SARDAR PATEL UNIVERSITY

FACULTY OF SOCIAL WORK

COURSE OF STUDY

DEGREE OF BACHELOR OF SOCIAL WORK [BSW (SE) - Social Enterprise]
(Under Choice Based Credit Scheme Semester Degree Programme)

R. BSW (SE)1: Candidates for the Degree of Bachelor of Social Work [BSW (SE)- Social Enterprise] must have passed the higher Secondary Examination conducted by the Gujarat Secondary Education Board or an examination of any other University of statutory Examining Body recognized as equivalent thereto in accordance.

R. BSW (SE)2: A student who has passed an equivalent examination from any other University or examining body and is seeking admission to a college affiliated to this University shall not be admitted without producing an Eligibility Certificate from the Sardar Patel University.

R. BSW (SE)3: (1) Students will be required to earn stipulated credits per course per semester for obtaining Bachelor of Social Work [BSW (SE)- Social Enterprise] Degree as shown below:

<table>
<thead>
<tr>
<th>Semesters</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSW (SE)</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>180</td>
</tr>
</tbody>
</table>

(2) The credit per course is determined as one credit equivalent to one hour of study for the duration of fifteen weeks.

(3) The Workload of a faculty shall be determined considering the total number of hours of study.

R. BSW (SE)4: The students will be considered eligible for admission to a semester course at Bachelor of Social Work [BSW (SE)- Social Enterprise] program on passing at the immediate previous semester examination.

R. BSW (SE)5: For appearing at the First and subsequent semester external Bachelor of Social Work [BSW (SE)- Social Enterprise] Degree examination, students ----

(i) Should have kept at least 80% of attendance in the respective semester at a College recognized for teaching courses of study in Social Work by the University,
(ii) Should have obtained at least 30% marks in aggregate in each of the papers in the internal tests conducted by the college,

(iii) Should have presented themselves for medical examination, if conducted by the College or University.

R. BSW (SE)6: For the purpose of deciding final results at the semester Examination, the ratio between internal assessment and final University examination shall be 40:60. For the purpose of internal assessment, the college concerned will conduct at least one test in each semester. The College may also arrange quizzes, term papers, assignments etc. The 40 marks of internal assessment shall be distributed as follows—Written test 30 marks, assignment/seminar/project work 5 marks and attendance 5 marks. The concerned College may have its own policy for giving 5 attendance marks. The college shall have to maintain necessary daily records for attendance. The duration of University external examination shall be of TWO hours.

R. BSW (SE)7:(1) Students shall study courses of Bachelor of Social Work [BSW (SE)-Social Enterprise] program as per the following structure at each semester:

<table>
<thead>
<tr>
<th>Semester</th>
<th>No. of Courses of Study</th>
<th>No. of Credits</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Foundation Courses</td>
<td>2 Course</td>
<td>4 Per Course</td>
<td>8</td>
</tr>
<tr>
<td>2. Core Courses</td>
<td>3 Courses</td>
<td>4 Per Course</td>
<td>12</td>
</tr>
<tr>
<td>3. Social/Extension Courses</td>
<td>2 Course</td>
<td>3 Per Course</td>
<td>6</td>
</tr>
<tr>
<td>4. Specialization Elective Courses</td>
<td>1 Courses</td>
<td>4 Per Courses</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total 30</td>
</tr>
</tbody>
</table>

R. BSW (SE)8: In order to study Bachelor of Social Work [BSW (SE)- Social Enterprise], in addition, a student should have undertaken Specialized Electives courses over six semesters.

R. BSW (SE)9: Following are the Courses to be offered to students by affiliated Colleges/Institutions for June 2011 - (Annexure 1)
R. BSW (SE)10: Candidates desirous of appearing at the Semester Examinations must forward their applications in the prescribed form accompanied by a certificate of attendance to the Registrar through the Principal of the college on or before the date prescribed for the purpose under the relevant ordinance/s.

R. BSW (SE)11: Standard of passing:

To Pass the Semester Examination, candidate must obtain

(i) Atleast 36% marks in the University Examination in each paper, and

(ii) Atleast 36% marks in the total of Internal and the University Examination in each paper.

Award of Class:

(a) Those of the successful candidates will be placed in the SECOND CLASS who obtain:-

(i) Atleast 46% but less than 58% of total marks of all the subjects in the University Examination and

(ii) Atleast 48% of total marks in Internal and the University Examinations.

(b) Those of the successful candidates will be placed in the FIRST CLASS who obtain:-

(i) Atleast 58% of total marks of all the subjects in the University and

(ii) Atleast 60% of total marks of the subjects in Internal and the University Examinations.

(c) Those of the successful candidates will be place in the First Class with Distinction who obtain:-

(i) Atleast 68% of total marks at the T.Y.BSW [(SE)- Social Enterprise] University Examination,

and

(ii) Atleast 70% of total marks in T.Y.BSW [(SE)- Social Enterprise] Internal and the University Examinations,

OR

(i) Atleast 66% of total marks at the T.Y.BSW [(SE)- Social Enterprise] University Examination,

and
(ii) Atleast 68% of total marks at the S.Y.BSW [(SE)- Social Enterprise] and T.Y.BSW [(SE)- Social Enterprise] University Examinations, combined,

and

(iii) Atleast 70% of total marks in Internal and University Examinations of S.Y.BSW [(SE)- Social Enterprise] and T.Y.BSW [(SE)- Social Enterprise] combined.

(d) The class shall be awarded at the end of 6 semesters considering all semester examinations.

R. BSW (SE) 12: A.T.K.T.

1. A student, who fails at the Semester Examination in any of the papers will be permitted to keep terms for the next Semester Courses.

2. A student, who is failing in any of the papers and allowed to keep terms in the subsequent Semester Courses, can take the examination in the Courses in which he/she is failing at the end of respective semester examination. A student can have maximum 5 attempts after 6 Semesters excluding the attempt he/she has made at the end of 6\textsuperscript{th} Semester.

3. A student failing in any of the papers at a Semester Examination passes out such papers by 6 Semesters, such attempts will be considered as First Attempt.

4. A student getting ATKT will be exempted from appearing in the External examinations in such papers which he/she has passed out.
Annexure I

Sardar Patel University
BSW (SE) Program - English Medium – Choice Based Credit System
Courses of Study

<table>
<thead>
<tr>
<th>SEMESTER-III</th>
<th>SEMESTER-IV</th>
</tr>
</thead>
</table>
| **Foundation**
(2 courses X 4 credits = 8 Credits) | 1. Corporate Communication - I
2. ICT(Basic Computer Skills) | 1. Corporate Communication – II
2. Research Methodology |
| **Core Course**
(3 Courses X 4 credits =12 Credits) | 1. Social Work- Social Problems In India
2. Human Growth & Development- II
2. Working with Group -II
3. Community Organization – II |
| **Elective (Any One)**
(1 Courses X 4 credits =4 Credits) | 1. Human Resource Management
2. Local self governance
3. Social Enterprise Mgmt. | 1. Fund Raising & Resource Mobilization
2. Micro-credit & Micro Finance
3. Industrial Relations |
| **Extension / Field Work Activities**
(6 Credits/per semester) | In the fields of Rural/NGO/ Medical/Psychiatric/Human Resource/Correctional/Other as per curriculum. |
Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester – III
Foundation:- Corporate Communication - I
(4 Credits 60 Hrs)

Objectives:
- The course focuses on developing the reading, writing, speaking and listening skills of students, also providing adequate training in grammar and vocabulary building.
- It aims to teach students English through practical, everyday and business approaches, helping students apply what they have learnt to real-life situations.
- The course also teaches soft skills while teaching English in an interactive, learner-friendly mode.

<table>
<thead>
<tr>
<th>Module</th>
<th>Topic/subtopic</th>
<th>Notes/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>• Business Communication</td>
<td>Contact hours: 10</td>
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<tr>
<td></td>
<td>• Layout of a business letter</td>
<td>Mode of teaching: lecture,</td>
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<td></td>
<td>• Forms of Layout</td>
<td>classroom discussions</td>
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<td></td>
<td>• Principles of Letter Writing</td>
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<td></td>
<td>• Memo and its usefulness</td>
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<tr>
<td>Letter writing</td>
<td>• Letters of Inquiry, Reply, Placing Order, Executing Order, Making Complaints, Adjustment</td>
<td>Contact hours: 20</td>
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<td></td>
<td>• Sales Promotion Letter</td>
<td>Mode of teaching: classroom</td>
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<tr>
<td></td>
<td>• Structure of Memo</td>
<td>discussions / presentations/</td>
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<td></td>
<td></td>
<td>group work</td>
</tr>
<tr>
<td>Making Presentations</td>
<td>Presentation Skills</td>
<td>Contact hours: 15</td>
</tr>
<tr>
<td></td>
<td>• Creating your own style</td>
<td>Mode of Teaching: classroom</td>
</tr>
<tr>
<td></td>
<td>• Format of a Presentation</td>
<td>discussions, presentations, group</td>
</tr>
<tr>
<td></td>
<td>• Preparing Presentation Material</td>
<td>work</td>
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<td></td>
<td>• Planning your talk</td>
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<td>• Presenting with Visual Aids</td>
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<td></td>
<td>• Speaking effectively</td>
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<td></td>
<td>• Managing your audience</td>
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<td></td>
<td>Body Language</td>
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<td></td>
<td>• Positive Gestures</td>
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<td></td>
<td>• The Gazes</td>
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<td></td>
<td>• Smiles</td>
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<td>• Hand Movements</td>
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<td></td>
<td>• Styles of Walking</td>
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<td></td>
<td>• Voice Modulations</td>
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<tr>
<td>Grammar and Vocabulary Review</td>
<td>Proverbs, Narrative Speech, Connectives, Common Grammatical Errors made by the students</td>
<td>Contact hours: 15</td>
</tr>
<tr>
<td>Practical</td>
<td>Writing reports for various purposes</td>
<td>Mode of teaching: classroom</td>
</tr>
<tr>
<td></td>
<td>Making presentation on them. (Work with NGOs, Schools, Companies etc in the form of internship with HR Dept)</td>
<td>discussions, presentations, group</td>
</tr>
<tr>
<td></td>
<td></td>
<td>work</td>
</tr>
</tbody>
</table>

- Evaluation Pattern: Theory 60 (2hrs paper) + Practical 60
Unit I - Introduce personal computers
- General characteristics of personal computers
- Operating system concepts (MS-DOS)
- Definition of toolbars copy a folder deleting a file etc

Unit II - Introduction to word processing (MS WORD)
- Creating a document & concept of all toolbars
- Copy, paste, cut and all editing commands and file commands
- Formatting commands
- Table creating and all the options of table creating
- Spell checking & grammatical errors
- Mail merge

Unit III - Introduction to spreadsheet software package (MS EXCEL)
- Building a worksheet, entering formulas, naming cells and copying windows
- Printing worksheets, selection of commands
- Formulas, keyboard, worksheet commands, range commands

Unit IV - Introduction of presentation software (MS Power Point)
- What is Power Point?
- Usefulness and advantages of Power Point
- File operations, file new, open, save, save as, file print
- Edit operations, copy, delete
- View slide, slide show, header, footer
- Slide animation, custom animation, slide layout, background, font change

Unit V - Introduction to MIS
- What is Management?
- What is Information?
- What is System?
- MIS functions
- MIS characteristics.
Core Course: C 301. Social Work - Social Problems In India
(4 Credits 60 Hrs)

Unit 1. Social change in India
1) Social change in Indian Society after Independence
2) Social legislation
3) Rural development & Socio-Political Changes

Unit 2. Problems of Pre & Post Independence Period
1) Problems related to Women
2) Problems related to Youth
3) Problems related to Labour
4) Problems related to child
5) Terrorism

Unit 1. Modern period (30%)
1) Christianity in India
2) Hindu reform movements
3) Dalit movements
4) Gandhian ideology and Sarvoday movement
5) Nationalism
6) Ideology of the Indian Constitution
7) Ideology of voluntary Organizations and voluntary Action.

Books-
4. Gandhian Social Work
5. Gandhi’s social Philosophy, Delhi: Vikas Publishing House
Unit 1. Puberty
1) Characteristics of Puberty
2) Causes of Puberty
3) Age of puberty
4) Body changes of Puberty
5) Sources of concern

Unit 2. Adolescent
1) Characteristics of adolescent
2) Developmental tasks of adolescent
3) Physical & social Personal changes during adolescent
4) Approved sex roles during adolescents
5) Family relationship during adolescent

Unit 3. Adulthood
1) Characteristics of Early Adulthood
2) Developmental Tasks of Early Adulthood
3) Sex-role adjustment in Early adulthood
4) Marital Adjustments
5) Adjustments to parenthood.

Unit 4. Middle age
1) Characteristics of Middle Age
2) Developmental Tasks of Early Adulthood
3) Social Adjustments
4) Physical & Social Adjustments during Middle Age

Unit 5. Old Age
1) Characteristics of Old Age
2) Developmental Tasks of Old Age
3) Different types of changes during old age
4) Personal & Social Adjustments during old age
Sardar Patel University
BSW (SE) - English Medium - Choice Based Credit System
Semester- III
C 303. Medical & Correctional Social Work
(4 Credits 60 Hrs)

Unit 1. Definition, concept & Importance of Medical Social Work

Unit 2. Role of Medical Social Worker, History of MSW in India & abroad

Unit 3. Current trends of Medical Social Work

Unit 4. Physiology and anatomy of human body
- Communicable and non-communicable diseases
- Health definition and concept National health policy

Unit 5. Psychiatric symptomology
- Disorders of thought and perception
- Illusion, hallucination and delusion
- Types causes, symptoms of schizophrenia

Unit 6. Deviant behaviour - definition, concept, norms values & social control

Unit 7. Crime - definition, concept and classification

Unit 8. Criminology – definition, concept, nature and scope, history & growth

Unit 9. Social Defense - philosophy objective and functions
E 301- Human Resource Management

Unit 1. Human resource management

Unit 2. Human resource planning

Unit 3. Recruitment

Unit 4. Selection & placement

Unit 5. Training

Unit 6. Performance appraisal

Unit 7. Promotion, transfer & Termination

Unit 8. Human resource development

Unit 9. HR in present scenario
Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- III
E 302 Local self governance

Unit 1  Social Accountability
Social Accountability – Definition, Concept
Principles of Social Accountability
Social Audit – Techniques of conducting social audit (PRA, FGD, Observation, Home Visits)

Unit 2  Rural Administration
PRIs
Powers & Functions of Gram Sabha
Powers & Functions of Sarpanch & Deputy Sarpanch
Various Committees in Panchayat (Social Justice Committee, Education Committee, Water Works Committee, .....)
72nd, 73rd & 74th Amendment Act
Gujarat Panchayati Raj Act & Rules

Unit 3  Government Welfare Interventions
MGNREGA
NRHM
National Livelihoods Mission
Housing Schemes (IAY, SAY)

Unit 4  NGO Interventions
Role of NGOs in Rural Development
Case Studies

Unit 5  Rural Development
Rural Development – Concept & Need
Strategies of Rural Development
Strategic Use of Folk Media for Rural Development
Unit 1. Understanding Enterprise- meaning, definition, concept

Unit 2. Understanding Social enterprise mgmt.- Nature & scope

Unit 3. History of Entrepreneurship: Concepts and Theories

Unit 4. Social Entrepreneurship and Innovation

Unit 5. Group Entrepreneurship

Unit 6. Social Engineering and Project Management

Unit 7. Socio-Economic Development and Development Administration
Sardar Patel University  
BSW (SE)- English Medium - Choice Based Credit System  
Semester- IV  
F. 401 - Corporate Communication – II  
(4 Credits 60 Hrs)

Objectives:
- The course focuses on developing the reading, writing, speaking and listening skills of students, also providing adequate training in grammar and vocabulary building.
- It aims to teach students English through practical, everyday and business approaches, helping students apply what they have learnt to real-life situations.
- It teaches soft skills while teaching English in an interactive, learner-friendly mode.

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</tr>
</thead>
</table>
| Business Reports            | • Importance of Report  
                              | • Types of Report  
                              | • Features of a Report  
                              | • Review of Concepts  
                              | • Structure of Reports  
                              | • Gathering Information  
                              | • Organisation of the Material  
                              | • Writing Abstract and Summaries  
                              | • Using Visual Aids                                                                 | Contact hours: 15  
                              | Mode of teaching: lecture, classroom discussions                              |                                        |
| Notice, Agenda and Minutes | • Introduction  
                              | • Meeting  
                              | • Notice & Circulars  
                              | • Agenda  
                              | • Minutes (Structure & Delivery)                                                                 | Contact hours: 15  
                              | Mode of teaching: classroom discussions / presentations / group work           |                                        |
| Proof Reading               | • Introduction  
                              | • Review of Concepts  
                              | • Symbols used during proof reading  
                              | • Punctuation Marks                                                                 | Contact hours: 15  
                              | Mode of teaching: classroom discussions, presentations, group work            |                                        |
| A fortnight Internship at   | • Writing reports for various purposes  
                              | • Making presentation on them. (Work with NGOs, Schools, Companies etc in the form of internship with HR Dept) | On Field Training for 15 days.          |
| an organization             |                                                                                   |                                        |
| Grammar and Vocabulary      | Antonyms, Synonyms, Foreign words in common use, Homonyms (Lists to be provided) | Contact hours: 15  
                              | Review                                                                 | Mode of teaching: classroom discussions, presentations, group work           |

- Evaluation Pattern: Theory 60 (2hrs) + Practical 60
Unit 1 - Introduction of research (25%)
- Types of research – Exploratory, Descriptive, experimental, Field research, survey
- Variable – types of variable
- Control

Unit 2 - Steps in research (25%)
- Problem formulation
- Sampling
- Objectives and Hypothesis

Unit 3 - Tools for data collection (25%)
- Questionnaire
- Observation
- Interview
- Testing

Unit 4 – Statistics (25%)
- Types of Data and scales for obtaining them
  - Nominal- ordinal- interval-ratio
- Measures of central tendency – mean, mode, median
- Measures of variability – range mean deviation- quartile deviation- standard deviation
- Concept of co-relation
Unit 1. Social Case Work Tools (25%)
1) Interview
   a) Definition
   b) Purpose
   c) Types - structured & unstructured
   d) Techniques
   e) Preparation for interview
   f) Procedure for interview
   g) Procedure of interview in Social Case Work
2) Home Visit
3) Observation
   a) Meaning & Types
   b) Participant observation
   c) Structured observation
   d) Unstructured observation
4) Communication
   a) Definition
   b) Types
   c) Importance
   d) Model of communication
5) Listening
6) Rapport Establishment/Building

Unit 2. Recording (20%)
1) Meaning
2) Types
   a) Narrative Recording
   b) Process Recording
   c) Running Recording
   d) Diagnostic Recording
   e) Front Sheet Recording
3) Importance
4) Principles

Unit 3. Case Work Techniques (20%)
1) Supportive Technique
2) Resource Enhancement
   a) Material help
   b) Change of physical environment
   c) Information & Knowledge
   d) Counseling – Definition, Characteristics, Purpose & Objectives, Stages & Skills.

Unit 4. Approaches (15%)

Unit 5. Social Case work as a Helping Process- Nature, Steps & Phases (10%)

Unit 6. Role of Caseworker in Various Setting (10%)
Sardar Patel University
BSW (SE) - English Medium - Choice Based Credit System
Semester- IV
C 402. Working with Group –II
(4 Credits 60 Hrs)

Unit 1. Group Dynamics (25%)
1) Definition
2) Concepts
3) Group goal
4) Dimensions of group dynamics
   a) Communication and interaction pattern
   b) Cohesion
   c) Social control mechanism like norms, roles & status.
   d) Group culture

Unit 2. Theories of Group dynamics (20%)
1) Motivational theory
2) System theory
3) Behavioural theory
4) Cognitive theory
5) Biological theory

Unit 3. Stages of Group Development (15%)

Unit 4. Components of social Group Work (10%)
1) Treatment sequence process
2) Treatment goals & group process
3) Strategy & intervention
   a) Direct means of influence
   b) Indirect means of influence

Unit 5. Recording in Social Group Work (20%)
1) Recording- its importance
   a) Values of recordings
   b) Values of the group
   c) Values of the agency
   d) Values of the field
   e) Values of himself/herself
2) Types of records
   a) Statistical Recordings
   b) Individual Recording
   c) Narrative recording
   d) Programme planning recording
3) Principles of recording

Unit 6. Group process (10%)
1) Concept
2) Intervention in group process
Unit 1. **Models of community organization (15%)**
   1) Locality development
   2) Social planning
   3) Social action

Unit 2. **Committees (15%)**
   1) Definitions
   2) Concept
   3) Principles
   4) Types & Functions

Unit 3. **Recording in community organization (15%)**
   1) Concept
   2) Need
   3) Principles
   4) Types of Records

Unit 4. **Concept & need of Tribal Development, Rural Development & Urban Development (15%)**

Unit 5. **Participatory rural appraisal (15%)**
   1) Concept
   2) Definition
   3) Techniques

Unit 6. **Panchayati Raj (25%)**
   1) Concept
   2) Historical development
   3) Philosophy
   4) Roles
   5) Functions of Gram Panchayat
Unit 1. Why Fund Raising
- Introduction
- Reasons for wanting to fundraise
- Some fears about fund raising

Unit 2. Steps Before you get Started
- Legal & Tax Matters
- Finding out what others are doing
- Ethics & Accountability

Unit 3. Who has the Money
- Different sources of funds
- Individual donors
- Organizing a fundraising event
- Corporate donors
- Trusts & foundations
- Raising money through overseas
- Government sources
- Donor agencies

Unit 4. Developing a Fund – raising Strategy
- A step-by-step guide to developing a strategy
- Doing a SWOT analysis

Unit 5. How to write fundraising proposal
- Content of the proposal
- Writing skills
- Raising money for projects

Unit 6. Communicating the work if your organization
- Getting publicity
- Using case studies
- Producing simple & effective promotional materials
- Managing donors relationship

Reference-
Unit 1. Introduction

Unit 2. Why self Group

Unit 3. Modules on Programmes of Self Help Group

Unit 4. Promotion of self help group

Unit 5. Role of promoter in evolution of sustainable groups

Unit 6. Assessment of self help group

Unit 7. Financial self help groups: loan Procedure, Norms & Models

Unit 8. Field Visit Management

Unit 9. Action planning & Programme Evaluation
Sardar Patel University  
BSW (SE)- English Medium - Choice Based Credit System  
Semester- IV  
E 403. Industrial Relations  
(4 Credits 60 Hrs)

Unit 1. Industry & Service Sector (25%)  
1) Types, structure and importance of industrial Sector in the Indian economy.
2) Growth & performance of Public Sector, Private Sector and small Scale Sector.
3) Problems of PSU & SSI’s
4) Measures taken by the Government in improving this sector.
5) Introduction, Growth and performance of Service sector in Indian Economy.

Unit 2. Industrial Labour (10%)  
1) Features of industrial Labour in India.

Unit 3. Factory legislation in India (30%)  
1) Various Factories Acts

Unit 4. Industrial disputes & Trade Union Movements (25%)  
1) Causes of Industrial Disputes
2) Settlement of Industrial Disputes
3) Development Since Independence
4) Weakness of the Movement
5) Suggestions for strengthening the Movement

Unit 5. Social security (10%)  
1) Meaning
2) Various Social Security Acts