

# SILVER OAK UNIVERSITY, AHMEDABAD

Syllabus

for

## BACHELOR OF SOCIAL WORK

(Effective from September - 2020)

Semester - IV



Silver Oak University, Ahmedabad

| <b>Sem ester</b> | <b>Sr. No.</b> | <b>CORE, ELEC TIVE</b> | <b>Title of Paper</b>                     | <b>Credit</b> | <b>Internal Marks</b> | <b>Extern al/Prat ical Marks</b> | <b>Total Marks</b> |
|------------------|----------------|------------------------|---|---------------|-----------------------|----------------------------------|--------------------|
| IV               | 1              | Core                   | Compulsory English                        | 4             | 30                    | 70                               | 100                |
|                  | 2              | Core                   | Community Organization                    | 4             | 30                    | 70                               | 100                |
|                  | 3              | Core                   | Communication and Counseling              | 4             | 30                    | 70                               | 100                |
|                  | 4              | Elective               | NGOs Management                           | 4             | 30                    | 70                               | 100                |
|                  | OR             |                        |   |               |                       |                                  |                    |
|                  | 4              | Elective               | Community Health and Health care Services | 4             | 30                    | 70                               | 100                |
|                  | 5              | Core                   | Field Work (Agency Setting)               | 6             | --                    | 100                              | 100                |

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**Paper No – 1 Compulsory English**

**Credit-4**

**Objectives :**

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

| UNIT       | Subjects   | Teaching Method              |
|------------|--|------------------------------|
| Unit – I   | <b>Proficiency in English Grammar:</b> <ul style="list-style-type: none"> <li>• Direct Indirect Speeches</li> </ul>                    | Lecture and Group Discussion |
| Unit – II  | <b>Proficiency in English:</b> <ul style="list-style-type: none"> <li>• Preparing resume and c.v.</li> </ul>                           | Lecture and Group Discussion |
| Unit – III | <b>Proficiency in English composition:</b> <ul style="list-style-type: none"> <li>• Essay writing</li> </ul>                           | Lecture and Group Discussion |
| Unit – IV  | <b>Proficiency in English speaking:</b> <ul style="list-style-type: none"> <li>• Personal interview for jobs and admissions</li> </ul> | Lecture and Group Discussion |

References:

SR.  
NO.

BOOK NAME

AUTHOR NAME

- |    |                                   |                     |
|----|-----------------------------------|---------------------|
| 1. | Spoken English & Broken English   | G.B.Shaw            |
| 2. | A Practical English Grammer       | Thomas and Martinet |
| 3. | English Grammer & Composition     | Wrenn & Martine     |
| 4. | High school Grammar & Composition | By wren and Martin  |
| 5. | Spoken English & Broken English   | G.B.Shaw            |

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**Paper No – 2 Community Organization**

**Credit-4**

**Objectives :**

- Highlight the relevance and process of community Organization as a method of social work.
- To develop understanding about fundamental aspects pertaining to Community Organization.
- Enhance the skills as Community Organizer.

| UNIT       | Subjects  | Teaching Method              |
|------------|---|------------------------------|
| Unit – I   | <p><b>Definition, characteristics and types of communities.</b><br/> <b>Analysis of structure and functions of the community:</b></p> <ul style="list-style-type: none"> <li>• Urban, rural and tribal communities. Meaning and definition of community organization</li> <li>• Principles of community organization.</li> <li>• Community development: concept, meaning and its scope in India.</li> <li>• Historical development of community organization in UK and USA.</li> </ul>                            | Lecture and Group Discussion |
| Unit – II  | <p><b>Community organization and community development in India-</b></p> <ul style="list-style-type: none"> <li>• Community welfare council and community welfare chest.</li> <li>• Strategies for understanding and establishing relationship and identifying community problems, factors affecting integration and disintegration of community life,</li> <li>• Analysis of problems of marginalized groups, designing and launching of community awareness program- education and extension program</li> </ul> | Lecture and Group Discussion |
| Unit – III | <p><b>Major processes in community organization:</b></p> <ul style="list-style-type: none"> <li>• Identification and Analysis of problems, Fact finding, Contract, Planning, Implementation, Evaluation and Stabilization.</li> </ul>   | Lecture and Group Discussion |
| Unit – IV  | <p><b>Methods / techniques of community organization:</b></p> <ul style="list-style-type: none"> <li>• Resource Mobilization, Conflicts Resolution, Organizing Meetings.</li> <li>• Recording and Documentation, Participatory</li> </ul>   | Lecture and Group Discussion |

|  |  |  |
|--|--|--|
|  | Rural Appraisal(PRA) <ul style="list-style-type: none"> <li>• Role of community organizer</li> </ul> |  |
|--|--|--|

References:

| SR.<br>NO. | BOOK NAME                                 | AUTHOR NAME                      |
|------------|---|----------------------------------|
| 1.         | The Community Welfare Organization        | Thomas Y, Crowell,               |
| 2.         | Community Organization in India           | Gangrade, K.D                    |
| 3.         | Indian journal of social Work             | Tata Institute of social Science |
| 4.         | Community Work,                           | Routledge and Kegan Paul,        |
| 5.         | Community Organization for Social Welfare | Mcmillan, W.                     |

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**Paper No – 3 Communications and Counseling**

**Credit-4**

**Objectives :**

- To help to have basic understanding of Communication and Counselling.
- To enhance the skill of effective oral communication at different situations.
- To enhance the skill of effective written and visual communication development.

| UNIT       | Subjects  | Teaching Method              |
|------------|---|------------------------------|
| Unit – I   | <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Meaning and importance of communication, process of communication.</li> <li>• Verbal &amp; non-verbal communication, basics of communication.</li> </ul>  | Lecture and Group Discussion |
| Unit – II  | <p><b>Interpersonal communication, interviewing:</b></p> <ul style="list-style-type: none"> <li>• Objectives, principles of interviewing, listening, qualities of effective communicator.</li> <li>• Seminars, conferences, lectures, group discussions, panel discussion, symposium, workshop, role playing, report writing, letter writing, articles/ essay writing, games, street play.</li> </ul> | Lecture and Group Discussion |
| Unit – III | <p><b>Counselor:</b></p> <ul style="list-style-type: none"> <li>• Process of counseling – qualities of an effective counselor</li> <li>• Practical counseling skills, types of counseling – interrelationship between counseling and psychotherapy.</li> </ul>  | Lecture and Group Discussion |
| Unit – IV  | <p><b>Counselling:</b></p> <ul style="list-style-type: none"> <li>• Practice of counseling in family counseling centers, family courts,</li> <li>• Mental health centers, child guidance clinics, correctional institutions, de-addiction &amp; rehabilitation centers.</li> </ul>  | Lecture and Group Discussion |

## Reference Books

| No | BOOK NAME  | Author Name                       |
|----|--|-----------------------------------|
| 1  | Communicating Facts and Ideas in Business                | Brown Leland                      |
| 2  | The Basic Essentials of Counseling                       | Dave Indu                         |
| 3  | Communication Today and Tomorrow                         | D'souza, Y.K                      |
| 4  | Communication in Organizations                           | Fisher, Dalmar                    |
| 5  | Developing Communication Skills                          | Mohan, Krishna and Banerji, Meera |
| 6  | Legal Issues in Social Work Counseling and Mental Health | Robert, G. Madden                 |

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**Paper No – 4 (Elec.) NGOs Management**

**Credit-4**

**Objectives :**

- To Introduced students about the Non – Government Organization and its structure
- To understand the Management of Projects individually and organizationally
- Students should be inform about the working areas of Non – Government organizations

| UNIT       | Subjects  | Teaching Method              |
|------------|---|------------------------------|
| Unit – I   | <b>Non-Governmental Organization</b> <ul style="list-style-type: none"> <li>• History and Concept of NGO in India,</li> <li>• NGO Movement in India.</li> <li>• Legislation related to NGO, s in India: Indian Societies registration Act 1860, Indian Trust Act 1950, Indian Companies Act 1948, Foreign Contribution of Regulation Act 1976</li> </ul>  | Lecture and Group Discussion |
| Unit – II  | <b>NGO Types</b> <ul style="list-style-type: none"> <li>• Voluntary organization, Charity, Community based organization, Faith based organization, civil society organization, Right based organization, Relief providing organizations</li> </ul>  | Lecture and Group Discussion |
| Unit – III | <b>NGO Formation:</b> <ul style="list-style-type: none"> <li>• Process of establishment of NGO, preparation of Bye Laws and Memorandum of association.</li> </ul>   | Lecture and Group Discussion |
| Unit – IV  | <b>NGO Management</b> <ul style="list-style-type: none"> <li>• Factors in NGO Management: Visioning and Envisioning as a Team, Capacity Building of Staff,</li> <li>• Conducting Performance Appraisal, NGO Culture and Social Work Ethics. Preparation of Agenda of Meeting, Writing meeting minutes,</li> <li>• Proceedings of meeting, Passing Resolutions, inward and out ward register, Preparation of MOU, Ledgers, registers, Vouchers, Receipts and payments, Audit Report, Structure of a project</li> </ul> | Lecture and Group Discussion |

**Reference Books**

**BOOK NAME**

NGOs and Globalization  
 NGO as Prime movers  
 Field work Practice in Social work

**Author Name**

Sarkar, Ashok  
 Dharmarajan, Shivani  
 Subedar

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**Paper No – 4(Elec.) Community Health and Health Care Services**

**Credit-4**

**Objectives :**

- To understand the concept of health & its various perspectives
- To familiarize with various health problems & its impact on communities
- To develop skills for planning and implementing community health programmes
- To study role of social workers in community health programmes

| UNIT       | Subjects  | Teaching Method              |
|------------|---|------------------------------|
| Unit – I   | <p><b>Concept of Health:</b></p> <ul style="list-style-type: none"> <li>• Definitions, Dimensions of health, determinants of health. Holistic Health. Personal &amp; environmental hygiene. Sanitation</li> <li>• Community health- definition &amp; scope, Medical Model &amp; Social Model</li> </ul>   | Lecture and Group Discussion |
| Unit – II  | <p><b>Concept of disease:</b></p> <ul style="list-style-type: none"> <li>• Epidemiology of disease, major health problems. Immunization Communicable diseases, non-communicable diseases and life style diseases</li> </ul>   | Lecture and Group Discussion |
| Unit – III | <p><b>Health Care Services:</b></p> <ul style="list-style-type: none"> <li>• Preventive, Promotive, Curative &amp; Rehabilitative aspects. Components of Primary health care. Health care services in India. Health education &amp; communication Community based rehabilitation</li> <li>• Role of social worker in community health care services.</li> </ul> | Lecture and Group Discussion |
| Unit – IV  | <p><b>Public Health Administration:</b></p> <ul style="list-style-type: none"> <li>• Public Health programmes in India Polio eradication programmes T.B control programme AIDS control programmes</li> <li>• Problems of public health in India</li> </ul>  | Lecture and Group Discussion |

References:

| SR.NO. | BOOK NAME  | AUTHOR NAME            |
|--------|--|------------------------|
| 1.     | Textbook of Social and Preventive Medicine                 | Park and Park          |
| 2.     | Principles of Community Medicine                           | B Sridhar Rao          |
| 3.     | Preventive and Social Medicine                             | Yash pal Bedi          |
| 4.     | Health & Family Welfare Programmes in Developing Countries | Venkatesh Srinivasan   |
| 5.     | Health & Illness   | Michael Senior & Bruce |

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**Paper No – 5 FIELD WORK (Agency Setting)**

**Credit-6**

**Objective:**

- To develop capacity for observation and analyzing social realities.
- To develop an understanding of needs, problems and programmes for different target groups.
- To develop an understanding of the role of a social worker in different settings.
- To develop skills in observation, interview, recording, group discussions and Leadership.
- To develop skills in report writing and use of supervision.

| <b>UNIT</b> | <b>Subjects</b>   | <b>Teaching Method</b>   |
|-------------|---|--|
| Unit – I    | <ul style="list-style-type: none"> <li>• Orientation to intensive field work</li> <li>• Placement in rural setting or urban slum setting.</li> <li>• Interaction with social work practitioners.</li> <li>• Skill training.</li> <li>• Individual conference.</li> <li>• Group conference.</li> <li>• Viva-voce.</li> </ul> | <p>Orientation</p> <p>Guidance by faculty members</p> <p>Critical analysis of observations</p> |