



**National Education Policy-2020**  
**Common Minimum Syllabus for all U.P. State Universities/ Colleges**  
**SUBJECT: SOCIAL WORK**

Name	Designation	Affiliation
<b>Steering Committee</b>		
Mrs. Monika S. Garg, (I.A.S.), Chairperson Steering Committee	Additional Chief Secretary	Dept. of Higher Education U.P., Lucknow
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Prof. Hare Krishna	Professor, Dept. of Statistics	CCS University Meerut, U.P.
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Dr. Shweta Pandey	Assistant Professor	Bundelkhand University, Jhansi

**Syllabus Developed by:**

S. No.	Name	Designation	Department	College/ University
1	Dr. Yatindra Mishra	Associate Professor	Social Work	Deptt of Social Work, Bundelkhand University
2	Dr. K.K Singh	Assistant Professor	Social Work	Deptt of Social Work, Mahatma Gandhi Kashi Vidhyapeeth, Varanasi
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**Semester-wise Titles of the Papers in U.G Programme (Social Work)**

Year	Semester.	Course Code	Paper Title	Theory/Practical	Credits
B.A-1st Year	I	A160101T	Fundamentals of Social Work (Theory)	Theory	4
1	I	A160102P	Introduction to Field Work Practice	Practical	2
1	II	A160201T	Social Science concepts and Social Problems	Theory	4
1	II	A160202P	Field Work Practicum-I (Observational visit of the agencies)	Practical	2
B.A-2nd Year	III	A160301T	Areas of Social Work Practice	Theory	4
2	III	A160302P	Field Work Practicum-II (Intervention of Social work)	Practical	2
2	IV	A160401T	Methods Of Social Work	Theory	4
2	IV	A160402P	Field Work Practicum-III(Importance of Community Base Services)	Practical	2
B.A 3rd Year	V	A160501T	Human Growth and Development	Theory	4
	V	A160502T	Social Work Practice and Media Information	Theory	4
3	V	A160503P	Field Work Practicum -IV	Practical	2
3	V	A160504R	Rural Educational camp	Project	3
3	VI	A160601T	Social Legislation and Policy	Theory	4
3	VI	A160602T	Counseling and Guidance	Theory	4
3	VI	A160603P	Field work Practicum-V (In Speciality )	Practical	2
3	VI	A160604R	NGO and Project Formulation	Project	3

**Proposed Year wise Structure of UG Program in Social Work**

**Program Outcomes (POs)**

The main purpose of the Programme in Social Work is to develop and disseminate knowledge, skills and values through education, field training and research necessary for promoting, maintaining and improving the functioning of individuals, families, groups, organizations and communities existing in the society. The programme is strongly committed to a diverse learning environment, in which respect for dignity and worth of all human beings and understanding of diverse conditions would be practiced. It respects individual uniqueness and offers a professional program to build a foundation for practice with population groups, keeping the larger goal in mind. The values and ethics of professional social work practice, the theory guiding the profession, and the skills that are necessary for practice and the ability to be engaged in lifelong learning.

## B. A. First Year

### Program Specific Outcomes (PSOs)

At the end of program following outcomes are expected from students to understand history and evolution of social work profession, both in India and the Western and to develop insights into the origin and development of ideologies and approaches to social change and develop Skills to understand contemporary reality in its historical context. To understand the genesis and manifestation of social problems And also know the preventive and remedial measures for contemporary social problems and role of social work in addressing social problems. Psychological concepts and its relevance to Social Work

	Semester I	Name of Papers	Credits	No of Lectures
		Fundamentals of Social Work (Theory)	4	60
		Introduction to Field Work Practice (Practical)	2	30
	Total		6	90
	Semester II	Name of Paper	Credits	Lectures
		Social Science concepts and Social Problems(Theory)	4	60
		Field Work Practicum-I(Observational visit of the agencies)(Practical)	2	30
	Total		6	90

## B.A. Second Year

### Program Specific Outcomes (PSOs)

Able to demonstrate familiarity with Casework, Group work processes, tools and techniques and their application in Professional Social Work Practice. And to develop skills of Observation, Listening, Interviewing and Home Visits, Rapport Building, Resource Mobilization and Recording. And to develop skills of Facilitation, Analytical Thinking, Leadership Building, Programme Planning, Evaluation and using Programme Media in groups. Able to understand the concept and place of field work in Social Work education and to understand and develop self-awareness and orientation to field work, to explore role of Social Worker in different settings and to develop skills in Field Work like report writing, observation and Analysis

	Semester III	Name of Paper	Credits	No of Lectures
		Areas of Social work Practice(Theory)	4	60
		Field Work Practicum-II(Intervention of Social work )(Practical)	2	30
	Total		6	90
	Semester IV	Name of Paper	Credits	No of Lectures
		Methods of Social Work (Theory)	4	60
		Field work Practicum-III (Importance of Community base services)(Practical)	2	30
	Total		6	90

**B.A. Third Year****Program Specific Outcomes (PSOs)**

To develop understanding of concept of social policy and social planning, Concept and nature of Development and Human Development. And relation of Social Policy to assist society welfare and Community organization and social action deals to know the problems of community and facilitate as methods of social work profession and to understand the relationship of community organization and social action with other methods of social work

	Semester V	Name of Paper	Credits	No of Lectures
		Human Growth and Development (Theory)	4	60
		Social Work Practice and Media Information (Theory)	4	60
		Field Work Practicum-IV ( Practical)	2	30
		Rural Educational Camp(Project)	3	45
	Total	Total	13	195
	Semester VI	Name of Paper	Credits	No of Lectures
		Social Legislation and Policy (Theory)	4	60
		Counselling and Guidance (Theory)	4	60
		Field work Practicum -V I(n speciality) (Practical)	2	30
		NGO and Project Formulation(Project)	3	45
	Total		13	195

**B.A. I st year( Semester I ) Paper -1  
(Theory)**

Programme/Class: Certificate/BA	Year: First	Semester: First
<b>Subject: Social Work</b>		
Course Code:A160101T	Course Title:Fundamentals of Social Work (Theory)	
<b>Course outcomes:</b>		
<ul style="list-style-type: none"> <li>• <b>To understand history and evolution of social work profession, both in India and the West.</b></li> <li>• <b>To develop insights into the origin and development of ideologies and approaches to social change.</b></li> <li>• <b>To develop Skills to understand contemporary reality in its historical context.</b></li> </ul>		

Credits: 4	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical(in hours per week)L-4/w		
Units	Topic	No of Lectures

<b>I</b>	<b>Basic concepts in Social Work</b> <ol style="list-style-type: none"> <li>1. Concept, definitions and scope of social work</li> <li>2. Related concepts: Social Welfare, Social Development, Social Service and social reform</li> </ol>	10
<b>II</b>	<b>History of Social Work</b> <ol style="list-style-type: none"> <li>1. Emergence of Social Work: UK, USA, India</li> <li>2. Development of Social Work Education in India</li> <li>3. Ancient, Medieval and Modern contributors in social work field</li> </ol>	08
<b>III</b>	<b>Fundamental Of Social Work</b> <ol style="list-style-type: none"> <li>1. Values of the Social Work &amp; Codes of Ethics</li> <li>2. Principles and Skills of Social Work</li> </ol>	08
<b>IV</b>	<b>Social Work Profession in India</b> <ol style="list-style-type: none"> <li>1. Profession: Meaning Definition and Attributes</li> <li>2. Professionalization of Social Work in India</li> <li>3. Issues and Challenges before Social Work Profession</li> </ol>	08
<b>V</b>	<b>Human Rights And Social Work</b> <ol style="list-style-type: none"> <li>1. Social Work and its Relation to Human Rights and Social Justice</li> </ol>	08
<b>VI</b>	<b>Approaches I</b> <ol style="list-style-type: none"> <li>1. Professional v/s Voluntary Approaches to Social Work</li> </ol>	05
<b>VII</b>	<b>Approaches II</b> <ol style="list-style-type: none"> <li>1. Generalist Approach to Social Work Practice</li> </ol>	03
<b>VIII</b>	<b>Ideology of Social Work</b> <ol style="list-style-type: none"> <li>1. Ideology of Action Groups and Social Movements</li> <li>2. Influence of Political Ideology on Social Welfare Policies and Programme</li> </ol>	10

**Suggested Readings:**

1. Surendra Singh (Chief Editor). (2012): Encyclopedia of Social Work in India. Lucknow: New Royal Book Company.
2. Singh, D. K. and Bhartiya, A.K. (2010). Social Work: Concept and Methods. Lucknow: New Royal Book Company.
3. Annie Pullen-Sansaçon (2013), The Ethical Foundations of Social Work, Stephen Cowden Routledge,
4. Banks, S. (1995). Ethics and Values in Social Work: Practical Social Work Series, London: Macmillan Press Ltd.
5. Compton, B. R. (1980). Introduction to Social Welfare and Social Work. Illinois: The Dorsey Press.
6. Desai, Murli, (2006). Ideologies and social Work: Historical and Contemporary Analyses, Rawat Publication, New Delhi
- 7 Prof Rajaram Shastri, समाजकार्य, (2016):Uttar pradesh Hindi Sansthan,Lucknow
- 8 [Dr.AjayR.Choure](#), Dr. Vinod Shankar Singh “ समाजकार्यकापरिचर्”
- 9 बालेश्विपाण्डेर् (Baleshwar Pandey “ समाजकार्य : ससद्ाांन्तएवांपद्सिर्ाां”

Read more at: <https://hindi.oneindia.com/dictionary/social-work-meaning-in-hindi/>

This course can be opted as an elective by the students of following subjects: Open for all

**Suggested Continuous Evaluation Methods:**

- A) Semester End Examination :75 marks  
 B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05 )  
 Assignment / Test / Quiz(MCQ) / Seminar/ Presentations

Suggested equivalent online courses:

<http://mssw.in/>

**B.A. Ist Year Semester I Paper 2**

**(Practical)**

Programme/Class: Certificate/BA	Year: First	Semester: First
<b>Subject: Social Work</b>		
Course Code:A160102P	Course Title: Introduction to Field Work Practice (Practical	
<b>Course outcomes:</b>		
<ul style="list-style-type: none"> <li>• Able to understand the concept ad place of field work in Social Work education</li> <li>• Able to understand and develop self-awareness and orientation to field work</li> <li>• Able to explore role of Social Worker in different settings</li> <li>• Able to develop skills in Field Work like report writing, observation and Analysis</li> </ul>		

Credits: 2	Core Compulsory / Elective	
Max. Marks: 25+75	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical(in hours per week)P-2/w		
	Topic	No. Of Lectures

	<p><b>Understanding Self and Field Work</b></p> <ol style="list-style-type: none"> <li>1. Understanding Self: Self Concept, Dimension, Component</li> <li>2. Field Work: Concept, Definition, Purpose and Component.</li> </ol>	07
	<p><b>Field Work Practice and Ethics</b></p> <ol style="list-style-type: none"> <li>1. Field work Learning Plan: Need and Importance</li> <li>2. Planning for Programmes: Objectives and Process</li> <li>3. Participative Techniques in Field Work: Social and Resource Mapping</li> </ol>	08
	<p><b>Field Work and Record Writing</b></p> <ol style="list-style-type: none"> <li>1. Report Writing</li> <li>2. Field Work Record Writing with Individual, Group and Community</li> </ol>	07
	<p><b>Skills and Techniques in Field Work</b></p> <ol style="list-style-type: none"> <li>1. Rapport Building, Observation and Analysis</li> <li>2. Public Relation and Advocacy</li> <li>3. Lobbying and Networking</li> <li>4. Use of Programme Media and Mass Media -</li> </ol>	08
<p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Ahuja ,Ram (1997) Social Problem in India, Rawat Publishers, Jaipur</li> <li>2. Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi : Commonwealth Publishers</li> <li>3. Bhusan, Vidya &amp; Sachdeva, D. R. (2000) An Introduction to Sociology, Allahabad : Kitab Mahal Crawford, K. (2004). Social Work and human development: Transforming Social Work practice. Exeter: Learning Matters</li> <li>4. Flippo, Osella and Katy, Gardner (2003) Contraventions to Indian Sociology, Migration Modernity and Social Transformation in South Asia, New Delhi : Sage Publication</li> <li>5. Gandhi P. Jagadish (1982) Indian Economy – Some Issues, Institute of Social Sciences and Research, Vellore</li> <li>6. Koutsoyiannis (2008), Modern Micro Economics, 2nd Edition, London: Macmillan Press Ltd. Mahajan, G. (Ed.). (1998). Democracy, Difference and Social Justice. New Delhi: Cambridge University Press</li> </ol>		
<p>This course can be opted as an elective by the students of following subjects: Open for all</p>		
<p><b>Suggested Continuous Evaluation Methods:</b>  The distribution of internal and external marking scheme will be 75 and 25 respectively  Test / Quiz(MCQ) / Seminar, Individual and Group presentation  Evaluation: Orientation Report, Report Writing , Focus Group Discussion  ( Viva Voce)</p>		
<p>Suggested equivalent online courses:  <a href="http://mssw.in/">http://mssw.in/</a></p>		

**B.A. Ist Year (Semester 2) Paper 1 (Theory)**

Programme/Class: Certificate/BA	Year: First	Semester: Second
Subject: Social Work		
Course Code: A160201T	Course Title: Social Science concepts and Social Problems(Theory)	
<b>Course outcomes:</b>		
<ul style="list-style-type: none"> <li>To understand and develop insight about sociological concepts for professional social work practice</li> <li>Able to understand preventive and remedial measures for contemporary social problems</li> <li>Able to understand role of social work in addressing social problems</li> </ul>		
Credits: 4		Core Compulsory
Max. Marks: 25+75		Min. Passing Marks:40
Total No. of Lectures--Tutorials-Practical(in hours per week)P-4/w		
Unit	Topic	No. of Lectures
<b>I</b>	<b>Basic Concepts</b> 1. Social Groups,Community, Association and Social Institution 2. Social Structure and Social Control	7
<b>II</b>	<b>Understanding Society and Social Process</b>  1. Society: Meaning, Characteristics and approaches 2. Social process and Socialization	7
<b>III</b>	<b>Social Stratification</b> 1. Concept and Theories of Social Stratification 2. Forms Of Stratification: Caste, Class, Power, Gender 3. Social Change and social mobility	7
<b>IV</b>	<b>Social Work practice with family</b> 1. Family:concept,definition,structures,functions 2. Families in vulnerable situations ( conflicts,family break-up) 3. Social Work intervention with Families	7
<b>V</b>	<b>Understanding Social Problems</b> 1. Social Problems: Concept, Definition and Characteristics 2. Theoretical perspective to social problems 3. Social Work response to Social problems	8
<b>VI</b>	<b>Gender and Related Concerns</b> 1. Understanding gender, gender discrimination 2. Gender Based Violence 3. Social and Legal instruments to address gender related concerns	8



<b>VII</b>	<b>Contemporary Social problems( I)</b> <ol style="list-style-type: none"> <li>1. Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minorities</li> <li>2. Street Children, Working Children, Child Labour and their care and protection</li> <li>3. Problem of elderly and differently able person</li> <li>4. Alcoholism,drug abuse</li> </ol>	8
<b>VIII</b>	<b>Contemporary Social problems (II)</b> <ol style="list-style-type: none"> <li>1. Suicide: Definition, Causes, Types and Impact</li> <li>2. Farmers and Student's Suicide: Prevention, Remedy and Role of Social Workers</li> <li>3. Poverty and Unemployment: Prevention, Remedy and Role of Social Workers</li> </ol>	8
<b>Suggested Readings:</b> <ol style="list-style-type: none"> <li>1. Ram Ahuja (2014): Social problems in India, Jaipur: Rawatpublication</li> <li>2. Malcolm Spector (2017): Constructing Social Problems: Routledge 3Joel Best (2016): Social Problems: W.W.Norton, Incorporated.</li> <li>3. Joel Best (2017): Images of Issues-Typifying Contemporary Social Problems , Routledge</li> <li>4. Madan, G.R. (1981): Indian social problem, New Delhi : Allied publication</li> <li>5. H.S, Becker.(1966). Social Problems-A Modern Approach. New York: John Wiley and Sons.</li> </ol>		
This course can be opted as an elective by the students of following subjects: Open for all		
<b>Suggested Continuous Evaluation Methods:</b> A) Semester End Examination :75 marks B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05 ) Assignment / Test / Quiz(MCQ) / Seminar/ Presentations		
Suggested equivalent online courses: <a href="http://mssw.in/">http://mssw.in/</a>		

### B.A. Ist Year( Semester 2 ) Paper 2 (Practical)

Programme/Class: Certificate/BA	Year: First	Semester: Second
Subject: Social Work		
Course Code: A160202P	Course Title: Field Work Practicum -I(Observational visit of the agencies)	
<b>Course outcomes:</b> <ul style="list-style-type: none"> <li>• Able to understand the significance of field work in social work education</li> <li>• Able to understand role of professional Social Workers in different settings</li> <li>• Capable to understand the role of professional social workers</li> <li>• Able to understand the programmes and projecvts of governmental and non-governmental social welfare/developmental agencies/organisation</li> </ul>		
Credits: 2	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical(in hours per week)P-2/w		

Unit	Topic	No. of Lectures
	<p><b>Task/Activities</b></p> <ol style="list-style-type: none"> <li>1. Attend orientation programme organized by the department</li> <li>2. Agency/ Community visits for learning agency /community/structure,functioning,policies,programmes &amp; activities,services and networking with other organization</li> <li>3. Establish contact and develop rapport with agency personnel,volunteers and community</li> <li>4. Regular reporting to all concerned persons (both at agency and college level) during scheduled meetings and supervisor/individual conferences under the guidance of supervisor</li> <li>5. Prepare and submit learning plan</li> <li>6. Complete and submit weekly records</li> <li>7. Continuous self-assessment of field work experiences</li> </ol>	

This course can be opted as an elective by the students of following subjects: Open for all

**Suggested Readings:**

1. Singh,A.P (2017). Strengthening Field Work in Social Work Education. Lucknow,India.Rapid Book Services
2. Subhedar, I.S.(2001) Field Work Training in Social Work. New Delhi: Rawat Publications.
3. Verma,R.B.S and Singh A.P.(2011),Handbook of Field Work Practice Learning in Social Work.Lucknow,India:New Royal Book Company.

**Suggested Continuous Evaluation Methods:**

**Note:** A minimum 15 hours(including report writing)per week

Assessment will be done by both internal supervisor and external examiner.

The distribution of internal and external marking scheme will be 75 and 25 respectively  
Test / Quiz(MCQ) / Seminar

Suggested equivalent online courses:

<http://mssw.inbswinfo@ignou.ac.in>

**B.A. 2<sup>nd</sup> Year(Semester 3) Paper 1(Theory)**

Programme/Class: Diploma	Year: Second	Semester: Third
Subject: Social Work		
Course Code: A160301T	Course Title: Area of Social Work Practice(Theory)	
<b>Course outcomes:</b>		
<ul style="list-style-type: none"> <li>• Able to gain opportunity in understanding contemporary fields of social work profession</li> <li>• Able to influence to practice, analyze and evaluate social work intervention</li> <li>• Able to develop understanding of different areas of social work practice like correctional social work, medical, psychiatric and school social work</li> </ul>		

Credits: 4		Core Compulsory
Max. Marks: 25+75		Min. Passing Marks:40
Total No. of Lectures--Tutorials-Practical(in hours per week)P-4/w		
Unit	Topic	No of Lectures
I	<b>Family Welfare</b> 1. Family: Concept, Meaning, Definition, Importance and Functions 2. Types of families: Joint, Extended, Nuclear, Single Parent and Female Headed	8
II	<b>Child Welfare</b> 1. Child: Concept and Definition and Stages of Childhood 2. Needs and Problems of Children; Types of Children 3. Personality Development: Role of Family, Peer Group, Neighbourhood, School 4. National Policy on Children	8
III	<b>Youth Welfare</b> Youth Welfare: Concept, Meaning, Definitions and Importance Needs and Problems of Youth; Youth Unrest, Youth Conflict and Youth Crime National Youth Policy; Role of Social Worker in Mitigating the Issues of Youth	8
IV	<b>Elderly Welfare</b> 1. Elderly: Concept, Meaning and Definition 2. Needs and Problems of Elderly 3. Profile of Elderly; Constitutional and Legislative Provisions for the Welfare of the Aged	8
V	<b>Community and Ecological Development</b> 1. Community Development: Concept and Evolution 2. Rural and Urban Community Development Programmes and 73rd and 74th Amendment 3. Ecology and Development: Concept and Inter linkages	7
VI	<b>Industrial and Correctional Social Work</b> 1. Organized and Unorganized Labour: Concept, Definition, Characteristics and Issues 2. Concept of Labour Welfare, Industrial Relations and Human Resource Management 3. Correctional Social Work: Concept, Definition, Characteristics and Problems 4. Social Work Practice in Correctional Institutions	7
VII	<b>Medical, Psychiatric and School Social Work</b> 1. Medical and Psychiatric Social Work: Concept, Meaning, Definitions and Scope 2. Role and Functions of Medical and Psychiatric Social Workers 3. School Social Work: Concept, Need and Challenges	7
VIII	<b>Gender and Empowerment</b> 1. Advocacy, Legal Rights and Human Rights Campaign 2. Women's Empowerment: Concept, Definition, and Current Status 3. 4. Policies and Programmes for Women's Empowerment	7

	<b>Suggested Readings:</b>	
	<ol style="list-style-type: none"> <li>1. Uttar Pradesh Hindi Santhan “समाजकार्यकेक्षेत्र”</li> <li>2. Bajpai, A. (2003). Child Rights in India – Law, Policy and Practice, Delhi: Oxford University Press.</li> <li>3. Bhattacharya, S.K. (2003): Social Defence: An Indian Perspective. New Delhi: Regency Publications.</li> <li>4. Colin Pritchard (2006), Mental Health Social Work, USA: Routledge.</li> <li>5. Desai , Arvind (1988) : Psychiatric and Modern Life, New Delhi : Sterling Publishers Pvt. Ltd.</li> </ol>	

This course can be opted as an elective by the students of following subjects: Open for all

**Suggested Continuous Evaluation Methods:**

A) Semester End Examination :75 marks

B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05 )

Assignment / Test / Quiz(MCQ) / Seminar/ Presentations

Suggested equivalent online courses:

<http://mssw.in>

[bswinfo@ignou.ac.in](mailto:bswinfo@ignou.ac.in)

**B.A. 2<sup>nd</sup> Year (Semester 3 ) Paper 2 (Practical)**

Programme/Class: Diploma/BA	Year: Second	Semester: Third
Subject: Social Work		
Course Code: : A160302P	Course Title: Intervention of Social work in field approach	
<b>Course outcomes:</b>		
<ul style="list-style-type: none"> <li>• Capable to critically examine the agency’s structure,functions,resources,services delivery system etc.</li> <li>• Able to integrate theoretical knowledge with field practice((i.e. principles , skills, techniques etc)</li> <li>• To apply programme media skills in social work interventions</li> </ul>		
Credits: 2	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical(in hours per week)P-2/w		

Unit	Topic	No. of Lectures
	<b>Task/ Activities</b> <ol style="list-style-type: none"> <li>1. To perform the assigned task during field work.</li> <li>2. Work with volunteers, professionals and outreach workers into the agency and community.</li> <li>3. Regular reporting to all concerned persons (both at agency and college level) during scheduled meetings and supervisory/individual conferences .</li> <li>4. Prepare and submit learning plans</li> <li>5. Complete and submit weekly records of field work.</li> <li>6. Prepare group conference and focus group discussion</li> <li>7. Continuous self-assessment of field work experiences.</li> </ol>	

Course prerequisites: To study this course, a student must have had the all subject ..... in class/12<sup>th</sup>/

**Suggested Continuous Evaluation Methods:**

**Note:**

The field work assessment will be done by both internal supervisor and external examiner. The students will be required to submit their weekly report to the respective supervisors. The students will be required to appear in viva-voce before the external examiner. The distribution of internal and external marking scheme will be 75 and 25 respectively

Field Work Evaluation:

Observation/ Research Orientation of Students:

Intervention in Field:

Suggested equivalent online courses:

[bswinfo@ignou.ac.in](mailto:bswinfo@ignou.ac.in)

**B.A. 2<sup>nd</sup> Year (Semester 4) Paper 1 (Theory)**

Programme/Class: Diploma		Year: Second	Semester: Fourth
Subject: Social Work			
Course Code: A160401T		Course Title: Methods of Social Work(Theory)	
<b>Course outcomes:</b>			
<ul style="list-style-type: none"> <li>• Able to understand the different areas of social work practice.</li> <li>• To develop skills to work in diverse areas of social work practice</li> <li>• To understand intervention of social work in various settings</li> </ul>			
Credits: 4		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks:40	
Total No. of Lectures--Tutorials-Practical(in hours per week)P-4/w			
Unit	Topic	No of Lectures	
<b>I</b>	<b>Social Case Work</b>		
	<ol style="list-style-type: none"> <li>1. Concept of Social casework</li> <li>2. Components of Social Case Work</li> <li>3. Principles of Social Case Work</li> </ol>	8	
<b>II</b>	<b>Tools, Techniques and Skills of Social Case Work and Process</b>		
	<ol style="list-style-type: none"> <li>1. Workers- Client relationship</li> <li>2. Casework tools</li> <li>3. Skills of Casework</li> </ol>	8	

	4. Process of Social Casework	
III	<b>Social Group Work</b> <ol style="list-style-type: none"> <li>1. Concept of social group work</li> <li>2. Skills and techniques</li> <li>3. Group behavior and Dynamics</li> </ol>	7
IV	<b>Community Organization</b> <ol style="list-style-type: none"> <li>1. Concept of Community, Types Of Community</li> <li>2. Community power structure</li> <li>3. Process of Community Practice</li> <li>4. Community Organization and Community Development</li> </ol>	8
V	<b>Social Welfare Administration</b> <ol style="list-style-type: none"> <li>1. Concept,History and Principles</li> <li>2. Structure and Process: Registration of Social Welfare organization,NGOs and GOs as Service Providers</li> <li>3. Components of Social Welfare Administration</li> </ol>	7
VI	<b>Social Work Research</b> <ol style="list-style-type: none"> <li>1. Basics Of Research</li> <li>2. Social Science Research and Social Work Research</li> <li>3. Research Design and Process</li> <li>4. Sampaling and Data Collection</li> <li>5. Stastical Tools and Use of Computer in Research</li> </ol>	7
VII	<b>Social Action</b> <b>Concept, Models and Strategies</b> <b>Social Change</b> <b>Approaches Of Social Action</b> <b>Gandhian and Ambedkar approach to Social Action</b>	8
VIII	<b>Social Movements</b> <b>Concept and Nature</b> <b>Classification Of Social Movents</b>	7
	<b>Suggested Readings</b> <ol style="list-style-type: none"> <li>1. Gupta, S.C., (2012), Fundamentals of Statistics, 7th revised ed., Himalaya Publishing House, New Delhi.</li> <li>2. Kerlinger, F. (1986). Foundations of Behavioral Research. New York: Holt, Rinehart and Winston.</li> <li>3. Kothari, C. R.,(2004) , Research Methodology –Methods and Techniques, 2nd ed.,</li> <li>4. Kumar, R., (2006), Research Methodology, 2nd ed., Pearson Education, New Delhi</li> <li>5. Bhattacharya, S. (2006). Social Work Administration and Development. Jaipur: Rawat PublicationsF</li> <li>6. Freiere.P(2005) Pedagogy of the Oppressed.New York:Continium,pp43-100</li> <li>7. Siddiqui,HY (1997) Community Organization in India. New Delhi:Harman</li> <li>8. Siddiqui HY (2008) Group Work :Theories and Practices.Jaipur:Rawat Publications</li> </ol>	
	This course can be opted as an elective by the students of following subjects: Open for all	
	<b>Suggested Continuous Evaluation Methods:</b> A) Semester End Examination :75 marks B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05 ) Assignment / Test / Quiz(MCQ) / Seminar/ Presentations	

	Suggested equivalent online courses: <a href="http://mssw.inbswinfo@ignou.ac.in">http://mssw.inbswinfo@ignou.ac.in</a>	

**B.A. 2<sup>nd</sup> Year (Semester 4) Paper 2**

Practical

Programme/Class: Diploma/BA	Year: Second	Semester: Fourth
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Subject: Social Work		
Course Code: A160402P	Course Title: Importance of Community Base Services	
<b>Course outcomes:</b>		
Able to understand the importance of social work methods in field approach		
Credits: 2	Core Compulsory / Elective	
Max. Marks: 25+75	Min. Passing:40	
Total No. of Lectures--Tutorials-Practical(in hours per week)P-2/w		
Unit	Topic	No. of Lectures
	Social Work interventions in different areas.  To understand the role and functions of social workers in different settings  To learn to make use of professional relationship and referrals to deal with human problems  To develop an ability to narrate the learning experiences, assessment of services and resources and participate in service delivery	
This course can be opted as an elective by the students of following subjects: Open for all		
<b>Suggested Continuous Evaluation Methods:</b>		
Observation Visits to the governmental or non-governmental organizations. At least five Observation Visits should be organized highlighting the role of Social Work Profession in the given area. Some of the Social Work areas where visits can be organized are: Health Settings, School settings, Old age home, Community		
Field Work Evaluation: Field Survey and Interaction With Community: 75 (Viva Voce) Field Report Writing: 25		
Suggested equivalent online courses: <a href="mailto:bswinfo@ignou.ac.in">bswinfo@ignou.ac.in</a>		

### B.A. 3<sup>rd</sup> Year (Semester 5) Paper 1 Theory

Programme/Class: Degree/BA	Year: Third	Semester: Fifth
Subject: Social Work		
Course Code: : A160501T	Course Title: Human Growth and Development	



<b>Course outcomes:</b>		
<ul style="list-style-type: none"> <li>To understand psychological concepts and its relevance to Social Work and the basic concepts and processes in social psychology and its relevance to Social Work</li> <li>To understand determinants and processes of personality development</li> <li>Able to understand social attitudes and psycho-social behaviour</li> </ul>		
Credits: 4		Core Compulsory / Elective
Max. Marks: 25+75		Min. Passing Marks:40
Total No. of Lectures--Tutorials-Practical(in hours per week)P-4/w		
Unit	Topics	No. of Lectures
<b>I</b>	<b>Human Growth and Development.</b> 1. Meaning and definition 2. Biological influences of Human Growth and Behaviours 3. FACTORS AFFECTING HUMAN DEVELOPMENT	8
<b>II</b>	<b>Indian Concepts and Humanistic Perspective of Human Development</b> 1. Physical, Social and Educational Aspects of the following developmental stages with special reference to Indian conditions	7
<b>III</b>	<b>Different Stages of Human Development (I)</b> 1. Infancy 2. Early Childhood 3. Middle and Late Childhood	8
<b>IV</b>	<b>Different Stages of Human Development (II)</b> 4. Adolescence 5 Early Adulthood 6 Middle Age 7 Old Age	8
<b>V</b>	<b>Introduction to Social Psychology</b> 1. Social Psychology: Concept, Definition and Relevance to Social Work 2. Perception 3. Motivation: Concept and Factors affecting Motivation 4. Emotion and Intelligence	8
<b>VI</b>	<b>Personality and Social Learning</b> 1. Personality: Concept ,Determinants,and Characteristics 2. Learning,definiotion and types	7
<b>VII</b>	<b>Theories</b> 1. Personality: Concept and Determinants 2. Psychoanalytic Theories of Personality: Freud and Carl Jung 3. Behaviour and Humanistic Theories: B.F. Skinner and Carl Rogers	7
<b>VIII</b>	<b>Social Attitude and Collective Behaviour</b> 1. Social Attitude: Meaning, Definition	7

	2. Collective Behaviour: Characteristics and Dynamics 3. Leadership: Meaning, Definitions, Traits and Functions	
This course can be opted as an elective by the students of following subjects: Open for all		
<b>Suggested Readings:</b>		
<ol style="list-style-type: none"> <li>1. Dandapani, S. (2005). General Psychology. Hyderabad: Neel Kamal Publications</li> <li>2. Kuppaswamy, B. (1972). Elements of Social Psychology. New York: Asian Publishing House.</li> <li>3. Morgan, C.T., King, R.A. Weisz, J.R., Schopler, J. (2001). Introduction to Psychology. New Delhi: Tata McGraw and Hill.</li> <li>4. Myers, D.G. (2005). Social Psychology (8th ed.). New Delhi: Tata McGraw Hill Pub. Co. Ltd.</li> <li>5. Mishra Brij Kumar “Manovigyan “Publisher: Prentice-Hall of India Pvt.Ltd</li> <li>6. Chowdhary, Richa (2010) “VikasatmakManovigyan” New Delhi, NamanPrakashan</li> </ol>		
<b>Suggested Continuous Evaluation Methods</b>		
A) Semester End Examination :75 marks		
B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05 )		
Assignment / Test / Quiz(MCQ) / Seminar/ Presentations		
Suggested equivalent online courses: <a href="mailto:bswinfo@ignou.ac.in">bswinfo@ignou.ac.in</a>		

### B.A. 3<sup>rd</sup> Year (Semester 5) Paper 2 Theory

Programme/Class: Degree/BA	Year: Third	Semester: Fifth
Subject: Social Work		
Course Code: A160502T	Course Title: Social Work Practice and Media Information (Theory)	
<b><u>Course outcomes:</u></b>		
<ul style="list-style-type: none"> <li>• Concept, Importance and relevance of media and information literacy</li> <li>• Able to understand social realities and issues from the lens of social media</li> <li>• Able to explore the roles of media and other information providers</li> <li>• Able to understand how knowledge of media and information literacy is helpful for social workers for critically attending social issues</li> <li>• Able to develop and sharpen skills for using media, information and digital communication</li> </ul>		
Credits: 4	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks:40	
Total No. of Lectures--Tutorials-Practical(in hours per week)P-4/w		
Unit	Topic	No. of Lectures

<b>I</b>	<b>Introduction to Communication</b> <ol style="list-style-type: none"> <li>1. Communication: Concept, Meaning, Definition and Components</li> <li>2. Principles and Process of Communication</li> <li>3. Types of Communication</li> </ol>	8
<b>II</b>	<b>Media and Information Literacy</b> <ol style="list-style-type: none"> <li>1. Media: Concept, Components and Importance</li> <li>2. Information and Digital Literacy: Concept, Components and Importance</li> <li>3. Forms of Media,</li> </ol>	7
<b>III</b>	<b>Communication Tools</b> <ol style="list-style-type: none"> <li>1. Communication Tools in Prevention and Resolving Community Issues: Puppets, Songs, Folklore, Street Theatre, Posters, Logos and Exhibitions.</li> <li>2. Contemporary Communication Tools: Facebook, WhatsApp, Blogs, Instagram and twitter</li> <li>3. Information Education and Communication: Means and Importance</li> </ol>	8
<b>IV</b>	<b>Communication and Social Work Practice</b> <ol style="list-style-type: none"> <li>1. Role of Media and Information in Perception Building of Social Issues</li> <li>2. Use of Media, Information and Digital Literacy for Social Change</li> <li>3. Communication in Social Work Practice</li> </ol>	8
<b>V</b>	<b>Programme Media</b> <ol style="list-style-type: none"> <li>1. Programme Media: Concept, Meaning, Definition and Purpose</li> <li>2. Scope of Programme Media</li> <li>3. Role of Programme Media in Social Work</li> </ol>	7
<b>VI</b>	<b>Types of Programme Media</b> <ol style="list-style-type: none"> <li>1. Types of Programme Media: Advertisement, Flip Chart,</li> <li>2. Application of Programme Media in Various Settings</li> </ol>	8
<b>VII</b>	<b>Essentials of Programme Media</b> <ol style="list-style-type: none"> <li>3. People-Centred Approach to Programme Media</li> <li>4. People/Target Group Participation in Social Work Programme</li> <li>5. Planning Programme Media Activities: Role of Social Worker</li> </ol>	7
<b>VIII</b>	<b>Skills for Programme Media</b> <ol style="list-style-type: none"> <li>1. Self Awareness</li> <li>2. Organizing</li> <li>3. Planning</li> <li>4. Listening</li> </ol>	7

This course can be opted as an elective by the students of following subjects: Open for all		
<b>Suiggested Readings:</b>		
<ol style="list-style-type: none"> <li>1. Menon, Mridula, Gandhi, Ved Prakash (1997) Media and Communications- Vol. I. (New Information Order): New Delhi: Kanishka Publishers/Distributor</li> <li>2. Trecker, H.B. (1970). Social Group Work- Principles and Practices, New York: Association Press</li> <li>3. Wholey, J. Hartry, S. Harry, P. Kathryn, E. (2004). Hand Book of Practical Programme Evaluation. (2nd ed.). Jossey- Bass: A Wiley Imprint</li> </ol>		
<b>Suggested Continuous Evaluation Methods:</b>		
A) Semester End Examination :75 marks		
B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05 )		
Assignment / Test / Quiz(MCQ) / Seminar/ Presentations		
Suggested equivalent online courses: <a href="mailto:bswinfo@ignou.ac.in">bswinfo@ignou.ac.in</a>		

**B.A. 3<sup>rd</sup> Year (Semester 5 )Paper 3  
(Practical)**

Programme/Class: Degree/BA	Year: Third	Semester: Five
Subject: Social Work		
Course Code: A160503P	Course Title: Field Work Practicum	
<b><u>Course outcomes:</u></b>		
<ul style="list-style-type: none"> <li>• Able to understand the concept and place of field work in Social Work education</li> <li>• Able to understand and develop self-awareness and orientation to field work</li> <li>• Able to explore role of Social Worker in different settings</li> <li>• Able to develop skills in Field Work like report writing, observation and Analysis</li> </ul>		
Credits: 2	Core Compulsory / Elective	
Max. Marks:25+75	Min. Passing Marks:40	
Total No. of Lectures--Tutorials-Practical(in hours per week)P-2/w		
Unit	Topic	No. of Lectures

	<p><b>Field Work Task/Activities</b></p> <ol style="list-style-type: none"> <li>1. Record Writing: Purpose and Importance</li> <li>2. Lobbying and Networking</li> <li>3. Use of Programme Media and Mass Media Placement in the communities</li> <li>4. Village/ communities visit Observe agency functioning</li> <li>5. Practice the methods of working with individuals and groups in the agency</li> <li>6. Practice the Skills in observation, listening, group discussion and report writing.</li> </ol>	
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<p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Columbia University. (2015). Handbook for Student Social Work Recording, School of Social Work</li> <li>2. Kadushin, Alfred Harkness, Daniel (2005) Supervision in Social Work, New Delhi :Rawat Publication</li> <li>3. Kumar, S. (2002). Methods for Community Participation: A Complete Guide for Practitioners. London: ITDG Publishing.</li> <li>4. Narayana Rao, S. (2002). Counselling and Guidance. Tata McGraw-Hill Publishing Company Ltd</li> <li>5. O'Hagan, Kieran, et al (2003) Competence in Social Work Practice – A Practical Guide for</li> </ol>
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This course can be opted as an elective by the students of following subjects: Open for all  
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<p><b>Suggested Continuous Evaluation Methods:</b></p>
<p><b>Note:</b> Concurrent Field Work To be decided by Departmental Committee          Workshops on Attitude Building, personality development</p> <p>. Field Evaluation :50%          Viva Voce of Field work: 50%</p>
<p>Suggested equivalent online courses:  <a href="http://www.ignou.ac.in">www.ignou.ac.in</a></p>

**B.A. 3<sup>rd</sup> Year (Semester 5) (Prroject)**

Programme/Class: Degree/BA	Year: Third	Semester: Fifth
<b>Subject: Social Work</b>		
Course Code :A160504R	Course Title: Rural Educational Camp	
<b>Course outcomes: .</b>		
<ul style="list-style-type: none"> <li>• To Orient students with social work lexicon and prepare the students with requisite value orientation</li> <li>• To understand Programmes and projects of governmental and nongovernmental organizations and critically appraise them</li> <li>• Able to understand role of professional Social Workers in different settings</li> <li>• Able to understand programme media Skills in planning Social Work interventions Able to develop skills of writing record of the observation visits and engage in meaningful discussions during group interactions</li> </ul>		
Credits: 3	Core Compulsory / Elective	
Max. Marks: 25+75	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): P- 3/w		
	Topics: Field Work Tasks /Activities	No of Lectures
	<ol style="list-style-type: none"> <li>1. Provide exposure of realities of life in rural and semi-rural areas</li> <li>2. Understand the rural social system, its culture, and livelihood patterns</li> <li>3. To know the geographical, economic and political features, needs and problems of rural Community</li> <li>4. Observe living conditions, housing, water supply and other amenities in rural areas</li> <li>5. Sharpen the Skills of rapport formation, situational analysis and awareness generation</li> <li>6. Group-living and develop attitudes conducive for effective team work</li> <li>7. Acquire Skills in planning, organizing, implementing the camp</li> </ol>	

<p>This course can be opted as an elective by the students of following subjects: Open for all          .....          .....</p>
<p><b>Suggested Continuous Evaluation Methods</b>  <b>(75 marks )Rural camp and Participation</b>  <b>(25 marks ) Report Writing</b>  <b>Note:Though it is proposed that camp will be organized in 5thsem, however, based on the local conditions, the camp can be organized during the period of the course.</b>          The 8-10 day camp will acquaint the students with rural and tribal scenario and their socio-economic aspects. They will in this manner get familiarized with group dynamics and power structures in a rural Community, learn rapport formation, situational analysis and awareness generation, and develop attitudes helpful for effective team</p>
<p><b>Suggested equivalent online courses:</b>  <a href="http://www.ignou.ac.in">www.ignou.ac.in</a></p>

**B.A. 3<sup>rd</sup> Year (Semester 6) Paper 1  
 (Theory)**

Programme/Class: Degree/BA	Year: Three	Semester: Sixth
Subject: Social Work		
Course Code: A160601T	Course Title: Social Legislation And Policy(Theory)	
<b><u>Course outcomes:</u></b>		
<ul style="list-style-type: none"> <li>• Able to understand concept of social welfare and social welfare administration</li> <li>• Able to understand the Structure and components of social welfare administration</li> </ul>		
Credits: 4		Core Compulsory
Max. Marks: 25+75		Min. Passing Marks:40
Total No. of Lectures-Tutorials-Practical (in hours per week): P- 4/w		
Unit	Topic	No. of Lectures
<b>I</b>	<b>Legislation</b> 1. Legislation: Concept, Meaning and Definition 2. Functions of Legislation 3. Process of Making Legislation 4. 4. Important Law Making Institutions in India	<b>7</b>
<b>II</b>	<b>Social Legislation</b> 1. Social Legislation: Concept, Meaning and Definition 2. Needs and Objectives of Social Legislation 3. Welfare State; Legal-aid and Legal and Public Advocacy	7

<b>III</b>	<b>Social Legislations in India</b> <ol style="list-style-type: none"> <li>1. Salient Features of Dowry Prohibition Act (1961) and its Amendments; Salient Features of Protection of Women from Domestic Violence Act (2005);</li> <li>2. Salient Features of Child Labour Prohibition and Regulation Act (1986) and its Amendments; Salient Features of Juvenile</li> </ol>	8
<b>IV</b>	<b>Constitution of India</b> <ol style="list-style-type: none"> <li>1. History of Drafting of Indian Constitution</li> <li>2. Preamble; Fundamental Rights and Duties; Directive Principles of State Policy</li> </ol>	8
<b>V</b>	<b>Introduction to Social Policy</b> <ol style="list-style-type: none"> <li>1. Social Policy: Concept, Definitions, Characteristics and Objectives</li> <li>2. Social Policy: Principles, Models, and Determinants</li> </ol>	8
<b>VI</b>	<b>Understanding Social Planning</b> <ol style="list-style-type: none"> <li>1. Social Planning: Concept, Definitions and Objectives</li> <li>2. Social Planning: Principles, Functions and Types Social and Economic Planning</li> <li>3. Planning Commission and Niti Aayog: Structure and Functions</li> </ol>	8
<b>VII</b>	<b>Nature and Concept of Development</b> <ol style="list-style-type: none"> <li>1. Social Development: Concept, Definition, Objectives and Prerequisites</li> <li>2. Economic Development: Concept, Definition, Objectives and Prerequisites</li> <li>3. Sustainable Development: Concept, Definition, Objectives and Goals</li> </ol>	7
<b>VIII</b>	<b>Human Development</b> <ol style="list-style-type: none"> <li>1. UNDP and Human Development</li> <li>2. Human Development Indicators</li> <li>3. 4. Approaches to Human Development</li> </ol>	7



**Suggested Readings:**

1. . Bakshi PM (2007), Constitution of India, Delhi: Universal Law Publishing House
2. Basu, D. D. (2015). Introduction to Constitution of India. 22nd Edition. Mumbai: LexisNexis.
3. Gangrade KD (1978), Social Legislation in India, New Delhi, Concept pub
4. Gaur K. D. (2004) A Text Book on the Indian Penal Code, Delhi: Universal Law Publication Co.  
Government of India. (1956), Social Legislation, New Delhi, Govt of India
5. Kulkarni, P. D. (1979). Social Policy and Social Development in India, Madras: Association of Schools of Social Working India
6. [dr. g.k. agrawal](#)“Welfare and Social Legislation in India (Hindi)”.,sbpd publishing house

This course can be opted as an elective by the students of following subjects: Open for all The eligibility for this paper is 10+2 with any subject

**Suggested Continuous Evaluation Methods**

A) Semester End Examination :75 marks

B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05 )  
Assignment / Test / Quiz(MCQ) / Seminar/ Presentation

**Suggested equivalent online courses:**

[www.ignou.ac.in](http://www.ignou.ac.in)

**B.A. 3<sup>rd</sup> Year (Semester 6) Paper 2 (Theory)**

Programme/Class:Degree/BA	Year: Third	Semester: Sixth
<b>Subject: Social Work</b>		
Course Code: :A160602T	Course Title: Counseling and Guidance(Theory)	
<b><u>Course outcomes:</u></b>		
<ul style="list-style-type: none"> <li>• To understand the basics of counseling and guidance</li> <li>• Able to understand the theories of counseling</li> <li>• Able to develop application of various counseling techniques with special groups</li> <li>• Able to understand linkages of counseling and guidance in Social Work</li> </ul>		
Credits: 4		Core Compulsory
Max. Marks: 25+75		Min. Passing Marks:40
Total No. of Lectures-Tutorials-Practical (in hours per week): P- 4/w		
Unit	Topic	No. Of Lectures

<b>I</b>	<b>Introduction to Counseling and Guidance</b> <ol style="list-style-type: none"> <li>1. Concept and Definitions of Counseling and Guidance</li> <li>2. Principles of Counseling</li> <li>3. Counseling Process (Assessment, Intervention, and Termination)</li> </ol>	8
<b>II</b>	<b>Counseling Process</b> <ol style="list-style-type: none"> <li>1. Assessment</li> <li>2. ,Intervention,</li> <li>3. Termination</li> </ol>	7
<b>III</b>	<b>Techniques and Procedures of Guidance</b> <ol style="list-style-type: none"> <li>1. Counseling Techniques</li> </ol>	7
<b>IV</b>	<b>Theories of Counseling</b> <ol style="list-style-type: none"> <li>1 Theories of Counseling</li> <li>2 Ethical considerations in Counseling</li> </ol>	8

<b>V</b>	<b>Counseling With Special Groups</b> <ol style="list-style-type: none"> <li>1. Characteristics and Needs of Special Groups</li> <li>2. Counseling and Guidance with Delinquents, School Drop-outs, HIV - AIDS Patients, Processes and Social Work Intervention</li> </ol>	8
<b>VI</b>	<b>Individual</b> <ol style="list-style-type: none"> <li>1. Understanding Individual</li> <li>2. Advantages and Characteristics of individual Counseling</li> </ol>	7
<b>VII</b>	<b>Group Counseling and Guidance</b> Understanding Group Dynamics and Group Process Skills of Group Facilitation (including dealing with conflict).	7
<b>VIII</b>	<b>Special Problem</b> <ol style="list-style-type: none"> <li>1. Nature of Behaviour Problems</li> <li>2. Problems of Children</li> <li>3. Problems of Adolescents</li> <li>4. Identification of Behaviour Problems</li> <li>5. Types of Behaviour Problems</li> <li>6. Causes of Behaviour Problems</li> <li>7. Personal and Social Needs</li> <li>8. Suggestions for Dealing with Behavioural Problems Remedial Measures</li> <li>9. Role of Teachers, Parents ,Counsellors/Psychologist</li> </ol>	8

	<p><b>Suggested Reading</b></p> <ol style="list-style-type: none"> <li>1. Nayak, A. K. (2007). Guidance and counselling. New Delhi: APH Publishing.</li> <li>2. Nugent, F (1990) An introduction to the profession of counselling. Columbus, Ohio: Merrill Pub. co.</li> <li>3. V.C. Pandey (2007) Educational Guidance and Counselling Paperback -</li> </ol>	
<p>This course can be opted as an elective by the students of following subjects: Open for all</p>		
<p><b>Suggested Continuous Evaluation Methods:</b></p> <p>A) Semester End Examination :75 marks  B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05 )  Assignment / Test / Quiz(MCQ) / Seminar/ Presentation</p>		
<p><b>Suggested equivalent online courses:</b>  <a href="https://sites.google.com/site/ignouhelpbooks22/ES-363%20Block-4%20Guiding%20Students%20with%20Special%20Problems%20-4.zip?attredirects=0&amp;d=1">https://sites.google.com/site/ignouhelpbooks22/ES-363%20Block-4%20Guiding%20Students%20with%20Special%20Problems%20-4.zip?attredirects=0&amp;d=1</a></p>		

### B.A.3<sup>rd</sup> Year (Semester 6)

#### Paper 4 Practical

Programme/Class: Degree/BA	Year: Third	Semester: Sixth
Subject: Social Work		
Course Code: A160604P	Course Title: Field Work Practicum in Specialty	
<p><b>Course outcomes:</b></p> <ol style="list-style-type: none"> <li>1 To understand the agency set up in relation to service delivery system</li> <li>2 To understand the needs, problems and Programmes for different target groups</li> <li>3 To network with other organizations</li> <li>4 To develop Skills in report writing and use of supervision.</li> </ol>		
Credits: 2	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): P- 2/w		

Unit	Topic	No. of Lectures
	<p><b>Field Work Tasks /Activities</b></p> <ol style="list-style-type: none"> <li>1 Familiarisation with agency, its objectives and Programmes.</li> <li>2 Familiarisation with Community people and prepare Community profile.</li> <li>3 Explore and analyze the needs, problems and resources of individuals, groups and communities.</li> <li>4 Organize activities with groups of women, children, youth and other population groups.</li> <li>5 Mobilize resources and develop network with other institutions/organizations working in the neighbouring areas.</li> <li>6 Understand power structure of surrounding area and of local Community leaders and stakeholder</li> </ol>	
This course can be opted as an elective by the students of following subjects: Open for all		
<p><b>Suggested Continuous Evaluation Methods:</b>  Field Specilization Report :50%  Viva Voce: 50%</p>		

**B.A. 3<sup>rd</sup> Year( Semester 6)**

**Paper 3**

**(Project)**

Programme/Class	Year: Third	Semester: Sixth
<b>Subject: Social Work</b>		
Course Code: :A160603R	Course Title: NGO and Project Formulation	

**Course outcomes:**

- To know the concept and basic features of NGO
- To develop ability to initiate and conduct research
- To know the how to formulate project
- Able to understand research skills of identifying and selecting topic for research
- Able to develop skill of doing literature review and data collection and accompanying drawbacks
- Able to understand different steps in conducting research and associated limitations
- Able to do data analysis and report writing
- Able to understand ethics involved in research

Credits: 3	Core Compulsory
Max. Marks: 25+75	Min. Passing Marks:40

Total No. of Lectures-Tutorials-Practical (in hours per week): P- 3/w

Unit	Topic	No. Of Lectures
	<b>Introduction to NGO</b> <ol style="list-style-type: none"> <li>1. NGO: Concept Meaning, Objectives and Characteristics</li> <li>2. National and State Levels</li> </ol>	
	<b>Understanding Legal Provisions</b> <ol style="list-style-type: none"> <li>1. The Societies Registration Act, 1860</li> <li>2. The Charitable Endowments Act, 1890</li> <li>3. The Indian Trust Act, 1882 and The Companies Act, 2013</li> <li>4. FCRA and National and International Funding Agencies</li> </ol>	
	<b>Process of Project Formulation</b> <ol style="list-style-type: none"> <li>1. Stages of Project Formulation</li> <li>2. Project Monitoring</li> <li>3. Project Evaluation</li> </ol>	
	<b>Project Report</b>	

	<p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Batra, Promod and Mahendra, Deepak (1993) Management Ideas In Action Delhi: Think Line</li> <li>2. Chowdhary, S. (1990) Project Management. Delhi: Tata McGraw-Hill.</li> <li>3. Fernandes,W. (1989). Voluntary Action and Government Control, Indian Social Institute.</li> <li>4. Fred Setterberg, Kary Schulman (1985), Beyond Profit: Complete Guide to Managing the Non Profit Organizations, New York: Harper &amp; Row.</li> <li>5. Frenda, M. (2005): Voluntary Actions and Local Development, Young India Foundation, New Delhi. Garain, S. (1998) : Organizational Effectiveness of NGOs, Jaipur : University Book House</li> <li>6. Gregory Dees, Jed Emerson, Peter Economy (2002), Enterprising Non Profits – A Toolkit for Social Entrepreneurs, New York: John Wiley and Sons.</li> </ol>	
	<p><b>Note: The format for preparing framework for synopsis of the project are:</b></p> <ul style="list-style-type: none"> <li>• Identification of issue and development of proposal</li> <li>• Literature review</li> <li>• Objectives</li> <li>• Research methodology (Universe, Sampling, Tool Preparation)</li> <li>• Data collection</li> <li>• Analysis and interpretation of data</li> <li>• Report writing</li> </ul>	
<p>This course can be opted as an elective by the students of following subjects: Open for all</p>		
<p><b>Suggested Continuous Evaluation Methods:</b>  Formulation of Project of any Social Problem &amp; Preparation of an education aid/kit.: <b>75marks</b>  Viva voce: <b>25 marks</b></p>		
<p><b>Suggested equivalent online courses:</b>  <a href="http://ignou.ac.in/userfiles/Guidelines%20for%20SOSW-P(1).pdf">http://ignou.ac.in/userfiles/Guidelines%20for%20SOSW-P(1).pdf</a></p>		

