

**FOUR-YEAR UNDERGRADUATE
PROGRAMME (FYUGP)**

Bachelor of Social Work (B.S.W.) Honours

Programme	Bachelor of Social Work (B.S.W.) Honours				
Course Code	BSW3CJ201/ BSW3MN200				
Course Title	Community Organisation and Social Action				
Type of Course	Major				
Semester	III				
Academic Level	200 - 299				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours
	4	4	-	-	60
Pre-requisites	-				
Course Summary	This course introduces the student to the social work method of Community Organisation, its historical evolution, values and principles, phases and models. It aims to equip the student with the skills to work at the level of large groups and communities. The course also consists of the foundations of Social Action.				

Course Outcomes (CO):

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Understand the basic concepts of community, community functions and community dynamics	U	C	Exams/Quiz
CO2	Understand the process, principles and models of community organisation and social action.	U	C	Exams/Quiz
CO3	Develop skills and attitudes for participatory community work and social action.	Ap	P	Activities and Presentations Observation of Practical Skills
CO4	Demonstrate the ability to implement various community organisation and social action strategies	Ap	P	Activities and Presentations Observation of Practical Skills

* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C)
- Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Metacognitive Knowledge (M)

Detailed Syllabus:

Module	Unit	Content	Hrs (48 +12)	Marks (70)
I	Introduction to Community and Community Organisation			12 18
	1	Concept of community: - Sociological and social work perspectives of community - geographical and functional community	2	
	2	Functions of community.	1	
	3	Community Organisation : Definitions. Significance as a method of social work	2	
	4	History of community organisation	2	
	5	Values, Principles and objectives of Community organization	3	
	6	Community Development-Definition. Similarities and differences between Community Organisation and Community Development	2	
II	Process of Community Organisation			10 14
	7	Process of community organization:- study, analysis, assessment, organisation, action, evaluation, modification and continuation	2	

	8	Approaches: General content approach, specific content approach, process approach (MG Ross)	2			
	9	Jack Rothman's 3 ModelsLocality Development, Social Planning and Social Action	2			
	10	Gandhian Approach to community organising	2			
	11	Concepts of community participation, community empowerment	2			
III	Social Action as a method of Social Work		14	20		
	12	Social Action: Definition, concept and scope; relationship with other methods of social work	2			
	13	Scope of Social Action. Goals and Objectives of Social Action, principles and strategies of Social Action	3			
	14	Approaches: Paulo Freire – Conscientization, Saul Alinsky -Organized mass action and community leadership, Eleaneor Ostrom – theory of commons	3			
	15	Social action movements in India: civil rights movements, environment movements,	2			
	16	Social action movements in India : womens' rights movements, LGBTQAI+ movements, peasant movements, dalit and tribal movements	2			
	17	Radical social work; Rights based approach	2			
IV	Skills and Role of Social Workers in Community Organization and Social Action		12	18		
	18	Methods of understanding community: PRA and related techniques	3			
	19	Formation and capacity building of CBOs, strategies for capacity building of the marginalized groups,	2			
	20	Committee formation, advocacy and networking	2			
	21	Skills for community organization and Social Action: Interaction, information gathering and assimilation, observation skills, analytical skills, listening and responding skills, organizing, resource mobilization, conflict resolution	3			
	22	Roles of social worker in community organization and Social Action: guide, initiator, enabler, counsellor, negotiator, advocate, catalyst, researcher, collaborator, facilitator..	2			
V	Practice skills for Community Organising		12			
	Visit to community projects implemented by NGOs /local bodies and interaction with project staff and local people Individual reports focusing on the process of community organisation					
Books and References :						
<ol style="list-style-type: none"> 1. Encyclopaedia of Social Work in India (vol.ItoIV) Govt. of India 2. Bhattacharya, Sanjay (2009). Social Work An Integrated Approach. New Delhi: Deep & Deep Publications Pvt Ltd. 						

3. Ramagonda Patil, Asha(2013).Community organization and Development An Indian Perspective. New Delhi: PHI Learning Private Limited.

4. Ross Murray G, (1985),Community Organisation: Theory and Principles, Harper and Row Publication New York,

5. Arthur Dunham: Community Welfare Organisation

6. Weil, Mary (Ed) (1996), Community Practice. Conceptual Methods, New York: The Haworth Press. Inc.

7. Meenai, Zubair: Participatory Community work. Concept Publishing Company, New Delhi 2008

8. Siddiqui , H.Y. (1977), Working with Communities: An Introduction to Community Work. Hira Publications, New Delhi

9. Tropman, John E, Erlich, John L; and Jack Rothman (1995), Tactics and Techniques of Community Intervention – F.E. Peacock Publication, Inc, Illinois

10. Hardcastle, David A., Powers, Patricia R. and Wenocur, Stanley (2011), Community Practice- Theories and Skills for Social Workers. Second Edition

Mapping of COs with PSOs and POs:

	PSO 1	PSO 2	PSO 3	PSO4	PS O5	PS O6	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO 1	1	-	1	-	-	-	2	1	-	-	1	1	-
CO 2	3	1	-	-	-	-	2	1	-	-	1	1	-
CO 3	-	-	2	-	1	-	-	1	2	-	1	1	-
CO 4	-	-	2	1	-	3	-	1	2	-	1	1	-

Correlation Levels:

Level	Correlation
-	Nil
1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

Assessment Rubrics:

- Quiz / Assignment/ Quiz/ Discussion / Seminar
- Mid term Exam
- Assignments (20%)
- Final Exam (70%)

Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment	Project Evaluation	End Semester Examinations
CO1	✓	✓		✓
CO2	✓			✓
CO3	✓			✓
CO4	✓	✓		✓

**FOUR-YEAR UNDERGRADUATE
PROGRAMME (FYUGP)**

Bachelor of Social Work (B.S.W.) Honours

Field Work I

Programme	Bachelor of Social Work (B. S.W.) Honours				
Course Code	BSW3CJ202				
Course Title	Field Work I				
Type of Course	Major				
Semester	III				
Academic Level	200 - 299				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours
	4	-	-	7	105
Pre-requisites	-				
Course Summary	This field work course provides students opportunities to get hands-on experience in observing and participating in welfare and development programmes being implemented by CBOs and LSGIs.				

Course Outcomes (CO):

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Understand both agency and clients as systems and develop the knowledge of administrative procedures and services	U	C	Daily Report Evaluation by Agency Supervisor and faculty supervisor using evaluation proforma
CO2	Understand the problems of marginalized individuals, groups and communities	U	C	Field work Seminar
CO3	Develop sensitivity towards the needs and problems of different target groups.	Ap	P	Summary Report Field Work Viva
CO4	Acquire skills in communication – presentation and reporting of observed realities, documentation, writing field work reports and public relation skills	Ap	P	Voce Examination

* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C)
- Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P)
Metacognitive Knowledge (M)

Nature of Work and Time Schedule

No. of Hours of Field work Engagement/week	Total no. of Hours	Nature of Work
7	105	<ol style="list-style-type: none"> 1. Studying the administrative structure, functions and services of the organisation 2. Assisting the staff in the delivery of services 3. Conducting house visits and institutional visits when required 4. Interacting with clients/service users

Mapping of COs with PSOs and POs :

	PS O1	PS O2	PSO 3	PSO4	PS O5	PSO 6	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO 1	1	-	-	2	2	2	1	1	1	-	1	1	-
CO 2	1	-	-	2	2	2	1	1	1	-	1	1	-
CO 3	1	1	1	2	2	2	-	1	2	1	1	1	-
CO 4	1	1	1	2	2	2	-	1	2	1	1	1	-

Correlation Levels:

Level	Correlation
-	Nil
1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

Scheme for External Evaluation of Fieldwork

Sl. No	Criteria	Marks
1.	Summary Report (Should be submitted to the University at the end of the Semester. Minimum 10 typed pages. Times new Roman, Font size 13 with 1.5 spacing. Report should have only the student's register number in the face sheet)	35
2.	Field work Viva Voce Examination	35

	(External Examiner appointed by the University)	
	Total	70

Scheme for Internal evaluation of Fieldwork

Sl. No	Criteria	Percentage of Marks
1.	Daily Report	12
2.	Evaluation by Agency Supervisor and Faculty Supervisor (Average)	10
3.	Field work Seminar	8
	Total	30

Split up of criteria- Internal

Sl. No	Criteria	Split up of criteria
1.	Daily Report	Regularity and punctuality in submission Ability to integrate theory in reporting Analytical Skills Clarity in presenting ideas Language skills
2.	Evaluation by Faculty and Agency supervisors	Ability to perform the assigned functions Ability to work in a team and with different types of people The extent to which the learning opportunities are used
3.	Seminar on Fieldwork	Preparation and Presentation Use of audio Visual Aids Participation in discussion

Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment	Project Evaluation	End Semester Examinations
CO 1	✓			✓

CO 2	✓			✓
CO 3	✓			✓
CO 4	✓			✓
CO 5	✓			✓
CO 6	✓			✓

**FOUR-YEAR UNDERGRADUATE
PROGRAMME (FYUGP)**

Bachelor of Social Work (B.S.W.) Honours

Programme	Bachelor of Social Work (B.S.W.) Honours				
Course Code	BSW3MN201				
Course Title	Introduction to Social Work Methods				
Type of Course	Minor I				
Semester	III				
Academic Level	200 - 299				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours
	4	4	-	-	60
Pre-requisites	-				
Course Summary	This course introduces the primary and secondary methods of Social Work, their processes and principles. It also includes the scope of using these methods in various settings.				

Course Outcomes (CO):

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Understand the meaning and principles of the methods of social work	U	C	Exams / Quiz
CO2	Explain the scope of using social work methods in addressing social and development problems	U	C	Exams / Quiz
CO3	Understand the tools used in the application of various methods	U	C	Exams/Assignment/Presentation

* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C)
- Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P)
Metacognitive Knowledge (M)

Detailed Syllabus:

Module	Unit	Content	Hrs	Marks (70)
I	Social Case Work			11
	1	Social Work Methods: Primary and Secondary Methods	2	
	2	Social Case Work: Meaning and Definition and Components	2	
	3	Case Work Relationship: Definition, Nature & Qualities	3	
	4	Principles of Case-Work Relationship	2	
	5	Treatment methods in Case Work. Application in various settings	2	
II	Social Group Work			11
	6	Definition and characteristics and types of social groups	2	
	7	Social Group Work: Definition, Characteristics and Goals	2	
	8	Group work process: Pregroup formation, Beginning phase, Middle Phase, Ending phase, Termination	2	
	9	Group Dynamics	3	
	10	Application of Social Group Work in various settings	2	
III	Community Organisation			10
	11	Concept of community, Functions of community	3	
	12	Community Organisation : Definitions and Objectives	3	
	13	Process of community organization:- study, analysis, assessment, organisation, action, evaluation, modification and continuation	2	
	14	Application of Community Organisation	2	
IV	Secondary methods of Social Work			16
				22

	15	Social Work Administration –Definition, Purpose, Scope and Functions	2	
	16	Process :POSDCORB - Planning - Organizing - Staffing - Directing- Coordinating – Reporting – Budgeting	2	
	17	Administration in Non governmental Organisations	2	
	18	Social work Research: definition and objectives	2	
	19	Importance and scope of Social Work Research as a method of Social Work	2	
	20	Social Work Research Process: overview	2	
	21	Social Action: Definition, objectives, scope and principles	2	
	22	Social Action in India	2	
V	Open Module			12
		Exposure visits/ interaction with practitioners of any two or three methods	15	

Books and References

1. Banerjee .G.R (1973) : Papers on Social Work: An Indian Perspective
2. Choudhary, Paul. (1983): Introduction to Social work. New Delhi: Atma Ram & Sons,
3. Gore, M. S. (1965): Social Work and Social Work Education, P. S. Jayasingh, Bombay :Asia Publication House
4. Batra, Nitin (2004): Dynamics of Social Work in India, Jaipur : Raj Publishing House.
5. Dinitto, Diana, M. (2008): Social Work Issues and Opportunities in a challenging profession (3rd edition). Chicago: Lyceum Books
6. Friedlander, Walter A. (1977) : Concepts and Methods of Social Work, New Delhi : Prentice Hall of India Pvt. Ltd.
7. Nair, T. Krishnan (1981): Social Work Education and Social Work Practice in India, Madras: Association of School of Social Work in India
8. Wadia. A.R (1961): History and Philosophy of Social Work in India. Allied Publishers, Bombay
9. Desai, Murli (2002): Ideologies and Social Work. Rawat Publications, Jaipur
10. Patel, Chhaya(Ed): Social Work Practice Religio-Philosophical Foundations. Rawat Publications Jaipur
11. DuBois, B. L., & Miley, K. K. (2016). Social work: An empowering profession. Pearson.
12. Hepworth, D. H., Rooney, R. H., & Rooney, G. D. (2017). Direct social work practice: Theory and skills. Cengage Learning.
13. Holland, S. (2011). Social work: A very short introduction. Oxford University Press.
14. Johnson, L. S., & Chen, H. (2021). Global Perspectives on Social Work Practice: Profiles of Social Workers Worldwide. Academic Press

Mapping of COs with PSOs and POs

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO 1	-	-	1	2	-	-	1	-	-	-	-	-	2
CO 2	-	-	-	-	-	2	1	-	-	-	-	-	-
CO 3	-	-	-	-	-	-	-	-	-	-	-	-	1

Correlation Levels:

Level	Correlation
-	Nil
1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

Assessment Rubrics:

- Quiz / Assignment/ Quiz/ Discussion / Seminar
- Midterm Exam
- Assignments (20%)
- Final Exam (70%)

Mapping of COs to Assessment Rubrics

	Internal Exam	Assignment	Project Evaluation	End Semester Examinations
CO 1	✓			✓
CO 2		✓		✓
CO 3		✓		✓

**FOUR-YEAR UNDERGRADUATE
PROGRAMME (FYUGP)**

Bachelor of Social Work (B.S.W.) Honours

Programme	Bachelor of Social Work (B.S.W.) Honours				
Course Code	BSW3MN202				
Course Title	Basic Counselling Skills for Social Work Practice				
Type of Course	Minor II				
Semester	III				
Academic Level	200-299				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours
	4	4	-	-	60
Pre-requisites	-				
Course Summary	This course outlines the breadth of counselling practice. It details the essential elements of counselling, including the roles of counsellors and clients within different settings. The counselling process is explored from relationship building to termination, emphasizing ethical guidelines and record keeping. Techniques and skills crucial for effective counselling are discussed alongside major counselling theories and approaches. Additionally, it highlights counselling applications in diverse contexts like family, career, and crisis counselling, promoting practical learning through activities like assignments, discussions, case studies, role plays and field visits.				

Course Outcomes (CO):

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Understand the concept of counselling and its elements	U	C	Assignments and Group Discussions
CO2	Understand the process of counselling	U	p	Activities and Presentations / Observation of Practical Skills
CO3	Demonstrate the ability to use counselling skills and techniques	Ap	P	Activities and Presentations / Group Tutorial Work/ Observation of Practical Skills
CO4	Analyse theoretical approaches in counselling	An	P	Activities and Presentations / Group Tutorial Work/ Observation of Practical Skills
CO5	Practice counselling in various contexts	Ap	P	Activities and Presentations / Group Tutorial Work/ Observation of Practical Skills

* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C)
- Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Meta cognitive Knowledge (M)

Detailed Syllabus:

Module	Unit	Content	Hrs (48 +12)	Marks (70)
I	Basics of counselling Practice			10
	1	Definition, goals, and relevance of counselling for Social Work Practice,	3	
	2	Types of counselling :Preventive, developmental and curative	3	
	3	Elements in counselling: Counsellee, counsellor, counselling setting.	2	
	4	Ethical considerations in counselling	2	
II	Counselling Process			12
	5	Introduction, Stage1: Relationship building	3	
	6	Stage 2: Exploring, assessment and understanding	3	
	7	Stage 3 & 4: Goal setting and action	3	
	8	Stage 5 & 6: Termination and Evaluation Phase	2	
	9	Recording: Importance and Principles	1	

Techniques and Skills in Counselling		14	20
10	Techniques: Providing emotional support, facilitation of expression of feelings	2	
11	Techniques: paraphrasing, summarizing	2	
12	Empathic responding, accrediting and building confidence	2	
13	Techniques: Questioning, confronting, clarification	2	
14	Skills: Active listening, observation skill	1	
15	Skills: Relationship building, interviewing	2	
16	Skills: Communication skill	1	
17	Personal Qualities of an effective counsellor	2	
Theoretical approaches in Counselling Practice		12	18
18	Importance of theoretical approaches in counselling practice, Psychoanalysis	4	
19	Features and assumptions of Behavioural perspectives in counselling	2	
20	Features and assumptions of Cognitive perspectives	2	
21	Features and assumptions of Strengths Based Approach	2	
22	Features and assumptions of Person-Centred Approach	2	
Activities for counselling practice in different contexts		12	
Discussion on how to practice counselling in contexts - Family counselling, Career Counselling, Genetic Counselling, Counselling in the Context of HIV/ AIDS, Counselling services for children and adolescents, Counselling in Workplace, Counselling for Substance abuse and Addiction etc. (Assignments, Case Studies, Group Discussions and Role plays and field visits)			

Books and References:

1. Capuzzi, D., & Stauffer, M. D. (2021). *Counseling and Psychotherapy: Theories and Interventions* (9th ed.)
2. Corey, G. (2023). *Theory and Practice of Counseling and Psychotherapy* (10th ed.)
3. Gladding, S. T. (2022). *Counseling: A Comprehensive Profession* (8th ed.)
4. Gladding, S. T. (2023). *Counseling and Psychotherapy: A Theoretical and Practical Approach* (6th ed.)
5. Jones-Smith, E. (2021). *Theories of Counseling and Psychotherapy: An Integrative Approach* (5th ed.)
6. Martin, D. G. (2023). *Counseling and Therapy Skills: Theories and Practice* (3rd ed.)
7. Parsons, R. D. (2020). *Counseling Theory: Guiding Reflective Practice* (2nd ed.)
8. Seligman, L. W., & Reichenberg, L. W. (2022). *Theories of Counseling and Psychotherapy: Systems, Strategies, and Skills* (5th ed.).
9. Sommers-Flanagan, J., & Sommers-Flanagan, R. (2022). *Counseling and Psychotherapy Theories in Context and Practice* (4th ed.)

Mapping of COs with PSOs and POs:

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO 1	1	-	-	-	-	-	1	-	-	-	-	1	-
CO 2	3	1	3	-	-	-	-	-	-	-	-	1	-
CO 3	-	1	2	-	-	3	-	-	2	1	1	1	-
CO 4	-	-		3	3	-	-	-	2	1	1	1	2
CO 5	3	2		3		-	-	-	2	1	1	1	2

Correlation Levels:

Level	Correlation
-	Nil
1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

Assessment Rubrics:

- Quiz / Assignment/ Quiz/ Discussion / Seminar
- Midterm Exam
- Assignments (20%)
- Final Exam (70%)

Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment	Project Evaluation	End Semester Examinations
CO 1	✓			✓
CO 2	✓			✓
CO 3	✓			✓
CO 4	✓			✓
CO 5	✓	✓		