CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

Nationally Accredited with "A" Grade by NAAC

ISO 9001: 2015 Certified

TIRUCHIRAPPALLI

PG & RESEARCH DEPARTMENT OF SOCIAL WORK

SYLLABUS

BACHELOR OF SOCIAL WORK

2024-2025 and onwards

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

PG AND RESEARCH DEPARTMENT OF SOCIAL WORK

<u>VISION</u>

The vision of our department is to advance the personal, social, intellectual and personality of the students through social work education so as to achieve higher positions in serving the society across local and global community systems.

<u>MISSION</u>

- To orient the students acquire knowledge, skills and values of Social Work and develop an attitude of commitment towards social work profession.

- To train the students in the fields of Social Work by enabling the practice and application of theory through field work trainings.

- To inculcate values by means of conducting programmes through various associations attached to the department.

- To mentor the students through tutor-ward system in the department.

- To extend wider exposure to students in the field of Social Work through organizing National & International seminars, workshops, symposium etc and enable them to establish contacts with academicians, field experts, high profile personalities in different fields.

PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

PEOs	Statements
PEO 1	**LEARNING ENVIRONMENT** To facilitate value-based holistic and comprehensive learning by integrating innovative learning practices to match the highest quality standards and train the students to be effective leaders in their chosen fields.
PEO 2	**ACADEMIC EXCELLENCE** To provide a conducive environment to unleash their hidden talents and to nurture the spirit of critical thinking and encourage them to achieve their goal.
PEO 3	**EMPLOYABILITY** To equip students with the required skills in order to adapt to the changing global scenario and gain access to versatile career opportunities in multidisciplinary domains.
PEO 4	**PROFESSIONAL ETHICS AND SOCIAL RESPONSIBILITY** To develop a sense of social responsibility by formulating ethics and equity to transform students into committed professionals with a strong attitude towards the development of the nation
PEO 5	**GREEN SUSTAINABILITY** To understand the impact of professional solutions in societal and environmental contexts and demonstrate the knowledge for an overall sustainable development.

PROGRAMME OUTCOMES FOR BSW PROGRAMME

PO NO.	PROGRAMME OUTCOMES On completion of BSW Programme, the students will be able to
PO1	Possess thorough knowledge of language and understand the concerns of the society in real situations and work environment. (Academic Excellence with Social Thinking)
PO2	Express thoughts and ideas effectively using appropriate texts, media and evaluate practices, policies and theories by applying scientific and social approaches. (Skilled Proficiency)
PO3	Acquire training skills in research, internships and foster team spirit in the global world and face the challenges in a multicultural society. (Team Building and Problem Solving)
PO4	Relate and apply exemplary role models/writers and their values to elucidate different kinds of unknown problems. (Leadership Traits & Critical Thinking)
PO5	Inculcate lifelong learning by fostering scientific attitude aimed at personal and societal development to meet the changing demands of work and career through knowledge and skills. (Situational Approach and Lifelong Learning)

PSO NO.	PROGRAMME SPECIFIC OUTCOMES On completion of BSW Programme, the students will be able to	POs Addressed
PSO1	Demonstrate a comprehensive understanding of Social Work profession and understand the issues and problems that arise in the society.	PO1
PSO2	Identify challenges in Health sectors, family and child settings, industries, rehabilitation centres, Correctional settings, etc. and use scientific approach in handling them.	PO2, PO5
PSO3	Collaborate and coordinate with philanthropists, groups and organisations by applying professional social work skills, values and ethics through team work for the advantage of vulnerable sections of the Society	PO3, PO4
PSO4	Discover methods, techniques, models/approaches to deal with the emerging issues, problems and challenges through critical thinking.	PO4
PSO5	Adapt to the changing situations by utilizing life skills and the desire for life long learning in their career and in day to life to achieve personal and professional goals.	PO3, PO5

Semest	Part	Course	Course Title	Course Code	Inst. Hrs.	Credits	Exam			Total
							Hrs	Marks		
								Int	Ext	
I	I	Language Course-I (LC)	Pothu Tamil-I	23ULT1	6	3	3	25	75	100
			Hindi ka Samanya Gyan aur Nibandh	23ULH1						
			Poetry, Grammar and History of Sanskrit Literature	23ULS1						
			Foundation Course: Paper I-French-I	23ULF1						
	II	English Language Course-I(ELC)	General English-1	23UE1	6	3	3	25	75	100
	III	Core Course – I(CC)	Introduction to Social Work	23USW1CC1	6	5	3	25	75	100
		Core Course-II (CC)	Communication in Social Work Practice	24USW1CC2	6	5	3	25	75	100
		First Allied Course- I (AC)	Sociology for Social Work	23USW1AC1	4	3	3	25	75	100
	IV	Ability Enhancement Compulsory Course-I (AECC)	Value Education	23UGVE	2	2	-	100	-	100
		Total			**30**	**21**				**600**

Sem	Part	Course	Course Title	Course Code	Ins Hrs/ week	Credits	Exam Hrs	Internal	External	Total
II	I	Language course II (LC)	Pothu Tamil-II	23ULT2	6	3	3	25	75	100
			Hindi Literature & Grammer	22ULH2						
			Prose, Grammer and History of Sanskrit Literature	23ULS2						
			Basic French – II	22ULF2						
	II	English language course II (ELC)	General English - II	23UE2	6	3	3	25	75	100
	III	Core Practicum I (CP)	Field Work -1 (P)	24USW2CC1P	6	5	3	40	60	100
		Core Course III (CC)	Methods of Social Work	23USW2CC3	5	5	3	25	75	100
		First Allied Course - II (AC)	Basics of Economics and Political System	23USW2AC2	5	3	3	25	75	100
	IV	Ability Enhancement Compulsory Course (AECC)-II	Environmental Studies	22UGEVS	2	2	-	100	-	100
Extra Credit Course			SWAYAM	As per UGC Recommendation						
Total					**30**	**21**				**600**

INTRODUCTION TO SOCIAL WORK

Subject Code	Subject Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23USW1CC1	INTRODUCTION TO SOCIAL WORK	Core Course – CC I	90				5	6	25	75	100

YEAR	2023 onwards
SEMESTER	I
PRE-REQUISITE	**An idea on concepts such as service, reform, development and the beginning of social work in India**

Learning Objectives

1	To introduce the basic concepts of Social Work.
2	To familiarize with the principles, values, and ethics of Social Work.
3	To kindle the learners to develop the desire to explore the origin of Social Work in India and abroad.
4	To support the learners to learn the contribution of various religions towards society's welfare.
5	To analyze and explain the methods of Social Work.

Course Outcomes

On the successful completion of the course, students will be able:

	Taxonomy Levels
CO1: To comprehend the Meaning, Definition, Basic Assumptions, Objectives, Philosophy, Ethics, and Principles of social work.	K1, K2, K3
CO2: To appreciate Social Work as a Profession.	K2, K3, K4
CO3: To define, recall, explain, demonstrate and outline, the basic concepts of Social Work.	K3,K4
CO4: Distinguish and examine the history and development of Social Work as a Profession.	K1, K4, K5
CO5: To apply the methods of Social Work in the various fields of Social Work practice.	K3, K4,K5

Syllabus

UNIT		HOURS
I	**Introduction to Social Work:** Meaning & Definition, Objectives, Characteristics, Principles, Values and Ethics. Social Work as a Profession.	18
II	**Basic Concepts in Social Work:** Social Service, Social Welfare, Social Assistance, Social Development, Social Security, Social Justice, Social Inequality, Social Defense	18
III	**History and Development of Social Work:** Development of Social Work – **USA, UK, India**.	18
IV	**Methods of Social Work**: Meaning, Definition, Objectives & Principles of - Social Case Work, Social Group Work, Community Organization, Social Work Research, Social Welfare Administration and Social Action.	18
V	**Fields of Social Work Practice in India**: Health Settings, Family and Child Welfare Settings, Rural, Tribal and Urban Community Settings, Correctional Settings, Industrial Settings, Welfare of Youth, Aged and Differently Abled and School Social Work. Roles of Social Worker.	18
VI	**Self Study for Enrichment (Not to be included for External Examination)** Learners need to present application of methods of social work from the available literature, they should be able to relate social work to the basic concepts of social work, Learners need to gain knowledge about the professional organizations such as NAPSWI, INPSW, NASW and IASW, Learners need to present the autobiography of the founders of each religion**,** Learners should prepare a list of institutions functioning for the practice of social work in their region.	-

LEARNING SOURCES

Text Books:

1. Ahuja, Ram. (1999) Society in India: Concepts, Theories and Changing Trends, Jaipur: Rawat Publications
2. Bottmore. T.B, 1980: Sociology: "A Guide to Problems and literature", New Delhi. McGraw Hill
3. Kapadia, K.M., (1966) Marriage and Family in India, New Delhi: Oxford University Press
4. Rao Shankar, (2006) Sociology of Indian Society, New Delhi: S Chand
5. Srinivas, M.N., (1970) Social Change in Modern India, Madras: Allied Publishers
6. Misra,P.D.(1994).Social work philosophy & Methods. Inter India Publication.

Reference Books:

1.Bhattacharya.S.(2003).Social Work –An Integrated Approach.Deep & Deep publication.

2. Chris Yuill. (2011) Sociology for Social Work. New Delhi: Sage Publication

3. Dhanagare, D., N. (1993) Indian Sociology, Jaipurand New Delhi: Rawat Publications

4. David Howe.(1987).An Introduction to Social Work Theory(community care practice Handbook).Routledge

5. Friedlander, W. A., &Apte, R. Z.(1968). Introduction to social welfare . Englewood, NJ: Prentice-Hall.

6. Heimsath, C. H. (2015). Indian nationalism and Hindu social reform. Princeton University Press

7. Prabhu, P.H., (1970) Hindu Social Organization, Madras: Popular Prakasham

8. Rameshwari Devi & Ravi Prakash.(1998). Social work and Social Welfare Administration (Method and Practice). Mangal Deep Publication.

9. Sachdev Suresh .(2012).A Textbook of Social Work. Laxmi publication.

10. Sanjay Roy.(2011).Introduction to Social Work & practice in India. Akansha publishing.

11. Shah A.M., (2010) The structure of Indian Society: Then and Now, New Delhi, Routledge

12. Singh ,K.(2011).An Introduction to Social Work .ABD Publishers.

13. Singh, Yogendra, (1973) Modernization of Indian Tradition, New Delhi: Thompson Press

14. Skidmore,Rex A.(1991).Introduction to Social Work. Prentice Hall International

15. Skidmore,Rex A.(1991).Introduction to Social Work. Prentice Hall International

16. William,O,Larry Lorenzo Smith,Scott,W.Boyle.(2011).Pearson publishers

Web References

1.https://egyankosh.ac.in/bitstream/123456789/17108/1/Unit-1.pdf

2.https://egyankosh.ac.in/bitstream/123456789/17105/1/Unit-2.pdf

3.https://kkhsou.ac.in/eslm/E- SLM_Main/5th%20Sem/Bachelor%20Degree/BSW/HPSW/HPSW-3_- with_changes_incorporated.pmd.pdf
4.http://www.ignou.ac.in/upload/bswe-02-block1-unit-6-small-size.pdf
5.http://www.sociologyguide.com/
6.http://www.importantindia.com/3910/essay-on-social-problems-in-india/
7.http://www.ignou.ac.in
8.https://www.researchgate.net
9.https://shodhganga.inflibnet.ac.in/

Mapping of CO with PSO and PO

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO1	3	3	3	3	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	3

"1"- Slight (Low) Correlation –"2" – Moderate (Medium) Correlation - "3" – Substantial (High) Correlation – "-" indicates there is no correlation

Pedagogy

Chalk& Talk, Seminar, PPT Presentation, Group Discussion, Blended Method, and Case Study.

Course Designer

Dr.G.Mettilda Buvaneswari

SEMESTER I	Internal Marks:25			External Marks:75	
COURSE CODE	**COURSE TITLE**		**CATEGORY**	**HRS/WEEK**	**CREDIT**
24USW1CC2	**COMMUNICATION IN SOCIAL WORK PRACTICE**		**CORE**	**6**	**5**

Course Objectives:
1. To enable the students to understand the importance of Communication tools in dealing with social problems.
2. To study the different communication interventions in approaching the social problems.
3. To orient the students of how to use communication strategies in their social work practices.
4. To disseminate the advantages of communication tool among social workers.

Pre Requisties:

The Learner scan understand and Expose the Coomunication process in Field of Social Work

Course Outcomes and Cognitive Level Mapping:

On the successful completion of the course, students will be able to:

CO NUMBER	CO STATEMENT	COGNITIVE LEVEL
CO1	Define the concept and process of Communication, Interpersonal communication, Visual aids in communication, Communication planning and analysis in field	**K1, K2**
CO2	Identify the various tools used in different types of communication, communication planning and analysis	**K3**
CO3	Apply the Communication tools for Development	**K4**
CO4	Recommend the applications of Communication tools in social work practice among practitioners	**K5**
CO5	Elaborate and discuss the strategies used in different types of communications, communication campaign, advocacy and lobbying.	**K6**

Mapping of CO with PSO and PO

COs	PS01	PS02	PS03	PS04	PS05	PO1	PO2	PO3	PO4	PO5
CO1	2	2	2	3	3	3	3	2	3	3
CO2	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	3

"1"- Slight (Low) Correlation –"2" – Moderate (Medium) Correlation - "3" – Substantial (High) Correlation – "-" indicates there is no correlation.

Syllabus

UNIT	CONTENT	HOURS	COS	COGNITIVE LEVEL
I	**Communication:** Concept, Types – Verbaland Non-verbal communication, Visual and Written, Models, Process, Barriers and Importance of Communication, Key elementsin the communication process. Strategies for effective communication.	15	CO1,CO2,CO3 CO4,CO5	K1,K2,K3,K4, K5,K6
II	Interpersonal Communication: Meaning, Types, Principles, Elements, Advantages of Interpersonal Communication.	15	CO1,CO2,CO3 CO4,CO5	K1,K2,K3,K4, K5,K6
III	**Visual Aids in Communication:** Poster making, Notice boards, Flipcharts, Flash cards, Photographs, Pamphlets, Slide shows, Mass Communication-Television, exhibition, newspapers and magazines, advertisement, radio, film, VCD/DVD.	15	CO1,CO2,CO3 CO4,CO5	K1,K2,K3,K4, K5,K6
IV	**Development skills :** Listening , Speaking, Reading and Writing skill .Essential Soft skills : group discussion, Presentation skills, Decision making, Team work, Innovation, Creative thinking, Time-management.	15	CO1,CO2,CO3 CO4,CO5	K1,K2,K3,K4,K 5,K6
V	**Communication as a tool for Social Workers:** Importance of Communication in handling Social problems, Lobbying and Advocacy, Various online tools in dealing With Social Problems.	15	CO1,CO2,CO3 CO4,CO5	K1,K2,K3,K4, K5,K6
VI	**Self-Study portions: (Not included for End semester examination)** Communication strategies practiced in various settings-Community, Medical, Psychiatric, Family, Industrial etc.	-	CO1,CO2,CO 3,CO4,CO5	K1,K2,K3,K4, K5,K6

TEXTBOOK:

Singh, D. (2011). Communication & Interpersonal Skills for Social Work*, Indian Books &Periodicals*

REFERENCES:

o   D'Souza, Y. K (1999). *Communication Today and Tomorrow*, Discovery PublishingHouse, NewDelhi.

o   Fullmer, D.W. and Bernard, H.W (1972). *Communication in Organizations*, Second Edition, Mumbai: Jaico Publishing House.

o   Koprowska,J.(2005).*Communication and Interpersonal Skills*, Learning Matters.

o   Lishman,J (2009). *Communication in Social Work*, Red Globe Press(2nd edition).

o   Mishra, R.K (2018). *Professional Communication Skills- An Approach towards bright career*,Satyam Law International.

Web Resources:

1. https://www.skillsyouneed.com/ips/what-is-communication.html
2. https://www.simplilearn.com/what-is-interpersonal-communication-article
3. .http://introtocommopensource.ridgewater.edu/ModuleVIII/ModVIIISect8.html
4. https://www.slideshare.net/MediaKitchen/communications-planning-what-it-is-a
5. https://study.com/academy/lesson/effective-communication-methods-in-a-social-workpractice.html#:~:text=Effective%20communication decision %20and%20understand%20difficult%20information.
6. https://www.youtube.com/watch?v=xQfYiHbAjJo
7. https://www.youtube.com/watch?v=2Lkb7OSRdGE
8. https://www.youtube.com/watch?v=I6IAhXM-vps
9. https://www.youtube.com/watch?v=HVC-rsbeTW0

Pedagogy: Lectures, Audios / Videos followed by discussion, Case Study presentations, PPT, Peer Learning and Student-led seminar

Course Designer: Ms.P.MEENAKSHI.

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23USW1AC1	**SOCIOLOGY FOR SOCIAL WORK**	First Allied Course-I (AC)-**I**	**60**	-	-	-	**3**	**4**	**25**	**75**	**100**

Year	I (2023 onwards)
Semester	I
Prerequisites	**To have a basic Understanding of Society**

Learning Objectives	
1	To define the concepts in Sociology and its relevance to Social Work
2	To understand Social Stratification and its significance in the Society
3	To know the need and importance of Social Institutions
4	To appreciate the factors responsible for Change in the Society and its importance in Social Work practice
5	To explain the various Social Problems in India

Course Outcomes

On the successful completion of the course, students will be able:	Taxonomy Levels
CO1: To find the relevance of Sociology to Social Work	K1, K2,
CO2: To understand the need, importance, and types of the various systems in the Society	K2,K3
CO3: To apply the knowledge acquired about the Society in the practice of Social Work	K4
CO4: To analyse the issues and challenges in the Society	K4
CO5: To experiment the use of the methods of Social Work in its practice	K5

Syllabus

UNIT	CONTENT	HOURS
I	**Introduction to Sociology**: Sociology – Meaning, Definition. Society – Meaning, Definition, Characteristics, Types. Community – Meaning, Definition, and Types. Socialisation – Meaning, Definition, Agents of Socialisation. Culture& Civilisation –	12

	Meaning, Definition, Components. Sociology and its relationship and difference to Social Work	
II	**Social Stratification:** Social Stratification – Meaning, Definition, Characteristics, Need and Importance. Caste, Class – Definition, Difference between Caste and Class, Changing Patterns in Caste and Class, Social Mobility & Social inequality	12
III	**Social Institutions:** Social Institutions –Meaning, Definition. Marriage – Meaning, Definition, Types, Changing Trends. Family – Meaning, Definition, Functions, Types, Changing Trends. Kinship – Meaning, Definition, Types. Religion – Meaning, Definition, Types, Role of Institutions in Society	12
IV	**Principles of Sociology:** Social Control – Meaning, Definition, Functions, Forms of Social Control. Social Processes – Meaning, Definition, Types. Social Change – Meaning, Definition, Causes, Factors affecting Social Change. Social Movements – Meaning, Definition, Factors essential for Social Movements	12
V	**Social Problems in India:** Meaning, Definition, Types, Causes of the various Social Problems in India – Poverty, Unemployment, Illiteracy, Crime, Addiction, Migration, Gender Discrimination, Corruption	12
VI	**Self-study for Enrichment (Not to be included for End Semester Examinations)** Learners will be given an assignment on different social problems & its causes & consequences of it	-

Learning Sources:

Text Books

    1. Ahuja, Ram. (1999) Society in India: Concepts, Theories and Changing Trends, Jaipur: Rawat Publications

    2. Rao Shankar, (2006) Sociology of Indian Society, New Delhi: S Chand

3. Srinivas M.N., 1966: Social Change in India: New Delhi, Orient Longman

4. Srinivas, M.N., (1970) Social Change in Modern India, Madras: Allied Publishers

Reference Books:

1. Dhanagare, D., N. (1993) Indian Sociology, Jaipurand New Delhi: Rawat Publications

2. Prabhu, P.H., (1970) Hindu Social Organization, Madras: Popular Prakasham

3. Shah A.M., (2010) The structure of Indian Society: Then and Now, New Delhi, Routledge

4. Singh, Yogendra, (1973) Modernization of Indian Tradition, New Delhi: Thompson Press

5. Bottmore. T.B, 1980: Sociology: "A Guide to Problems and literature", New Delhi. McGraw Hill

6. Kapadia, K.M., (1966) Marriage and Family in India, New Delhi: Oxford University Press

Web Resources

1. http://www.sociologyguide.com/

2. http://www.importantindia.com/3910/essay-on-social-problems-in-india/

3. https://www.researchgate.net

4. https://shodhganga.inflibnet.ac.in/

5. http://www.ignou.ac.in/

Mapping of CO with PSO and PO

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO1	3	3	3	3	3	3	3	3	3	3
CO2	3	3	3	3	2	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	3

1"- Slight (Low) Correlation –"2" – Moderate (Medium) Correlation - "3" – Substantial (High) Correlation – "-" indicates there is no correlation.

Pedagogy: Chalk & Talk, Lecture,PPTs,Case Discussion, Group Discussion

Course Designer: Ms.PL.Rani

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23UGVE	VALUE EDUCATION	Value Education	30	-	-	-	2	2	100	-	100

Year	I
Semester	I
Prerequisites	Basic Understanding of Values

Learning Objectives	
1	To enrich the knowledge about ethics and values.
2	To instil Moral and Social Values and Loyalty and to appreciate the rights of others.
3	To explain the role of ethics in the operation of human conduct
4	To promote an understanding and framework for students to achieve value based positive and purposeful lives for themselves and their communities.
5	To build excellent citizens and leaders for the country

Course Outcomes and Cognitive Level Mapping

On the successful completion of the course, the students will be able to

CO NUMBER	CO STATEMENT	COGNITIVE LEVEL
CO1	To understand the importance of values and ethical issues at micro, mezzo and macro level of the society and the workplace.	**K1, K2**
CO2	To apply values and ethics in the daily life.	**K3**
CO3	To exhibit Ethical Leadership in the workplace and in the society.	**K4**
CO4	To think logically and reasonably and to handle moral issues with greater clarity	**K5**
CO5	To Engage in ethical debate and formulate ethical justification.	**K6**

Syllabus

UNIT	CONTENT	HOURS
I	**Value education:** Meaning, Definition, purpose and significance in the present world. **Human Values for Life:** Truth, commitment, honesty and integrity, humility, forgiveness, love, empathy, ability to sacrifice, care, unity, inclusiveness, Self Esteem, self-confidence, punctuality – Time, task and resource management.	6
II	**Ethics:** The Essence of Ethics, Determinants and Consequences of Ethics in Human Interaction. Dimensions of Ethics. Ethics in private and public relationships. Role of family, society and educational institutions in inculcating moral and ethical values	6
III	**Theory & Approaches in Ethics:** Kohlberg's theory, Gilligan's theory, Damon's View of Moral Identity, & Deontology. The Utilitarian Approach, The Rights Approach, The Fairness or Justice Approach, The Common-Good Approach, The Virtue Approach & Ethical Problem Solving approach.	6

IV	**Moral Thinkers & Philosophical Schools of Thought and their contribution:** Socrates, Plato, Aristotle, Epicurus, Stoicism. Thomas Aquinas , Contractarianism, Thomas Hobbes, John Locke, Jean-Jacques Rousseau, John Rawls, John Stuart Mill, Emanuel Kant and Hegel, Mother Teresa, Chanakya, Kautilya, Sarojini Naidu, Thiruvalluvar, Rabindranath Tagore, Mahatma Gandhi and Dr. Ambedkar,	6
V	**Values and Ethics in Public administration:** ethical concerns and dilemmas in government and private institutions; laws, rules, regulations and conscience as sources of ethical guidance; accountability and ethical governance; ethical issues in international relations and funding; corporate governance. Information sharing and transparency in government, Codes of Ethics, Codes of Conduct, Citizen's Charters, Quality of service delivery, Utilization of public funds, challenges of corruption.	6
VI	**Self Study for Enrichment** Learners need to list ways of practicing human Values. Group Discussion needs to be conducted on strategies to promote human values at various levels – family, community, society, nation and global.	-

Text Books:

1. ETHICS, INTEGRITY & APTITUDE (Prabhat Prakashan). (2021). (n.p.): Prabhat Prakashan.

2. Political Parties and Administrative Reforms in India: At the Centre, in the States and in the Local Bodies. (2019). (n.p.): Notion Press.

3. Sharma, P. D. (2015). Ethics, Integrity and Aptitude: Foundational Values for Civil Service in India. India: Rawat Publications.

4. Vozzola, E. C. (2014). Moral Development: Theory and Applications. United Kingdom: Taylor & Francis.

5. Thinkers and Theories in Ethics. (2011). Ukraine: Britannica Educational Pub..

Reference Books:

1. Bandiste, D.D.: Humanist Values: A Source Book, B.R. Publishing Corporation, Delhi, 1999
2. Ethics in Governance. (2021). (n.p.): K.K. Publications.
3. Maheshwari, S. (2002). Administrative Reforms in India. Germany: Macmillan India.

Bandiste, D.D.: Humanist Values: A Source Book, B.R. Publishing Corporation, Delhi, 1999.

4. Saxena, N. C. (2019). What Ails the IAS and Why It Fails to Deliver: An Insider's View. India: SAGE Publications.
5. Xavier Alphonse S.J (2008) We Shall Overcome – A Textbook on life coping skills ICRDCE Publication, Chennai

Web References

1. https://publicintegrity.org
2. https://www.ethicssage.com
3. https://darpg.gov.in
4. https://www.ethics.org
5. https://ethicsunwrapped.utexas.edu/glossary/integrity

Pedagogy

Chalk& Talk, Seminar, PPT Presentation, Group Discussion, Blended Method, and Case Study.

ABILITY ENHANCEMENT COMPULSORY COURSE (AECC) I : VALUE EDUCATION (23UGVE)

Assessment Rubrics for 100 Marks

1. Designing Posters / video making / preparation of Album – **20 marks**

2. Case study presentation / Narration of stories / Writing stories – **20 Marks**

3. Writing essay based on the individual life experience following human values –

personal, family and society level (minimum 10 pages) – **20 Marks**

4. **VIVA VOCE - 40 Marks**

S.NO	RUBRICS FOR VIVA VOCE	MARKS
1.	Theoretical Knowledge	20
2.	Values Practiced	10
3.	Attitude & Commitment	10
	Total	**40**

Pedagogy: Field study, Individual Conference and Report Writing

Course Designer: Dr.G.Mettilda Buvaneswari

SEMESTER II	Internal Marks:40		External Marks:60	
COURSE CODE	**COURSE TITLE**	**CATEGORY**	**HOURS/WEEK**	**CREDITS**
24USW2CC1P	**FIELD WORK-I (P)**	**CORE**	**6**	**5**

Course objectives

- To provide exposure to various NGO's and Government organisations
- To Acquire skills of observation and understand the social work intervention in various Institutions

Prerequisites

Basic understanding of fields of Social Work

Course outcome and Cognitive Level Mapping

On successful completion of this course, Student will be able to

CO Number	CO Statement	Cognitive Level
CO1	Name the organisations working for women, children, Industries, old age homes, psychiatry settings, hospitals and De-addiction Centres	K1
CO2	Explain organizational structure, funding and functions	K2
CO3	Develop knowledge on welfare programmes implemented by the organisations	K3
CO4	Discover scope of social work in various settings	K4
CO5	Assess the Report writing skills	K5

Mapping of CO with PSO and PO

Cos	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	3	2	3	3	3	3	2
CO2	2	3	2	3	2	3	3	3	3	3
CO3	3	3	3	3	3	3	2	3	3	2
CO4	3	2	2	2	2	3	3	2	2	2
CO5	3	3	3	3	2	3	3	3	2	3

"1"- Slight (Low) Correlation –"2" – Moderate (Medium) Correlation - "3" – Substantial (High) Correlation – "-" indicates there is no correlation.

Visits to the institutions working for

- ☐ Differently abled.

- ☐ Elderly

- ☐ Children.

- ☐ Drug Addiction

- ☐ Health

- ☐ Environment

- ☐ Women

- ☐ Human Trafficking

- ☐ Human Resources

At least 8 visits to the above mentioned settings to be made in the II Semester.

- ☐ Students to be given classroom orientation regarding the agency/ setting prior to the field visit.

- ☐ Students are expected to write and submit detailed reports of their observation & remarks for each visit.

- ☐ Analysis and discussion to be held following report submission.

METHOD OF ASSESSMENT

INTERNAL

COMPONENTS	MARKS
Attendance	10
Regularity in submitting reports	10
Observation during the visit	20
TOTAL	**40**

EXTERNAL

COMPONENTS	MARKS
Reporting	20
VIVA VOCE	
(i) Theoretical Knowledge	25
(ii) Communication and Presentation	15
TOTAL	**60**

Pedagogy: Observation visits , Interaction ,Documentation

Course Designer: Ms. S. Hema

Semester II	Internal Marks :25			External Marks : 75	
COURSE CODE	**COURSE TITLE**	**CATEGORY**	**HOURS/WEEK**	**CREDITS**	
23USW2CC3	**METHODS OF SOCIAL WORK**	**CORE**	**5**	**5**	

Course Objectives
1. To equip the students to learn the basic concepts of methods of Social Work.
2. To make the learners to understand dealing with individuals, groups and communities.
3. To enable the learners to make use of the principles of methods of social work in appropriate situations.
4. To educate the learners to identify the differences among the various methods of social work
5. To train the learners in the application of the methods of Social Work

Course Outcomes and Cognitive Level Mapping
   On the successful completion of the course, the students will be able to

CO NUMBER	CO STATEMENT	COGNITIVE LEVEL
CO1	Define, Recall, explain, demonstrate and outline social Case Work, Social group work, Community organization, Social Welfare Administration, Social Work Administration, Social action and Social Work Research.	**K1,K2**
CO2	Identify and apply Principals, process of Methods of Social Work	**K3**
CO3	Analyse, categorize, compare, list, Distinguish and examine objectives, principles and methods of Social Work	**K4**
CO4	Evaluate, justify and recommend application of roles of case worker, group worker and the community organizer.	**K5**
CO5	Elaborate and discuss the treatment techniques, roles and the different methods of Social Work	**K6**

Mapping of CO with PSO and PO

COs	PS01	PS02	PS03	PS04	PS05	PO1	PO2	PO3	PO4	PO5
CO1	2	2	2	3	3	3	3	2	3	3
CO2	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	3

"1"- Slight (Low) Correlation –"2" – Moderate (Medium) Correlation - "3" – Substantial (High) Correlation – "-" indicates there is no correlation.

Syllabus

UNIT	CONTENT	HOURS	COs	COGNITIVE LEVEL
I	**Direct Methods of Social Work**: Social case work – definition, objectives, scope, principles and process (study, Diagnosis and intervention)-roles of a case worker.	18	CO1, CO2, CO3, CO4, CO5, CO6	K1, K2, K3, K4, K5, K6
II	**Social group work: D**efinition, objectives and scope, types of groups and group processes; Group work process - roles of a group worker	18	CO1, CO2, CO3, CO4, CO5, CO6	K1, K2, K3, K4, K5, K6
III	**Community organization: D**efinition, objectives and scope, principles and processes - roles of a community organizer	18	CO1, CO2, CO3, CO4, CO5, CO6	K1, K2, K3, K4, K5, K6
IV	**Indirect methods of social work:** Social Welfare Administration and Social Work: Meaning; Purpose, principles, function and areas of administration; POSDCORB.	18	CO1, CO2, CO3, CO4, CO5, CO6	K1, K2, K3, K4, K5, K6
V	**Social action**: Its importance for social work practice. social work Research – meaning, aims, objectives and scope	18	CO1, CO2, CO3, CO4, CO5, CO6	K1, K2, K3, K4, K5, K6
VI	**Self-study for Enrichment (Not to be included for End Semester Examinations)**	-	CO1, CO2, CO3, CO4, CO5, CO6	K1, K2, K3, K4, K5, K6
	Learners need to make a presentation of application of methods of Social Work in different settings. Students can make a mini research study on any issue and summit a report. Students can share the practice of principles of case work, group work and community organization based on their field work experience			

Text Book:

 Misra,P.D.(1994).Social work philosophy & Methods. Inter India Publication.

Reference Books

- Balgopal, P.R. Vassal, T.V.(1983). *Group on Social Work – An Ecological Perspective.* Macmillan   Publication Co., New York.
- Friedlander, W.A.(1964). *Concepts and Methods of Social Work.* New Delhi, Prentice-Hall.
- Gore M. S.(1969).*Social work Education.* Asia publishing House.
- Konopka, G.(1963). *Social Group Work: A Helping Process.* Prentice – Hall, Inc. J.J.
- Kumar.S.(2002). *Methods for Community Participation – A Complete Guide for Practitioners.* Vistaar   Publications. New Delhi.
- Mathew. G.(1992). *An Introduction to Social Case Work.* Tata Institute of Social Sciences, Mumbai.
- Misra.P.D.(1994).Social Work-Methods an Philosophy, Himalaya Publications, Delhi
- Paul Chowhry.D(1992). Social Welfare Administration, Atma Ram & Sons
- Ross, M.G: Harper and Row.(1967) *Community Organization: Theory, Principles and Practice.* Harper and Row, New York

Web References

1. **https://www.russellsage.org/sites/default/files/Richmond_What%20is%20Social_0.pdf**
2. https://egyankosh.ac.in/bitstream/123456789/51363/1/Block-4.pdf
3. http://ignou.ac.in/upload/bswe-03-block1-unit-1-small-size.pdf
4. https://egyankosh.ac.in/bitstream/123456789/17228/1/Unit-1.pdf
5. https://egyankosh.ac.in/bitstream/123456789/17239/1/Unit-1.pdf
6. https://ccsuniversity.ac.in/bridge-library/pdf/Block-1Social%20Work%20Research.pdf

Pedagogy: Lectures, Audios / Videos followed by discussion, PPT, and Student-led seminars.

Course Designer: Dr.G.Mettilda Buvaneswari

SEMESTER I	Internal Marks:25		External Marks:75	

COURSE CODE	COURSE TITLE	CATEGORY	HOURS/ WEEK	CREDITS
23USW2AC2	BASICS OF ECONOMICS AND POLITICAL SYSTEM	ALLIED	5	3

Course Objectives

- To introduce the concept of Economics and Economic Systems of Indian Society
- To understand the Indian Economic Policy with Globalization and political System

Prerequisites

The learner will understand the concept of Economics and Political System

Course Outcomes and Cognitive Level Mapping

CO Number	CO Statement On the successful completion of the course, students will be able to	Cognitive Level
CO1	Define, Recall, relate the concept of Economics & Political System of India	K1
CO2	Compare & Summar is the Indian Economic & Political Policy	K2
CO3	Identify, Analyse, organize for Economic &political Development in India	K3
CO4	Categories, Examine the systems of Economic & Political on Participation & Development	K4
CO5	Assess, explain & evaluate the solutions related to each of the economic & Political Issues	K5

Mapping of CO with PSO and PO

Cos	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO1	2	1	3	3	1	3	2	1	1	1
CO2	1	2	1	2	1	2	3	1	1	2
CO3	3	1	1	2	1	3	3	3	1	3
CO4	1	1	2	3	2	3	2	2	1	1
CO5	3	1	2	1	1	1	2	2	2	1

"1"- Slight (Low) Correlation – "2" – Moderate (Medium) Correlation - "3" – Substantial(High)Correlation– "-"indicates there is no correlation

Syllabus

UNIT	CONTENT	HOURS	COs	COGNITIVE LEVEL
I	**Fundamental Concepts of Economics:** Introduction to Economics, Definition, Importance and types of Economics Resources, Production, Consumption, Demand, Supply Redistribution of Wealth, Cost Efficiency and Scarcity. Principles of Economics.	15	CO1, CO2, CO3, CO4, CO5,	K1, K2, K3,K4, K5
II	**Economic System:** Meaning, Types of economy and its differences. Definition, Features merits and demerits of Capitalism, Socialism, Mixed economy. Salient features of Public Sector and Private Sector.	15	CO1, CO2, CO3, CO4, CO5	K1,K2,K3, K4,K5
III	**Concept of Economic Development:** Definition, objectives, characteristics and impact of Liberalization, Privatization and Globalization. Gross Domestic Product, Roles and Functions–Reserve Bank of India (RBI), World Bank , International Monetary Fund.	15	CO1, CO2, CO3, CO4, CO5	K1,K2,K3, K4,K5
IV	**Political System:** Concept, Types, Elements, Concept of State, Democracy, Power, Government Authority, Liberty, Justice, Equality. Indian Constitution– The preamble, parts and schedule, Directive principles of state policy, Fundamental Rights & Fundamental Duties. Polity and Governance: The democratic ideology and process, Impact of polity on social system	15	CO1, CO2, CO3, CO4, CO5	K1,K2,K3, K4,K5

V	**Political Parties and the Party System:** Trends in the Party System in India. List of National and State parties, Roles and Functions of Political Parties, Political Participation– Merits & Demerits.	15	CO1, CO2, CO3, CO4, CO5	K1,K2,K3, K4,K5,K6
VI	**Self-Study for Enrichment (Not to be included for External Examination)** Concept of Competition and market structures, consumers, demand, elasticity of demand, income distribution, market and prices, profits, price elasticity, Market economic and Mixed economics system, Sustainable development, Factors affecting economic growth, Advantages and disadvantages of representative democracy, Political Participation-definition, forms, types.	-	CO1, CO2, CO3, CO4, CO5, CO6	K1,K2,K3, K4,K5,K6

Textbooks
- Datt,G & Mahajan,A.(2016).Indian Economy,S., Chand Publishing.
- Agarwal,M.D & Joe,S (2010), Business Economics, Ramesh Book Depot, Jaipur, NewDelhi.
- Sathyanarayan,B.(2009).Essays on Economic Liberalization and Reforms, Anmol Publisher.
- Chandra,R.(2004).Globalization, Liberalization, Privatization and IndianPolity,GyanBooks;8edition.

References

- Karuppiah,S(2018).Indian Economy Key Concept, Kavin Mukhil Publications.

- Bhat,S.(2017).Privatization & Globalization Changing Legal

  Paradigm, Eastern Law House.

- Chandra,R.(2004).Globalization,Liberalization,Privatization and Indian Polity , Gyan Books;

  8edition.

- Gupta,D.C.(1975).Indian Government and Politics, Vikas Publishing.

- Varma,S.P.(1975).Modern Economic Theory, Vikas Publishing.

- G. Austin, (2010) 'The Constituent Assembly: Microcosm in Action', in The Indian Constitution: Cornerstone of a Nation, New Delhi: Oxford University Press, 15th print, pp.1-25.

Web Resources

- https://byjus.com/commerce/fundamentals-of-economics/

- https://corporatefinanceinstitute.com/resources/knowledge/economics/economic-system/

- https://open.lib.umn.edu/sociology/chapter/14-2-types-of-political-systems/

- https://www.youtube.com/watch?v=TDs_jjv9Wbs

- https://www.youtube.com/watch?v=n3lIaQzlbWo

- https://www.youtube.com/watch?v=kSQvYeTuxwM

Pedagogy: Lectures, Audios/ Videos followed by discussion, PPT, Peer Learning and Student-led seminars
Course Designer : Dr. R.Anitha