

COURSE CONTENT FOR BACHELOR OF SOCIAL WORK
DEGREE COURSE

B.S.W. From June, 1995

The Bachelor of Social Work (B.S.W.) is of three year degree course designed to help and prepare students to acquire theoretical insights and skills for the effective practical field experience in Social Welfare and Social Services.

This course will also prepare the students to process their further studies in Social Work education for M.S.W. and other Post-Graduate learning.

B.S.W. when taken as/special course, is a professional course which provides students with the basic knowledge in social Sciences, better understanding of methods and skills of working with people, and necessary experience in the application of theoretical knowledge to the field of human relations.

DURATION OF COURSE : Three Years.

Minimum requirements for admission :- Applicants to the Course should have passed the Senior School Certificate (H.S.C.) or equivalent examination of a recognised University or Board.

MEDIUM OF INSTRUCTION :-

Medium of instruction for the B.S.W. Course shall be both English and Marathi and thus, the candidates will have an option to write their answer books either in English or in Marathi.

SELECTION PROCEDURE :-

The selection of candidates will be done by the University or by a training centre keeping in mind the interest and aptitude of candidates. However, personal interviews of candidates may be conducted as part of the selection procedure.

STRUCTURE OF THE B.S.W. COURSE :-

The structure of the B.S.W. Course shall be as under :-

A. Theory Courses :

A student for the Three Year B.S.W. Degree Course shall study six subjects in the First Year, six subjects in the Second Year and six subjects in the Third Year. There shall be University examination at the end of each year.

In the Second Year, a student shall decide whether he desires to study for the B.S.W. (General) or the B.S.W. (Special Course)

UNIVERSITY OF JALGAON

COURSE CONTENT :

<u>Subject</u>	Theory	<u>Marks</u>	
		<u>Field Work</u>	<u>Total</u>
<u>B.S.W.-I (Six Subjects)</u>			
1. English	100	--	100
2. Any other Language (Any one or two language/s)	100	--	100
3.G-1 Introduction to Social Work	100	--	100
OR			
Social Work Education in India	100	--	100
4. Sociology (G-1)	100	--	100
5. Any one or two other Social Sciences - Depending upon No.2	100	--	100
<u>B.S.W.-II (Six Subjects)</u>			
1. English	100	--	100
2.G-2 Fields of Social Work	100	--	100
OR			
Social Education	100	--	100
OR			
Community Development & Extension	100	--	100
3.S-1 Methods of Social Work Practice-I (Social Case work and Group Work)	60	40	100
4.S-2 Management and Administration of Social Welfare and Development Services.	60	40	100
5. Sociology (G-2)	100	--	100
6. Any one of the Social Sciences offered at F.Y.B.S.W. No.5	100	--	100
<u>B.S.W.-III (Six Subjects)</u>			
1. English	100	--	100
2.G-3 Social Welfare Policy and Planning in India <u>OR</u>	100	--	100
Communication in Social Work	100	--	100
<u>OR</u>			
Decentralization with special reference to Panchayat Raj in India.	100	--	100
3.S-3 Research Methodology	60	40	100
4.S-4 Methods of Social Work Practice-II (Community Organisation and Social Action).	60	40	100

5.	Sociology (G-3)	100	--	100
6.	The Subject offered at S.Y.B.S.W. Sr.No.6	100	--	100

<u>SOCIAL WORK SUBJECTS</u>	<u>General</u>	<u>Special</u>
First Year BSW	G-1	-----
Second Year BSW	G-2	S-1, S-2
Third Year BSW	G-3	S-3, S-4

B. FIELD WORK :-

The nature of the B.S.W. Course is such that every student will be required to practice Social Work in the Field by exposing himself to the existing realities of human life. Every student will be required to get himself well acquainted with the various aspects of human society.

1. The field work practice will be applicable only to the students who offer B.S.W. as a special Course.
2. The field work practice will begin only in the Second year of the B.S.W. Course and continued till the end of the Third Year B.S.W. Course.

3. Field Work will consist of 80 marks in the Second year and 80 marks in the third year on related subjects as under;

S-1 : Methods of Social Work Practice-I (Social Case Work and Group Work) (Field Work) 40 Marks.

S-2 : Management and Administration of Social Welfare and Development Services (Field Work) 40 Marks.

S-3 : Research Methodology (Research Report) 40 Marks.

S-4 : Methods of Social Work Practice-II
(Community Organisation and Social Action
(Field Work) 40 Marks.

Total 160 Marks.

4. The Field Work of every student will be internally evaluated by the teacher guide concern every year and the marks will be forwarded to the University Office before the commencement of final examination each year.
5. Each student must pass in the Field Work, failing which he will not be allowed to appear for the examination and thus it shall mean that he has failed in that particular year of the Course and he will not be allowed to take admission in the next year of the Course.

C. Research Report :

Each student will be required to select a suitable topic for his research study in the Third Year of the BSW Course and

complete his research study under the guidance and supervision of respective Research Guide and submit his final report (written or typed) to the University for assessment before the commencement of Third Year Final examination.

Research Reports will be evaluated by the University and the candidates failing in Research Report will have to rewrite the whole report and submit the same to the University within a period of three months from the date of declaration of final result of the BSW Course.

Research Report will consist of 40 marks.

B.S.W. (SOCIAL WORK)
 B.S.W. Ist Year

G-1 : Introduction to Social Work :- 100 Marks

SECTION-I

1. Meaning, concept and scope of social work
2. Historical development of Social Work in India - Before and after Independence.
3. Principles of Social Work.

SECTION-II

4. Concepts related to Social Work : Social Services, Social Welfare Services, Social Reform, Social Security, Social Education etc.
5. Social Work as a Profession.
6. Voluntary, Statutory and Professional Social Work.

BOOKS RECOMMENDED

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|----------------|---|--|
| Khinduka S.K. | : | Social Work in India, Kitab Mahal, Asia Publishing House, Bombay. |
| Wadia A.R. | : | History and Philosophy of Social Work in India, Allied Publication, Bombay. |
| Friedlander W. | : | Introduction to Social Welfare, Prentice Hall, New Delhi. |
| Natrajan S. | : | Century of Social Reform in India, Asia Publishing House, Bombay. |
| Shastri R.R. | : | Social Work Tradition in India, Welfare Forum and Research Organisation, Varanasi. |
| Woodroffe K. | : | From Charity to Social Work, Routledge and Kegan Paul, London. |

G-1 : Social Work Education in India :- 100 Marks.

SECTION-I

1. Concept and objectives of Social Work Education.
2. History of Social Work Education in India.
3. Principles of Social Work Education.

SECTION-II

4. Methods and levels of Social Work Education in India.
5. Learners in Social Work Education (Needs and Motivation)
6. Professional and Para-professional Education - Nature and Scope.

BOOKS RECOMMENDED

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|-------------------------------|---|---|
| Cliford Manshardt. | : | Pioneering on Social Frontiers in India Lalvani Publishing House, Bombay. |
| University Grants Commission. | : | "A Review of Social Work Education in India" Report of the Second Review Committee, U.G.C., New Delhi. |
| Govt. of India. | : | Handbook on Social Work Education Facilities in India, Department of Social Welfare, Govt. of India, New Delhi. |
| Govt. of India. | : | Encyclopaedia of Social Work in India- Vol. One - Ministry of Welfare, Govt. of India. |

B.S.W. IInd Year

From June, 1915

G-2 : Fields of Social Work : 100 Marks.

SECTION-I

1. Social problems and programmes of Social Work.
2. Field of Family and Child Welfare
3. Correctional/Welfare Services.
4. Youth Welfare.
5. Medical and Psychiatric Social Work.

SECTION-II

6. Services for Scheduled Caste and Scheduled Tribes.
7. School Social Work.
8. Services for the Physically and Mentally handicapped.
9. Rural Welfare.
10. Urban Welfare.
11. Social Work in Industries.

BOOKS RECOMMENDED

- Fink A.E. : Fields of Social Work, Holt Rinehart and Winston, New York
- Stroop H.W. : Social Work : Introduction to the Field American Book Co., New York.
- Govt. of India : Encyclopaedia of Social Work in India, All Volumes, Ministry of Welfare, Govt. of India.
- D. Paulchoudhary : Child Welfare (Manual) Development, Atma Ram and Sons, Delhi.
- Mukharji S.K. : Administration of Juvenile Correctional Institutions, Sterling Publications, New Delhi.
- Taylor W. : Services for Handicapped in India, ISRD, NEW YORK.

OR

G-2 Social Education :- 100 Marks.

SECTION-I

1. Concept and objectives of Social Education.
2. Psychological Aspects in Social Education.
 - a) Foundations of Learning, b) Learning abilities,
 - c) Motivation for learning, d) Perception and Communication.

Section-II

3. Area of Social Education : a) Literacy Education, b) Adult education c) Workers education, d) Childrens education. e) Youth education, f) Women's education.
4. Methods and tools of social education : a) Literacy method. b) Audio-visual aids, (c) Demonstration, d) Discussion. e) Role Playing.

BOOKS RECOMMENDED

- Dahand O.P. : Education and Communication for Development.
- Sindhevani L.Lall : Some Thoughts of Social Education.
- Mehar C.Nanavatty : Social Education.
- Roy N.R. : Social Education.
- Sohan Singh : Social Education.
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OR

G-2 : Community Development and Extension : 100 Marks.

SECTION-I

1. Definition and objections of Community Development.
2. Principles of Community Developments.
3. Methods of Community Development.

SECTION-II

4. Community Development Programme in India.
5. Concept and Objectives of Extension.
6. Methods and techniques of Extension services.

BOOKS RECOMMENDED

- Rajeshwar Dayal : Community Development Programme in India.
- Bhattacharya : Community Development (An Analysis of the Programme in India).
- Dahame O.P. : Extension and Rural Welfare.
- Mukharjee B. : Community Development in India, Orient Longman, New Delhi.
- Jain S.C. : Community Development and Panchayat Raj in India.

S-1 : Methods of Social Work Practico-1 (60 + 40 Field Work)
(Social Case Work and Group Work) : 100 Marks.

1. Field Work : Concept, objectives and methods of Field Work.
2. Definition of Social Case Work (Working with Individuals)
3. Components of Social Case Work : Person (Individual and environment), Problem - Needs and situation - Process - Study, Analysis and Plan of Action for Treatment, Place-Agency settings.
4. Principles of Social Case Work.

SECTION-II

5. Techniques of Working with Individual (Case Work)
Interview - Discussion, Home visits - contacts,
Preventive - Curative - Promotive - Rehabilitative - and
Developmental Services in Case Work.
6. Definition of Group Work (Working with Groups)
7. Group behaviour, their needs and problems.
8. Techniques of Working with different groups :- Group discussion Group meetings, Group Action etc.,

9. Report Writing : Importance and types of reports in Social case Work and Group Work.

BOOKS RECOMMENDED

Hamilton G.H.	:	Theory and Practice of Social Case Work. Columbia University Press, New York.
Helen Perlman	:	Social Case Work.
Mehtras V.C.	:	Understanding Social Case Work.
Dube S.N.	:	Case Records.
Banerjee G.	:	Papers on Social Case Work.
Pathak S.H.	:	Records in Social Case Work.
Tracker	:	Social Group Work - Principles and Practices.
Konopka G.	:	Social Group Work - a helping process.
Helen Northen	:	Social Work with Groups.

- S-2. Management and Administration of Social Welfare and Development Services : (60 Marks for theory + 40 Marks for Field Work : 100 Marks)

SECTION-I

1. Nature, Characteristics and functions of Welfare Institutions.
2. Concept and objectives of Development Organisations.
3. Administration of Welfare Institutions and Development Organisations : Office Policy, Procedure and practices, Staff Recruitment, Staff Development, Staff Supervision, Budgeting and Accounting.

SECTION-II

4. Registration of Welfare/Development Organisations under:
 - a) Society's Registration Act, 1860 and
 - b) Bombay Public Trust, Act, 1950.
5. Management of Welfare and Development Organisations :
 - a) Managing Committee, b) Role of Office Bearers etc.

BOOKS RECOMMENDED

Choudhary D. Paul	:	Social Welfare Administration.
Choudhary D. Paul	:	Voluntary Social Welfare in India.
Mukharjee S.K.	:	Administration of Juvenile Correctional Institutions.
Zald M.N.	:	Social Welfare Institutions.

- Jagannathan V. : Social Welfare Organisations
Dubey S.N. : Administration of Social Welfare Programmes in India.
Govt. Publication : Society's Registration Act, 1860
Govt. Publication : Bombay Public Trust Act, 1950

B.S.W. IIIrd Year From June 1999

G-3 : Social Welfare Policy and Planning in India : 100 Marks.

SECTION-I

1. Concept and objectives of Social Policy.
2. Various Policies related to Social Welfare Programme in India :
 - a) Child Welfare Policy
 - b) Women Welfare Policy.
 - c) Policies related to Socially and Physically handicapped.

SECTION-II

3. Concept and objectives of Social Planning.
4. Various Social Welfare Programmes under different Five Year Plans in India.

BOOKS RECOMMENDED

- Jain R.K. : Social Welfare Administration.
Kulkarni P.D. : Social Policy in India.
Gokhale S.D. : Child Welfare in Maharashtra
Raj M. : Family Welfare Programme - A Statement of Policy.
Mittal O.F. : Plans and Prospects of Social Welfare.
Govt. of India : Indian Five Year Plans (All)
C.S.W.B. Publications : Publications related to Social Policies and Programmes.
Govt. Publications : Various Social Welfare Policies of Govt. of India and Maharashtra.

OR

G-3 : Communication in Social Work : 100 Marks.

SECTION-I

1. Concept and Objectives of Communication.
2. Channels of Communication : a) Classification of Channels, b) Selection of Communication channels in Social Work.

SECTION-II

3. Feedback in Communication : a) Communicator - Communicated relationship b) Process of feedback, c) Effects of feedback in communication.
4. Use of communication in Social Work Practice.

BOOKS RECOMMENDED

- Dahama O.P. : Education and Communication for Development.
Thomas V. : Modern Communication.
Fleur De. : Theories of Mass Communication.
Klapper : Effects of Mass Communication.

OR

- G-3 : Decentralisation with Special Reference to Panchayat Raj System in India : 100 Marks.

SECTION-I

- 1) Concept and objectives of Decentralisation of Government.
- 2) Decentralisation of Rural Local-Self Government and Introduction of Panchayat Raj System in India.

SECTION-II

- 3) Organisational Structure of Panchayat Raj System in Maharashtra.
- 4) Functions of Panchayat Raj System as a decentralised system of Government.

BOOKS RECOMMENDED

- Suganchand Jain : Community Development and Panchayat Raj in India.
NIRD, HYDERABAD : Rural Development in India.
Dayal R. : Panchayati Raj in India.
Inamdar N.R. : Community Development and Democratic Growth.
Mukharjee B. : Community Development in India.

- S-3 : Research Methodology : (60 Marks for Theory + 40 Marks for Field Work : 100 Marks)

SECTION-I

1. Nature of Scientific Research - Characteristics and its importance to Social Situation.
2. Research Design and Methods of Social Research.
3. Sampling methods and Techniques of selecting samples.

SECTION-II

4. Methods of data Collection.
Data processing, analysis and Report Writing.

BOOKS RECOMMENDED

- Seltiz Claire : Research Methods in Social Relations.
Wilkinson & Bhan- : Methodology and Techniques of Social
darker Research.
Young P.V. : Scientific Social Surveys and Research.
Gopal M.H. : An Introduction to Research Procedure
in Social Sciences.
Suchman Doby : An Introduction in Social Research.

S-4 : Method of Social Work Practice - II (60 Marks for Theory +
40 Marks for Field Work :
100 Marks)

(Community Organisation and Social Action)

SECTION-I

1. Types of Communities and their problems.
2. Community Organisation and Community Development - Concepts and objectives.
3. Principles of Community Organisation.
4. Steps in Community Organisation.

Section-II

5. Methods and techniques of organising people.
6. Social Action - Concept and objectives.
7. Social Action and Social Change - Methods and techniques of Social Action.

BOOKS RECOMMENDED.

- Murray Ross : Community Organisation - Principles and Practice.
Friedlander : Concepts and Methods of Social Work.
Gangrade K.L. : Community Organisation in India.
Das Gupta S. : Social Work and Social Change.
Tarick Sing : Poverty and Social Change.