ.....

## B.A Hon's BOS Session -2022-23


Today, on 16th July 2022, the meeting of the Joint Board of Studies (BOS) of BA (Honors) was held for the following 5 departments (venue: VC committee, time: 11 am) :

1. B.A.(Honors) Economics
2. B.A.(Honors) English
3. B.A.(Honors) Education
4. B.A.(Honors) Social Work
5. B.A.(Honors) Hindi

In which the following decisions were taken-

The DSC, DSE, SEC and GE curriculum of B.A. (honors) Hindi, Economics, Social Work, Education and English was unanimously approved in the meeting. It was decided in the meeting that according to the National Education Policy 2020, the B.A. (honors) syllabus approved by the Government of Uttar Pradesh will be implemented from the session 2022-23. And for this, the Examiner List/Question Panel of each course is presented by the Convener / Head of the Department / Coordinator, approved unanimously.

The following members were present in the meeting through offline mode -

  
ANUP KUMAR  
Coordinator  
Dept. of Social Work  
Bundelkhand University, Jhansi



**ORDINANCE FOR BACHELOR IN HONOURS (SEMESTER SYSTEM)**

**(B.A Hons Social Work)**

**B. R. Ambedkar Institute of Social Sciences**

**Department of Social Work**

**Bundelkhand University, Jhansi-284128 (U.P.)**



**(2022-2023)**

**Name of the Department :**

Dr. B.R Ambedkar Institute of social sciences, Bundelkhand University, Jhansi

**About the Department:**

The Institute is one of the integrated departments of the University, established in 1999, named as Dr. B. R. Ambedkar Institute of Social Sciences, in which Master of Social Work, PG Diploma in Health Management, M. Phil. (Social Work) and M.A. in Applied Sociology were started. Presently MSW, BA (H) SW, and Ph.D. (Social Work & Sociology) courses are running in the University campus.

The Institute of Social Sciences aims to offer students the enhance to explore creative expressions of the human imagination, understand the human past, examine social, economic and political changes over-time, and cultural and institutional contexts in which science and technology are rooted.

**Vision :**

- To Strengthen human relationship and promoting social justice through academic excellence.
- To promote extension services in field approach.
- To promote social, economic and environmental justice and support for individuals, families, groups, organizations and communities.

**Mission:**

- Positive change in individual, community and society.
- To promote social justice by providing social work education, conducting scholarly inquiry, disseminating knowledge, and contributing to public policy and practice, thereby addressing the needs and aspirations of the local and global communities with whom we collaborate and interact.

**Objectives :**

- To provide Job opportunities for students.
- To create equitable society for all
- To impart need-based innovative and professional training in social work leading to the professional degree.
- To maximize the development of human potential and the fulfillment of human needs.
- To working with and enabling people to achieve the best possible levels of personal and social well-being.
- To working to achieve social justice through social development and social change.

**Course Outcomes ( B.A HONS SOCIAL WORK, M.S.W)**

- Demonstrate Ethical and Professional Behaviour.
- Engage Diversity and differences in practice.
- Advance Human Rights and Social, Economic and Environmental Justice.
- Evaluate Practice with individuals, families , groups organizations and communities.

**Intake (B.A (Hon):**

- 60 Seats

**Duration :**

- Three Years (Six Semesters)

**Medium :**

- Medium of instruction and examination: **English/Hindi.**

**Fees :**

- Tuition & other Fees: As Prescribed by the University From time to time.

**(Tuition/development/examination & Other fees: - Rs. 9500/-)**

**ORDINANCE FOR BACHELOR IN HONOURS (SEMESTER SYSTEM) PROGRAMME OF ARTS,**

**1. INTRODUCTION**

**1.1 Preamble**

This ordinance governs all the rules and regulations as per the NEP 2020 for under- graduate programs B.A (Hons) running in the Bundelkhand University, Campus Jhansi from 2022 onwards. This ordinance supersedes all the previous relevant ordinances, rules and regulations.

**1.2 Duration**

Bundelkhand University has adopted the semester system in Undergraduate Honours courses as per directives of Higher Education Department, Uttar Pradesh Government to accelerate the teaching-learning process and enable vertical and horizontal mobility in learning from academic session 2022- 23 onwards.

The programme duration shall be of three academic years, i.e. six semesters. In case a student(s) exit(s) from the programme after completion of first year (2 semesters), he/she may take exit from the programme with a certificate and after completion of two years (4 semesters) may exit with a Diploma. Student will be awarded Bachelor in Hons Degree after the completion of three academic years (6 semesters). Student shall be allowed to take re-entry at the next level after his/her exit at any time within seven years from the date of joining the course.

The maximum time duration to complete any year shall be three years.

Explanation: The maximum duration for a three year's course shall be nine years.

In case a candidate exits with a certificate or a Diploma, he/she can re-join the degree course at any time with the condition that the maximum duration to complete the course is nine years and for each year is three years.

However, the students shall be permitted to complete the programme requirements within a maximum of seven years from the date of admission to the first year of the under graduate (Hons) programme.

### **1.3 Eligibility of Admission**

- Candidate, who wishes to seek admission in a course of study prescribed for a undergraduate degree in Hons program of the University, shall be admitted to campus or an affiliated college unless he/ she has:

candidate must passed the Intermediate Examination of the board of High school and Intermediate Education, Uttar Pradesh or of any other Indian Board incorporated by any law in force at the time of admission.

or

Passed any other examination recognized by the University as equivalent thereto.

- The date of admission shall follow the University academic calendar.

### **1.4 Choice of Honours Subject and Course Structure**

1. University shall admit students as per the eligibility criteria and availability of seats decided by the university from time to time.
2. A student willing to take admission to the first year of Higher Education program after 12th class, will have to choose a Faculty (Science, Arts or Commerce, etc.) depending on the number of seats available and eligibility criteria.
3. Student(s) shall select any one Honours specific subject for all the three years (first, second, third, fourth, fifth and sixth semesters) as discipline specific core (DSC) ie Major I & II (table 1) and shall continue to study any one discipline specific elective (DSE) as major III subject along with Hons subject in first two years. (as given in table 2)
4. Student(s) shall select a generic elective (GE) paper as **Minor-1** from any other faculty (except own faculty) or can choose interdisciplinary subjects in the first two years. Minor –I elective is a course of pool of subjects/papers shown in table 3a and 3b (Minor-1). The student shall select one subject in the first year (first semesters) from the pool course and another subject in second year from the pool (Table 3). Minor –I shall be one paper of 4/5/6 credits and is not as full subject. No pre-requisite shall be

required for this. The student may choose Minor –I from the mentioned table 3.

5. Student(s) shall select ability enhancement course (AEC) or skill enhancement course (SEC) known as **Minor-II (Vocational/skill development course)** from the course of pool subjects mentioned in table 4 (Minor -II). Candidate shall choose any one paper in each semester of his/her interest in the first and second year (one in each semester i.e. first, second, third and fourth semesters) from the pool of table 4. Each course of SEC comprises of theory (1 credit) and training (2 credits). Ratio of theory and Skill component in the syllabus will be 40:60 respectively. Theoretical evaluation will be carried out by department and training evaluation will be done by skill partner/department.
6. The University shall offer value added courses as Co-curricular paper/subject known as Minor–III. This value added course (VAC) is related to induction of multidisciplinary education by embedding knowledge within the framework of NEP. The student shall need to take one paper in each semester of first, second and third year of under graduate Hons programme. This is only qualifying paper/papers. One co-curricular course will be offered in each semester as Minor -III in the sequence given below.
  7. Food and Nutrition ( Semester-I)
  8. First Aid and Health ( Semester-II)
  9. Human Values and Environment Studies ( Semester-III)
  10. Physical Education and Yoga ( Semester-IV)
  11. Analytic Ability and Digital Awareness ( Semester-V)
  12. Communication Skills and Personality Development or Character Building ( Semester-VI)
13. Marks of practicals related to DSC, DSE and SEC papers will be uploaded by the by Head of Department on the examination portal and will be mentioned in the marks sheet. It shall be mandatory for the department to maintain the related data (records) till the maximum duration of the course of the concerned batch.

14. Department and skill partner may jointly issue a certificate to the student additionally.

New skill enhancement courses shall be developed by Bundelkhand University after necessary approval from relevant academic bodies. Existing courses developed by UGC/NSQF/ Skill development Council/ others may be given preference.

Credit distribution in Hons courses are as below:

1credit (theory)= 15 hours 1.credit (training)= 30hours

Courses can be of individual nature or progressive nature.

NOTE: These co-curricular papers must be essentially passed with 40 percent marks. The grade on the basis of marks will be entered in the grade sheet but will not be counted in calculation of CGPA.

## Semester Structure and Distribution of credits in undergraduate Hons program

**Table- 1**

SEM -I							
SEM -I	Major I & II (DSC): Credit 4/5/6	Major-III (DSE): Credit4/5/6	Minor-I(GE) Credit4/5/6	Minor-II (SEC/AEC) credit 3	Minor-III (VAC) qualifying	Industrial / training Credit 4	∑Credits
	DSC-1 TH-I DSC-2 TH-II Pract -I	DSE-I TH-1 Pract -1	GE 1 -TH-1	SEC-1-TH-1	VCA-1 TH-1		25
SEM-II							
SEM -II	DSC-3TH-1 DSC-4 TH-II Pract -1	DSE-I TH-1 Pract -1		SEC2-TH-1	VCA-2 TH-1		19
CERTIFICATE in Faculty							46/62
SEM -III	DSC-5 TH-I DSC-6 TH-II Pract -1	DSE-I TH-1 Pract -1	GE -2 TH-1	SEC-3TH-1	VCA-3TH-1		25
SEM -IV	DSC-7 TH-I DSC-8 TH-II Pract -1	DSE-I TH-1 Pract -1		SEC-4TH-1	VCA-4TH-1		19
DIPLOMA in Faculty							92/62
SEM -V	DSC-9 TH-I DSC-10 TH-II DSC-11TH-III L -1	-	-		VCA-5TH-1	Industrial /training	18
SEM -VI	DSC-12 TH-I DSC-13 TH-II DSC-14 TH-III Pract -1	-	-		VCA-6TH-1	Industrial / Training program	18
BACHELOR in Hons....							/144



**Table -2** List of Honours Course

<b>Major Bachelor in Honours Course –Major I and II) for Arts, commerce and Science (DSC)</b>	
1	Environmental science
2	Biotechnology
3	Biochemistry
4	Microbiology
5	Biomedical sciences
6	Life sciences
7	Forensic science
8	Earth science
9	Food technology
10	B Com
11	Hindi
12	Education
13	English
14	Social work
15	Economics

**Table 3a:** list of Subject for Science discipline. Select anyone except the major stream given in table 2a.

<b>Major –III for Science (DSE)</b>	
1	Environmental science
2	Biotechnology
3	Chemistry
4	Mathematics
5	Home science
6	Zoology
7	Forensic science
8	Earth sciences
9	Food technology
10	Agriculture microbiology
11	Agriculture biotech
12	Bioinformatics
13	Physics

**Table 3b:** list of Subject for Arts discipline. Select anyone except the major stream

<b>Major –III for B.A. (Hons) (DSE)</b>	
1	Political science
2	Social work
3	Hindi
4	English
5	Fine Arts
6	History
7	Home science
8	Physical education
9	Education
10	Translation
11	Karyalayi hindi (basic of the official language of India)

**Table 4** list of Subject of GE / Minor –I for science, Commerce and Arts  
 Select one subject for first year and other subject for second year from interdiscipline or from other faculty.

<b>Subject Other faculty Minor -I (GE)</b>		
1	Agro forestry	Interdisciplinary
2	Horticulture	Interdisciplinary
3	Disaster management	Interdisciplinary
4	Fundamentals of entrepreneurship	Interdisciplinary
5	Business economics	Commerce
6	Modern political thoughts	Arts
7	Indian national movement	Arts
8	Ghandhian philosophy	Arts
9	Tribal culture	Arts
10	Social security	Arts
11	Indian arts and culture	Arts
12	Village and Panchayatiraj	Arts
13	Manuscript conservation	Arts
14	Traditional knowlde in Indian medicine and medicinal plants	Interdisciplinary
15	Alternative medicine	Science
16	Basics of electronic media	Science
17	Tools and techniques in bioinformatics	Science
18	Urban development & economic growth	Interdisciplinary
19	Non-conventional energy resource	Interdisciplinary
20	Cyber crime (cryptography)	Interdisciplinary
21	Dirking water quality assessment	Interdisciplinary
22	Water conservation and river linking	Interdisciplinary
23	Energy and environment	Interdisciplinary
24	Hindi shahitya ka	Interdisciplinary
25	History of English literature	Interdisciplinary

**Table 5** list of Skill enhancement courses for science, commerce and Arts disciplines. Select one course in each Semester for first two year ( Sem –I, II, III and IV only)

<b>(SEC/AEC) or Minor –II</b>	
1	Hand writing document examination
2	Vedic math
3	Astrology
4	Gen stone and dimensional stone
5	Computer hardware & networking
6	Soft skill
7	Tour guide and heritage
8	Hospital management0
9	Clinical diagnostics
10	Bakery and value added production
11	Telly
12	Food processing
13	Industrial microbiology
14	photography
15	Chemical sale marketing
16	Seed technology
17	Rural development
18	Community health
19	Health and hygiene
20	Organic farming

**Table 6:** list of Co-currecurar courses common for science, commerce and Arts disciplines. Select one course in each Semester for three years (Sem I, II, III, IV, V and VI)

<b>SN</b>	<b>Course paper</b>	<b>Semester</b>
1	Food and Nutrition	(Semester-I
2	First Aid and Health	Semester-II
3	Human Values and Environment Studies	Semester-III
4	Physical Education and Yoga	Semester-IV
5	Analytic Ability and Digital Awareness	Semester-V
6	Communication Skills and Personality Development or Character Building	Semester-VI

## **SEMESTERS**

An academic year is divided into two semesters. The Odd semester may be scheduled from July to December and Even semester from January to June as decided by University from time to time..

### **5. ATTENDANCE**

5.1 The expression "a regular course of study" wherever it is used in these Ordinances, means attendance of at least 75% of the lectures and other teaching in campus / affiliated college in the subject for the examination at which a candidate intends to appear and at such other practical work (such as work in a laboratory) as is required by any Statute, Ordinance or Regulation in force for the time being in the University.

5.2 A shortage up to 5% of the total number of lectures delivered or practical work done in each subject may be condoned by the Principal of the college/ Head of the Department (in case of University Campus) concerned.

5.3 A further shortage up to 10% may be condoned only by the Vice- Chancellor on the specific recommendation of the Principal of the college/Head of the Department concerned (in case of University Campus).

### **6 EXAMINATIONS**

6.1 There shall be examinations at the end of each semester as, for odd and even semesters in accordance with the academic calendar of the university. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations upto the maximum duration of the course.

6.2 A candidate should get enrolled/registered for the first semester examination and is mandatory. If enrolment/ registration is not possible owing to shortage of attendance / rules prescribed OR belated joining or on medical grounds, such students shall not be permitted to proceed to the next semester. Such students shall re-do the first semester in the subsequent term of that semester as a regular student; however, a student of first semester shall be admitted in the second semester, if he/she has successfully completed the first semester.

6.2 It shall be mandatory for the student(s) to register for examination in each and every semester (i.e. to fill up the examination form with the requisite fee). If a student fails to register for the examination in any semester, he or she shall not be allowed to appear in that semester as a back paper student. Such student(s) shall appear in the (next) subsequent examination of that semester.

## **7. EVALUATION**

### **7.1 Continuous Internal Assessment (CIA)**

The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade point. Evaluation for each course shall be done by a Continuous Internal Assessment (CIA) by the concerned course teacher as well as by end semester examination and will be consolidated at the end of course. The evaluation must be continuous and holistic and should be based on following parameters:

- i. Academic assessment
- ii. Skill assessment
- iii. Physical assessment
- iv. Personality assessment
- v. Extra-curricular assessment

### **7.2 THEORY PAPER**

Semester Examinations shall be conducted by the university as mentioned in the academic calendar. The Question paper will be set by the examiners appointed by the Vice Chancellor based on the recommendation of the board of studies. The pattern of the question paper shall be as given in annexure II.

- i. Internal Assessment(C.I.A.) –25% weightage of a course
  - Test/ Mid-Term Assessment - 10 marks
  - Term paper/Presentation on given project/assignment - 10marks
  - Attendance/activities – 05marks
- ii. End Semester Exam (External examination)– 75% weightage of course

### **7.3 PRACTICAL PAPER**

Practical examinations will be conducted by the examiners appointed by the Vice Chancellor on the recommendations of the Board of Studies. Each student has to present the practical records.

- i. Internal Assessment(C.I.A.) –25% weightage of a course
  - Test/ Mid-Term Assessment - 10 marks
  - Term paper/Presentation on given project/assignment - 10marks
  - Attendance/activities – 05marks
- ii. End Semester Exam (External examination)– 75% weightage of a course

The minimum passing standard for combined external and internal examinations for each subject/paper shall be 33%, i.e. 33 out of 100 marks for theory and practical courses. The minimum passing standard for Aggregate in a semester end Examination shall be 33%.

Continuous Internal Assessment (CIA) shall be ensured by the colleges. The colleges shall

provide the marks of the same to the university and it shall be mandatory for the colleges to maintain the records of the same till the maximum duration of that course.

The internal assessment, field training and practical examination awards of a student who fails in any semester examination shall be carried forward to the next examination.

## **8. PROMOTION**

### **8.1 MINIMUM PASSING STANDARD**

1. The minimum passing standard for combined external and internal examinations for each subject/paper shall be 45%, i.e. 45 out of 100 marks for theory and practical courses. The minimum passing standard for Aggregate in a semester end Examination shall be 45%.
2. Continuous Internal Assessment (CIA) shall be ensured by the Principal of the colleges / HODs for the Campus courses. The Principal of the colleges / HODs of the Campus shall provide the marks of the same to the university and it shall be mandatory to maintain the records of the same till the maximum duration of that course.
3. The internal assessment, field training and practical examination awards of a student who fails in any semester examination shall be carried forward to the next examination.
4. It shall be mandatory for a student to secure minimum 45% marks (i.e. 34/75) in the theory and practical paper separately.

**8.2** The conditions for the promotion from the current even semester to the next odd semester i.e. current year to next year shall be as follows:

- (a) A student shall be required to have passed in minimum 50% of the Credit papers ( including theory and practical) out of the total required credit papers (Major and Minor ) in that current year ( both semesters taken together) **and**;
- (b) A student should have to pass minimum 50% credit papers out of total credit papers of the all the Major subjects/papers ( theory and practical)

Note: For the purpose of calculation of 50% credits, the decimal points shall not be considered. For example 27.6 or 27.3 both shall be counted as 27 only.

**8.3** In the case of promotion from the second year to the third year, it shall be mandatory for a student to pass in all the major, minor/ skill development, etc. and other qualifying papers (co-curricular papers with required credits ) i.e. 46 credits of First Year.

## **8.4 Promotion Rules**

### **8.4.1 Semester Course & Examination:**

The students who have taken admission in any Undergraduate programme in a session and who have put in the minimum percentage of attendance for appearing at the Examination, presented himself/herself for internal assessment and have filled in the examination form in time for appearing at the End Semester Examination shall be allowed to appear at the respective examinations.

### **8.4.2 Declaration of Results**

After appearing in the Examination of both the semesters in a particular year, the student can be put in the following categories in the context of declaration of the results of the Semester Examination:

- (i) Passed
- (ii) Failed

### **8.5 Promotion to Next Semester:**

- 85.1 All students under category Passed and promoted with back papers shall be promoted to the next Semester.
- 85.2 “Failed” students may clear their UNCLEARED courses in subsequent examinations as ex-students.
- 85.3 Students promoted with back papers shall clear their back papers in subsequent examinations as ex-students.
- 85.4 A student who has failed in a course shall get two more chances to clear this course subject to the maximum duration for passing the course. Further, each candidate shall have to clear all the courses within the maximum period of nine years from the date of his/her latest admission.

## **9. Exit Option:**

The minimum credit to be earned by a student per semester is 23 credits and the maximum is 31 credits. However, students are advised to earn 23 credits per semester. This provision is meant to provide students the comfort of the flexibility of semester-wise academic load and to learn at his/her own pace. However, the mandatory number of credits have to be secured for the purpose of award of Undergraduate Certificate/ Undergraduate Diploma/ Appropriate Bachelor’s Degree in the field of Study/Discipline, to a student who chooses to exit at the end of even semesters (details provided in the table below).



Sl No	Type of Award	Stage of exit	Mandatory credits to be secured for the award
1	Undergraduate Certificate in the field of study/discipline	After successful completion of Semester II	46
2	Undergraduate Diploma in the field of study/discipline	After successful completion of Semester IV	92
3	Bachelor of Honours of core course of study	After successful completion of Semester VI	132
4	Bachelor of Honours of core course of study with research	After successful completion of Semester VIII	

## 10 PROMOTION RULES

### 10.1 Semester Course & Examination:

The students who have taken admission in any post-graduation programme in a session and who have put in the minimum percentage of attendance for appearing at the Examination, presented himself/herself for internal assessment and have filled in the examination form in time for appearing at the End Semester Examination shall be allowed to appear at the respective examinations.

### 10.2 Declaration of results

After appearing in the Examination of both the semesters in a particular year, the student can be put in the following categories in the context of declaration of the results of the Semester Examination:

- 1) Passed
- 2) Promoted with Back Paper(s)
- 3) Failed

### 10.3 Promotion to next Semester:

1) All students under category Passed and promoted with back papers shall be promoted to the next Semester.

3) "Failed" students may clear their UNCLEARED courses in subsequent examinations as ex-students.

2) Students promoted with back papers shall clear their back papers in subsequent examinations

A student who has failed in a course shall get two more chances to clear this course subject to the maximum duration for passing the course. Further, each candidate shall have to clear all the courses within the maximum period of seven years from the date of his/her latest admission.

A candidate who has qualified for the Degree shall be placed in the First / Second Division as per following table:

## 11. COMPUTATION OF SGPA AND CGPA

11.1 SGPA and CGPA Calculation: This shall be calculated as follows

For jth semester $SGPA (S_j) = \frac{\sum(C_i \times G_i)}{\sum C_i}$	Where, $C_i$ = number of credits of the $i$ th course in $j$ th semester  $G_i$ = grade point scored by the student in the $i$ th course in the $j$ th semester
$CGPA = \frac{\sum(C_j \times S_j)}{C_j}$	Where, $S_j$ = SGPA OF THE $J$ TH SEMESTER $C_j$ = total number of credits in the $j$ th semester

- a. CGPA shall be converted into percentage using the following formula:  
Equivalent percentage = CGPA x 9.5

## 12. AWARD OF DIVISION

A candidate who has qualified for the Degree shall be placed in the First / Second / Third Division as follows:

DIVISION	CLASSIFICATION
FIRST DIVISION	CGPA of 6.50 or more but less than 10.00
SECOND DIVISION	CGPA of 5.00 or more but less than 6.50
THIRD DIVISION	CGPA of 4.00 or more but less than 5.00

## 13 GRADING SYSTEM

Letter Grade	Detail	Limit of Number	Numerical grade
O	outstanding	91-100	10
A+	Excellent	81-90	9
A	very good	71-80	8
B+	Good	61-70	7
B	Above average	51-60	6
C	Average	41-50	5
P	Pass	33-40	4
F	Fail	0-32	0
Ab	Absent	Absent	0
Q	Qualified		
NQ	Not Qualified		

- 8.1** The grade for Q as qualified shall be awarded for the qualifying papers and NQ for Not Qualified papers.
- 8.2** The Pass percentage in all the major and minor subjects in each Course / papers (All theory and Practical) shall be 40% ( thirty three percent)
- 8.3 Co-curricular courses and Minor Projects** shall be qualifying and the qualifying percentage shall be 40%. In case the courses are training & practical based, then evaluation shall be as follows:
- 8.4 For the Skill Development Courses / Vocational** courses in the syllabus which are also are credit courses , the minimum passing marks shall be 40 % . The maximum marks for these papers shall be 100 marks which includes Sixty percent (60%) marks for Training & Practical and forty percent (40%) marks for theory. The student shall be required to score 40% qualifying marks as aggregate of internal and external and not individually in the internal and external separately.
- 8.5** Internal examination shall carry 25% weightage and external examination shall carry 75% weightage of the total marks.

For example:

### A. THEORY

TOTAL MARKS: 40

Internal Marks: 10

External Exam : 30

### B. PRACTICAL

TOTAL MARKS: 60

Internal Marks: 10

External Exam : 30

- 8.6** In every major and minor course / paper (all the theory and practical) the maximum marks shall be 100. out of which 25 marks shall be for the internal evaluation and 75 marks shall be for the external evaluation. In every Major and Minor course/ paper (theory and Practical), the student shall be required to score as follows:
- 8.6.1** The passing marks for Major and Minor subjects/papers ( theory and practical ) are as follows
- (i) Minimum 25 marks out of 75 is mandatorily required ( i.e. 33% of 75)
  - (ii) Minimum 33 out of 100 marks are required to pass in the exam (internal + external) taken together.
- 8.6.2** The passing marks for Co-Curricular papers and Minor Projects shall be as follows:
- (i) Minimum 30 marks out of 75 is mandatorily required ( i.e. 40% of 75)
  - (ii) Minimum 40 marks out of 100 are required to pass in the internal and external exam taken together.
- 8.7** It shall not be mandatory for a student to score minimum passing marks in the internal examination of any course/paper. In case a student secures zero marks or is absent in the internal examination but he/she secures minimum passing percentage i.e. 33% in Major and Minor subjects/papers and 40% in Co-curricular/ Minor research papers, shall be considered as pass in the respective subject/paper.
- 8.8** **No Grace shall be awarded to the candidate.**
- 8.9** A student who obtains Grades “O” or “ P” shall be considered as PASSED. If a student secures “F”grade, he/she shall be considered as FAILED and shall have to re-appear in the examination. It is mandatory for a student to earn the required SGPA in each semester.
- Note:** If a student is not able to secure 33% / P grade in any theory / practical / internal / sessional / viva-voce / internship / project examination, the awarded grade point shall be ZERO (0).

## **9.BACK PAPER OR IMPROVEMENT EXAMINATION**

- 9.1** There shall be no provision for Improvement or Back paper exam for the Internal assessment/ examination. If a student appears in the Back paper examination ( external ) of the complete semester (all papers), in such cases the university may permit for the internal examination as well. *A student shall not be permitted to appear in the Back paper examination of two complete semesters together at the same time.*
- 9.2** Back Paper or Improvement examination facility shall be available only along with respective even or odd semesters examination. The syllabus shall be of current semester in which examination being conducted for Back paper/Improvement.
- 9.3** The syllabus of the Back paper or improvement examination in any semester shall be the current available syllabus of that paper in the respective semester.

**9.4** There is no limit to the number of attempts a student can make to appear in the Back paper or Improvement examination for any course/ paper. But this facility shall only be available for the papers of the immediate preceding year of the current year.

A student obtaining Grade “F” shall be considered failed and will be required to re-appear in the examination. Such students after passing the failed subject in subsequent examinations will be awarded with grade respective of the marks she/she scores in the subsequent examinations.

The University has the right to scale/moderate the theory exam / practical exam / internal exam / sessional marks of any subject whenever required for converting of marks into letter grades on the basis of the result statistics of the university as in usual practice.

#### **Conversion Of Grades Into Percentage**

Conversion formula for the conversion of CGPA into Percentage is as follows:

**CGPA Earned x 9.5 = Percentage of marks scored.**

**Illustration:** CGPA Earned 8.2 x 9.5 = 77.9 %

#### **10 UNFAIR MEANS**

Cases of unfair means in the End Semester Examinations and Mid-Term Tests shall be dealt as per the rules laid by the University.

##### **Note:**

1. Those students who are NOT eligible for promotion to next year shall have to reappear in the coming examination as ex-students. However the marks of internal assessment shall be carried forward in such cases.
2. Scrutiny facility and Challenge evaluation facility shall be available for those students are not satisfied with their results.



**Department of Social Work**  
**B.A. (Hons) Social Work**  
**2022-23**

Year	Semester	Course Code	Paper Title	Theory/ Practical	Max. Marks	Credits
<b>First Year</b>	<b>Ist</b>	DSC-I (Major-I)	History & Ideology of Social Work Profession	Theory	75+25	6
		DSC-II (Major-II)	Human Growth & Development	Theory	75+25	6
		DSE (Major-III)	<b>Elective : One paper from u/m (Table 3b)</b> 1. Political Science 2. Hindi 3. English 4. Fine Arts 5. History 6. Home Science 7. Physical Science 8. Education 9. Economics 10. Translation 11. Karyalayi Hindi	Theory	75+25	6
		GE (Minor I)	<b>Elective : One paper from Table 4</b>	Theory		4
		SEC (Minor II)	<b>Elective : One paper from Table 5</b>	Theory		3
		VAC	<b>Elective : One paper from Table 6</b>			Qualifying
			<b>Total Credit in Semester I</b>			25

Year	Semester	Course Code	Paper Title	Theory/ Practical	Max. Marks	Credits
<b>First Year</b>	<b>IIInd</b>	DSC-III (Major-I)	Working with Individual	Theory	75+25	6
		DSC-IV (Major-II)	Working with Group	Theory	75+25	6
		DSE (Major-III)	<b>Elective : One paper from u/m (Table 3b)</b> 1. Political Science 2. Hindi 3. English 4. Fine Arts 5. History 6. Home Science 7. Physical Science 8. Education 9. Economics 10. Translation 11. Karyalayi Hindi	Theory	75+25	6
		GE (Minor I)	-----	-----	-----	-----
		SEC (Minor II)	<b>Elective : One paper from Table 5</b>	Theory		3
		VAC	<b>Elective : One paper from Table 6</b>			Qualifying
			<b>Total Credit in Semester II</b>			21

**NOTE:- Total Credit for Ist Year for Certificate Course is 46.**

Year	Semester	Course Code	Paper Title	Theory/ Practical	Max. Marks	Credits
Second Year	IIIrd	DSC-V (Major-I)	Social Welfare Administration	Theory	75+25	6
		DSC-VI (Major-II)	Fields of Social Work	Theory	75+25	6
		DSE (Major-III)	<b>Elective : One paper from u/m (Table 3b)</b> 1. Political Science 2. Hindi 3. English 4. Fine Arts 5. History 6. Home Science 7. Physical Science 8. Education 9. Economics 10. Translation 11. Karyalayi Hindi	Theory	75+25	6
		GE (Minor I)	<b>Elective : One paper from Table 4</b>	Theory		4
		SEC (Minor II)	<b>Elective : One paper from Table 5</b>	Theory		3
		VAC	<b>Elective : One paper from Table 6</b>			Qualifying
			<b>Total Credit in Semester III</b>			25



Year	Semester	Course Code	Paper Title	Theory/ Practical	Max. Marks	Credits
Second Year	IVth	DSC-VII (Major-I)	Socio Economic Development & Gandhian Thoughts	Theory	75+25	6
		DSC-VIII (Major-II)	Social Action	Theory	75+25	6
		DSE (Major-III)	<b>Elective : One paper from u/m (Table 3b)</b> 1. Political Science 2. Hindi 3. English 4. Fine Arts 5. History 6. Home Science 7. Physical Science 8. Education 9. Economics 10. Translation 11. Karyalayi Hindi	Theory	75+25	6
		GE (Minor I)	-----	-----	-----	-----
		SEC (Minor II)	<b>Elective : One paper from Table 5</b>	Theory		3
		VAC	<b>Elective : One paper from Table 6</b>			Qualifying
			<b>Total Credit in Semester IV</b>			21

**NOTE:- Total Credit for Ist & IInd Year for Diploma Course is 92.**

Year	Semester	Course Code	Paper Title	Theory/ Practical	Max. Marks	Credits
Third Year	Vth	DSC-IX (Major-I)	Working with Communities	Theory	75+25	6
		DSC-X (Major-II)	Man & Society	Theory	75+25	6
		DSC-XI (Major-III)	Social Policy, Planning & Development	Theory	75+25	6
		GE (Minor I)	-----	-----	-----	-----
		SEC (Minor II)	-----	-----	-----	-----
		VAC	Elective : One paper from Table 6			Qualifying
			Total Credit in Semester Vth			18

Year	Semester	Course Code	Paper Title	Theory/ Practical	Max. Marks	Credits
Third Year	VIth		Field Training	Practical		4
		DSC-XII (Major-I)	Social Work Research	Theory	75+25	6
		DSC-XIII (Major-II)	Indian Social Problems	Theory	75+25	6
		DSC-XIV (Major-III)	NGO Management	Theory	75+25	6
		GE (Minor I)	-----	-----	-----	-----
		SEC (Minor II)	-----	-----	-----	-----
		VAC	Elective : One paper from Table 6			Qualifying
			Total Credit in Semester II			22

**NOTE:- Total Credit for Ist, IInd & III Year for Degree Course is 132.**

## **Program Specific Outcomes (PSOs) B.A (Hons) Social Work**

At the end of program following outcomes are expected from students to understand history and evolution of social work profession, both in India and the Western and to develop insights into the origin and development of ideologies and approaches to social change and develop Skills to understand contemporary reality in its historical context. To understand the genesis and manifestation of social problems

And also know the preventive and remedial measures for contemporary social problems and role of social work in addressing social problems. Psychological concepts and its relevance to Social Work

### **B.A. (Hons) Social Work 1st Year (SEMESTER-I)**

#### **Paper- DSC-I- History & Ideology of Social work**

##### **Programme Outcomes**

- To develop insights into the origin and development of ideologies and approaches
- To social change and develop Skills to understand contemporary reality in its historical context. To understand the genesis and manifestation of social problems

##### **Course Outcomes**

- **To understand history and evolution of social work profession, both in India and the West.**
- **To develop insights into the origin and development of ideologies and approaches to social change.**
- **To develop Skills to understand contemporary reality in its historical context.**

##### **Unit – 1**

Concept of Social welfare, social service and social work. The religion of philanthropic, humanistic and modern philosophical base for social work. The historical development of social work in U.K, U.S.A, and India

##### **Unit – II**

Social service tradition in Indian culture: Approach to person in need, ideology. Indian Voluntary organizations and Voluntary action. Gandhian ideology: Contribution of social work profession.

##### **Unit –III**

Emergence and development of professional social work: Social work as a Profession; Basic principles, values, ethics and functions of professional social work, Fields of social work practice.

##### **Unit –IV –**

Social Work and its Relation to Human Rights and Social Justice(Fundamental Rights & Duties, Concept of Justice, Natural Justice and Social Justice

**Unit –V .Professional v/s Voluntary Approaches to Social Work-** Emergence and development of professional social work: Social work as a Profession

##### **Suggested Readings:**

1. Batra, Nitin (2004), Dynamics of Social Work in India, Jaipur : Raj Publishing House.
2. Bhattacharya, Integrated Approach to Social Work in India, Jaipur : Raj Publishing House

3. Bradford, W. Sheafor, Charles, R. Horejsi, Gloria A. - Fourth Edition (1997) Techniques and Guidelines for Social Work, London : Allyn and Bacon, A Viacom Company
4. Dasgupta, Sugata (1964 ), Towards a Philosophy of Social Work in India, New Delhi :Popular Book Services.
5. Desai, Murali (2002) , Ideologies and Social Work (Historical and Contemporary Analysis), Jaipur : Rawat Publication.
6. Diwakar, V. D. (1991), Social Reform Movement in India, Mumbai : Popular Prakashan
7. Dubois, Brenda, Krogsrud, Karla, Micky - Third Edition (1999) Social Work – An Empowering Profession, London : Allyn and Bacon
8. Feibleman, J.K. (1986) ,Understanding Philosophy - A Popular History of Ideas, New York : Souvenir Press
9. Fink, Arthur E., Wilson, Everett E. - Third Edition (1959) The Fields of Social Work, New York : Henry Holt and Company.
10. Friedlander, Walter A. (1977), Concepts and Methods of Social Work, New Delhi : Prentice Hall of India Pvt. Ltd.
11. Nair, T. Krishnan (1981), Social Work Education and Social Work Practice in India, Madras : Association of School of Social Work in India
12. Rameshwari, Devi and Ravi Prakash (2000), Social Work Practice, Jaipur : Mangal Deep Publications
13. Roy, Bailey and Phil, Lee (1982), Theory and Practice in Social Work, London : Oxford Pub. Ltd.
14. Singh, R.R. (1985), Field Work in Social Work Education, A Perspective for HumanService Profession, New Delhi : Concept Publishing Company
15. Wadia, A. R. (Ed.) (1961) History and Philosophy of Social Work in India, Bombay : II Allied Publisher Private Ltd.
16. Agarwal, M. M. (1998), Ethics and Spirituality, Shimla : Indian Institute of Advanced Study.
17. Charles, Guzzetta, Katz Arthur J. and English Rechard A. (1984) Education for Social Work Practice, Selected International Models, New York , Council on Social Work Education

**Paper- DSC-II-  
Human Growth and Development**

**Programme Outcomes**

- To develop insights into the origin and development of ideologies and approaches
- To social change and develop Skills to understand contemporary reality in its historical context. To understand the genesis and manifestation of social problems

**Course outcomes:**

- Able to understand psychological concepts and its relevance to Social Work
- Able to understand the basic concepts and processes in social psychology and its relevance to Social Work
- Able to understand Human growth and development and personality development determinants and processes.
- Able to understand social attitudes and psycho-social behavior

**UNIT-I:**

Concept of human growth & development. Meaning, definition Factors affecting Human Growth & Development, Nutritional & Balanced Diet

**Unit II:**

Stages of development –Pre-Natal & Post-Natal Development, Tasks in developmental stages. Factors Affecting Developmental Stages, Role of Social Worker in developmental stages

**Unit III**

Personality – Concept, Determinants, and Characteristics of Personality, Content of Personality, Functions of Personality, Theories of Personality(Psycho-analytical)

**Unit IV:**

Concept of Behavior. Collective behavior, collective consciousness, Theories of Behavior, Factors affecting behavior, Remedial approach for behavior

**Unit V**

Leadership, Qualities of leadership. Attitude-definition, formation of attitude, Motivation- Motivation Theories.

**Recommended Readings :**

1. Clifford, Morgan and King, Richard (1975) Introduction to Psychology, New York : McGraw Hill Inc
2. Colman, James C. & Broen William E. (1972) Abnormal Psychology and Modern life, India : D. B. Taraporevala Sons and Co. Pvt. Ltd.
3. Gardner, Murphy (1964) An Introduction to Psychology, Calcutta : Oxford and IBH Publishing Co

4. Hurlock, Elizabeth (1976) Personality Development, New Delhi :Tata McGraw Hill Publishing Co. Ltd.
5. Mangal, S. K. .(2007) General Psychology, New Delhi : Sterling Publisher Pvt. Ltd.
6. Munn, Norman (1962) Introduction to Psychology, Boston : Houghton Mifflin Company
7. Sherif, Muzafer and Sherif, Carolyn W. (1969) Social Psychology, New York : Harper and

**B.A(Hons) Social work**  
**I st Year (SEMESTER-II)**  
**Paper- DSC-III- Working with Individual**

**Program Outcomes**

- Able to demonstrate familiarity with Casework, Group work processes, tools and techniques and their application in Professional Social Work Practice.
- To develop skills of Observation, Listening, Interviewing and Home Visits, Rapport Building, Resource Mobilization and Recording.
- To develop skills of Facilitation, Analytical Thinking, Leadership Building, Programme Planning,

**Course Outcomes:**

- To know the Casework processes, tools and techniques and their application in Professional Social Work Practice.
- Able to develop skills of Observation, Listening, Interviewing and Home Visits, Rapport Building, Resource Mobilization and Recording.

**Unit – I**

Social Casework: Concept, Meaning & Definition, Historical development of Case Work. Case work practice in India.

**Unit – II**

Steps of Social Case Work, Component of social case work.

**Unit – III**

Principles , Skills ,Tools & Techniques of Social Case Work.

**Unit –IV:** Problems-entertaining in case work-Maladjustment, Abnormal Behavior and Environmental

**Unit –V:**

Problems faced by Client-Worker’s Relationship, Role Of Social Worker in different settings

**Recommended Readings:**

1. Aptekar , Herbert (1955) The Dynamics of Casework and Counseling, New York : Houghton Mifflin Co.
2. Babara, J. G. (1991) Beyond Case Work, London
3. Biestek, Felix (1968) The Casework Relationship, London : Unwin University Book
4. Fisher, Joe (1978) Effective Case Work Practice – An electric approach, New York : Mac-Graw Hill
5. Garrett, Annett (1972) Interviewing – Its Principles and Methods, Family Service Association of America, New York

## Paper- DSC-IV- Working with Group

### Programme Outcomes

- To develop skills of Observation, Listening, Interviewing and Home Visits, Rapport Building, Resource Mobilization and Recording.
- To develop skills of Facilitation, Analytical Thinking, Leadership Building, Programme Planning,

### Course outcomes:

- Group Work processes, tools and techniques and their application in Professional Social Work Practice
- Able to develop skills of Facilitation, Analytical Thinking, Leadership Building, Programme Planning, Evaluation and using Programme Media in groups

### Unit –I

Concept of group and importance of groups in human life. Social Group Work: Meaning, Objective, Elements. History and development of social group work.

### Unit – II

Principles of group work, tools and techniques of group work. Skills of Group Worker

### Unit – III

Group Formation- Concept, historical perspectives, elements, group life and its importance and group dynamics, Participatory Approach in Group Dynamics, Group Mobility

### Unit -IV

Programme Planning & Development: Meaning & Concept, Content of Programme Planning Steps in Programme Planning, role of group workers in group development. Recording in group work.

### Unit- V

Role of Group Worker in groups-Family, Marriage, Spouses, School and Hospital Settings

### Recommended Readings:

1. Barhard (1975) The Use of Groups in Social Work Practice, USA : Routledge & Kegan Paul Ltd
2. Klein Josphine (1967) The Study of Groups, London :Routledge and Kegan Paul Ltd
3. Konopka Gisela (1954) Group Work in Institution, New York : Associate Press
4. Konopka Gisela (1983 3rd Ed.), Social Group Work a Helping Process, New Jersey : Prentice Hall
5. Northen, Helen (1969) Social Work with Groups, New York : Columbia University Press
6. Northen, Helene, Roberts (1976) Theory of Social Work with Groups, New York : Columbia University Press

**B.A(Hons) Social Work**  
**IInd Year (SEMESTER-III)**  
**Paper- DSC-V- Social Welfare Administration**

**Programme Outcomes**

1. Able to understand the concept and place of Social Welfare administration in Social Work education
2. To know the Functions of Social welfare Administration

**Course outcomes:**

- Able to understand concept of social welfare and social welfare administration
- Able to understand the Structure and components of social welfare administration

**UNIT-I:**

Concept, Definition of Social Welfare Administration, and Distinguish between Various Forms of Administration.

**UNIT-II:**

Organization-Concept, Objectives, & Techniques. Staff Development –Concept, Objectives, & Techniques.

**UNIT-III**

Principle & Function of Social Welfare Administration

**Unit- IV:**

Concept & Definition- Development of Public relations Campaigns, Execution & evaluation of public relation Campaigns, Transparency & Social Audit.

**Unit –V:**

Policies related to social welfare administration, Democratic Policies, Socialistic Policies, Local Policies related to Regional Problems. Monitoring & Evaluation of Personnel Policies in Government & Voluntary Agencies

**Recommended Readings:**

1. Chowdary Paul D 1983, Social Welfare Administration, Atmaram and sons publications, New Delhi.
2. Government of India report of the Director General for Weaker Sections. Gupta N S 1979, Principles and practice of Management, Light and Life Publications, New Delhi.
3. India International Proceedings of the seminar on Social Administration in Developing Countries.
4. Jaganathan V 1978, Administration and Social Change, Uppal Publication, New Delhi.
5. Kulakarni P D 1979, Social Policy and Social Development, ASSWI, Madras.
6. Raju K and Satyanarayan 2009, NGO Excellence, Bhimavaram, Andhrapradesh.
7. Sankaran and Rorigues 1983, Handbook for the Management of Voluntary Organizations



## **Paper- DSC-VI- Fields of Social Work**

### **Programm outcomes**

- To understand the concept and place of field work in Social Work education and to understand and develop self-awareness and orientation to field work
- To explore role of Social Worker in different settings
- To develop skills in Field Work like report writing, observation and Analysis

### **Course Outcomes**

- To Orient students with social work lexicon and prepare the students with requisite value orientation
- To understand Programmes and projects of governmental and nongovernmental organizations and critically appraise them
- Able to understand role of professional Social Workers in different settings
- Able to understand programme media Skills in planning Social Work interventions

### **Unit I**

Family & Child Welfare: Foster Care, Adoption Services, Family Counseling Centre, Child Guidance Clinics, Sex Education, Premarital Counseling.

### **Unit II:**

Medical & Psychiatric Social Work: Multidisciplinary Approach, Social & Emotional factors involved in disease. Role of medical & psychiatric social worker.

### **Unit III-**

Rural & Urban Community Development: Panchayat Raj. Welfare of Scheduled Castes and Scheduled Tribes. Women Welfare and Women Empowerment; Youth Welfare.

### **Unit IV –**

Human Resource Development- Concept, Definitions , problems concerning organizational settings, Role of Personnel officer

### **Unit V-**

Approaches in Social Work Practice, Intervention of Social Work in different problems

### **Recommended Readings**

1. Friedlander :An Introduction to Social Work Practices
2. Ahuja ,Ram (1997) Social Problem in India, Rawat Publishers, Jaipur
3. Singh,A.P (2017). Strengthenimng Field Work in Social Work Education. Lucknow,India.Rapid Book Services
4. Subhedar, I.S.(2001) Field Work Training in Social Work. New Delhi: Rawat Publications.
5. Verma,R.B.S and Singh A.P.(2011),Handbook of Fielf Work Practice Learning Social Work.Lucknow,India:New Royal Book Company

**B.A(Hons) Social Work IInd Year (SEMESTER-IV)**  
**Paper- DSC-VII- Socio-Economic Development & Gandhian Thought**

**Programme Outcomes**

To know the Ideology Gandhiji for Socio-Economic Development

**Course Outcomes**

- Able to know the basic concept of economics and structure of economy
- Able to explore the knowledge about political framework in the context of social welfare

**Unit – I**

Concept, Meaning & Definition of Social Development, Models, Factors affecting Social Development & strategies of Social Development,

**Unit- II**

Social Inequality-Concept and Relationship with Social Development, Globalization, Modernization, Liberalization. Westernization

**Unit – III**

Economic Development: Definition, Importance, Characteristics of developed and developing economy, Elements & Stages of Economic Development.

**Unit – IV**

Basic elements of Gandhian Philosophy; Gandhian concept of Development, Constructive Programmes of Gandhi, Concept of Trusteeship, Relevance of Gandhian Philosophy in Indian Context.

**Unit – V**

Social Work & Social Development- Social Work as a tools for social development

**Recommended Readings:**

1. Diwarkar, R.K.1963. Gandhi's Basic Ideas and Some Modern Problems. Bharatiya Vidya Bhawan.
2. Iyer, Raghavan. 1973. Moral and Political Thought of Gandhi. New York: Oxford University Press.
3. Kriplani, J. G. Gandhian Thought.
4. Verinder, Grover. Political Thinkers of Modern India. Volume.
5. Ganguli, B. N. 1973. Gandhi's Social Philosophy. Delhi: Vikas Publishing House.
6. Economic and Political Weekly, Humanscape, The Indian Journal of Social Work, Lokayan Bulletin and Vikalp.
7. Singhal, D. P. 1983. A History of the Indian People. London: Methuen.
- 8.Kulkarni, P.D.1979. Social Policy and Social Development in India. Madras. ASSWI

## Paper- DSC-VIII- Social Action

### Programme Outcomes

- To understand the concept and place of field work in Social Work education and to
- To explore role of Social Worker in different settings
- To develop skills in Field Work like report writing, observation and Analysis

### Course outcomes:

- To develop understanding regarding community organization as a method
- of social work
- To understand the critical elements of community organization practice
- To enhance critical understanding of the models and strategies for community. to gain the experience and exposure to practice community organization and social action at micro and macro levels

### Unit – I

Concept, History, Principle & Strategies

### Unit II

Models of Social Action.Social Advocacy & Lobbying, Peoples participation and Negotiation.

### Unit – III

Approaches of Social Action, Social action and Social Movement. Role of Social Worker as Social Activist.

### Unit- IV:

Social Movement- Concept,Definition Factors influenced social movement,Merits and demerits of Social Movement, Social Movement in India.

### Unit – V

Use of Social Action in Social Work, Participatory Rural Appraisal (P.R.A.), Right to Information Act(RTI) 2005, Right to Education Act (RTE) 2009.

### Recommended Readings :

1. Alinsky Saul (1971) Rules for Radicals : A Practice Primer for Realistic Radicals, Vintage Books
2. Beher A and Samuel J (2006) Social Watch in India: Citizens Report on Governance and Development, Pune : NCAS
3. Boon Andrew and Book Andy (1999) Advocacy, USA : Cavendish Publications
4. Chambers Robert (2005) Ideas for Development, Earth Scan, London
5. Cox Fred (1987), Community organization, Michigan : F.E. Peacock Publishers
6. Dhama, O. P & Bhatnager, O.P. (1994) Education and Communication for Development New Delhi : Oxford & IBG Pub. Co. Pvt; Ltd.
7. Dunham Arthur (1962) Community Welfare Organization: Principles and Practice, New York : Thomas Crowell
8. Friedlander, W.A. (1978) Concepts and Methods in Social Work, Eaglewood Cliffs, New Delhi : Bentice Hall International Inc.
9. Gangrade, K.D (1971) Community Organization in India, Mumbai : popular Prakashan
10. Goel, S L & Kumar, Ram (2001) Disaster Management, New Delhi : Deep and Deep publication.
11. Siddique, H.Y. (1984) Social Work and Social Action, New Delhi : Harnam Publications

**B.A(Hons) Social Work IIIrd Year (SEMESTER-V)**  
**Paper- DSC-IX- Working with Communities**

**Programme Outcomes**

- To know the problems of community and facilitate as methods of social work profession
- To understand the relationship of community organization and social action with other methods of social work

**Course outcomes:**

- To develop understanding regarding community organization as a method
- of social work
- To understand the critical elements of community organization practice
- To enhance critical understanding of the models and strategies for community. to gain the experience and exposure to practice community organization and social action at micro and macro levels

**UNIT-I:**

Concept of Community Organisation, Characteristic & objectives of Community Organisation. Steps of Community organisation

**Unit-II**

Community- Concept, definition, types, characteristics

**Unit –III**

Principles & Approaches of Community Organization , Skills & Tool-Techniques of Community Organization.

**Unit IV-**

Community development: Meaning, concept, & functions, Type of Leadership in Urban and Rural Communities, Community Power Structure.

**Unit-V:**

Role & Skills of Community Organizer in Participatory Approach

**Recommended Readings :**

1. Alinsky Saul (1971) Rules for Radicals : A Practice Primer for Realistic Radicals, Vintage Books
2. Beher A and Samuel J (2006) Social Watch in India: Citizens Report on Governance and Development, Pune : NCAS
3. Boon Andrew and Book Andy (1999) Advocacy, USA : Cavendish Publications
4. Chambers Robert (2005) Ideas for Development, Earth Scan, London
5. Cox Fred (1987), Community organization, Michigan : F.E. Peacock Publishers
6. Dhama, O. P & Bhatnager, O.P. (1994) Education and Communication for Development New Delhi : Oxford & IBG Pub. Co. Pvt; Ltd.
7. Dunham Arthur (1962) Community Welfare Organization: Principles and Practice, New York : Thomas Crowell
8. Friedlander, W.A. (1978) Concepts and Methods in Social Work, Eaglewood Cliffs, New Delhi : Bentice Hall International Inc.
9. Gangrade, K.D (1971) Community Organization in India, Mumbai : popular Prakashan.
10. Antony, M. J.(1997): Social Action Through Courts. New Delhi: ISI.

## Paper- DSC-X- Man and Society

### Programme Outcomes:

To understand the behavior and relationship between Man and Society

#### Course outcomes:

- Able to understand the genesis and manifestation of social problems
- Able to understand preventive and remedial measures for contemporary social problems
- Able to understand role of social work in addressing social problems

### Unit-I

Society: Concept, Meaning and Characteristics; Social Group: Meaning, Objectives and Types.

### Unit-II

Socialization: Meaning, Concept & Objective of Socialization, Agencies of Socialisation, Steps of Socialization, Importance of Socialization

### Unit-III-

Culture- Meaning ,Definition, Civilization Cultural Fusion; Cultural Lag; Social Values

### Unit-IV

Social Stratification in India: Concepts ,Social Change: Meaning and Theories of Social Change

### Unit-V

Social Control: Concept, Types and Agencies of Social Control

### Suggested Readings:

Shrinivas, M.N.(1980) : 'Social Change in India', Hindustan Publishing Corporation, Delhi.

Sinha, Raghuvir : 'Social Change in Indian Society'.

Gillin and Gillin : 'Cultural Sociology'.

Moore W.E. : 'Social Change'.

Merton W.E. : 'Social Theory and Social Structure'.

Sharma S.R. : 'Basic Concepts of Sociology' (The Hindi Vision)

Prabhas : 'Hindu Social Organization'.

Singh, Yogendra : 'Modernization of Indian Traditions', Thomson Press Rawat Publications, New Delhi.

Siddiqui, H.Y.(ed.) : 'Social Work and Social Action', Hernam, New Delhi.

Kapadia, K.M. (1966) : 'Marriage and family in India', Oxford University Press.

Davis, Kingsley : 'Human Society', Surjeet Publications.

Rao, MSA (ed) : 'Social Movement in India', Manohar.

Dube, S.C. (1988) : 'Modernization and Development', The United Nations University, Tokyo.

Gore, M.S. : 'Social Development', Rawat Publications.

Joby, Jackson : 'Contemporary Society John Wiley & Sons.

Bierstedt, Robert : 'The Social Order', Mc Graw-Hill Book Co.

Maciver, R.M. and : 'Society -An Introductory Analysis',

MacMillan & C.H. Page Co.Ltd. London. (1959)

Broom and Selznick : 'Sociology, Row', Peterson & Company

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xqlrk ,o a 'kekZ % ^lkekftd fu;a=.k ,o a ifjorZu\*] lkfgR; Hkou] vkxjKA  
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vxzoky] th-ds- % ^lkekftd fu;a=.k ,oa ifjorZu\*] lkfgR; Hkou] vkxjKA  
ikBd] vkj-lh- % ^lkekftd leL;k;sa\*] fot; izdk'ku eafnj] okjk.klhA

## **Paper- DSC-XI- Social Policy & Planning**

### **Programme Outcomes**

**To develop understanding of concept of social policy and social planning,**

#### **Course outcomes:**

- Able to develop understanding of concept of social policy and social planning
- Able to understand Concept and nature of Development and Human Development

### **Unit-I**

Social Policy: Concept and Scope; objectives; Sources;

### **Unit II**

Approaches and Modalities of social policy. Stakeholders of Social Policy

### **Unit-III**

Major Social Welfare Policies: National Policies on Education, Housing, Environment, Disabled and the Displaced Persons.

### **Unit-IV**

Social Planning: Concept; objectives; scope and limitations of Social Planning. Planning as an Instrument of Social Policy.

### **Unit V**

Planning Commission of India: Its structure & functions. NITI Ayog.

### **Suggested Readings:**

Goel, S.L & Jain P.K. : 'Social Welfare Administration' (2 Volumes).

Singh, Surendra (2012) : 'Encyclopedia of Social Work in India (5 Volumes), New Delhi/Lucknow:NRBC.

Sachdeva, D.R. (1999-93) : Social Welfare Administration, Kitab Mahal, Allahabad.

Koontz, H. and H. Weirich : Essential of Management, McGraw Hill, New Delhi. (1998)

Norad : Guide to Planning and Evaluating NGO Projects (Part II and III), Norway.

Patti, R. : 'Social Welfare Administration in India', Prentice Hall.

Paul, Samuel: 'Strategic Management of Development Programmes', ILO, Geneva.

Sankaran, and Rodrigues : 'Handbook for the Management of Voluntary Organizations', Alpha Publications, Madras.

Siddiqui, H.Y.(ed.) : ‘Social Work Administration-Dynamic Management & Human Relationships’, Prentice Hall, New Jersey.

Chaudhary, D.Paul : ‘Social Welfare Administration’, Atma Ram & Sons, New Delhi.

Fincham, R. and Peter : ‘Principles of Organizational Behavior’, OxfordRhodes (2005) University Press, New Delhi.

Luthans, Fred : ‘Organizational Behavior’, McGrawHill Irwin.

Awasthi & Awasthi : ‘Lok Prashasan’, Laxmi Narayan Agrawal, (Hindi) (1992) Agara.

Fadiya, B.L. (Hindi) : ‘Lok Prashasan’, Sahitya Bhawan Publication, Agara.

**B.A. (Hons) Social Work**  
**IIIrd Year (SEMESTER- VI)**  
**Paper- DSC-XII- Social Work Research**

**Programme Outcomes**

**To explore rational causes of social problem and how to remediate through social work research.**

**Action Research.**

**Course outcomes:**

- Able to develop utilitarian approach in client
- Able to develop knowledge of research and analysis of data.

**UNIT-I:**

Concept, Definition, Objectives & differences between Social Research and Social Work Research. Types of Research

**Unit II-**

Steps of Research.- Objective, Hypothesis, Universe,

**Unit-III**

Research Methodology-Methods of Social work Research- Social Survey, Case Study, Experimental Method, and Historical Method.

**UNIT-IV**

Sampling –Concept & Definition, Objectives ,Criteria ,Types and Importance in Research

**Unit V**

Data Collection- Concept, Meaning objectives types,tool & techniques of data collection-

Data Interpretation-Analysis & Synthesis of data, reporting

**Recommended Readings:**

1. Ahuja, Ram (2001) Research Methods, Jaipur : Rawat
2. Alston, M. Bocoles, W. (Indian Edition 2003) Research for Social Workers-An Introduction to Methods, Jaipur : Rawat
3. Baker, Therese L. (1994) Doing Social Research, Singapore : McGraw Hill
4. Goode, W.J., Hatt, P.K. (1981) Methods in Social Research, Singapore: McGraw Hill
5. Grinell, Richard M. (Jr.) (1988) Social Work Research and Evaluation, Illinois F. E. Peacock Pub. Inc.
6. Jacob, K. K. (1965) Methods & Fields of Social Work in India, Bombay: Asia Publishing.

7. Kothari, C. R. (2004 2nd edition reprint) Research Methodology: Methods & Techniques, New Delhi, New Age International
8. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Himalaya, Bombay
9. Laldas, D. K. (2000) Practice of Social Research, Jaipur: Rawat

### **Paper- DSC-XIII- Indian Social Problems**

#### **Programme Outcome**

- **Relation of Social Policy to assist society welfare and Community organization and social action deals to know the problems of community and facilitate as methods of social work profession**
- **To understand the relationship of community organization and social action with other methods of social work**

#### **Course outcomes:**

- Able to understand the genesis and manifestation of social problems
- Able to understand preventive and remedial measures for contemporary social problems
- Able to understand role of social work in addressing social problems

#### **Unit – I**

Social Problem: Concept, Characteristics, Causes of Social Problems,

#### **Unit –II**

Major Social Problems in India-Unemployment, Illiteracy Poverty-Concept, Causes, Consequences

#### **Unit – III**

Juvenile Delinquency, Prostitution, Beggary, Condition of Health Services in India- Causes and Preventive Measures.

#### **Unit – IV**

Problems of Schedule Caste, Schedule Tribes, Backward classes (O.B.C.) and Minorities Causes & Nature of their problem, Welfare Programmes regarding SC, ST & O.B.C.

#### **Unit V**

Approaches of Social Work Practice & Intervention of Social Work in major Social Problems

#### **Recommended Readings :**

1. Adinarayan, S. P. (1964) Social Psychology, New Delhi : Allied Publishers Pvt. Ltd.
2. Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi Commonwealth Publishers
3. Bhatnagar, Ved (1998) Challenges to India's Integrity : Terrorism, Casteism, Communalism, New Delhi : Rawat Publication.
4. Desai, A. R. (1978, Reprinted 1994) Rural Sociology in India, Bombay : Popular Prakashan
5. Flippo, Osella and Katy, Gardner (2003) Contrivations to Indian Sociology , Migration Modernity and Social Transformation in South Asia, New Delhi : Sage Publication



6. Gandhi P. Jagadish (1982) Indian Economy – some issues, Institute of Social Sciences and Research, Vellore
7. Madan, G.R. 2002 (revised edition) Indian Social Problems, Mumbai : Allied Publishers Pvt. Ltd.
8. Mohanty, Manoranjan (2004) Class, Caste, Gender – Readings in Indian Government and Politics, New Delhi : Sage Publication
9. Puniyani, Ram (2003) Communal Politics : Facts Versus Myths, New Delhi : Sage Publication.
10. Shah, Ghanshyam (2001) Dalit Identity and Politics: Cultural Subordination and Dalit Challenge, New Delhi : Sage Publication.

### **Paper- DSC-XIV- NGO Management**

#### **Programme Outcomes**

**To explore the knowledge of NGO and role of NGO's for the society**

#### **Course outcomes:**

- To know the concept and basic features of NGO and project formulation
- Able to develop legal understanding about the organisation
- Able to understand how knowledge of project formulation is helpful for Social Workers

#### **UNIT-I :**

Meaning, Definition, objectives, Functions, Types & Characteristics - NGOs, Role of NGOs in Community Development, Challenges of Development Sector

#### **UNIT-II :**

Legal Framework of NGOs-  
Society Registration Act-1860, Trust Act. 1982, Company Act 1956 , FCRA 1976, CSR Act 2013, Income Tax Exemptions (80G, 12A, 35AC)

#### **UNIT-III :**

Resource Mobilization, Networking, conversions, Fund Raising- International, National & Regional level.

#### **UNIT-IV:**

CSR- Definition, concept & Needs, Major CSR Activities- International, National & regional, Role of Social Worker in CSR,

#### **UNIT- V:**

Bye laws Formulation, Project Formulation, Detail Project Report (DPR), SWOC Analysis,

#### **Readings**

1. Batra, Promod and Mahendra, Deepak (1993) Management Ideas In Action Delhi: Think Line
2. Chowdhary, S. (1990) Project Management. Delhi: Tata McGraw-Hill.
3. Fernandes, W. (1989). Voluntary Action and Government Control, Indian Social Institute.

4. Fred Setterberg, Kary Schulman (1985), *Beyond Profit: Complete Guide to Managing the Non Profit Organizations*, New York: Harper & Row.
5. Frenda, M. (2005): *Voluntary Actions and Local Development*, Young India Foundation, New Delhi. Garain, S. (1998) : *Organizational Effectiveness of NGOs*, Jaipur : University Book House
6. Gregory Dees, Jed Emerson, Peter Economy (2002), *Enterprising Non Profits – A Toolkit for Social Entrepreneurs*, New York: John Wiley and Sons.
  1. Sons.