

**BACHELOR OF SOCIAL WORK – SEMESTER ONE**

| First Semester |         |   |           |             |
|----------------|---------|---|-----------|-------------|
| S. No.         | Code    | Name of Subject                             | Credits   | Total Marks |
| 1              |         | Foundation Course in Information Technology | 4         | 100         |
| 2              | ENG – 1 | English Communication Skills                | 4         | 100         |
| 3              | BSW     | Fundamental of Social Work                  | 4         | 100         |
| 4              | SOC – 1 | Introduction to Sociology                   | 4         | 100         |
| 5              | HIN – 1 | हिंदी व्याकरण और सम्प्रेशन                  | 4         | 100         |
| 6              | BSW     | Social Psychology                           | 4         | 100         |
| <b>Total</b>   |         |   | <b>24</b> |             |

**Subject Name: FOUNDATION COURSE IN INFORMATION TECHNOLOGY**

- Information Technology (IT) & Society:** Information, information processing & Information Technology. Evolution of IT. IT business and entrepreneurship, education, communication, entertainment, healthcare, agriculture, and its contribution to India's development. Government Initiatives: Particular initiatives – AADHAR, E-Panchayat, National Knowledge Network.
- Information Handling:** Devices assisting IT with special focus on Computers and Mobiles. Components of computer: Hardware and Software. Connecting and Configuring External Devices – like Printer, scanner, projectors etc. Hardware Connectivity Options – Ports, Wi-Fi, Bluetooth etc.
- Document Preparation & Presentation:** Document preparation and presentations using tables, pictures, graphs, animations, audio and video contents. Use of shortcut keys. Ways to make effective presentations. Use of references and citations. Document format and their conversion.
- Internet, Security & Legal Aspects:** WWW, Basics of webpage, Social network sites. Effective Searching. Popular Online Applications - e-ticketing, e-payment. Email & internet Forums. Issues – virus, malware, spam, phishing, copyright, plagiarism, cybercrime; Protective measures: password, https; Cyber Laws – IT Act. Open source philosophy. Licensing and domain of open source technology. Open source software development. Commonly used open source technologies.
- Library and Information Resource Centers:** E-Information Resources: Concept and types (e-books, e-journals, on-line databases: subscribed, free and open access databases). Institutional Repository: concepts, components. Library Systems – Introduction to library, Library and Information sciences (User and reference services, Current Awareness Service, Selective Dissemination of Information, Online Information Bulletin Board), Call Number (Class Number, Book Number, Location Number). Arrangement of Information Resources: Call Number (Class Number, Book Number, Location Number), On-line Public Access Catalogue (Data Fields and elements, search options, Reservation facilities). Bibliographic Standards for Citation – Modern Language Association Style, American Psychology Association style. Article Reference, Book Reference, Conference Reference, Web Resource Reference.

**Subject Name:** ENGLISH COMMUNICATION SKILLS

1. **Introduction:** Theory of Communication, Types and modes of Communication
2. **Language of Communication:** Verbal and Non-verbal (Spoken and Written) Personal, Social and Business Barriers and Strategies Intra-personal, Inter-personal and Group communication
3. **Speaking Skills:** Monologue Dialogue Group Discussion Effective Communication/ Mis-Communication Interview Public Speech
4. **Reading and Understanding:** Close Reading Comprehension Summary Paraphrasing Analysis and Interpretation Translation (from Indian language to English and vice-versa) Literary /Knowledge Texts.
5. **Writing Skills** Documenting Report Writing Making Notes Letter writing

**Recommended Readings:**

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas

**Subject Name:** FUNDAMENTAL OF SOCIAL WORK

**Objectives**

- Understand the basic concepts of social work
- Give an overview of history of social work
- Provide orientation about professional social work

**Unit-1: History and Basic Concepts of Social Work**

1. Concept and definitions of social work
2. Emergence of professional social work in Europe, U.S.A. and UK
3. Emergence of professional social work in India

**Unit-2: Social Work and Inter-related Concepts**

1. Social welfare and social development
2. Social service and social reform
3. Scope and concerns of social work practice

**Unit-3: Fundamentals of Social Work**

1. Values and Principles of social work
2. Basic skills of social work practice
3. Functions of social work

**Unit-4: Professionalization and Challenges**

1. Attributes of a profession
2. Social work as a profession and challenges
3. Roles of professional social worker

**Suggested Readings:**

- Adams, Robert et al. (2002): Social Work: Themes, Issues and Critical Debates. Second Ed. Sage London.

- Chatterjee, Pranab (1996): Approaches to the Welfare State. National Association of Social Workers (NASW. Washington DC.
- Desai, Murli (2005): Ideologies and Social Work: Historical and Contemporary Analysis. Rawat Publication.
- Dubois, Brenda and Kalra, Krogurnd, Micky (2011): Social Work: An Empowering Profession 7 th Edition. Pearson.
- Farley, W, Larry, L.S. and Scott, B.W. (2003): Introduction to Social Work. Allyn and Bacon.
- Higham, Patricia (2004): Social Work: Introducing Professional Practice. Sage.
- Kumar, Hajira (1994): Social Work: An Experience and Experiment in India. Gitanjali Publishing House 22
- Morales, A.T., Sheafor, B.W. and Scott, M.E. (2010): Social Work: A Profession of Many Faces. London. Allyn and Bacon.
- National Association of Social Worker (NASW). (1999): Code of ethics. Available at [www.socialworkers.org/pubs/code/code.asp](http://www.socialworkers.org/pubs/code/code.asp).1996; revised

**Subject Name:** INTRODUCTION TO SOCIOLOGY

1. Nature and Scope of Sociology
  - a. History of Sociology
  - b. Relationship of Sociology with other Social Sciences:
    - i. Anthropology
    - ii. Psychology
    - iii. History
2. Sociological Concepts
  - a. Status and Role
  - b. Groups
  - c. Culture
  - d. Socialization
  - e. Structure and Function
  - f. Social Control and Change

**Suggested Readings:**

1. Giddens, A., 2006 (5th ed.), Sociology, London: Oxford University Press, Chapter 1, pp. 2-29.
2. Relationship of Sociology with other Social Sciences: Anthropology, Psychology and History.
3. Beattie, J., 1951, Other Cultures, New York: The Free Press, Chapter 2, pp. 16-34.
4. Bierstedt, R., 1974, The Social Order, New York: McGraw Hill, Chapter 9, pp. 250-279.
5. Linton, R., 1936, The Study of Man, New York: Appleton Century Crofts, Chapter 8, pp. 113-131.

**Subject Name:** हिंदी व्याकरण और सम्प्रेशन

- इकाई १ : - भाषा की परिभाषा, अर्थ, महत्व एवं विशेषताएं  
 - व्याकरण की परिभाषा, महत्व, भाषा और व्याकरण का अन्तः संबंध, हिंदी व्याकरण:स्वर और व्यंजन  
 - भाषा के तत्व – शब्द, अर्थ, ध्वनि, वाक्य, शैली और रूप, वर्ण उच्चारण अवयव
- इकाई २ : - शब्द की परिभाषा, अर्थ एवं महत्व  
 - शब्दों के भेद – तत्सम, तद्भव, देशज, विदेशी  
 - वाक्य के भेद ( संज्ञा, सर्वनाम, क्रिया, आदि ) का सामान्य परिचय  
 - शब्द और पद में अंतर
- इकाई ३ : - व्याकरण व्यवहार : लिंग, वचन, करक  
 - संधि और समास  
 - मुहावरे एवं लोकोक्तियां, पर्यायवाची, समानार्थी शब्द  
 - विराम चिन्ह, उपसर्ग, प्रत्यय  
 - हिंदी वर्तनी और वाक्य विन्यास
- इकाई ४ : - भाषा सम्प्रेषण के चरण : श्रवण, अभिव्यक्ति, वचन तथा लेखन  
 - भावार्थ और व्याख्या, आशय लेखन, विविध प्रकार के पत्र लेखन, अनुवाद का अर्थ, परिभाषा, प्रकार एवं महत्व
- इकाई ५ : - संचार का अर्थ, परिभाषा, तत्व, प्रकार एवं महत्व  
 - संचार के माध्यम, तकनीक  
 - अध्ययन, वाचन एवं चर्चा : प्रक्रिया बोध  
 - साक्षात्कार, भाषण कला एवं रचनात्मक लेखन

#### सहायक ग्रन्थ –

१. भाषा विज्ञान – डॉ भोलानाथ तिवारी
२. भाषा विज्ञान – डॉ कर्ण सिंह
३. सम्प्रेषण परक व्याकरण : सिद्धांत और स्वरूप – सुरेश कुमार
४. हिंदी साहित्य का इतिहास – आचार्य रामचंद्र शुक्ल
५. हिंदी साहित्य का उद्भव और विकास – हजारी प्रसाद दिवेदी
६. जन माध्यम प्रौद्योगिकी और विचारधारा – जगदीश चतुर्वेदी
७. सम्पूर्ण पत्रकारिता – डॉ अर्जुन तिवारी
८. भाषा शिक्षण – रविंद्रनाथ श्रीवास्तव
९. प्रयोजन मूलक हिंदी – दंगल झाल्टे

**Subject Name:** SOCIAL PSYCHOLOGY

#### **Objectives:**

1. Understand the fundamentals of social psychology.
2. Understand interpersonal and societal issues.
3. Gain the theoretical knowledge of relationship of individual to society.

**Unit 1: Nature and Scope of Social Psychology**

1. An introduction to social psychology
2. Methods of social psychology.
3. Relevance of social psychology to social workers.

#### **Unit 2: Concepts in Social Psychology**

1. Social Perception
2. Social Influence
3. Interpersonal Attraction

#### **Unit3: Understanding Groups and Crowds**

1. Group: Definition, Types, Process
2. Group development and dynamics
3. Crowd and mob: Characteristics and dynamics

#### **Unit 4: Social Attitudes and Leadership**

1. Social attitudes: Definition, Features and formation, measurement and change.
2. Prejudice and stereotypes
3. Leaderships: Traits, styles and types

#### **Suggested Readings:**

- Aronson, E., Wilson, T.D., & Akert, R.M. 2007 Social Psychology (6th Ed.) Prentice Hall, NJ.
- Baron, R.A & Byrne, D. (2006) Social Psychology (10th Ed.) Pearson Education Inc., New Delh.
- Chowdhary, Richa (2013) Samajik Manovigyan-Ek Parichay. The Book Line Publisher, Ansari Road, Daryaganj, New Delhi. (Hindi) • Feldman, Robert, S. 2001 Social Psychology (3rd Ed.) Prentice Hall, NJ. ( Unit I, II, III, IV, (2nd Edition), Ansari Road, Darya Ganj, New Delhi.
- Franzoi, S. 2009 Social Psychology (5th Ed.) McGraw-Hill, New York.
- Hogg, Michael A. and R. Scott Tindale (eds). 2002 Blackwell Handbook of Social Psychology: Group Process. Blackwell Publishing.
- Kuppaswami, B. 1994 Social Psychology, Asia Publishing House, Bombay Lindgren H.C, 1962 Introduction To Social Psychology, John Wiley and Sons
- Myers, D.G. 2010 Social Psychology (10th, Edition) McGraw-Hill, New York.
- Paliwal S., 2002 Social Psychology, RBS Publishers, Jaipur