

**Sardar Patel University**  
**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 5**  
**UA05ABSE21 - Personality Development and Soft Skills - I**  
**(4 Credits- 60 Hrs)**

**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

**Sardar Patel University**  
**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 5**  
**UA05CBSE21 - Social Welfare Administration – I (4 Credits 60 Hrs)**

**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

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**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 5**  
**UA05CBSE22 - Community Development-I (4 Credits 60 Hrs)**

**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 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

**Sardar Patel University**  
**BSW (SE)- English Medium - Choice Based Credit System**  
**Semester 5**

**UA05CBSE23 - Qualitative Research Methods in Social Work (4 Credits 60 Hrs)**

**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

**Sardar Patel University**  
**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 5**

**UA05CBSE24 - Medical and Correctional Social Work**  
**(4 Credits 60 Hrs)**

**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

**Sardar Patel University**  
**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 5**  
**UA05CBSE25 - Administration of Social Enterprise**  
**(4 Credits 60 Hrs)**

**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

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**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 5**  
**UA05CBSE26 Family Social Work – I (4 Credits 60 Hrs)**

**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

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**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 6**  
**UA06ABSE21 - Personality Development and Soft Skills - II**  
**(4 Credits 60 Hrs)**

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

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**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 6**  
**UA06DBSE21 - Dissertation**  
**(4 Credits 60 Hrs)**

Project Based on Social Work Research and Internships and Block placement (Analysis of Data collected in the Block Placement and preparation of Thesis)

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**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 6**  
**UA06CBSE21 - Social Welfare Administration - II (4 Credits 60 Hrs)**

**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

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**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 6**  
**UA06CBSE22 - Community Development-II (4 Credits 60 Hrs)**

**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

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**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 6**  
**UA06CBSE23 -Disaster Management (4 Credits 60 Hrs)**

**Unit: 1. Disaster and development**

- Content and definition
- Disaster and level of development
- Vulnerability 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.

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**SEMESTER 6**  
**UA06CBSE23 -- Psychiatric Social Work (4**  
**Credits 60 Hrs)**

**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

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**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 6**  
**UA06CBSE24 -Family Social Work – II**

**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%)**

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**B.S.W. (Social Enterprise) - English Medium**  
**SEMESTER 6**  
**UA06CBSE25 - Organizational Behaviour**

**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