

# **PROGRAMME PROJECT REPORT**

**PROGRAMME NAME: BACHELOR OF ARTS IN SOCIAL WORK (B.A. Social Work)**

## **Institution's Mission and Vision Statement**

*Mission:* To offer quality educational services and transforming lives through knowledge.

*Vision:* The vision of the Promoting Body is set-up a University with a difference. It envisages the Proposed University to come up as a centre of excellence for training of management Professional and shaping and molding of Business and Corporate Leaders of tomorrow.

## **Relevance of Program to the Institution's Mission and Goals**

- Committing to continuous improvement through industry relations, and assurance of learning across all programs.
- To fulfil the knowledge and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources.
- To provide an innovative system of University level education in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of Knowledge.

## **Objective of the Program**

- To provide competency-driven education, a core component of our growth and success.
- To build the department as a centre of excellence for imparting high quality education in B.A. Social Work.
- To provide students a well-founded education in Social Work.
- To provide structured curricula which support the academic development of students;
- To provide and adapt curricula that prepare our graduates for employment and further study as social work.
- To provide the students with the opportunity to pursue courses that emphasize quantitative and theoretical aspects of social work.
- To allow students to demonstrate an understanding of social work concepts and the planned changed process based in systems theory.
- Provide opportunities for students to serve in social work settings.
- For students to develop the ability to communicate effectively and professionally in oral and written formats.

## **Nature of Prospective Target Group of Learners**

- Candidates of HSC or any 10+2 passed with a focus on developing their future. Candidates desirous to join service sector will opt for this program because of the unique methodology of the program, where students will get real-life workplace experience and learn simultaneously through eLearning support.
- The Duration of B.A. Social Work courses shall be of 3 Years. The Program is on Semester system, thus there shall be six semester Examination. The University has continuous system on assessment & evaluation of measurement of learning outcomes by students. The Learning is assessed by blend of quizzes, assignment, Exercise analysis, report submission, Annual Examination.

## **Programme Appropriateness in Open and Distance Learning Mode**

- Appropriateness of Program to be conducted in Open and Distance Learning mode to acquire specific skills and competence
- The learner will acquire necessary knowledge in the area of Social Work to work or research in economic sector which will help the learner to make them employable in appropriate sector.
- The learner will be able to develop skills and competencies through actual work in area of social work to understand social and related current events from a social perspective.
- The learners learn the theory concepts using eLearning.
- 'Learning through working' model makes them independent at the very beginning of their graduation.

## **Various Modes of Education Delivery**

- *Instructional Design*: Study focuses on the instructional design process on management, communication, technology and learning about organizations. Emphasis is given to the students' application and evaluation of their learning.
- *Self-Learning Material (SLM)*: SLM includes all the instructional design part like graphics oriented content, every unit contains Introduction, Activity, Notes, Summary, Keywords, Review Questions, Further reading & Explanatory figures.
- *e-Learning*: eLearning is a way to provide quick delivery of lessons. e-Learning helps in creating and communicating new training, policies, concepts, and ideas. eLearning enables educators to get a higher degree of coverage to communicate the message in a consistent way which ensures that all learners receive the same type of training with this learning mode.
- *Video Lectures*: It produces authentic learning opportunities for students. It inspires and engages students when incorporated into students centered learning activities through increased students' motivation, enhanced learning experience, and enhanced team working and communication skills.
- *Dynamic Web-Portal*: It provides a resource for locating and navigating to web based resources that support educational endeavours. It helps to keep up-to-date with new content and customize information depending on who is visiting the site.

- *Learning Management System (LMS)*: It create multimedia learning content which is comprehensive and practical, using video, images, audio and text which all serve as great tools in learning new skills or information.
- *Dictionaries of Specialized Subjects*: An insight into the terminology used subjects specific words and word origins. Dictionaries provide extra help with words and symbols to build subject understanding at home and in the classroom.
- *Instructional Simulations*: It is an educational simulation in which simulation of some type of reality (system or environment), which also includes instructional elements that help a learner explore, navigate or obtain more information.

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## **CURRICULUM, DETAILED SYLLABUS & OTHER DETAILS**

The Curriculum, Detailed Syllabus & other details are as under:

Name of Program : B.A. Social Work (Bachelor of Arts in Social Work)  
 Duration : 3 Years  
 Examination : 6 Semesters

<b>B.A. Social Work: Three-Year (6-Semester) CBCS Program</b>			
<b>Program Structure</b>			
COURSE NO	COURSE TITLE	CREDIT	COURSE DETAILS
<b>BSW 11</b>	<b>Introduction to social work</b>	5+1	THEORY+tutorial (70+30=100)
<b>BSW 12</b>	<b>Working with individuals</b>	5+1	THEORY+tutorial (70+30=100)
<b>BSW13</b>	<b>Introduction to rural, urban and tribal communities</b>	5+1	THEORY+tutorial (70+30=100)
<b>BSW 14</b>	<b>General and Communicative English</b>	<b>2</b>	<b><u>T 50</u></b>
<b>BSW15</b>	<b>concurrent fieldwork</b>	<b>2</b>	<b><u>P 50</u></b>
<b>SEMESTER II</b>			
<b>BSW21</b>	<b>Social problem and Services</b>	<b>5+1</b>	THEORY+tutorial (70+30=100)
<b>BSW22</b>	<b>Working with groups</b>	<b>5+1</b>	THEORY+tutorial (70+30=100)
<b>BSW23</b>	<b>Environmental Science</b>	<b>2</b>	<b><u>T 50</u></b>
<b>BSW24</b>	<b>Human growth and development</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b>BSW25</b>	<b>concurrent fieldwork</b>	<b>2</b>	<b><u>P 50</u></b>
<b>SEMESTER III</b>			
<b><u>BSW31</u></b>	<b>Working with Communities</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW32</u></b>	<b>Basic counseling in social work</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW33</u></b>	<b>Social Welfare Administration and Legal Information</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW34</u></b>	<b>Concurrent Field work</b>	<b>6</b>	PRACTICAL 100

	<b>SEMESTER IV</b>		
<b><u>BSW41</u></b>	<b>Education for social change</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW42</u></b>	<b>Political system and Processes</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW43</u></b>	<b>Community Organization</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW44</u></b>	<b>Concurrent Field Work</b>	<b>6</b>	PRACTICAL 100
	<b>SEMESTER V</b>		
<b><u>BSW51</u></b>	<b>Social Work Research</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW52</u></b>	<b>Family Life Education</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW53</u></b>	<b>Administration and correctional services</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW54</u></b>	<b>concurrent field work</b>	<b>6</b>	PRACTICAL (70+30=100)
	<b>SEMESTER VI</b>		
<b><u>BSW61</u></b>	<b>social work and health care</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW62</u></b>	<b>community development</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW63</u></b>	<b>Disaster management</b>	<b>6</b>	THEORY+tutorial (70+30=100)
<b><u>BSW64</u></b>	<b>Project Work</b>	<b>6</b>	PRACTICAL 100

## Faculty Details

S.No.	Name	Designation
1	Senoritha Sangma	HOD
2	Ms. Mamata Pandit	Associate Professor
3	Ms. Bhaswati Sarmah	Assistant Professor
4	Ms. Jahnvi Phukan	Assistant Professor

## Student Support Staff

S.No.	Name	Designation
1	Ms. Pratyakshi Goswami	Incharge-Student Support Division
2	Ms. Anita Das	Sr. Student Counsellor
3	Mr. Nimpal Kalita	Incharge Grievance Cell
4	Mr. Geeti Gogoi	Asst. Incharge Students Activity Cell

## Student Support Service System

- The Student Support System aims to help students in a variety of ways, including career development, legal regulation, counseling, psychological support, and special concerns for international students.
- New students receive student handbook, which includes helpful information to acclimate them to the campus and University community.
- Students are surrounded by an extensive support system all the way from orientation through graduation.

## Procedure for Admission, Curriculum Transaction and Evaluation

- Counseling session at Campus
- Application form submission along with required documents check list – Online or at Campus
- Eligibility check from the Admission Section
- Documents verification
- Payment of Fees
- Issuance of Enrollment Number & ID Card
- Issuance of SLM & Academic Kit
- Scholarship test

## Details of Laboratory Support

- Computer Lab Support to aid students with their studies.
- The lab can help you with your homework, assignments, difficult course content and test preparation.
- Both experienced students from the program and faculty members themselves volunteer at the lab, which makes it a key resource for any student.
- There is English & Soft Skills lab for students' development.

## Library Resources

- We have library at campus which combine more than 10,000+ books for various courses and 400 national and international journals can be accessed by commonly used application.
- MGU partners with Excel Books Pvt. Ltd. a renowned publishing house for digital library access. It is a distinctive group of publishing companies, has a rich history in the book industry.

## Facilities Available to Learners

- *Scholarship*: Through this full tuition scholarships or other substantial awards being offered to the high qualifying students, either in the form of need-based or academic scholarships for university.
- *Book-lending*: An initiative to ensure the academic success of every student funded through alumni donations. This program provides books for students who could not otherwise afford to purchase them.
- *CD/audio/video cassettes*: Enhance understanding with a teaching guide for using audio cassettes or CDs includes suggested teaching tips that engage learners with auditory and spatial intelligence learning styles.
- *Internet facility*: It opens doorways to a wealth of information, knowledge and educational resources, increasing opportunities for learning in and beyond the classroom.
- *Digital Library*: Provides access to digital repository or digital collection of e-books and e-notes.

## Cost Estimate of the Programme and its Provisions

The Cost estimate for B.A. Economics Course on No Profit No Loss comes to Rs. 5000/- Semester. The University has made provision of Rs. 15-20 Lakh for running of different course of Humanities Dept. (B.A., M.A) including the Printing of Teaching Material for the students.

## Quality Assurance Mechanisms

### 1. Learning Material (Print Media)

- The Self Learning Material is designed with the approach of two-way communication between the learner and content.
- It also involves the learner actively through various experience-based activities and assignments.

- The learner gets clear information about the structure of the programme and course.

## **2. Audio–Video Material**

- There is adequate consideration of learners' prior knowledge, skills and attitudes.
- Level and style of language shall be appropriate.

## **3. Online Material**

- There is description of credit value of each module or unit in the course.
- There are clear guidelines on academic integrity and netiquette (internet etiquette) expectations regarding lesson activities, discussions and plagiarism.

## **4. Computer-based material**

- There is lesson's overview, content and activities, assignments to provide the learning opportunities for learner to master the content.

## **5. Curriculum and Pedagogy**

- The structure of curriculum is defined.
- The content is reliable and justifies the learning outcome(s).
- There is clear definition of intended outcomes of learning, benchmarked to identifiable stages of learning.

## **Program Outcomes**

- Analyze, formulate, and influence social policies.
- Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.
- Use communication skills differentially across client populations, colleagues, and communities.
- Use supervision and consultation appropriate to social work practice.

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## **PROGRAMME SYLLABUS AND RECOMMENDED BOOKS**

Details of Program Syllabus & List of Recommended books are given below:

### **SEMESTER I**

#### **Course No. BSW 11**

##### **Course title –Introduction to social work**

Unit 1- HISTORICAL DEVELOPMENT:

- overview of the historical emergence and development of social work profession in U.S.A, U.K and India

Unit 2- PHILOSOPHY:

- Philosophy and values as the basis of social work and its nature

Unit 3.- CONCEPTUAL FRAMEWORK

- Meaning and definition, principles, scope, methods, characteristics, types and process, roles, tools, skills and techniques

#### **Course No. BSW 12**

##### **Course title – Working with individuals**

Unit 1- TOOLS OF CASE WORK- Relationships, interviews, listening, observation, home visit and recording.

Unit 2- TECHNIQUES – Supportive and modifying treatment techniques.

Unit 3. PROCESS – Intake, study, social assessment, intervention, evaluation, termination ( phases of case work)

Unit 4 – APPLICATION OF CASE WORK IN VARIOUS SETTING - Hospital, family, schools and psychiatric settings.

#### **Course No. BSW 13**

##### **Course title – Introduction to rural, urban and tribal communities**

Unit 1 – Introduction of Planning in India – Meaning and definition of planning, History of planning in India, Planning after independence

Unit 2 – Urban planning and services- urbanization and need of urban planning,mechanism of urban planning,urban planning and civics services

Unit 3- rural planning and policies- concept of rural development,schemes and policies of rural planning,planning and development of rural society

Unit 4- tribal planning and development- tribal society traditions and culture,governmentschemes and policies for tribal, tribal economic system and tribal political structure, issues of governance and planning- issues of development and displacement,diversity and citizenship issues

**Course No. BSW 14**

<b>COURSE TITLE: General and Communicative English I</b>		
<b>UNITS</b>	<b>CONTENTS</b>	
I	Letter writing, Application writing, Paragraph writing, Comprehension	
II	Antonyms and Synonyms, Parts of Speech, Appropriate use of verbs, adverbs, adjectives	
III	Appropriate use of verbs, adverbs, adjectives, Types of sentences	
IV	Phrases and Idioms, One word substitution	
<b>SUGGESTED BOOKS</b>		
1	Quick Learning Objective General English by R.S Aggarwal	

**Course No. BSW 15**

**Course title – concurrent fieldwork**

**SEMESTER II**

**Course No. BSW 21**

**Course title – Social problem and Services**

Unit 1 – Social problems- meaning, definition, characteristics of social problem, context of the Indian social problems, social problems and social disintegration.

Unit 2 – Social disorganisation – meaning, definition, characteristics of social disorganization, causes of social disorganization,

Unit 3 – Social problem – reaction of social problems, causes of social problems, types of social problems

Unit 4 – Stages in the development of social problems

**Course No. BSW 22**

### **Course title – Working with groups**

Unit 1 – Nature and concept of group work, objectives of group work, definition of group work, its relevance and purpose

Unit 2 – Evolution of group work, types of groups and types of group work.

Unit 3 – social group work, principles and skills of group work and assumptions

Unit 4- social group work process, role of a group worker in group work process and role of a social worker in different settings

### **Course No. BSW 23**

#### **Course title – Environmental Science**

**Unit 1 – conceptual background** : meaning of environment, elements of environment, ecology, ecological cycle, ecology of population interactions, food chain and food web

**Unit 2 – pollution and pollutants:** air, water, soil, noise, environmental impacts: global warming, green house effect, climate change, deforestation, desertification

**Unit 3** – density and growth, Malthusian doctrine and the concept of a stable population, demographic transition , population growth and its impact on global environment

**Unit 4 – concept of resource** : types of resources, biodiversity, importance of biodiversity and threat to biodiversity, effects of development and sustainable development.

### **Course No. BSW 24**

#### **Course title – Human growth and development**

**Unit 1-Understanding human behavior-** Concept of human growth, development, Behavior, Factors affecting human behavior; Methods of human behavior; Theories of development & behavior- Freud's Psychosexual theory & Erikson's psychosocial theory.

**Unit 2- Biological bases of Behavior:** Role of heredity, Role of endocrine glands, Role of central nervous systems.

**Unit 3- Psycho- Social bases of Behavior:** Role of environment: Pre-natal & Post natal, Social factors affecting behavior, Socialization process.

**Unit 4- Human Growth and development:** Life span approach to the understanding of human growth & behavior, Principles of Growth & development, Stages of development: from conception to Old age.

**Course No. BSW**

**Course title – concurrent fieldwork**

**SEMESTER III**

**Course No. BSW 31**

**Course title – Working with Communities**

**Unit 1- Community:** Concept, characteristics, types and functions. Definitions of community organizations, ethics of community organization practice. Historical development of community organization practice.

**Unit 2- Power: Concept of power-** The range of perspectives- Dimensions of power relevant to community organizations.

Empowerment: Concept of empowerment- Barriers to, process and cycle of empowerment.

**Unit 3-** Models and strategies of Community Organization- Locality Development; Model- Social Planning Model- Social Action Model, Roles in different models.

**Unit 4-** Skills of Community Organization Practitioner: problem analysis, resource mobilization, conflict resolution, organization meetings, writing and documentation, networking, training.

**Course No. BSW 32**

**Course title –Basic counselling in social work**

Unit 1 –Fundamental counselling skills – the counsellor as the role model, the counsellor’s needs , counsellor objectivity and subjectivity, emotional, involvement, counsellor’s limits in practice

Unit 2 – Counselling – meaning, definition, types of counsellings

Unit 3 – Basic counselling skills- observation skills, questioning, communication skills (listening, feedback,non-verbal), the counselling interview – history taking, interviewing ( characteristics, types, techniques.

Unit 4 – counselling special groups – socially and economically disadvantaged, destitute and orphans, delinquents, dropouts, AIDS patients, drug addicts and alcoholics

Unit 5 – Referral process

**Course No. BSW 33**

**Course title – Social Welfare Administration and Legal Information**

Unit 1 – Social administration: meaning, definition, scope ,function and principles

Unit 2 – Administrative process in welfare institutions: planning, organising, directing, staffing, coordinating, financial administration: budgeting, fund raising, accounting, auditing; public relation and reports, maintenance of files

Unit 3 – Non-governmental organizations: registration of societies and trusts; constitution and byelaws. Societies registration Act; factors motivating voluntary actions. National and international voluntary agencies; problems of voluntary organizations.

Unit 4 – Welfare programme for women, children, youth, aged, Destitute and differently abled ( institutional and non-institutional), social welfare programme for SCs and STs, Integrated Child Development services, social security schemes of central and states

Unit 5 – Social welfare administration in India- national level and state level, social welfare department: functions and programmes, organizational structure, programme of Central Social Welfare Board

**Course No. BSW 34**

**Course title – Concurrent Field work**

#### Semester IV

**Course No. BSW 41**

**Course title :Education for social change**

Unit 1 – Education – meaning and importance of education, channels of education – informal, formal and non formal; critical evaluation of formal education in India

Unit 2 – Illiteracy in India – definition of Illiteracy; causes of illiteracy and governmental methods to eradicate of illiteracy

Unit 3 – Non- formal education (NFE): Definitions, characteristics and objectives of Non-formal educations,needs for Non-formal education in India; Adult education; meaning and scope of Adult Education; characteristics of Adult learners and principles of adult learning, Adult education in India- National Adult Education Programme; continuing education, concept of continuing education; post literacy and continuing education; extension education; concept of extension education and importance of extension education

Unit 4 – Paulo Freire’s pedagogy ; banking concept of education; methodology of Freire’s and conscientization process, De-schooling movement, concept of de-schooling by Ivan Illich and de-schooling society

**Course No. BSW 42**

**Course title : Political system and Processes**

Unit 1 –Relevance of understanding the political system and process

Unit 2 – concept of state, its element and functions: constitutional foundation of Indian state- historical development, salient and unitary – federal features, centre-state relations

Unit 3 – concept of power and government; composition and functions of Indian government – Legislature, Executive and Judiciary

Unit 4 – concept of democracy and bureaucracy – meaning, types, merit and demerits.

Unit 5 – Role and function of political parties, pressure groups and public opinion in a democracy

**Course No. BSW 43**

**Course title- Community Organization**

Unit 1 - Community organization- history of community organization in UK,India,Gandhian Approach to Community Organization

Unit 2 – Philosophy of Community Organization, concept of community,different bases of community, types of community, characteristics of rural,urban and tribal community, principles of community organization,

Unit 3 – Aims and objectives of community organization, scope and nature of community organization, role of a social worker in community organization, skills required for a community organizer

Unit 4 – steps in community organization,basic elements of community organization

**Course No. BSW 44**

**Course title : Concurrent Field Work**

**SEMESTER -V**

**Course No. BSW 51**

**Course title: Social Work Research**

Unit 1 –Introduction to research methods. Why research? Kinds of research. What are the sources of ideas for research

Unit 2 – problem formulation and problem identification: Hypothesis and predictions; the research process, setting objectives; kinds of variable types of relationship between variables; Literature review – reason for reviewing literature, locating literature, citing references ; Ethics in research

Unit 3 – Methodology; experimental v/s non-experimental studies; Quantitative and Qualitative studies; types of sampling methods

Unit 4 – Data collection techniques, types of data, tools for data collection- Questionnaire, interview, observation

Unit 5 – Data analysis, data interpretation, presentation of findings; writing research reports

**Course No. 52****Course title: Family Life Education**

unit 1- concept of family ,family life education- concept and meaning,importance of family life education,role of home,school and religion in imparting family life education,development of personality and moral values in life

unit 2- life skill education: basic concept of life skill education,understanding man and woman,life skills education: concept and objectives,life skills education: role of home, school and media

unit 3- process of growing up: male reproductive system and functioning,female reproductive system and functioning,early stages of human growth: biological,social,psychological and developmental aspects,later stages of human growth: biological,social,psychological and developmental aspects

unit 4 –social institution of marriage: marriage and family:choosing life partner,marriage in India, society,culture,religion and family values,marital life and role expectation

unit 5- policies and programmes for family welfare: indian family in transition,family planning policies,family planning methods and spacing between live births,medical termination of pregnancy and issues associated with it.

Unit 6- major problems in marital life: psycho-social effects of divorce,separation and migration,dowry demands and dowry deaths,legal issue involved in marriage

**Course No. BSW 53**

**Course title: Administration and correctional services.**

**Unit 1: Crime:** Meaning and definition, historical perspective; Nature and scope of Criminology, causation of Crime, Characteristics and classification of Crimes, Crime patterns- Habitual, Professional, Organised, White Collar, Public order crimes; Gender related issues in Crimes; Classification of offenders under Indian Penal Code.

**Unit 2:** Penology: Meaning, definition, historical perspective, scope. Theories of Punishment: Deterrent theory, retributive theory, preventive theory and reformatory theory. Efficacy of punishment, Essentials of an ideal penal system, penal policy in India.

**Unit 3: Victimology:** Meaning, definition, historical perspective, scope of the study. Problems of Victims- physical, psychological, socio-cultural. Victim offender relationship.

**Unit 4:** Social work Practice in Correctional setting: Scope for social work practice in institutional and non-institutional settings.

**Course No. BSW 54**

**Course title: concurrent field work**

**SEMESTER VI**

**Course No BSW 61**

**Course title: socialwork and health care**

Unit 1 –health,publichealth,community health and indicators of health, hygiene: personal and environmental hygiene, malnutrition,health care system,indigenous system of medicine, mental health:concept,dimensions,determinants

Unit 2- medical health prevention and promotion model,holistic approach to health,alternative system of health: yoga naturopathy

Unit 3- primary health care: organization and function,education: provision for medical education in india, common diseases in india: communicable ,non communicable and lifestyles

Unit 4- HIV/AIDS epidemics in NE India, programmes for controlling diseases in India,health services in india, social work intervention in health

**Course No BSW 62**

**Course title : community development**



Unit 1- introduction to community development,difference between community organization and community development,history of community development

Unit 2- the economic impact of community development coporations,community development process,community development organizations and community engagement, building community: social capital and human,building community: civic and political capital

Unit 3- immigrant communities and community development,concept of community development,principles of community development,goal of community development,process of community development,models of community development,needs and problems related to urban,rural and tribal development

**Course No. BSW 63**

**Course title: Disaster management**

Unit 1- understanding disaster phenomena: concept and definition of different terms of disaster, approach to understand disaster phenomena,level of disaster as per National guideline

Unit 2- overview: characteristics,classification,problem area of disaster: disaster trends,classification of hazards, phases of disaster, common approach to study natural and man made hazards

Unit 3- disaster risk mitigation: disaster risk assessment, principle and aspects of disaster prevention,disastermitigation,community based disaster risk reduction mechanism

Unit 4- planning for disaster management: planning strategies,disaster management Act 2005,disaster management policy 2009

**Course No. BSW 64**

**Project Work**