Unit – 1 Communication
- Communication theories
- Types of Communication (Vertical – Upward, Downward / Horizontal / Consensus / Grapevine)
- Communication models
- Audience Analysis
- Types of audience

Unit – 2 Self Development and Communication
- Self Development – its objectives
- Self Development and communication
- Development of positive personal attitudes
- SWOT analysis
- Time Management
- Management
- Creating Positive Attitude

Unit – 3 Group Discussion
- Definition Formulation Purpose
- Group Discussion for Decision-making
- Feature of successful Organizational GDs Effective Communication Skills
- Equal role of participants
- Shared Leadership Feature
- Different from Debate Form of conversation Examiner is observer Cordial Audience Traits for Evaluation
- Group behaviour
- Steps in Group Discussion

Unit – 4 Introduction to Modern Communication Media
- Technology-based communication Tools
- Internet
- Conferencing
- Emails
- Positive Impact of Technology-enabled Communication
- Negative Impact of Technology-enabled Communication
- Overcoming Negative Impact
- Effectiveness in Technology-based communication

Unit – 5 Vocabulary Building
- Presentation
- Confusing Words
- Personality types
Sardar Patel University
B.S.W. (Social Enterprise) - English Medium
SEMESTER 5
UA05DBSE21 - Project Management (4 Credits 60 Hrs)

Unit: 1. Formation of Project
- An overview of project management
- Technical analysis & feasibility
- Market and demand analysis of projects
- Economic and financial analysis
- Formulation of detailed project reports

Unit: 2. Planning and Scheduling
- PERT and CPM
- Material and equipment
- Human resource
- Project costing and financing
- Project organization

Unit: 3. Implementation and Control
- Project management information system
- Material and equipment
- Human resource with reference to project management
- Financial aspects in project management

Unit: 4. Project Completion and Evaluation
- Integrated project management control system
- Managing transition from project to operations
- Project
Unit: 1. Introduction to Social Welfare
- Definition & concept
- Difference between social welfare & social work.
- Difference between social welfare & social services.

Unit: 2. Introduction to Administration
- Administration process
- Historical development
- Purpose
- Principles
- Functions
- Areas

Unit: 3. Introduction to Social Welfare Administration
- Definition
- Concept
- Principles
- Tasks
- Scope
- As Professional

Unit: 4. Social policy
- Definition
- Concept
- Objectives
- Nature & scope
- Social Policy with reference to Indian Constitution, Fundamental Rights, Directive Principles
Unit: 1. Community Development
- Concept
- Definition
- Elements
- Principles
- Approaches
- Peoples participation
- CD & co-operation

Unit: 2. Administration of Community Development Programme
- Central level
- State level
- Local level

Unit: 3. Historical Development
- Pre-Independence rog Developmental Program
  a) Sriniketan
  b) Nilokheri project
  c) Bhudan Movement
  d) Marthandam Project
- Five Years Plan

Unit: 4. Extension Education
- Concept
- Definition
- Philosophy
- Principles
- Difference between formal education & extension education

Unit: 5. Rural Development
- Need or significance of rural development
- Meaning of rural development
- Corporate Social Responsibility & Rural Development

Unit: 6. Micro Finance
- Meaning
- Concept
- Uses
Unit: 1. Method of Data Collection
- Sources of data collection
- Quantitative Research: Concept & difference
- Qualitative Research: Concept & difference

Unit: 2. Data Analysis and Statistics
- Definition, concept, and need of statistics in research.
- Coding, Editing, Master-sheet, categorization and tabulation.
- Level of Measurement

Unit: 3. Statistical Package for Social Sciences (SPSS)
- Introduction, Basic steps
- Statistical application using SPSS
- Theory for data feeding and analysis

Unit: 4. Reporting in Research
- Structure of reports for differing readership
- Planning outline of report
- Editing for accuracy and neatness
- Standard formats for referencing
- Footnotes and bibliographies
- Preparing research abstract

Unit: 5. Research Design- Meaning and Concept
- Exploratory Research Designs
- Descriptive Research Designs
- Experimental Designs
Unit: 1. Concept of Persons with Disabilities
- Types of disabilities
- Rehabilitation of Persons with disabilities – Community based rehabilitation
- Legislations pertaining to Disabilities

Unit: 2. Present Practice & equipment of medical social work in various settings
- General Hospitals, Government, Corporate and private, community health centers, blood banks, eye banks
- Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged

Unit: 3. Present practice & equipment of psychiatric social work in various clinical settings
- Mental health Institutions, psychiatric departments in general hospitals, day care centers, child guidance clinics.
- Skills and techniques used in medical and psychiatric social work practice.

Unit: 4. Criminology – Prosecution and Punishment
- Criminal Justice System: Police, Prosecution, Courts and Prisons, Police and Policing in India
- Problems of Prison Administration and Problems of Judicial Administration
- Punishment – Concept, meaning and types, theories of punishment
Unit: 1.
- Overview of Social Entrepreneurship
- Concept, meaning, Definition of – Enterprises, Entrepreneurship, Markets & Management

Unit: 2.
- Nonprofits, Governments, and Social Entrepreneurship
- Social Entrepreneurship and profit setting

Unit: 3.
- Entrepreneurial marketing in social-purpose organizations
- Progress report on business plan development
- Best practices among social entrepreneurs

Unit: 4.
- Emerging business leaders wanting to serve social missions in traditional businesses plan
- Case studies of successful Social Entrepreneurship Institutions and social entrepreneurs
Unit: 1. Family (25%)
- Family as a universal social institution
- Definition, characteristics, forms & functions
- Family life cycle
- Crises & problems in family

Unit: 2. Social Role (15%)
- Definition
- Concept of role
- Introduction to role set theory

Unit: 3. Marriage (20%)
- Definition, concept, forms of marriage
- Marriage conflict
- Marriage counseling

Unit: 4. Modern Families (20%)
- Dual earner families
- Single earner families
- Female headed families

Unit: 5. Family Tensions (20%)
- Mal-adjustment & Divorce
- Role of the Social Worker/Family counselor to help Problematic families
Unit – 1 International Communication
- Meaning and significance Cultural sensitiveness
- Cultural context and cultural differences
- International factors in Interaction

Unit – 2 Resume Writing and Application letters
- Introduction
- Fallacies and facts about resume
- Steps for preparing resume
- Types of resume
- Application letter
- Structure and contents of an application

Unit – 3 Interview Skills
- Interview- its meaning
- Types of Interview
- Planning a Interview
- Attending the Interview
- How to conduct yourself during the Interview Process
- Objectives of conducting an Interview

Unit – 4 Negotiation Skills
- Process and Definition
- The fact about the Negotiation Situations
- Types of Negotiation: Formal and Informal Qualities of a Negotiator
- Negotiation stages
- Preparation
- Meeting
- The Negotiation phase
- Implementation style
- Negotiation style

Unit – 5 Vocabulary Building
- Presentation
- Phobia
- Mania
Project Based on Social Work Research and Internships and Block placement (Analysis of Data collected in the Block Placement and preparation of Thesis)
Unit: 1. Social Welfare Administration in India
   • Union level
   • State level

Unit: 2. Central Social Welfare Board
   • Composition
   • Organization
   • Administration set-up
   • Programme & activities of board
   • State Social Welfare Advisory board

Unit: 3. Role of voluntary Organization in Social Welfare
   • Meaning & Definition of Voluntary Organization
   • Main Characteristics of Voluntary Organization
   • Functions

Unit: 4. Social welfare organization and Development
   • Social agency & Administration
   • Registration, Constitution By-Laws
     1) Organization
     2) Policy- Making & planning
     3) Executive Responsibility
     4) Personnel Administration
     5) Office Procedure & Methods
     6) Maintenance of Records
     7) Co-ordination
     8) Public relation
     9) Acts pertaining to registration of Organization
Unit: 1. Urbanization (15%)
   • Concept
   • Social effects of urbanization
   • Problems & causes of Urbanization

Unit: 2. Urban Community Development (15%)
   • Concept assumptions
   • Case studies of Baroda & Anand

Unit: 3. Sustainable Development (30%)
   • Meaning, Definition of sustainability & sustainable development.
   • Characteristics
   • Strategies
   • Triads

Unit: 4. Capacity Building (15%)
   • Concept
   • Definition
   • Process
   • Role of Ngo’s in capacity Building

Unit: 5. Tribal Development (25%)
   • Meaning of Tribe
   • Definition of Tribal Community
   • Tribal Problems
   • Constitution safe guards of Tribes
   • 20 point programme
   • Tribal Sub-plan
Unit: 1. Disaster and development
• Content and definition
• Disaster and level of development
• Vulnerably and disaster preparedness, education and awareness

Unit: 2. Classification/ Types
• Disaster, risk, hazards
• Natural Disasters-famine, drought, floods/storms, cyclones, earthquakes
• Manmade-riots, Terrorism

Unit: 3. Impact of disaster
• 1) Physical, economical, psycho-social

Unit: 4. Disaster management
• Pre-disaster prevention, preparation, education, preparedness
• Actual disaster, short term plan, long term plan, stress and trauma, search, relief, recovery, restoration, resource mobilization.
• Rehabilitation, mitigation of negative effects.

Unit: 5. Intervening Parties
• Government organizations
• Voluntary organizations
• Local groups
• Community participation
• Volunteers
• Social workers.
Unit: 1. Personality & Personality Disorders

Unit: 2. Concept of Normality & Abnormality

Unit: 3. Neurosis & Psychosis
- Definition
- Causes
- Types & Treatment
- Difference between Neurosis & Psychosis

Unit: 4. Schizophrenia
- Meaning and Concept
- Causes of Schizophrenia
- Symptoms and Treatment

Unit: 5. Mental Health Act- 1987

Unit: 6. Concept of Mental Health & Mental Illness

Unit: 7. Therapies for Psychiatric Disorders
- Psycho Therapy
  a) Play Therapy
  b) Music Therapy
  c) Group Therapy
- ECT
Unit: 1. Youth & Youth Welfare (20%)
- Definition, Concept & Characteristics of Youth
- Pre-adolescent, Adolescent & Youth- concept & characteristics
- Concept & need for Youth Welfare

Unit: 2. Youth Welfare schemes provided by Government (15%)

Unit: 3. Youth Welfare services provided by NGO’S (15%)

Unit: 4. National Service Scheme & National Service Voluntary Scheme (20%)
- Philosophy
- Objectives
- Activities

Unit: 5. Status of women & Girls in Ancient & Modern India (20%)
- Status of women & Girls in Ancient & Modern India
- Women Welfare Schemes provided by the Government

Unit: 6. Hindu Marriage Act & Hindu Succession Act (10%)
Unit: 1. Nature and Importance of Organizational Behaviour
- The meaning of Organizational Behaviour
- Nature and Scope of Organizational Behaviour
- Importance of Organizational Behaviour

Unit: 2. Perception and Individual Decision – making
- Introduction
- Meaning and Concept of Perception
- Attribution Theory
- Perception and Individual Decision – making

Unit: 3. Personality
- Introduction
- Features of Personality
- Determinants of personality
- Personality Traits

Unit: 4. Motivation
- Introduction and Concept
- Theories of Motivation- Maslow’s Theory, Herzberg’s Theory, McGregor’s Theory X and Y

Unit: 5. Foundation of Group Behaviour
- Introduction
- Concept of Group
- Types of Groups
- Stages of group Development