

SARDAR PATEL UNIVERSITY

FACULTY OF SOCIAL WORK

COURSE OF STUDY

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

R. BSW (SE) 1: Candidates for the Degree of Bachelor of Social Work (Social Enterprise) [BSW (SE)] 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 BSW (SE) 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.

(4) Four credits per subject would mean 3 hours of direct teaching and one hour of tutorials/seminar/presentation etc.

R. BSW (SE) 4: The students will be considered eligible for admission to a semester course at BSW (SE) program on passing at the immediate previous semester examination.

R. BSW (SE) 5: For appearing at the First and subsequent semester external BSW (SE) 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 Applied Arts 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 BSW (SE) program as per the following structure at first semester:

	Semester - I	No. of Courses of study	No. of Credits/course	Total Credits
	1.Ability enhancement course	2	4	8
	2.Core Courses	2	4	8
		1	6	6
	3.Generic Elective	1	4	4
	4.Skill enhancement course	1	4	4

R. BSW (SE) 7: (2) Students shall study courses of BSW (SE) program as per the following structure at second semester:

	Semester-II	No. of Courses of study	No. of Credits/course	Total Credits
	1.Ability enhancement course	2	4	8
	2.Core Courses	2	4	8
		1	6	6
	3.Generic Elective	1	4	4
	4.Skill enhancement course	1	4	4

R. BSW (SE) 7:(3) Students shall study courses of BSW (SE) program as per the following structure at third semester:

	Semester-III	No. of Courses of study	No. of Credits/course	Total Credits
	1.Ability enhancement course	1	4	4
	2.Core Courses	2	4	8
		1	6	6
	3.Generic Elective	2	4	8
	4.Skill enhancement course	1	4	4

R. BSW (SE) 7:(4) Students shall study courses of BSW (SE) program as per the following structure at fourth semester:

	Semester-IV	No. of Courses of study	No. of Credits/course	Total Credits
	1.Ability enhancement course	1	4	4
	2.Core Courses	2	4	8
		1	6	6
	3.Generic Elective	2	4	8
	4.Skill enhancement course	1	4	4

R. BSW (SE) 7:(5) Students shall study courses of BSW (SE) program as per the following structure at fifth semester:

	Semester-V	No. of Courses of study	No. of Credits/course	Total Credits
	1.Ability enhancement course	1	4	4
	2.Core Courses	4	4	16
		1	6	6
	3. Discipline Specific Elective	1	4	4

R. BSW (SE) 7:(6) Students shall study courses of BSW (SE) program as per the following structure at sixth semester:

	Semester=VI	No. of Courses of study	No. of Credits/course	Total Credits
	1.Ability enhancement course	1	4	4
	2.Core Courses	4	4	16
		1	6	6
	3. Discipline Specific Elective	1	4	4

R. BSW (SE) 8: In order to study BSW (SE), 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 2010 - **(Annexure I, II & III)**

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
- (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) University Examination, and

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

OR

(i) Atleast 66% of total marks at the T.Y. BSW (SE) University Examination, and

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

(iii) Atleast 70% of total marks in Internal and University Examinations of S.Y. BSW (SE) and T.Y. BSW (SE) 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 (Social Enterprise) English Medium - Program - Choice Based Credit System
Courses of Study

	Code	Semester – I	Code	Semester – II
Ability Enhancement (2 Courses X 4 Credits = 08 Credits)	UA01ABSE21	Communication Skill – I	UA02ABSE21	Communication Skill – II
	UA01ABSE22	ICT - I	UA02ABSE22	ICT - II
Core Courses (2 Courses X 4 Credits = 08 Credits, 1 Course = 6 Credits)	UA01CBSE21	History and Philosophy of Social Work	UA02CBSE21	Working with Individuals – I
	UA01CBSE22	Sociology for Social Work in India (Society)	UA02CBSE22	Working with Group – I
	UA01CBSE23	Field Work Practicum – I	UA02CBSE23	Field Work Practicum – II
Generic Elective (01 Courses X 4 Credits = 04 Credits)	UA01GBSE21	Human Growth and Development – I	UA02GBSE21	Community Organization – I
	UA01GBSE22	Rural Problems, Urban Problems and Tribal Problems	UA02GBSE22	Women Rights & child rights
	UA01GBSE23	Understanding Indian Economy	UA02GBSE23	Principles of management
	UA01GBSE24	Management of Natural Resources		
Skill Enhancement (01 course x 4 credits = 04 credits)	UA01SBSE21	Environmental Science	UA02SBSE21	Statistics

SEGMENT – I ABILITY ENHANCEMENT
Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- I
UA01ABSE21 Communication Skills -1 (General English) (4 credits, 60 hours)

The objective of this paper is

- To introduce the student to English Language and the skills of communication
- To inspire love for English Language and stimulate the confidence
- To develop critical understanding of English Language
- To familiarize students with the various types of communications
- To provide them a meaningful context for acquiring the skills of English language
- To make them aware of the various communication processes

Unit No.	Topic	Evaluation Pattern	Teaching Hours	Sub Topic
01	Language and Communication	Short Answer Questions and /or Objective	10 Hours	Introduction to Communication
02	Types of Communication	Essay-Type Questions, RTC, and/or Short Answer Questions	15 Hours	Types of Communication Modes of Communication Forms of Communication Models of Communication
03	Barriers to Communication	Essay-Type Questions, RTC, and/or Short Answer Questions	15 Hours	Barriers of Communication
04	Using Literary Text to develop Communication skills	Essay-Type Questions, RTC, and/or Short Answer Questions	15 Hours	Modern Communication Media
05	Practicum : Project work	Presentation skills, Viva-voce	5 Hours	05 Hours

Text Recommended:

1. Mohan, Krishna & Banerji, Meera, *Developing Communication Skills*, Macmillan, Delhi, 1990
 2. Sharma, Sangeeta & Mishra, Binod, *Communication Skills for Engineers and Scientists*, PHI Learning Private Limited, New Delhi, 2011.
 3. Pal, Rajendra & Korlahalli, J.S., *Essentials of Business Communication*, Sultan Chand & Sons, New Delhi, 2004.
 4. Agrawal, S.K. & Singh, P.K., *Effective Business Communication*, Himanshu Publication, Delhi, 2007.
 5. Borge, Nishikant, *Business Communication*, Symbiosis Centre for Distance Learning, Pune, 2009.
- Murphy, A, Murphy, Hildebrandt, W, Herbert & Jane P Thomas, *Effective Business Communication*, Tata McGraw Hill Education Private Limited, New Delhi, 2011.

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- I
UA01ABSE22 - ICT - I (4 credits, 60 hours)

Course Introduction: Computers are a part of life—personal, social, and professional. Use of computers has pervaded all forms of activities and all aspects of human society. This is a jargon free course on basic computer applications that will help students gain mastery over the usage of computers in various walks of life. It can be offered by all undergraduate students.

Course Outline

Module	Subtopics	Notes/Remarks
Unit: 1 Introduction to Computer	1) Computer, Characteristics of Computer, History and Generations of Computer 2) Types of Computer, Ways of using computers 3) Application areas of Computer 4) Elements and parts of computer system, Input and Output Devices	Mode: Lectures
Unit:2 Number System & Computer Software	1) Number System, Types of Number System, 2) Decimal, Binary, Octal, Hexadecimal Number systems 3) Introduction to Software 4) System Software and Application Software	Mode: Lectures / Tutorials
Unit: 3 Operating System & Basics of Networking	1) Operating system Introduction, Types of Operating Systems, Basic Functions of an Operating System 2) Introduction to Networking, Basic Concepts LAN, MAN, WAN. Network topologies, 3) Transmission Media and Types 4) Network Devices	Mode: Lectures / Tutorials
Unit-4 Programming Concepts	1) Flow Charts and examples 2) Algorithms and examples 3) Introduction to Computer Programming Languages 4) Machine languages and High Level languages only introduction	Mode: Lectures / Tutorials

SEGMENT – 2 CORE COURSES
Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- I
UA01CBSE21 History & Philosophy of Social Work (4 credits, 60 hours)

Unit 1. Social Work

- 1) Social Work: Definition, Concept, Nature & Scope
- 2) Methods of Social Work
- 3) Ethics of Social Work
- 4) Brief Orientation regarding Fields of social work :
Family & child welfare, Youth welfare, Welfare of the disabled, Women welfare, Labour welfare,
Medical Social Work and Correctional Social Work

Unit 2. Principles & Assumptions of Social Work

- 1) Generic Principles of social work
- 2) Basic assumptions of social work

Unit 3. Similarities & differences in Social Work

- 1) Similarities and differences in modern and traditional social work
- 2) Social work as profession.

Unit 4. Social Reform

- 1) Social Reform (Concept)
- 2) Gandhian Concept of Social Work

Unit 5. Reform Movement in 19th & 20th Century both in India and abroad.(15%)

- 1) Social Reform Movement in India
- 2) Social Reform Movement in Abroad.

Books-

1. Indian Social Problems Vol.1 & 2- G.R.Madan
2. Social Welfare Administration in India- D.R.Sahdeva
3. History & Philosophy of Social Work in India- A.R.Wadia
4. Social Reform Movement in India: A Historical Perspective- V.D.Diwakar
5. Encyclopedia of Social Work vol. 1,2,3 & 4

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

UA01CBSE22 - Sociology for Social Work in India (Society) (4 credits, 60 hours)

Unit 1. Fundamental of Sociology

- 1) The study of Sociology- As scientific discipline.
- 2) Relation to other Social Sciences: History, Economics, Politics, Psychology, Anthropology and Social Work.

Unit 2. Culture & Society

- 1) Culture: Definition, Concept, characteristics, tradition, customs, values, norms, folklore and mores.
- 2) Socialization- definition, concept & agents.
- 3) Society- Meaning, Concept, Status & Role.
- 4) Society as system of relationship

Unit 3. Indian Society

- 1) Composition of Indian society: The concept of Unity of diversity.
- 2) Social Classification of in India: tribal, rural and Urban.

Unit 4. Social Group Social Stratifications

- 1) Meaning & Types of Primary & Secondary Group, In & Out Groups, Reference Group
- 2) Types of Social Institutions: Marriage, Family, Religion, Law, etc.
- 3) Social control exercised through social institutions
- 4) Social stratification in India- Meaning, caste, class division

Unit 5. Social Change

- 1) Definition, concept, Characteristics & factors inducing change with reference to India.

Books-

1. Human Society- Davis Kingsley
2. Social change in India- Kuppaswamy
3. Indian Society- K.K. Sharma
4. Introducing to Social Sciences- B.S.Narang & R.C.Dhawan

SEGMENT 2 – GENERIC ELECTIVES
Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- I

UA01GBSE21 - Human Growth & Development-I (4 credits, 60 hours)

Unit 1. Stages of Life Span

- 1) Meaning and Definition of Growth, Development and Human Growth & Development
- 2) Principles of growth and development
- 3) Different stages of life span
- 4) Role of heredity and environment
- 5) Methods of studying behaviour

Unit 2. Human Development

- 1) Period of pre-natal development
- 2) Infancy
 - a) Partunate
 - b) Neonate- characteristics
 - c) Hazards of infancy
 - d) Vaccination
- 3) Babyhood
 - a) Characteristics of babyhood
 - b) Development of tasks
 - c) Skills of babyhood
 - d) Critical period of personality development
 - e) Hazards of babyhood
- 4) Early childhood
 - a) Developmental tasks of early childhood
 - b) Play in early childhood
 - c) Activities in this group
 - d) Happiness in early childhood
- 5) Late childhood
 - a) Characteristic of late childhood
 - b) Developmental tasks of late childhood
 - c) Skills
 - d) Play interest in activities
 - e) Family relationship in early childhood

Books-

1. Development Tasks of Living- Elizabeth Hurlock
2. Life Span Development & Behaviour- P.B.Baltes
3. Changes in the Family and the Process of Socialization in India- M.S.More
4. Human Development- R.V.Kail & J.C.Cavanagh
5. Mental Health of Indian Children- M.Kapoor

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- I
UA01GBSE22 - Rural, Urban & Tribal Problems (4 credits, 60 hours)

Unit 1. Understanding of subject- Definition, Concept

Unit 2. Problems of rural areas

- Rural community development in India historical view,
- Panchayati Raj system in India/co-operation & community development
- IRDP/SGSY

Unit 3. Urbanization & Social Problems

- Urban community Development concept.
- UCD Projects- Ahmedabad, Baroda, Delhi and Anand

Unit 4. Anthropology as a field on the understanding; introduction to the Tribal

Unit 5. Cultural, social and economic changes; process, direction and causes of change

- Social and economic development programmes

- 1) Health
- 2) Education
- 3) Economic Development, etc.

Unit 6. Tribal population and development Scope for Social Work intervention and the role of social workers.

Books-

1. Effective Strategies for Rural Development- E.D.Setty
2. Rural Elites In India- S.S.Sharma
3. Rural Development and Social Change- J.M.Heredero
4. Rural Development and the Village, Perspective for Planning for Development- V.M.Rao
5. Rural Project Management- Devendra Prasad Pandey
6. India's Framework for Rural Development- Radhey Shyam
7. Urban Development & Regional Policy in India. An Economic Analysis- Vibhooti Shukla
8. The Urban Community- N.Anderson
9. India's Urbanization- A.Bose
10. Tribal Development in India, Delhi: B.R.Publishing. - B. Chandhuri
11. Caste, Identity and Continuity- V.C.Channa
12. Caste, Religion and Politics in India, Bombay: Oxford. Y.B.Damle
13. Caste, Class conflict and reservation, Delhi: Ajanta Publication. I.P.Desai and Others
14. Tribes of India: The Struggle for Survival, Delhi: Oxford University Press. Furer- C.V.Haimendorf

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- I
UA01GBSE23 - Understanding Indian Economy (4 credits, 60 hours)

Unit 1. Economics (20%)

Introduction- Concept, Sectors of Indian Economy

Structure of Indian Economy- basic features, Natural Resources- Land, Water & forest Resources

National Income- GDP, GNP, NDP, NNP, N.I. at current and constant prices, Per Capita Income

Unit 2. Economic Reforms in India (15%)

Need, Reforms, Effects on Economic Development

Economic system with special reference to mixed economic system of Indian Economy.

Unit 3. Demography and Unemployment (25%)

Population size and growth rates, sex composition

Rural-Urban Migration, occupational distribution, problems of Over-population, Population Policy.

Meaning & Nature of unemployment- Causes and Extent of Unemployment, Government Measures to reduce Unemployment.

Unit 4. Poverty & Planning (20%)

Meaning and types of Poverty

Causes of poverty

Extent of poverty

Government measures to reduce poverty

Objectives of planning

Current five year plan- objectives, targets and allocation.

Unit 5. Agriculture (20%)

Importance of Agriculture in Indian economy

Performance of Agricultural sector

Problems of Indian Agricultural Sector

Agricultural Extension Services

Agricultural Finance and Marketing

Agricultural Price Policies

Agricultural Trade and Impact of WTO

Measures taken by the Government in reviving the sector.

Books-

Indian Economy- K.K.Sundharan & J.D.Verma

Indian Economy-M.C.Rao

Foundation of the Indian Economy- I.C.Dhringra

The Indian Economic Problem- S.N.Agarawal

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- I
UA01GBSE24 – Mgmt. of Natural Resources (4 credits, 60 hours)

Unit 1. Inter-relatedness of human life, living organisms and natural resources

- 1) Environment, life style, degradation
- 2) Environment management maintaining, improving, enhancing
- 3) Current issues of environment.

Unit 2. Utilization and management

- 1) Forest, land, water, air, energy sources.
- 2) Pollution-sources, treatment, prevention
- 3) Soil water, air, noise
- 4) Waste matter-disposal, recycling, renewal, problems, issues.

Unit 3. Environment protection

- 1) Acts related to environment: Environmental Protection Act
- 2) Forest conversation
- 3) Water pollution
- 4) Standards and tolerance level
- 5) Unplanned urbanization
- 6) Role of social worker & others
 - a) Work with interdisciplinary team of environmental protection and preservation
 - b) Social cultural; and institutional issues
 - c) Environmental movements in India.
 - d) Social work initiative and level, agency level, community levels.

SEGMENT 4 – SKILL ENHANCEMENT

SARDAR PATEL UNIEVRSITY
BSW(SE) - English Medium - Choice Based Credit System
Semester- I
UA01SBSE21 - ENVIRONMENTAL SCIENCE

COURSE OBJECTIVES

- To provide students with a comprehensive understanding of the relationship between scientific principles and the environment.
- To be aware of world's environmental challenges.
- To develop scientific skills and knowledge and an understanding of legal, political and social aspects of environmental management.

Unit1: Environmental Science - Earth Resources

Definition- environmental science, various pollution prevalent around- their control measures, role of individual in preventing pollution

Disaster management

Fossil Fuels, Oil and Gas, Mining, Greenhouse effect

Natural resources of the earth- need of the hour to preserve and conserve; recycling

Unit2: Ecology and Conservation

Sustainable Development- Definition and importance

Climate change: Global warming, Acid Rain, Ozone Layer Depletion, Resettlement & Rehabilitation of people, problems and concerns

Water conservation & Rain Water Harvesting, Forest conservation

Environmental Laws (Environment Protection Act, Forest Conservation Act, Introduction to Environmental Impact Assessment)

Unit3: Environmental and Human/ Animal Population

Environmental toxicology and management

Environment and Human Health: Environmental Factors & Human Diseases, Air Borne Diseases, Water Borne Diseases, Food Borne Diseases; Role of Information Technology in Environment & Human Health

Wildlife Management: Distribution, Habitat, Behavior, Description

Threatened Species, Wildlife Protection Act, other laws, Protected areas network (wildlife parks & Sanctuaries)

Unit4: Practical related knowledge

Designing an investigation, collecting data (this may be in the field, in a laboratory or at home), analyzing it and producing a scientific report

Preparing an environment conservation plan for an NGO or a department working towards the cause

Projects, presentations, ads, media towards environment conservation

SEGMENT 1 – ABILITY ENHANCEMENT
SARDAR PATEL UNIVERSITY
BSW (SE)- English Medium - Choice Based Credit System
Semester- II
UA02ABSE21 – COMMUNICATION SKILLS - II

- 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.
- Through audio exercises and pronunciation guides students can develop self-confidence in spoken English.
- Through workbook exercises students can practise and increase their fluency and confidence. Teaches soft skills while teaching English in an interactive, learner-friendly mode.
- Focuses on Indian accents and their correction in all the exercises. Workbook has supplementary exercises.

Module	Topic/subtopic	Notes/Remarks
I. Linguistics	Pronunciation and Accent Neutralization Basic phonemic symbols Common Problems with Indian accents and accurate Pronunciation 's' and 'z' words 'sh' and 's' words 'j' and 'z' words 'i' and 'ee' words 'f' and 'v' words 'v' and 'w' words vowel and consonant sounds syllables rules of word stress and sentence stress intonation and rhythm	Mode of teaching: classroom discussions, presentations, group work Use of CD for all pronunciation practices
II. Speaking	Developing Confidence to Speak Evaluating the audience and situation Speaking in daily life Language Functions (Making requests, offering thanks, showing agreements and disagreements etc) Making Small talk Forming and responding to questions Participating in Conversation	
III. Listening	Listening active listening bad listening habits and their cures listening and taking notes: main ideas and details	Mode of teaching: classroom discussions, presentations,

	getting the gist evaluation of what is heard Use of Authentic Material to develop listening skills as per the requirement of the target group	group work
IV. Reading	Reading Types of Reading Strategies for active reading Components of Reading Skills Factors affecting Reading Efficiency Techniques for improving reading efficiency summarizing, thinking critically 'Browsing' vs in-depth reading: understanding the main Arguments Reading Comprehension	Mode of teaching: classroom discussions, presentations, group work
V. Writing	Structure of an essay, composing an essay, drafting, editing, finalizing essays Emails (structure and etiquette) Reports: the process and structure of writing a report Essay Drafting Poetry Appreciation Critical Writing Story building	Mode of teaching: classroom discussions, presentations
VI. Self Study: Grammar and Vocabulary Review	Active-Passive Voice Subject-Verb Agreement Model Verbs Connectives Articles <input type="checkbox"/> Oneword substitutes (List to be provided) Note: All the grammatical exercises to be taught and tested in Context.	Mode of teaching: classroom discussions, presentations, group work

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
SEMESTER - II
UA02ABSE22 - ICT - II
(4 credits, 60 hours)

Course Introduction: Computer Skills are an essential part of our lives today. Computers are used for all kinds of purposes in our professional lives. Due to the digital divide a large section of our students however do not receive adequate computer skills and remain disadvantaged in this regard. This course bridges the gap successfully. This course trains the student, through a combination of lab and lecture contact, in all the basic components of computers, the main usages of computers in daily and professional lives and the key information that any person in today's world should have about computers. This course may be offered to all students of the undergraduate programme.

Course Outline

Module	Subtopics	Notes/Remarks
Unit: 1 Introduction to Internet-I	What is WWW? And Intro to web. Internet History Introduction to Web Browser Search Engine	Mode: Lectures
Unit: 2 Introduction to Internet-II	Client Server Basics E-mail Server, Difference between Email and Chat Introduction to SEO Google Mail server GMAIL mail server basics and Creation of Account	Mode: Lectures / Tutorials
Unit: 3 Introduction to Webpage	What is Webpage and Website? Types of Websites. Tools for creating a Webpage Introduction Client and Server Scripting Languages Concepts of Web hosting / Publishing	Mode: Lectures / Tutorials / Practical
Unit-4 Basics of Web Development	What is HTML? Introduction to Markup Language Basic structure of an HTML document, Tags and Examples Hyperlinks and Multimedia in WebPages Programming with HTML using all tags and features	Mode: Lectures / Tutorials / Practical

SEGMENT 2 – CORE COURSES

Sardar Patel University

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

Semester- II

UA02CBSE21 - Working with Individuals – I (4 credits, 60 hours)

Unit 1. Social Case work as one of the methods of social work (10%)

Historical development of Social Case Work in India & USA

Overview of Social Case Work as a method of Social Work

Unit 2. Introduction to Social Case Work/Individuals (30%)

Definition of Social Case Work

Assumptions of Social Case Work

Values of Social Case Work

Skills of Social Case Work

Unit 3 Principles of Social Case Work AND Components of Social Case Work Methods (30%)

Unit 4 Theoretical client-caseworker relationship (30%)

- Client-caseworker relationship – Definition, Characteristics, Principles, Purpose and difference between Social & Professional relationship.
- Theoretical Approach of Social Case Work
 - Psychoanalytical Approach
 - Psychosocial approach
 - Behavioural modification approach
 - Crisis intervention approach
- Theories of Social Case Work
 - Maslow's Need Hierarchy theory
 - Erickson Psychosocial Theory

Books-

Social Case Work by R.K.Upadhyay

Introduction to social case Work- Grace Mathew

Social Work a Problem Solving Process- Pearlman, Helen & Harris

Social Case Work Principles & Practices- Noel Timms

Theory & Practice of Social Case Work- Gordon Hamilton

Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- II
UA02CBSE22 - Working with Group –I (4 credits, 60 hours)

Unit 1. Group (15%)

- Definition and Concept
- Characteristics of Group Life
- Classification/ Types of Group

Unit 2. Social Group Work (30%)

- Definition
- Concept
- Purpose/Objective
- Principles of Group Work
- Values of Group Work
- Skills of Group Work

Unit 3. Group Work as one of the Method of Social Work (20%)

- Historical Development of Social Group work in India & Abroad
- Group Work as one of the Method of Social Work
- Models of Group work
 - Social Goal Model
 - Remedial Model
 - Reciprocal Model

Unit 4. Group Processes (15%)

- Group process and dynamics
- Study, diagnosis & problem-solving techniques
- Recording in Social Group Work

Unit 5. Theories of Group Work (20%)

- Group focus conflict theory
- System theory
- Psycho-dynamic theory
- Field theory
- Social exchange theory

Books-

Group Work Foundations- and Frontiers
Social Group Work- A Helping Process- Gisela Konapka
Concepts & methods of Social Work- Friedlander
Essentials of Social Group Work Skills- Philips

SEGMENT 3 – GENERIC ELECTIVES
Sardar Patel University
BSW (SE)- English Medium - Choice Based Credit System
Semester- II
UA02GBSE21 - Community Organization – I (4 credits, 60 hours)

Unit 1. Community (25%)

- 1) Definition, Concept and Characteristics of Community
- 2) Types of Community – Rural, Urban and Tribal community (Definition, Concept and characteristics)

Unit 2. Community Organisation (20%)

- 1) History of Community Organization in India & Abroad
- 2) Definition, Concept and meaning of Community Organization

Unit 3. Community Organization as Integral Aspect of Social Work (40%)

- 1) Steps of Community Organization
- 2) Principles of Community Organization
- 3) Skills of Community Organization
- 4) Methods of Community Organization

Unit 4. Relationship of Community Organization with other methods of social work (15%)

- 1) Community Organization & social Case Work
- 2) Community Organization & Social Group Work
- 3) Community Organization & Administration

Books-

1. Community welfare Organization- A Dunham
2. Community organization in India- K.D.Gangrade
3. Social Work Practice in community Organization- H.D.Green

Sardar Patel University

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

Semester- II

UA02GBSE22 - Women Rights & Child Rights (4 credits, 60 hours)

Unit 1. The constitution of India and women

- The Preamble
- The fundamental rights
- Women reservations
- Women reservations in elections to local bodies
- Right against exploitations
- Directive principles – women
- Rights of women to economic development

Unit 2. Uniform civil Code and General Justice

- Introduction
- Personal laws and discrimination against women
- Uniform Civil Code and Indian Constitution
- Judicial Behaviour and Uniform Civil Code

Unit 3. Industrial Law-Employment of Women

- Equal remuneration for men and Women
- Maternity Benefit
- Other provisions for welfare and safety of women in Industrial laws

Unit 4. Sex Determination Tests and Female Foeticide

- Sex discrimination tests
- Termination of pregnancy

Unit 5. Constitutional Provisions to Child Rights

- Directive principles of State Policy & Child Rights
- The Child Labour Prohibition Act
- The Child Labour Welfare under Fundamental Rights

Books:-

1. Child Labour and the Law- Mehta Jaiswal. Deep & Deep Publications
2. Women and the Law- G.B.Reddy's. Gogia Law Agency
3. Human Rights- 2006, Ashwin N.Karia
4. Human rights in a Developing Society- Sankar Sen

Sardar Patel University

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

Semester- II

UA02GBSE23 Principles of Management (4 credits, 60 hours)

Unit 1. Nature & scope of management

1. Definition of management
2. Scope of management
3. Importance of management
4. Principles of management

Unit 2. Management theory

1. Modern theory
2. Traditional theory

Unit 3. Planning

1. Meaning
2. Importance
3. Types of planning

Unit 4. Corporate planning

1. Meaning
2. Importance
3. Types of corporate planning

Unit 5. Objective & MBO

1. Meaning
2. Importance
3. Process
4. Case study

Unit 6. Decision Making

1. Meaning
2. Importance
3. Process
4. Case study

SEGMENT 4 SKILL ENHANCEMENTS

Sardar Patel University

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

SEMESTER - II

UA02SBSE21 Statistics (4 Credits, 60 hours)

Course objective:

- To develop skills in understanding whether data is meaningful, including optimization, inference, testing, and other methods for analyzing patterns in data and using them to predict, understand, and improve results

Unit1: Introduction and Basics

1. Meaning of statistics, need and concept of statistics in research
2. Common measures of central tendency, mean, median, and mode
3. Primary and Secondary data, methods of data collection, tabulation of data

Unit2: Sampling Theory

1. Concept of population and sample
2. Parameter and statistics, sampling and non-sampling errors
3. Probability and non-probability sampling techniques (simple random sampling, stratified sampling, multi-stage sampling, multi-phase sampling, cluster sampling, systematic sampling, purposive sampling, convenience sampling, quota sampling); Sampling distribution (statement only)
4. Sampling size decisions

Unit3: Statistical Inference

1. Meaning and concept of Hypothesis
2. Testing of Hypothesis
3. Test based on Chi-square test

Unit4: Co-relation

1. Meaning and concept of co-relation
2. Partial co-relation
3. Spearman rank co-relation, Spearman rho co-relation

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

		SEMESTER-III		SEMESTER-IV
Ability Enhancement Course (1 courses X 4 credits = 4 Credits)	UA03ABSE21	Corporate Communication - I	UA04ABSE21	Corporate Communication – II
Core Course (3 Courses X 4 credits =12 Credits)	UA03CBSE21	Social problems and social work in India	UA04CBSE21	Working with Individuals – II
	UA03CBSE22	Human growth & development- II	UA04CBSE22	Working with Group –II
	UA03CBSE23	Fieldwork Practicum-III	UA04CBSE23	Fieldwork Practicum-IV
Generic Elective (Any Two) (2 Courses X 4 credits =8 Credits)	UA03GBSE21	Medical and correctional Social work	UA04GBSE21	Community Organization – II
	UA03GBSE22	Human Resource Management	UA04GBSE22	Industrial Relations
	UA03GBSE23	Local self governance	UA04GBSE23	Fund Raising & Resource Mobilization
			UA04GBSE24	Micro-credit & Micro Finance
Skill Enhancement Course (1 courses X 4 credits = 4 Credits)	UA03SBSE21	ICT - III	UA04SBSE21	Research Methodology

SEGMENT 1 ABILITY ENHANCEMENT

Sardar Patel University BSW(SE) - (English Medium) Choice Based Credit System SEMESTER III

UA03ABSE21 Corporate Communication – I (4 Credits 60 Hrs)

Objective:

- 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.

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	<ul style="list-style-type: none">• Presentation Skills• 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• 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

Segment 2 core subjects

Sardar Patel University
BSW (SE) – English Medium – Choice Based Credit System
Semester - III
UA03CBSE21 - Social Problems And Social Work In India
(4 credits – 60 hrs)

Unit 1 Social Problems and Social Work in India

- Social Problems: Definition, Characteristics, Causes, types, Solving Social Problems
- Relation between social work and Social Problems
- Role of Social worker in Social Problems

Unit 2 Problems of Pre and Post Independence Period

- Problems related to Women
- Problems related to Youth
- Problems related to Labor
- Problems related to Children
- Terrorism – Definition, Characteristics, Reasons and Solutions

Unit 3 Social Problems in Recent Times in India

- Poverty: Concept, Causes, Social Effects and Solution
- Unemployment: Concept, Causes, Social Effects and Solution
- Black Money: Concept, Causes, Social Effects and Solution
- Population Explosion: Increase in Population, Causes, Effects, Population Policy
- Corruption: Meaning, Forms and causes, Anti-corruption movements in India
- Gender Discrimination: Concept, Causes, Social Effects and Solution
- Alcoholism and Drug Addiction: Causes, Problems, and Treatments for Addicted Person
- Crime: Concept, Types, Causes, Social Effects and Solution
- Concept of Illiteracy, Casteism, Regionism

References:

- Social problems in India by RAM AHUJA
- Indian Social Problems by G. R. Madan
- Modernization & Development – S.C Dube
- Rural sociology in India – A.R. Desai
- nptel.ac.in

SARDAR PATEL UNIVERSITY
BSW (SE) - English Medium - Choice Based Credit System
SEMESTER- III
UA03CBSE22 - Human Growth & Development- II
(4 credits 60 hrs)

UNIT 1: PUBERTY

1. Definition, Age and Characteristics of Puberty
2. Causes of Puberty
3. Body changes of Puberty
4. Sources of concern
5. Hazards of Puberty

UNIT 2: ADOLESCENCE

1. Definition and Characteristics of adolescence
2. Developmental tasks of adolescence
3. Physical & Social changes during adolescence
4. Approved sex roles during adolescence
5. Hazards of adolescence

UNIT 3: EARLY ADULTHOOD

1. Definition and Characteristics of Early Adulthood
2. Developmental Tasks of Early Adulthood
3. Adjustments in Early adulthood
 - Sex role adjustments
 - Marital Adjustments
 - Adjustments to parenthood

UNIT 4: MIDDLE AGE

1. Definition & Characteristics of Middle Age
2. Developmental Tasks of Middle Age
3. Physical & Social Adjustments during Middle age
4. Hazards of Middle age

UNIT 5: OLD AGE

- 1) Definition and Characteristics of Old Age
- 2) Developmental Tasks of Old Age
- 3) Adjustment to Physical changes in Old age
- 4) Hazards of old age

Reference:

- Developmental Psychology: A life span approach. By “Elizabeth B. Hurlock”

SEGMENT 3 GENERIC ELECTIVE SUBJECTS

SARDAR PATEL UNIVERSITY
BSW (SE) - English Medium - Choice Based Credit System
SEMESTER- III
UA03GBSE21 - Medical and correctional Social work
(4 CREDITS 60 HRS)

Unit 1: Introduction of Medical Social Work

- Definition and Concept of Medical Social Work
- History of Medical Social Work in India & abroad.
- Roles and Functions of Medical Social Worker

Unit 2: Introduction to Health

- Definition, Concept and Dimensions of Health
- National Health Policy
- Health Indicators

Unit 3: Introduction to Disease

- Diseases : Causes
- Major Communicable and non- communicable diseases

Unit 4: Physiology and anatomy of human body

Unit 5: Deviant behavior

- Definition ,Concept, Norms Values & Social Control

Unit 6: Criminology and Crime

- Definition, History, and concept. Crime – Meaning and various types

Unit 7: Penology

- Meaning, concept, Classical types and modern types of punishment.

Unit 8: Correctional settings

- Meaning, concept and various Types correctional fields. Organ gram of ministry under social defense.

SARDAR PATEL UNIVERSITY
BSW (SE) - English Medium - Choice Based Credit System
SEMESTER- III
UA03GBSE22 - Human Resource Management (4 Credits 60 Hrs)

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
UA03GBSE23 - 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

SKILL ENHANCEMENT

Sardar Patel University
BSW (SE) (English Medium) Choice Based Credit System
SEMESTER-III
UA03SBSE21 - ICT – III (4 Credits 60 Hrs)

Course Introduction: Computer Skills are an essential part of our lives today. Due to the digital divide a large section of our students however do not receive adequate computer skills and remain disadvantaged in this regard. This course trains the student, through a combination of lab and lecture contact, in all the basic components of computers, the main usages of computers in daily and professional lives and the key information that any person in today's world should have about computers. This course may be offered to all students of the undergraduate programme.

Course Outline

<i>Module</i>	<i>Subtopics</i>	<i>Notes/Remarks</i>
Unit: 1 Introduction to word processing (MS WORD)	1) Concept of Word Processing and Elements of Word Processing. 2) Insert and Page Layout Features with Table. 3) View and Print options 4) Mail Merge	Mode: Lectures / Tutorials / Practical
Unit: 2 Introduction to spreadsheet software package (MS EXCEL)	1) Introduction to MS Excel, Cell, Row, Column, Worksheet. 2) Use of Clipboard, Font, Alignment, Number, Style, Cells and Editing Tabs of Excel. 3) Insert and Layout menu with Print titles. 4) Basic Formulas, View tab and Printing Wizard.	Mode: Lectures / Tutorials / Practical
Unit: 3 Introduction of presentation software (MS Power Point)	1) What is Power Point? Advantages of Power Point. 2) Insert, design and Animation Ribbons. 3) Slide show, view and Storyboarding features (Hyperlink) of ppt. 4) Printing wizard.	Mode: Lectures / Tutorials / Practical
Unit-4 Introduction to MIS	1) What is System? 2) What is Information and Information System? 3) What is Management Information System? 4) MIS Characteristics and Advantages.	Mode: Lectures / Tutorials

References:

- 1) Microsoft Office 2007, by Kalpesh Patel, Computer World Publication, 3rd Edition, 2012.
- 2) Management Information Systems, by James A. O'Brien, TENTH Spc. Indian Edition 2017.

SEGMENT 1 ABILITY ENHANCEMENT

SARDAR PATEL UNIVERSITY BSW(SE)- (English Medium) Choice Based Credit System SEMESTER - IV

UA04ABSE21 - Corporate Communication – II (4 Credits 60 Hrs)

Objective: 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

Teaching Methodology:

- Lecture method combined with discussion.
- Use of audio visual aids and internet resources
- Supervising projects, presentations and items for self-studies

Activities:

- Discussions
- Library research and reference
- Projects and presentations and Assignments

SEGMENT 2 CORE SUBJECTS

SARDAR PATEL UNIVERSITY
BSW (SE) - English Medium - Choice Based Credit System
SEMESTER – IV
UA04CBSE21 - 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) Preparation for interview
 - e) Procedure of interview in Social Case Work
- 2) Home Visit
- 3) Observation
 - a) Meaning & Types of observation
- 4) Communication
 - a) Definition
 - b) Types
 - c) Importance
 - d) Model of communication
- 5) Listening
- 6) Rapport Establishment/Building

Unit 2. Social Case Work as a Helping Process- Nature, Steps & Phases (10 %)

Unit 3. Recording (20%)

- 1) Meaning & importance of recording
- 2) Principles of recording
- 3) Types of recording

Unit 4. Case Work Techniques (20%)

- a) Various Case work techniques
- b) Role of Case worker in various settings

Unit 5 Counseling – Definition, Characteristics, Purpose & Objectives, Stages & Skills (15%)

Unit 6 Approaches of Social Case Work (10%)

SARDAR PATEL UNIVERSITY
BSW (SE) - English Medium - Choice Based Credit System
SEMESTER – IV
UA04CBSE22 - WorkingWithGroup–II
(4Credits60Hrs)

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 (20%)

- 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

SEGMENT 3 GENERIC ELECTIVE SUBJECTS

SARDAR PATEL UNIVERSITY
BSW (SE) - English Medium - Choice Based Credit System
SEMESTER – IV
UA04GBSE21 - 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. Roles of Community Organizer (15%)

Unit 5. Participatory rural appraisal (15%)

- 1) Concept
- 2) Definition
- 3) Techniques

Unit 6. Panchayati Raj (25%)

- 1) Concept
- 2) Panchayati Raj – post independence period
- 3) Special features of the Constitution (73rd Amendment) Act, 1992
- 4) Three tier Panchayati Rak System in India

SARDAR PATEL UNIVERSITY
BSW (SE) - English Medium - Choice Based Credit System
SEMESTER – IV
UA04GBSE22 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

SARDAR PATEL UNIVERSITY
BSW (SE) - English Medium - Choice Based Credit System
SEMESTER – IV
UA04GBSE23 - FundRaising&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 If 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
UA04GBSE24 - 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

SEGMENT 4 - SKILL ENHANCEMENT COURSE

Sardar Patel University

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

SEMESTER IV

UA04SBSE21 - Research Methodology (4 Credits 60 Hrs)

Course content:

Unit I - Introduction of research (25%)

- Definition, characteristics and objectives of Research
- Types of research from the viewpoint of application, objectives and inquiry modes - Pure and Applied; Exploratory, Descriptive, Experimental, Field research, Survey, Case study; Qualitative and Quantitative
- Variables – Types of variables
- Control in research

Unit II –Research Procedure (25%)

- Research Process
- Research Problem and Hypothesis Formulation
- Research proposal

Unit III - Research Design and scales (25%)

- Types of research designs
- Important concepts related to research design
- Types of Data and scales for obtaining them - Nominal, Ordinal, Interval, Ratio
- Concept of reliability and validity

Unit IV – Additional concepts in Research (25%)

- Measures of variability – range mean deviation, quartile deviation, standard deviation
- Referencing – APA, OXFORD; Bibliography- Endnotes & Footnotes
- Google for research

Activities:

- Discussions
- Library research and reference
- Projects and presentations
- Assignments
- Visit to Research Analyst firms, Political analysis organizations, central libraries, etc. to get a real feel of the settings as well as the constraints of the place and time.
- To prepare and submit a report on the field visits at the end of Semester.

Reference books:

- P. Philominathan, Research Methodology Practice, Shri A.V.V.M. Pushpam College – Poondi – Thanjavur
- Kothari C. R., Research Methodology – Methods & Techniques, Vishwa Prakashan – New Delhi, 1990.
- Gopal M. A An Introduction to Research Procedure in Social Sciences, Asia Publishing House, Bombay
- Darlington, Richard B., Sharon Weinberg, and Herbert Walberg (1973). Canonical variate analysis and related techniques. Review of Educational Research, 453-454.
- Gorsuch, Richard L. (1983) Factor Analysis. Hillsdale, NJ: Erlbaum
- Morrison, Donald F. (1990) Multivariate Statistical Methods. New York: McGraw-Hill.