

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:

Semesters	1	2	3	4	5	6	Total Credits
BSW (SE)	30	30	30	30	30	30	180

(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:

Semester	No. of Courses of Study	No. of Credits	Total Credits
1. Foundation Courses	2 Course	4 Per Course	8
2. Core Courses	3 Courses	4 Per Course	12
3. Social/Extension Courses	2 Course	3 Per Course	6
4. Specialization Elective Courses	1 Courses	4 Per Courses	4
			Total 30

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) At least 36% marks in the University Examination in each paper, and
- (ii) At least 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) At least 46% but less than 58% of total marks of all the subjects in the University Examination and
- (ii) At least 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) At least 58% of total marks of all the subjects in the University and
- (ii) At least 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) At least 68% of total marks at the T.Y.BSW [(SE)- Social Enterprise] University Examination,

and

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

OR

(i) At least 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 6th 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

	SEMESTER-III	SEMESTER-IV
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 3. Medical & Correctional Social Work	1. Working with Individuals - 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.
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Module	Topic/subtopic	Notes/Remarks
Introduction	<ul style="list-style-type: none"> • Business Communication • Layout of a business letter • Forms of Layout • Principles of Letter Writing • Memo and its usefulness 	Contact hours: 10 Mode of teaching: lecture, classroom discussions
Letter writing	<ul style="list-style-type: none"> • Letters of Inquiry, Reply, Placing Order, Executing Order, Making Complaints, Adjustment • Sales Promotion Letter • Structure of Memo 	Contact hours: 20 Mode of teaching: classroom discussions / presentations/ group work
Making Presentations	Presentation Skills <ul style="list-style-type: none"> • Creating your own style • Format of a Presentation • Preparing Presentation Material • Planning your talk • Presenting with Visual Aids • Speaking effectively • Managing your audience Body Language <ul style="list-style-type: none"> • Positive Gestures • The Gazes • Smiles • Hand Movements • Styles of Walking • Voice Modulations 	Contact hours: 15 Mode of Teaching: classroom discussions, presentations, group work
Grammar and Vocabulary Review	Proverbs, Narrative Speech, Connectives, Common Grammatical Errors made by the students	Contact hours: 15 Mode of teaching: classroom discussions, presentations, group work
Practical	Writing reports for various purposes Making presentation on them. (Work with NGOs, Schools, Companies etc in the form of internship with HR Dept)	A fortnight Internship at an organization

- **Evaluation Pattern: Theory 60 (2hrs paper) + Practical 60**

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- III
F- 302 ICT (Basic Computer Skills)
(4 Credits 60 Hrs)

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.

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- III
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 Sarvodaya movement
- 5) Nationalism
- 6) Ideology of the Indian Constitution
- 7) Ideology of voluntary Organizations and voluntary Action.

Books-

1. **Ethics & Spirituality, Shimla: Indian Institute of Advances Study.**
2. **Curriculum Development on History of Ideologies' for Social change and Social Work, Mumbai: social Work Education and Practice Cell.**
3. **Social Reform Movements in India: A historical Perspective, Bombay: Popular Prakashan**
4. **Gandhian Social Work**
5. **Gandhi's social Philosophy, Delhi: Vikas Publishing House**

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- III
C 302. Human Growth & Development- II
(4 Credits 60 Hrs)

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

Sardar Patel University

BSW (SE)- English Medium - Choice Based Credit System

Semester- III

Elective:- HRM/ Social Accountability and Rural Dev./ Social Enterprise Mgmt.

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

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- III
E 303 Social Enterprise Mgmt.

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.

Module	Topic/subtopic	Notes/Remarks
Business Reports	<ul style="list-style-type: none"> • 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 of Meeting	<ul style="list-style-type: none"> • Introduction • Meeting • Notice & Circulars • Agenda • Minutes (Structure & Delivery) 	Contact hours: 15 Mode of teaching: classroom discussions / presentations/ group work
Proof Reading	<ul style="list-style-type: none"> • 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 an organization	<ul style="list-style-type: none"> • 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.
Grammar and Vocabulary Review	Antonyms, Synonyms, Foreign words in common use, Homonyms (Lists to be provided)	Contact hours: 15 Mode of teaching: classroom discussions, presentations, group work

- Evaluation Pattern: Theory 60 (2hrs) + Practical 60

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- IV
F. 402 Research Methodology
(4 Credits 60 Hrs)

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

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- IV

Core- Course:- C 401. Working with Individuals – II
(4 Credits 60 Hrs)

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

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- IV
C 403. Community Organization – II
(4 Credits 60 Hrs)

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

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- IV

Elective:- Fund raising & Resource Mobilization/ Micro credit & Micro Finance/Industrial Relations

E 401 - Fund Raising & Resource Mobilization
(4 Credits 60 Hrs)

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 of your organization

- Getting publicity
- Using case studies
- Producing simple & effective promotional materials
- Managing donors relationship

Reference-

- Getting Started in Fundraising, Michael Norton & Murray Culshaw. Stage Publications, New Delhi / Thousand Oaks / London.

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- IV
E 402 Micro-credit & Micro Finance
(4 Credits 60 Hrs)

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