

**SYLLABUS PRESCRIBED FOR COMPULSORY ENGLISH  
EXAMINATION  
SEMESTER IV(4T1)**

**Theory: 80**

**Internal: 20**

**Total : 100 Marks**

**Unit I : Grammar**

Tenses, voice, narration, article

**20 Marks**

**Unit II: Correspondence Writing**

Press Release

Correspondence with government authorities

**20 Marks**

**Unit III: Communication Skills**

Non-Verbal communication

a). Personal appearance; Gestures; Postures;

b). Facial expression; Eye Contacts;

Communication Techniques

Barriers to Communication

Tips for Effective Communication

**20 Marks**

**Unit IV: Creative Writing**

Precis writing

Recording Observations and Impressions on various issues

**20 Marks**

**Presentation Skills (Internal Assessment)**

Written Assignments(20Marks)

**Recommended Books:-**

- 1 Learner's English Grammar and Composition : NDV Prasada Rao (S.Chand and Co.)
- 2 Essentials of English and Business Communication- Rajendra Pal, S. Korlahalli (Sultan Chand and Sons)
- 3 Developing Communication Skills (Second Edition )- Krishna Mohan, Meera Banerji (Macmillan Publishers India Ltd.)
- 4 Communication Skills –Sanjay Kumar , Pushp Lata (Oxford University Press)
- 5 Principles and Practice of Business Communication- Rhoda Doctor, Aspi Doctor(Sheth Publishers)

# Bachelor of Social Work Semester IV<sup>th</sup>

बी.एस.डब्ल्यू. चतुर्थ स = (Semester IV<sup>th</sup>)

मराठी (वैकल्पिक)

प्रश्नपत्रिकेचे स्वरूप

चवथे सत्र

- सूचना: 1. पाचही प्रश्न सोडविणे अनिवार्य आहे.  
2. सर्व प्रश्नांना समान गुण आहे.

प्रश्न क्रं. 1. गद्य विभागावर आधारित एक दिर्घोत्तरी प्रश्न (पर्यायासह)	16
गुण	
प्रश्न क्रं. 2. पद्य विभागावर आधारित एक दिर्घोत्तरी प्रश्न (पर्यायासह)	16
गुण	
प्रश्न क्रं. 3. लघुत्तरी उपप्रश्नांचा एक गट (पर्यायासह)	16
गुण	
(प्रत्येक गटात गद्य विभागावर दोन व पद्य विभागावर दोन उपप्रश्न प्रत्येकी 4 गुण)	
प्रश्न क्रं. 4 लघुत्तरी उपप्रश्नांचा एक गट (पर्यायासह)	16
गुण	
(प्रत्येक गटात व्यावहारिक मराठीवर आधारित एका प्रकरणातील दोन उपप्रश्न व दुसऱ्या प्रकरणातील दोन उपप्रश्न प्रत्येकी 4 गुण)	
प्रश्न क्रं. 5 लघुत्तरी उपप्रश्न	16 गुण
(समाजसुधारक युनिट 4 वर 4 उपप्रश्न - प्रत्येकी 4 गुण)	
अंतर्गत मुल्यमापन	
1. कार्यक्रमाची बातमी लेखन	
2. प्रास्ताविक भूमीका	
3. मुलाखत तंत्र	
4. दैनंदिनी उपस्थिती	
विभागवार एकूण गुण	

गद्य विभाग	- 24 गुण
पद्य विभाग	- 24 गुण
व्यावहारिक मराठी	- 16 गुण
समाजसुधारक-	16 गुण
एकुण	- 80 गुण

अंतर्गत मुल्यमापन	- 20 गुण
एकुण गुण	- 100

**Bachelor of Social Work Semester IV<sup>th</sup>**  
**बी.एस.डब्ल्यु. चतुर्थ स = (Semester IV<sup>th</sup>)**  
**हिंदी (वैकल्पिक)**

कुल अंक: 100

इकाई - प्

20

गद्य विभाग

- |    |  |   |                            |
|----|--|---|----------------------------|
| 1. | प्राप्त का सुख: अप्राप्त का दुःख (निबंध) | - | कन्हैयालाल मिश्र 'प्रभाकर' |
| 2. | बिंदा (रेखाचित्र)                        | - | महादेवी वर्मा              |
| 3. | न खड़े होने का दर्द (व्यंग)              | - | शरद जोशी                   |
| 4. | अग्नि की उड़ान (आत्मकथा)                 | - | ए.पी.जे अब्दुल कलाम        |

इकाई - प्प

20

पद्य विभाग

- |    |              |   |                    |
|----|--------------|---|--------------------|
| 1. | अभिनव मनुष्य | - | रामधारी सिंह दिनकर |
|----|--------------|---|--------------------|

2. छाया मत छूना - गिरिजाकुमार माथुर
3. कैकेयी का परिताप - मैथिलीशरण गुप्त
4. पत्थर की बेंच - चंद्रकांत देवताले

इकाई - पप् अन्य पाठ्य सामग्री 20 1. विज्ञापन  
- अर्थ, परिभाषा, स्वरूप

विज्ञापन का शीर्षक उपशीर्षक, प्रकार, - गुण, प्रयोजन, तत्व, लक्ष्य, भाषा,  
महत्ता एवं उपयोगिता

5. विज्ञापन लेखन - समाचार पत्र, आकाशवाणी दूरदर्शन के लिए  
विज्ञापन लेखन

इकाई - पट: दूरतवाचन 20

अ. निम्नलिखित रचनाकारों का सामान्य परिचय

रामनेश त्रिपाठी, राहुल सांकृत्यायन, ओमप्रकाश वाल्मीकी, संजीव

ब. निम्नलिखित रचनाओं का सामान्य परिचय

मधुर भाषण (निबंध गुलाबराय), आशा (कविता जयशंकर प्रसाद)

अपराध (कहानी, उदय प्रकाश), राम की शक्तिपूजा कविता: (सुर्यकांत त्रिपाठी निराला)

पाठ्यपुस्तक - साहित्य क्षितिज कुल अंक: 80

अंतर्गत मूल्यांकन

कुल अंक: 20

- 1) विद्यार्थियों का समूचे सत्र में प्रदर्शन (उपस्थिती, समय निष्ठता के साथ) 05
- 2) सत्र के पाठ्यक्रम पर एक जॉच परीक्षा 05

3) सत्र के दौरान हुए कार्यक्रम का प्रतिवेदन बनाना

10

## Part II Supplementary English

### Semester-IV

4T2

Full Marks -100

( To be implemented from the session 2020-2021 and onwards...)

#### UNIT –I

Text: Worthy Words

Lessons Prescribed: 1]The Last Leaf

2] Quality

3]Half- A- Rupee Worth

20 Marks

#### UNIT –II

Text: Worthy Words

Lessons: Same as unit –I

20 Marks

#### UNIT –III

1] Writing enquiry letter

2] Writing permission letter

20 Marks

#### UNIT-IV

1] Short paragraph on proverbs

2] Essay Writing

20 Marks

#### Internal Assessment:

- Review of popular English/Hindi movie under the heads -theme, message and characterization (15Marks)
- Attendance. (5Marks)

#### Recommended Reading:

1. Developing Communication Skills - Krishna Mohan , Meera Banerji(Macmillan)
2. Communication Skills- Sanjay Kumar, Pushp Lata (Oxford University Press)
3. Essentials of English and Business Communication- Rajendra Pal, J.S. Korlahalli (S. Chand & Sons)

4. Principles and Practice Business Communication- Rhoda Doctor, Aspi Doctor(Sheth Publishers )

## **Bachelor of Social Work (BSW) Semester IV**

### **Paper III**

#### **Introduction to Research Methods in Social Work**

##### **(Core Domain)**

##### **Learner's Objectives:**

1. Familiarize students with the nature of Social Work Research and its application in the study of social phenomena.
2. Help students to learn the process and develop abilities to prepare research design.
3. Learn the process of Data Collection Organization, Presentation, analysis and report writing.

##### **Course Content:**

**Unit I :**      **Social Work Research:** Meaning, definition, nature(Qualitative and Quantitative Research), scope and importance of Social Work Research; difference between social research and social work research.

**Unit II :**      **Research Process:** Steps in research; Formulation of Research problem;Review of literature, Objectives, Hypotheses: concept, meaning and process of formulation. Research design, Concept of universe & Sampling.

**Unit III :**      **Data collection and processing** -- Sources and methods of Data collection ,Tools of Data collection ,Data Processing --Analysis of Data and Interpretation

Unit IV      **Report writing**-Data Presentation-Tabular and Graphic Presentation of Data, Introduction to SPSS

Descriptive Statistics: Measurement scale Nominal, ordinal, interval, ratio ; Percentages, Measures of Central Tendency- Mean, Median and Mode.

Assignment : Preparing Proposals for Research Studies, Preparation of Synopsis, Preparation of graphs, Power point presentation on any of the course contents.

Reading List:

Fortune Anne and Reid William (2017):

Research in Social Work, Jaipur, Rawat Publication

Lal Das D.K. (2005) : Designs of Social Research Jaipur, Rawat Publication

Rubin A and Babie (2001): Research Methods for Social Work 4<sup>th</sup> ed. Wadsworth, USA (unit III)

Alston Margaret and Bowles Wendy (2003) : Research For Social Workers, Jaipur, Rawat Publication

**Bachelor of Social Work(BSW) Semester –V**  
**Paper-IV**  
**Skills for Professional Social Work**  
**(Core Domain)**

**Learners Objectives-**

1. To understand the scientific knowledge of social work skills
2. To develop the systematic approach towards the social work skills
3. To learn the application of skills in practice.

**Unit I- Communication skills** - Concept, principle's, barriers in communication, channels of communication ,Types of Communication- Verbal: Oral and written, Non Verbal : Body language (facial expression, gesture, posture, eye contact, sign language, ) Presentation skills.

**Unit II- Training Skills-** Need and importance of training , levels of training , training process : planning, implementation and evaluation, training methods : group discussion, simulation games, photo language, role play, preparation of training Modules.



**Unit III- Management Skills-** Self Management, Resource management, Time Management, Conflict Management, Stress management, Total Quality Management.

**Unit IV- Treatment and rehabilitation skills --**Healing process and different therapies: meaning, purpose and process of healing, various approaches of healing, concept of Psycho-social Therapy, performing art therapy, Yoga, Meditation, Crisis intervention.

**Assignments:**Workshop on Healing and Therapies, demonstration of Role play, organising short duration training programme on any of two skill areas, visit to healing and therapy centres .

**Reference:**

- ☺ Cournoyer, Barry (2000) Social Work Skills Workbook, Third Edition, California: Wordsworth Publishing Company.
- ☺ Pawar,M. hunna, G. and shereedan, R.(2004) International Social Work Practicum in India Australian Social Work 53(3)
- ☺ PatkarPravin, (1999) Field Work, Granthali Publication, Mumbai
- ☺ PRIA, Training for Trainer, Institutional area, Tughalakabad, Delhi.
- ☺ Pincus, Allen (1973) Social Work Practice : Model and Method, Illinois: F.E. Peacock Anne Minaham Publishers inc
- ☺ Parsons Ruth, J., Jorgensen J.D.Hernandez, Santos H. (1994 ) The Integration of Social Work Practice, California: Brooks Cole.

- ☪ Roy,G.S. (2004) International Field Work Experience : A Survey of U.S.School.
- ☪ Walsh, Joseph,(2006) Theories of Direct Practice, Belmont, CA: Brooks/ Cole.
- ☪ Ruch G. (2000) Self and Social Work: Towards an integrated model of Learning, Journal of Social Work Practice, 14 (2) pp 99-112
- ☪ Singh R.R. (ed) (1985), Field Work in Social Work Education: A Perspective for Human Service Profession, New Delhi, Concept Publishing Company.
- ☪ Sudha Datar and at. al. (ed) (2009) Skill Training for social workers: A Manual, Sage Publication , New Delhi.

**Bachelor of Social Work (BSW) Semester IV**  
**Paper V 4T5**  
**Psychology for Personal Growth**  
**(Supportive Domain)**

**Learner Objectives:**

1. Understand the fundamental aspects of personal growth .
2. Gain insight into factors contributing to development of personality or self.
- 3.To facilitate students to develop their self for future success in personal and professional life

**Unit I :**Self concept, Self concept and personal growth, Meaning and role of Life Skills in overall personal development , Concept of physical and psychological Well-being,

**UnitII :** **Some life skills for personal development** : Decision Making-Process, Making basic decisions in personal life, Aids in Decision

making, Problem solving –meaning and steps , Critical thinking , Creativity – meaning and applications in life .

Unit III—**Some life skills and social life** :-- Empathy—meaning & application, Importance of Interpersonal relationships, Effective communication, Managing conflict, Procrastination-causes and remedies

Unit IV--Managing Emotions and stress – Definition and types of emotions, Emotional Intelligence, Factors influencing development of emotional intelligence, coping with negative emotions.  
Stress; Nature, symptoms, sources .Stress and health, Stress Management; Methods – Mind fullness techniques, yoga, meditation, relaxation techniques.

### **Assignments –**

Any one Test from Emotional intelligence /Self disclosure  
Personal value .

**Seminar /workshop on anger management /related topics to the theory**

**Attendance**

### **References:**

1. Atwater, E. & Grover, D. & Karen (1999). Psychology for living: Adjustment, growth and behavior today. Prentice Hall.
2. Carr, A. (2004). Positive Psychology: The science of happiness and human strength. UK: Routledge
3. Goleman, D. (1995). *Emotional Intelligence*. New York: Bantam Book.
4. Goleman, D. (1998). *Working with Emotional Intelligence*. New York: Bantam Books.

5. Singh, D. (2003). *Emotional intelligence at work (2 nd ed.)* New Delhi: Response Books.
6. DiMatteo, M.R. & Martin, L.R. (2002). *Health psychology*. New Delhi: Pearson.
7. Neiten, W. & Lloyd, M.A (2007). *Psychology applied to Modern life*. Thomson Detmar Learning .
8. Taylor, S.E. (2006). *Health psychology, 6th Edition*. New Delhi: Tata McGraw Hill.
9. Introduction to life skills –Dr.Chorghade and Dr.Pangaokar
9. ikVhy vu?kk vkf.k jktgal ekulh (2004) thiuksi;ksxh ekul'kkL= jiq.ks mUesk izdk'ku
- 10 lijk js[kk ] 2008 ekuo fodkl ,d ifjp; ubZ fnYyh fo'oHkkjrh ifCyds'kUI

## **Bachelor of Social Work (BSW) Semester IV**

### **Paper VI (4 T6)**

#### **Social Problems and Social Disorganization**

#### **(Interdisciplinary Domain)**

#### **Objectives:**

1. To understand the various social problems and its impact on the society, various issues and challenges.
2. To get the knowledge of social disorganization
3. To develop the clarity about social issues and challenges in the social work field.

#### **Unit I: Social Problem, Social disorganization, poverty, deviance.**

Social problem; meaning, definition, origin, types, causes, methods of studying social problems, perspectives of studying social problem. Social disorganization; concept, symptoms, types. Poverty; types, consequences. Deviance; meaning, Robert K. Merton – Social structure and anomie.

## **Unit II: Familial issues.**

Family disorganization; meaning, causes. Dowry; meaning, causes, evil effects. Domestic violence; meaning. Divorce; meaning, causes. Intergenerational conflict; meaning, causes, consequences. Problems of elderly.

## **Unit III: Crime, Delinquency, White collar crime, population.**

Crime; meaning, definition, causes, theories. Delinquency; meaning, nature, causes, remedies, prevention. White collar crime; concept, features, forms, causes. Population; effects of population explosion.

## **Unit IV: Corruption, alcoholism, drug addiction, suicide.**

Corruption; meaning, definition, forms, areas, causes, consequences, preventive measures. Alcoholism; meaning, definitions, causes, consequences. Drug addiction; causes, effects. Suicide; meaning, methods, types, causes.

**Appendix: E**  
**Examination leading to Degree of Bachelor of Social Work**  
**Detailed note regarding BSW Semester-IV**  
**Social Work Practicum**

**To be implemented from 2020 -2021**

The Social Work Practicum shall comprise of the following components:

<b>Components</b>	<b>Marks Allotted</b>	<b>Days</b>
<b>I)Orientation</b>	<b>15</b>	<b>04</b>
II) Structured Laboratory Experience (5 sessions) (Monitoring & evaluation, Diagnosis, Intervention, Termination, Recording and Documentation)	<b>10</b>	<b>05</b>
III) Rural Camp	<b>20</b>	<b>05</b>
IV) Concurrent Practice Learning (welfare setting)	<b>45</b>	<b>16</b>
V) Internal Viva-Voce	<b>10</b>	
<b>Total</b>	<b>100</b>	<b>30</b>