

BACHELOR OF SOCIAL WORK – SEMESTER FIVE

Fifth Semester				
S. No.	Code	Name of Subject	Credits	Total Marks
1		Philosophy, Psychology, Communication & Life Skills	4	100
2	BSW	Religion & Society	4	100
3	BSW	NGO Management	4	100
4	ENG – 4	Technical Writing & Business Communication	4	100
5	BSW	Economic Development and Policy in India	4	100
6	BSW	Social Legislation and Human Rights	4	100
Total			24	

Subject Name: PHILOSOPHY, PSYCHOLOGY, COMMUNICATION & LIFE SKILLS

1. **Objective and Expected outcome:** Creating a sense of self-awareness. Developing an understanding of the basic fallacies commonly made in communication both at the interpersonal and public domains. Experiencing and understanding emotions and their role in the functioning of self and society. Creating awareness of basic communication skills.
2. **Themes & Sub-themes:** **Self:** Self-awareness and discovering one's self, values and ethics. **Reasoning:** Thinking and communicating rationally, analyzing fallacies and misconceptions. **Emotions:** Understanding and dealing with emotions like happiness, love, anger and fear; discovering paradoxes of everyday life. **Relating to others:** Listening, empathy, friendship, difficulties in relationships, giving and receiving feedback, collaboration.
3. **Project works:**
 - a. Analysis of public discourses and narratives and locating fallacies.
 - b. Personal relationships (family and friends) and emotions.
 - c. Analyzing films/documentaries/writings of issues of public interest in the societal context.
 - d. Eric Fromm's work on love and relationship.
 - e. Self in relation to the social world, to discover similarities and differences in personal identity vs. social identity.
 - f. Preparing journals/diaries and family histories of self and significant others.
 - g. Consumption patterns of youth in Indian contemporary life and their effect on healthy living.
 - h. Social inequality and intergroup conflict.
 - i. Bargaining and negotiation in public spaces.
 - j. Ethical challenges in dealing with socio-culturally diverse groups.
 - k. Life on the margins of society and its challenges.

- l. Living in slums and notion of life and nature of relationships.
- m. Virtual reality, technology and its impact on human life.
- n. Education and self-development.
- o. Urban-rural living and their relationship with the surrounding milieu.
- p. Creativity as emotional dialogue.
- q. Emotions and gender.
- r. Relationship between language and thought.

Subject Name: RELIGION & SOCIETY

1. Understanding Religion
 - a. Sociology of Religion: Meaning and Scope
 - b. Sacred and Profane
 - b. Religion and Rationalization
 - c. Rites of Passage
2. Religion in India
 - a. Hinduism
 - b. Islam
 - c. Christianity
 - d. Sikhism
 - e. Buddhism
3. Secularism & Communalism

Suggested Readings:

1. Béteille, A. 2002. *Sociology: Essays on Approach and Method*. OUP: New Delhi, pp134-150.
2. Berger. 1967. *The Sacred Canopy*. Garden City: New York, pp175- 186.
3. Asad. T. 1993. *Genealogies of Religion: Discipline and Reasons of Power in Christianity and Islam*, John Hopkins Press: Baltimore, pp 27-54.
4. Durkheim, E. 2001. *The Elementary Forms of the Religious Life*. Carol Cosman (trans). Oxford: Oxford University Press, pp 25-46; 87-100; 153-182.
5. Weber Max. 1905. *The Protestant Ethic and the Spirit of Capitalism*, New York: Free Press, pp 39–50.
6. Genep A. V, 1960. *Rites of Passage*. London: Routledge and Kegan and Paul, pp 1 - 14; 65-70; 74-77; 85-90; 101-107; 116-128; 130- 135&141- 165.
7. Sontheimer, Gunther-Dietz, and Hermann Kulke. *Hinduism Reconsidered*. New Delhi: Manohar, 2001. *Hinduism: The Five Components and their Interaction*. pp. 305 – 322. 13
8. 2.1.2 Fuller, C. J. 2004, *The Camphor Flame: Popular Hinduism and Society in India*, New Jersey: Princeton University Press, Introduction.
9. 2.1.3 Srinivas, M.N. 1952. *Religion and Society among the Coorgs of South India*, Clarendon: Oxford, pp 100-122.
10. 2.2 Momin. A.R., 2004. 'The Indo-Islamic Tradition' in Robinson, R. (ed.) *Sociology of Religion in India*. New Delhi: Sage. pp 84-99.
11. 2.3. Robinson, R. 2003. 'Christianity in the Context of Indian Society and Culture' in Das Veena (ed.), *Oxford Indian Companion to Sociology and Social Anthropology*, OUP: New Delhi, pp. 884-907.
12. 2.4. Uberoi, J.P.S. 1991. 'The Five Symbols of Sikhism' in Madan, T.N. (ed.) *Religion in India*. New Delhi : OUP, pp 320 -333.
13. 2.5. Omvedt, G. 2003. *Buddhism in India: Challenging Brahmanism and Caste*, New Delhi : Sage, pp 23-53.

14. Chadwick, Owen. The Secularization of the European Mind in the Nineteenth Century. Cambridge: Cambridge University Press, 1975, pp 1- 20.
 15. 3.2 Madan, T.N. 1991. 'Secularism in its Place' in T. N. Madan, T.N. (ed.) Religion in India. New Delhi : OUP, pp 394 -413.
- Saberwal, S. 1991. 'Elements of Communalism' in T. N. Madan, (ed.) Religion in India. OUP: New Delhi, pp 339 -350.

Subject Name: NGO MANAGEMENT

Objectives:

- Develop an understanding of non-governmental organizations
- Acquire skills and competence in managing NGOs

Unit 1: Conceptual Framework and Historical Development

1. Basic concepts: Government Organisation, NGOs, Voluntary Organization, Civil Society Organisations
2. Interface between GOs and NGOs
3. Historical development of NGOs in India

Unit 2: Establishing an NGO

1. Formation, Registration of an organisation and Relevant Legislations
2. Formulation of project proposal
3. Project Implementation

Unit 3: Managing NGO.

1. Planning, Organizing, Staffing, Directing, Coordinating, Reporting & Budgeting, and Monitoring & Evaluation
2. Training and Development
3. Capacity Building

Unit 4: Resource Mobilization and Management

1. Mobilizing human and material resources
2. Fund raising and Grant-in-aid
3. Project monitoring and Evaluation

Suggested Readings:

- Abraham Anita (2011) Formation and Management of NGOs, Universal Law Publishing Co., India.
- Bhatia S.K. "Training & Development", Deep & Deep Publication Pvt. Ltd.
- Chandra, S. (2001) NGO: Structure, Relevance and Function. New Delhi: Kanishka Publishers
- Coley, S.M. & Schein C.A. (1990) Proposal Writing (Sage Services Guides). New Delhi: Sage Publication
- Dadrawala, N.H. (2004) The Art of Successful Fund Raising, New Delhi: CA.
- Edwards, Michale r, (2002) The Earthscan Reader on NGO Management, London: Alan Fowler.
- Horton Douglas & Anastasia A. (2003) Evaluating Capacity Development, International Development Research Centre, Canada.

- Indian Center of Philanthropy, 2002, Investing in Ourselves: Giving & Fund Raising In India, New Delhi: Sampradan
- Jackson, J (1989) Evaluation for Voluntary Organisation. Delhi: Information and News Network.
- Levis, David (2001): The Management of NGO Development organization an Introduction, London: Routledge.
- Mukherjee, K.K. (1999) A Guide Book for Strengthening Voluntary Organization. Ghaziabad: Gram Nivajana Kandra
- Norton M. & Murray C. (2000) Getting Started in Fund Raising, Sage Publication Pvt. Ltd..
- Padaki, V. & Vaz, M (2004) Management Development and Non Profit Organisation. New Delhi: Sage Publication.
- Pamecha V.K. (2012) Project Proposal Formulation & Funding of NGOs & NPOs in India, Jain Book Agency, New Delhi.
- Planning Commission, (2007) National Policy on Voluntary Sector, Govt. of India
- PRIA (2001) Defining Voluntary Sector in India: Voluntary Civil or Non-profit, New Delhi.
- Toolkit-A Practical Guide to Planning, Monitoring, Evaluating and Impact assessment (2006), Published by Save Children, London, U.K

Subject Name: TECHNICAL WRITING & BUSINESS COMMUNICATION

Technical Writing

1. Communication: Language and communication, differences between speech and writing, distinct features of speech, distinct features of writing.
2. Writing Skills; Selection of topic, thesis statement, developing the thesis introductory, developmental, transitional and concluding paragraphs, linguistic unity, coherence and cohesion, descriptive, narrative, expository and argumentative writing.
3. Technical Writing: Scientific and technical subjects; formal and informal writings; formal writings/reports, handbooks, manuals, letters, memorandum, notices, agenda, minutes; common errors to be avoided.

Suggested Readings:

1. M. Frank. Writing as thinking: A guided process approach, Englewood Cliffs, Prentice Hall Regents.
2. L. Hamp-Lyons and B. Heasley: Study Writing; A course in written English. For academic and professional purposes, Cambridge Univ. Press.
3. R. Quirk, S. Greenbaum, G. Leech and J. Svartik: A comprehensive grammar of the English language, Longman, London.
4. Daniel G. Riordan & Steven A. Panley: "Technical Report Writing Today" - Biztantra. Additional Reference Books
5. Daniel G. Riordan, Steven E. Pauley, Biztantra: Technical Report Writing Today, 8th Edition (2004).

Business Communication

1. **Basics of Communication:** Introduction, Why Communication, Meaning and definition of Communication, Importance of Communication, Elements Of Communication Process, Communication Process Models, Basics Forms Of Communications, Effective Communication.

2. **Communication Theories:** Assumptions about Communication, Communication Theory, Communication Models, Uses of theories and models.
3. **Audience Analysis:** Introduction, Types of Audience, Importance of Audience Analysis, Analyzing Individual and Members of Audience.
4. **Self-Development:** What is self-development, Objectives of self- development, How Self-Development Improves Communication, How Communication Leads to Self-Development, How to Development Oneself.
5. **Developing Positive Attitude:** Impact of Positive Attitude on Communication, How to Develop Positive Thinking.
6. **Corporate Communication:** Corporate Communication, Corporate Communication and Marketing Communication, Types of Corporate Communication.
7. **Formal vs. Informal Communication Network:** Formal Communication Network, Informal Communication.
8. **Barriers to Communication:** Semantic Barriers, Physical Barriers, Organizational Barriers, Psychological Barriers, How to Overcome Communication Barriers.
9. **Practices in Business Communication:** Group Communication, Group Discussion, Seminar, Mock Interview, Presentations, Listening.
10. **The Essentials of Effective Communication:** 7c's of Communication, Other Principles of Communication.
11. **Non Verbal Communication:** Kinesics, Proxemics, Physical Context.
12. **Writing Skill:** Writing Skill, Business Writing, You- Attitude, Steps In Effective Writing.
13. **Letter and Memo Writing: Formats:** Functions of Business Letters, Types of Letters, Parts Of Business Letters, Format Of Business Letters, How to make Business Letters Effective.
14. **Request Letters:** Approaches to request Letters.
15. **Good News Letters:** Purpose of Good news letters, Organization of Good news letters.
16. **Bad News Letters:** What is bad news letter, purpose of writing bad news letters, the right Attitude, Drafting news message.
17. **Persuasive, Sales and Collection Letters:** Types Of Persuasive Letters, Purpose Of Persuasive Letters, How to Persuade Others, Approach to Persuasive letters, Most Common Forms Of Persuasive Letters, Letters Applying Or Offering For Agency.
18. **Memo Writing:** Memo, Memo Format, How to write effective Memos.
19. **Report Writing:** Meaning of Business Report, Types of Reports, Importance of Reports, Essentials of Good Business Report, Steps in Business Report Writing, Structure of Reports.
20. **Speeches and Presentations:** Characteristics of a good speech, How to make Effective Speech, Presentations, Support, Speech, Sales Presentation.
21. **Listening:** Importance of Listening, Types of Listening, and Barriers to effective Listening.
22. **Interviewing Skill:** Types of Interview, Staging and conducting effective interviews, conducting the Interview, Information Gathering Interviews, Selection Interview.
23. **Resumes and Job Application:** Job Application Letters, Writing Solicited Letters, Resume Writing.
24. **Modern Forms of Communication:** Facsimile (FAX), Video Conferencing, Electronic, Electronic Mail (E-Mail).
25. **SWOT Analysis:** SWOT Analysis and Communication, use of SWOT analysis by organizations

Subject Name: ECONOMIC DEVELOPMENT AND POLICY IN INDIA

1. Issues in Growth, Development and Sustainability
2. Factors in Development Capital formation (Physical and Human); technology; institutions.
3. Population and Economic Development Demographic trends; urbanisation.

4. Employment Occupational structure in the organised and the unorganised sectors; open-, underand disguised unemployment (rural and urban); employment schemes and their impact.
5. Indian Development Experience Critical evaluation of growth, inequality, poverty and competitiveness, pre and post reforms era; savings and investment; mobilisation of internal and external finance; monetary and fiscal policies; centre-state financial relations.

Suggested Readings:

1. Michael P Todaro and Stephen Smith. Economic Development, Pearson, 11th edition (2011).
2. Uma Kapila, Indian Economy since Independence, Academic Foundation, 19 th edition (2009).
3. United Nations Development Programme, Human Development Report 2010, Palgrave Macmillan (2010)
4. Government of India, Economic Survey (latest)
5. Government of India, Five Year Plan (latest)
6. Government of India, Finance Commission Report (latest)

Subject Name: SOCIAL LEGISLATION AND HUMAN RIGHTS

Objectives:

- Understand the role and function of legal system and relevant legislation in protecting social justice and human rights.
- Develop insight into social legislations and Human rights in dealing with different vulnerable groups.
- Understand the context of Human Rights and the emergence of rights based perspective in Social Work practice.

Unit-1: Indian Legal System and Social Work

1. Law, Society and Social Change
2. Constitution of India: The Preamble, Fundamental Rights & Duties and the Directive Principles
3. Social Legislation: Nature, scope and impact

Unit-2: Social Legislations in India

1. Social Legislation and Personal Laws
2. Social Legislations for the Women, Children and Elderly
3. Social Legislation for Marginalized Groups (SC, ST,OBC & Minorities)

Unit-3: Understanding of Human Rights

1. Concept and Historical Context of Human Rights
2. The Universal Declaration of Human Rights 1948
3. UN Convention of Human Rights: Civil, Political, Economic, Social and Cultural

Unit-4: Human Rights in Indian Context

1. Statutory Provisions- National Human Rights Commission, Protection of Human Rights Act.
2. Code of Ethics of Social Work and protection of Human Rights.
3. Initiatives of Civil Society and Social Work practice with Victims of Human rights Violations

Suggested Readings:

- Bakshi, P.M., 2007 Constitution of India, Universal Law Publishing House
- Baxi, Upendra, 1988, Law and Poverty – Critical essay, Bombay, M.N. Tripathi PVT. Ltd.

- Diwan, Paras, 1997 Law relating to Dowry, Dowry Deaths, Bride burning, rape and related offences, Delhi, Universal Publishers.
- Elisabeth, Reichert 2003, Social work and Human Rights : A Foundation for Policy and Practice, Rawat Publication Jaipur and, New Delhi
- Elisabeth, Reichert, 2003, Social work and Human Rights: A Foundation for Policy and Practice, Rawat Publication Jaipur and, New Delhi.
- Gangrade, K.D., 1978 Social Legislation in India (Vol. I & II), Delhi Concept Publishing Company
- Indian Bare Acts related to different categories.
- International Federation of Social Workers, 1994 Human rights and Social work -A Manual for School of Social work Profession, Berne International Federation of Social Workers.
- Kohali, A.S. 2004, Human Rights and Social Work Issues Challenges and response Kanishka Publishers Distributors,,New Delhi.
- Naik G. Pandu, 1992 Social Legislation in India, Bangalore Lambani Publishers.
- Neil Stammers, 2004 Human Rights and Social Movements, Pluto Press, London & New York.
- Nirmal C.J., 1999, Human rights in India –Historical, Social and Political Perspectives, Delhi, Oxford University Press.
- Sahai, Shailly, 1996. Social Legislation and status of Hindu Women , Jaipur, Rawat Publication.
- Saraf, D.N. (ed.), 1984, Social Policy Law and Protection of Weaker Section of Society, Lucknow, Eastern Book Company.
- Sinha Manoj K , 1999, Implementation of Basic Human Rights , Manav Publication Pvt. Ltd. , 1999.