VIDYASAGA RUNIVERSITY

Midnapore, West Bengal

PROPOSED CURRICULUM & SYLLABUS (DRAFT) OF

BACHELOR OF SOCIAL WORK -BSW

(HONOURS)

4-YEAR UNDERGRADUATE PROGRAMME

(w.e.f. Academic Year 2023-2024)

Based on

Curriculum & Credit Framework for Undergraduate Programmes

(CCFUP), 2023& NEP, 2020

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VIDYASAGAR UNIVERSITY
BACHELOR OF SOCIAL WORK- BSW(HONOURS)
(under CCFUP, 2023)

Level	YR.	SEM	Course Type	Course Code	Course Title	Credit	L-T-P	Marks		
								CA	ESE	TOTAL
BSW (Hons.)	1st	I	SEMESTER-I							
			Major-1	BSWHMJ101	T:Social Work as a Profession: History and Approaches	4	3-1-0	15	60	75
			SEC	BSWSEC01	P: Office Management	3	0-0-3	10	40	50
			AEC	AEC01	Communicative English -1 (***common for all programmes***)	2	2-0-0	10	40	50
			MDC	MDC01	Multidisciplinary Course -1 (***to be chosen from the list***)	3	3-0-0	10	40	50
			VAC	VAC01	ENVS (***common for all programmes***)	4	2-0-2	50	50	100
			Minor-1	BSWMI01	T:Man in Society-1	4	3-1-0	15	60	75
					Semester-I Total	20				400
		II	SEMESTER-II							
			Major-2	BSWHMJ102	T:Fundamentals & Methods of Social Work	4	3-1-0	15	60	75
			SEC	BSWSEC02	P: Book Keeping & Accounting	3	0-0-3	10	40	50
			AEC	AEC02	MIL-1 (***common for all programmes***)	2	2-0-0	10	40	50
			MDC	MDC02	Multi Disciplinary Course-02 (***to be chosen from the list***)	3	3-0-0	10	40	50
			VAC	VAC02	Value Added Course-02 (***to be chosen from the list***)	4	4-0-0	10	40	50
			Minor-2	BSWMI02	T:Man in Society-II	4	3-1-0	15	60	75
			Summer Intern.	CS	Community Service***(to be decided by the College)***	4	0-0-4	-	-	50
					Semester-II Total	24				400
					TOTAL of YEAR-1	44				800

MJ = Major, MI = Minor Course, SEC = Skill Enhancement Course, AEC = Ability Enhancement Course, MDC = Multidisciplinary Course, VAC = Value Added Course; CA= Continuous Assessment, ESE= End Semester Examination, T = Theory, P= Practical, L-T-P = Lecture-Tutorial-Practical, MIL = Modern Indian Language, ENVS = Environmental Studies

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MAJOR (MJ)

MJ-1: Social Work as a Profession: History and Approaches **Credits 04(FM: 75)**

MJ-1T: Social Work as a Profession: History and Approaches **Credits 03**

Unit No	Unit Title	Content
I	Meaning & Concept of Social Work	Meaning of Social Work, Difference between Social Work and Social Service, Need of Social Work Education, Philosophy of Social Work
II	Development of Social Work in Great Britain & USA	History of development of Social Work in Great Britain and in USA-Elizabethan Poor Law, Charity Organization Society, Evolution of Social Work Practice in different settings, Beginning of Social Work Education
III	Social Work Tradition in India	Role of Family, Caste and Panchayat in providing services for the people in need in ancient and mediaeval period
IV	Social Movementsin India, SocialWork during British Period inReligiousPerspectives	Concept, BrahmoSamaj, Arya Samaj, Theosophical Society, Role of Christian Missions, Ramakrishna Mission, Role of Muslims, Parsee and Sikhs in providing services for people in need.
V	Social Welfare in the Post-Independence Period in India	Social Welfare programmes of the state through various programmes under Five-Year Plan and initiatives of Voluntary Organizations in developmental programmes. Concept of Social Security, Social Welfare, Social Justice and Social Control

MJ-1P: Field Work (Practical) **Credits 01**

Village profile along with the village map:

Elementary survey on Socio-economic-cultural conditions of the Rural / Urban segment

- Field orientation

Assessment: 1.Report Submission
2. Viva-voce

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MJ-2:Fundamentals and Methods of Social Work **Credits 04(FM: 75)**

MJ-1T:Fundamentals and Methods of Social Work **Credits 04**

Unit No	Unit Title	Content
I	Concept of Social Work	Concept and Scope of Social Work, Values of Social Work, Generic Principles of Social Work, Assumptions, Values and Functions of Social Work
II	New Approaches in Social Work	New Approaches in Social Work-Developmental and Radical, Contemporary ideologies of Social Work, Relation to Human Rights and Social Justice
III	Methods of Social Work	Primary and Secondary Methods of Social Work, Interrelation between the methods, Code of Ethics of Social Work (NASW)
IV	Scope of Social Work	Social Work and its applications in various socio-cultural settings
V	Social Work as a Profession	Attributes of Social Work as a profession, Skills and Techniques of Social Work in an integrated approach, Recognising the prerequisites for becoming a Professional Social Worker
VI	Challenges and Limitations	Major and Minor Challenges and limitations of Social Work as a profession

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MINOR (MI)

MI – 1: Man in Society – I **Credits 04(FM: 75)**

MI – 1T: Man in Society – I **Credits 04**

Course contents:

Unit No	Unit Title	Content
I	Human Society	Meaning and Characteristics of Society, Differences between Society, Community and Association, Primary and Secondary Institutions, Social needs
II	Concept and use of Sociology	Definition,Nature,Subject Matter and Scope of Sociology-Functional, Conflict and Interactionist Perspectives of Sociology
III	Methods of Sociology	Historical, Statistical, Case Study and Scientific Methods of Sociology, Sociology as a Science
IV	Relationship between Sociology with other Social Sciences	Concept of Social Science-Relation of Sociology with History, Political Science, Psychology, Economics, Anthropology and Law
V	Social Status, Power and Authority	Concept of Social Status and its Nature, Ascribed and Achieved Status, Power and its meaning, Authority and its Types
VI	Social Structure	Concept and elements of Social Structure, Anthropological and Functional Perspectives of Social Structure-Social functions and dysfunctions

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MI – 2: Man in Society – II **Credits 04(FM: 75)**

MI – 2T: Man in Society – II **Credits 04**

Course contents:

Unit No	Unit Title	Content
I	Concept of Culture and Civilization	Meaning and characteristics of culture, elements of culture, functions of culture, sub-culture, cultural change, difference and interdependence between culture and civilization
II	Concept of Socialisation	Meaning and process of socialization, importance of socialisation, failure of socialisation process and problems of faulty socialisation
III	Social Process	Concept of Social Process, meaning of Social Interaction, Kinds of Social Interaction
IV	Social Organizations	Meaning, characteristics, types and functions of social organisations
V	Social Differentiation and Social Stratification	Meaning and Causes of Social differentiation, Meaning and characteristics of Social Stratification, Social Mobility
VI	Cast, Class and Social Institutions	The Caste system in India, Nature and Characteristics of Social Class, Overview of Social Institutions such as Marriage, Family, Educational, Economic, Political and Religion systems in India

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SKILL ENHANCEMENT COURSE (SEC)

SEC 1: Office Management **Credits 03(FM: 50)**

SEC 1P: Office Management **Credits 03**

Course Outline:

Unit No	Unit Title	Content
I	Introduction to Office Management	Overview and Functions of Modern Office, Accommodation and Environment of Office
II	Record & Correspondence Maintenance	Record Management-filing and indexing, Office Correspondence and Mail Services Retention and weeding out of papers
III	Stationary Maintenance	Office Machines and Equipment, Control over Office Stationary and Supplies
IV	Office Supervision and Control	Characteristics of Supervision and role of Supervisor, controlling tools and techniques of supervision, planning and time management
V	Office Meeting	Meaning and types of meeting, concept of notice, agenda, quorum motions, writing of meeting minutes, minute book, contents of minute

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SEC 2: Book Keeping & Accounting **Credits 03(FM: 50)**

SEC 2P: Book Keeping & Accounting

Course Outline:

Unit No	Unit Title	Content
I	Concept of Book Keeping	Meaning, elements, types, scopes and branches and process of book keeping
II	Theoretical framework of Accountancy	Introduction to Accounting, Basic Accounting terms, Fundamental accounting assumptions: GAAP Concept, Basic accounting concept, system of Accounting, Accounting standards, Goods and Services Tax
III	Accounting Process	Voucher and Transactions, Recording of Transaction, Special Purpose books, Cash books, Purchase book, Sales book, Purchase return book, Journal Paper, Ledger, Bank Reconciliation Statement
IV	Depreciation, provisions and Reserves	Meaning and features of Depreciation, need, causes, factors, Methods of depreciation, differences between SLM and WDV, methods of recording depreciations, treatment of disposal of asset, types of reserves
V	Trial balance and reflection of errors	Objectives, meanings and preparation of Trial balance, errors and its classifications, detection and rectification of errors

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