



FACULTY OF

ARTS

COURSE STRUCTURE & SYLLABUS

BSW IN SOCIAL ENTERPRISE

Effective from Academic Year: 2023-24



Faculty Name: Faculty of Art

Programme Name: Bachelor of Social Work in Social Enterprise

Course Group	Course Name	Cr	Teaching Scheme				Components of Marks				Grand Total Max./Passing
			T	P	Tu	Cont. Hrs per Week	Continuous & Comprehensive Evaluation (CCE)		Semester End Evaluation (SEE)		
							Theory	Practical	Theory	Practical	
							Max. / Passing	Max. / Passing	Max. / Passing	Max. / Passing	
Major	Fieldwork Practicum - I	4	0	6	1	0		50/18		50/18	100/36
	Social Case Work	4	4	0	0	4	50/18		50/18		100/36
Multidisciplinary	Composition and Classification of India	4	4	0	0	4	50/18		50/18		100/36
Minor	History and Philosophy of Social Work	4	4	0	0	4	50/18		50/18		100/36
Ability Enhancement Course	Language Skills	2	2	0	0	2	25/9		25/9		50/18
Skill Enhancement Course	Basic Computer Skills	2	0	4	0	4		25/9		25/9	50/18
Indian Knowledge System	Indian Ethos and Value System	2	0	4	0	4		25/9		25/9	50/18

SEMESTER 2

Course Group	Course Name	Cr	Teaching Scheme				Components of Marks				Grand Total Max./Passing
			T	P	Tu	Cont. Hrs per Week	Continuous & Comprehensive Evaluation (CCE)		Semester End Evaluation (SEE)		
							Theory	Practical	Theory	Practical	
							Max. / Passing	Max. / Passing	Max. / Passing	Max. / Passing	
Major	Fieldwork Practicum - II	4	0	6	1	0		50/18		50/18	100/36
	Social Group Work	4	4	0	0	4	50/18		50/18		100/36
Multidisciplinary	Climate Change and Sustainable Development	4	4	0	0	4	50/18		50/18		100/36
Minor (Any One)	Community Organisation	4	4	0	0	4	50/18		50/18		100/36
Ability Enhancement Course	Communication Skills	2	2	0	0	2	25/9		25/9		50/18
Skill Enhancement Course	Advanced Computer Applications - MS Excel	2	0	4	0	4		25/9		25/9	50/18
Value Addition Course (Any One)	A Course of Liberal Arts -Painting	2	0	4	0	4		25/9		25/9	50/18
	A Course of Liberal Arts - Photography	2	0	4	0	4		25/9		25/9	50/18
	A Course of Liberal Arts -Media and Graphics	2	0	4	0	4		25/9		25/9	50/18
	A Course of Liberal Arts -Music	2	0	4	0	4		25/9		25/9	50/18
	A Course of Liberal Arts -Dramatics	2	0	4	0	4		25/9		25/9	50/18
	A Course of Liberal Arts - Contemporary Dance	2	0	4	0	4		25/9		25/9	50/18



Faculty Name:

ARTS

Programme Name:

BSW IN SOCIAL ENTERPRISE

SEMESTER 3											
Course Group	Course Name	Cr	Teaching Scheme				Components of Marks				Grand Total Max./Passing
			T	P	Tu	Cont. Hrs per Week	Continuous & Comprehensive Evaluation (CCE)		Semester End Evaluation (SEE)		
							Theory	Practical	Theory	Practical	
							Max. / Passing	Max. / Passing	Max. / Passing	Max. / Passing	
Major	Fieldwork Practicum – III	4	0	6	1	0		50/18		50/18	100/36
	Medical and Correctional Social Work	4	4	0	0	4	50/18		50/18		100/36
	Social Problems and Social Work in India	4	4	0	0	4	50/18		50/18		100/36
Multidisciplinary	Digital Marketing (Practical)	4	2	4	0	6	25/9	25/9		50/18	100/36
Ability Enhancement Course	Business Communication	2	2	0	0	2	25/9		25/9		50/18
Skill Enhancement Course	Creativity, Problem Solving and Innovation	2	0	4	0	4		25/9		25/9	50/18
Indian Knowledge System	Indian Culture and Heritage	2	2	0	0	2	25/9		25/9		50/18

SEMESTER 4											
Course Group	Course Name	Cr	Teaching Scheme				Components of Marks				Grand Total Max./Passing
			T	P	Tu	Cont. Hrs per Week	Continuous & Comprehensive Evaluation (CCE)		Semester End Evaluation (SEE)		
							Theory	Practical	Theory	Practical	
							Max. / Passing	Max. / Passing	Max. / Passing	Max. / Passing	
Major	Fieldwork Practicum – IV	4	0	6	1	0		50/18		50/18	100/36
	Working with Individual	4	4	0	0	4	50/18		50/18		100/36
	Working with Group	4	4	0	0	4	50/18		50/18		100/36
Minor (Any One)	Human Growth and Development	4	4	0	0	4	50/18		50/18		100/36
	Principle of Management	4	4	0	0	4	50/18		50/18		100/36
Ability Enhancement Course	Corporate Communication	2	2	0	0	2	25/9		25/9		50/18
Skill Enhancement Course	Statistics	2	2	0	0	2	25/9		25/9		50/18
Value Addition Course (Any One)	NSS (National Service Scheme)	2	0	4	0	4		25/9		25/9	50/18
	Physical Education and Sports	2	0	4	0	4		25/9		25/9	50/18



Faculty Name:

ARTS

Programme Name:

BSW IN SOCIAL ENTERPRISE

Programme Outcomes

PO-1	Ability to analyse formulate and advocate for policies that advance social well-being
PO-2	Ability to demonstrate professional demeanours in behaviour, appearance and communication.
PO-3	Ability to recognize and manage personal values in a way that allows professional values to guide practice
PO-4	Ability to use empathy and other interpersonal skills
PO-5	Provide in-depth knowledge about the work put into the development of humanity and social welfare spanning Government and Non-Government Organization.
PO-6	To develop in the graduates a perspective on understanding planning and development at the national and international levels; and also thrust on national policies directed towards achieving sustainable development
PO-7	Skill development and Entrepreneurship abilities to be taught at undergraduate levels
PO-8	Acquisition of graduate attributes and descriptors with demonstrated abilities through field work training.



Faculty Name:

Faculty of Arts

Programme Name:

Bachelor of Social Work in Social Enterprise

Semester:

I

Academic Batch:

2023-2024

Course Group	Board of Studies	Course Code	Course Title	Contact Hrs Per Week*			Credits	Assessment/Evaluation Type		External Exam Duration (hrs)		Component of Marks				Grand Total / Passing	
				L	P	T		Theory (T)	Pract. (P)	Theory	Pract.	Continuous & Comprehensive Evaluation(CCE)		Semester End Evaluation (SEE)			
												Theory	Practical	Theory	Practical		
												Max. / Passing	Max. / Passing	Max. / Passing	Max. / Passing		
Major	Humanities and Social Work	104230101	Field Work Practicum - I		6	1	4		P		2			50/18		50/18	100/36
	Humanities and Social Work	104230102	Social Case Work	4			4	T		2		50/18		50/18		100/36	
Minor	Humanities and Social Work	104230103	History and Philosophy of Social Work	4			4	T		2		50/18		50/18		100/36	
Multidisciplinary	SOCIAL SCIENCES (FACULTY OF ARTS)	104230104	Composition and Classification of India	4			4	T		2		50/18		50/18		100/36	
Ability Enhancement Course	LANGUAGE (FACULTY OF ARTS)	104000122	Language Skills	2			2	T		1		25/9		25/9		50/18	
Skill Enhancement Course	COMPUTER SCIENCE (FACULTY OF SCIENCE)	104000123	Basic Computer Skills		4		2		P		2		25/9		25/9	50/18	
Indian Knowledge System	SOCIAL SCIENCES (FACULTY OF ARTS)	100009901	Indian Ethos and Value System	2			2	T		1		25/9		25/9		50/18	

T = Theory, P = Practical, Tu = Tutorial

Name & Sign [Chairman / Chairperson -		Name & Sign [Dean / Director]:	
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Board of Studies]:			
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Faculty Name: Faculty of Arts

Programme Name: Bachelor of Social Work in Social Enterprise

Semester: II

Academic Batch: 2023-2024

Course Group	Board of Studies	Course Code	Course Title	Contact Hrs Per Week*			Credits	Assessment/Evaluation Type		External Exam Duration (hrs)		Component of Marks				Grand Total / Passing
				L	P	T		Theory (T)	Pract. (P)	Theory	Pract.	Continuous & Comprehensive Evaluation(CCE)		Semester End Evaluation (SEE)		
												Theory	Practical	Theory	Practical	
												Max. / Passing	Max. / Passing	Max. / Passing	Max. / Passing	
Major	Humanities and Social Work	104230201	Field Work Practicum - II		6	1	4		p		2		50/18		50/18	100/36
	Humanities and Social Work	104230202	Social Group Work	4			4	T		2		50/18		50/18	100/36	
Minor	Humanities and Social Work	104170203	Community Organisation	4			4	T		2		50/18		50/18	100/36	
Multidisciplinary	INTERDISCIPLINARY STUDIES (FACULTY OF SCIENCE)	104000221	Climate Change and Sustainable Development	4			4	T		2		50/18		50/18	100/36	
Ability Enhancement Course	LANGUAGE (FACULTY OF ARTS)	104000222	Communication Skills	2			2	T		1		25/9		25/9	50/18	
Skill Enhancement Course	COMPUTER SCIENCE (FACULTY OF SCIENCE)	104000223	Advanced Computer Applications - MS Excel		4		2		P		2		25/9		25/9	50/18
Value Addition Course (Any One)	FINE ARTS (FACULTY OF ARTS)	100009902	A Course on Liberal Arts - Painting	0	4		2	-	P	0	2	-	25/9	-	25/9	50/18
	FINE ARTS (FACULTY OF ARTS)	100009903	A Course on Liberal Arts - Photography	0	4		2	-	P	0	2	-	25/9	-	25/9	50/18
	FINE ARTS (FACULTY OF ARTS)	100009904	A Course on Liberal Arts - Media and Graphics	0	4		2	-	P	0	2	-	25/9	-	25/9	50/18
	FINE ARTS (FACULTY OF ARTS)	100009905	A Course on Liberal Arts - Music	0	4		2	-	P	0	2	-	25/9	-	25/9	50/18



	FINE ARTS (FACULTY OF ARTS)	100009906	A Course on Liberal Arts – Dramatics	0	4		2	-	P	0	2	-	25/9	-	25/9	50/18
	FINE ARTS (FACULTY OF ARTS)	100009907	A Course on Liberal Arts - Contemporary Dance	0	4		2	-	P	0	2	-	25/9	-	25/9	50/18

T = Theory, P = Practical, Tu = Tutorial

Faculty Name: Faculty of Arts

Programme Name: **Bachelor of Social Work in Social Enterprise**

Semester: III

Academic Batch: 2023-2024

Name & Sign [Chairman / Chairperson- Board of Studies]:

Name & Sign [Dean / Director]:

Course Group	Board of Studies	Course Code	Course Title	Contact Hrs Per Week*			Credits	Assessment/Evaluation Type		External Exam Duration (hrs)		Component of Marks				Grand Total / Passing
				L	P	T		Theory (T)	Pract. (P)	Theory	Pract.	Continuous & Comprehensive Evaluation(CCE)		Semester End Evaluation (SEE)		
												Theory	Practical	Theory	Practical	
												Max. / Passing	Max. / Passing	Max. / Passing	Max. / Passing	
Major	Humanities and Social	104230301	Field Work	6	1	4		p		2		50/18		50/18	100/36	



	Work		Practicum – III													
	Humanities and Social Work	104230302	Medical and Correctional Social Work	4			4	T		2		50/18		50/18	100/36	
	Humanities and Social Work	104230303	Social Problems and Social Work in India	4			4	T		2		50/18		50/18	100/36	
Multidisciplinary	MANAGEMENT (FACULTY OF COMMERCE AND MANAGEMENT)	104000321	Digital Marketing	2	4		4		P	0	2	25/9	25/9		50/18	100/36
Ability Enhancement Course	LANGUAGE (FACULTY OF ARTS)	104000322	Business Communication	2			2	T		1		25/9		25/9		50/18
Skill Enhancement Course	MANAGEMENT (FACULTY OF COMMERCE AND MANAGEMENT)	100009908	Creativity, Problem Solving and Innovation		4		2		P		2		25/9		25/9	50/18
Indian Knowledge System	SOCIAL SCIENCES (FACULTY OF ARTS)	104000323	Indian Culture and Heritage	2			2	T		1		25/9		25/9		50/18

T = Theory, P = Practical, Tu = Tutorial

Name & Sign [Chairman / Chairperson - Board of Studies]:		Name & Sign [Dean / Director]:	
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Faculty Name: Faculty of Arts
 Programme Name: Bachelor of Social Work in Social Enterprise
 Semester: IV Academic Batch: 2023-2024

Course Group	Board of Studies	Course Code	Course Title	Contact Hrs Per Week*			Credits	Assessment/Evaluation Type		External Exam Duration (hrs)		Component of Marks				Grand Total / Passing	
				L	P	T		Theory (T)	Pract. (P)	Theory	Pract.	Continuous & Comprehensive Evaluation(CCE)		Semester End Evaluation (SEE)			
												Theory	Practical	Theory	Practical		
				Max. / Passing	Max. / Passing	Max. / Passing		Max. / Passing									
Major	Humanities and Social Work	104230401	Field Work Practicum – IV		6	1	4		P		2			50/18		50/18	100/36
	Humanities and Social Work	104230402	Working with Individual	4			4	T		2		50/18		50/18		100/36	
	Humanities and Social Work	104230403	Working with Group	4			4	T		2		50/18		50/18		100/36	
Minor (Any One)	SOCIAL SCIENCES (FACULTY OF ARTS)	104230404	Human Growth and Development	4			4	T		2		50/18		50/18		100/36	
	Management (Faculty of Commerce and Management)	104230405	Principles of Management	4			4	T		2		50/18		50/18		100/36	
Ability Enhancement Course	LANGUAGE (FACULTY OF ARTS)	104000421	Corporate Communication	2			2	T		1		25/9		25/9		50/18	
Skill Enhancement Course	MATHEMATICS (FACULTY OF SCIENCE)	104000422	Statistics	2			2	T		1		25/9		25/9		50/18	
Value Addition Course (Any One)	HUMANITIES & SOCIAL WORK (FACULTY OF ARTS)	100009910	National Service Scheme		4		2		P		2		25/9		25/9	50/18	
	PHYSICAL EDUCATION (FACULTY OF EDUCATION)	100009909	Physical Education and Sports		4		2		P		2		25/9		25/9	50/18	

T = Theory, P = Practical, Tu = Tutorial



Name & Sign[Chairman / Chairperson - Board of Studies]:		Name & Sign [Dean / Director]:	
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FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: I

Course Code:

Course Title: Fieldwork Practicum – I

Course Group: Major

Course Objectives:

- Develop the ability to observe and analyze social realities.
- Understand the characteristics of social systems and their dynamics.
- Appreciate society's response to people's needs, problems and social issues.
- Develop critical understanding of the application of legislation, legal process, and social policy.
- Develop the ability to examine the process of programme management and participate in the effort at various levels.
- Develop the ability to recognize the need for newer programs, initiate and participate in them.
- Use Human Rights tools, understanding of gender justice, and need for equity in all intervention.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
---	01	---	06	---	---	100/36	100/36	200/70

* J: Jury; V: Viva; P: Practical

Sr.	Contents
1	Fieldwork Agencies: <ul style="list-style-type: none"> • Special Schools • Guidance Centers • NGO • Mental Health Centre • Industrial Settings • Training Institutes of Industry • Rehabilitation Centre • Research Institutes • Hospital Settings • Government Organizations • Voluntary Organizations • Community Setting • Legal Offices • CSR Organizations



2	Task/Activities <ul style="list-style-type: none">• Problem Identification• Resource Mobilization• Taking Case History• Case work• Group Work• Community Organization• Team Work• Counseling• Work with and for Industrial Employees• Awareness of Laws and HR Practices• CSR Activities
3	Required Documents <ul style="list-style-type: none">• Report Journal• Collateral Reading Journal• Class Assignment Journal• Agency Profile• Photograph File• Paper cutting File• List of Activity• Semester Evaluation Report
4	Assessment of the field work will be done by reviewing reports and conducting viva. <ul style="list-style-type: none">• Internal viva and external(University Viva)

Reference Books:

1	Field work Training in Social Work by Bisnu Mohan Dash & Sanjay Roy
2	Field Work the Heart of Social Work Profession – Dr. Madhukar N Kulkarni
3	Social Work an Integrated Approach by Sanjay Bhattacharya

Pedagogy:

- Field Visit and Field Exposure
- Arrangement of different Agencies
- Direct interactions with stakeholders and Intervention in Crisis

Internal Evaluation:

Sr.	Component	Number	Marks per incidence	Total Marks	% of total internal evaluation
1	Fieldwork Viva-Voce	1	60	60	40%
2	Fieldwork Reports/Assignments	20/20	60	60	40%
3	Fieldwork Conference	10	30	30	20%

Course Outcomes (CO):



CVM
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Aegis: Charutar Vidya Mandal (Estd.1945)

Sr.	Course Outcome Statements	% weightage
CO-1	Students will learn basics of particular fieldwork agency or setting.	20
CO-2	Students will understand the role of social worker in particular fieldwork agency or setting.	20
CO-3	Students will know the tasks and activities of social worker.	20
CO-4	Students will know the preparation of documents of fieldwork.	20
CO-5	Students will aware about the challenges of social worker in particular field.	20

Curriculum Revision:	
Version:	3
Drafted on (Month-Year):	April 2023
Last Reviewed on (Month-Year):	May 2023
Next Review on (Month-Year):	May 2027



FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: I

Course Code:

Course Title: Social Case Work

Course Group: Major

Course Objectives:

- Understand casework and group work as methods of social work, and appreciate their place in social work practice.
- Understand the values and principles of working with individuals, groups and families.
- Develop the ability to critically analyze problems of individuals, groups and families and factors affecting them.
- Enhance understanding of the basic concepts, tools and techniques in working with individuals, groups and families, in problem-solving and in developmental work.
- Develop appropriate skills and attitudes to work with individuals, groups and families.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Interna l	Externa l	Interna l	Externa l	
03	01	---	04	50/18	50/18	---	---	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Social Case work as one of the methods of social work <ul style="list-style-type: none">• Historical development of Social Case Work in India & USA• Overview of Social Case Work as a method of Social Work	09
2	Introduction to Social Case Work/Individuals <ul style="list-style-type: none">• Definition of Social Case Work• Assumptions of Social Case Work• Values of Social Case Work• Skills of Social Case Work	09
3	Principles of Social Case Work and Components of Social Case Work Methods	09



4	Theoretical client-caseworker relationship <ul style="list-style-type: none">• Client-caseworker relationship –• Definition• Characteristics• Principles• Purpose• Difference between Social & Professional relationship	09
5	Theoretical Approach <ul style="list-style-type: none">• Theoretical Approach of Social Case Work• Psychoanalytical Approach• Psychosocial approach• Behavioral modification approach• Crisis intervention approach• Theories of Social Case Work• Maslow's Need Hierarchy theory• Erickson Psychosocial Theory	09

Reference Books:

1	Social Case Work by R.K.Upadhyay
2	Introduction to social case Work- Grace Mathew
3	Social Work a Problem Solving Process- Pearlman, Helen & Harris
4	Social Case Work Principles & Practices- Noel Timms
5	Theory & Practice of Social Case Work- Gordon Hamilton

Pedagogy:

- Questioning – Answering
- Case Studies on different Problems of Individuals
- Active Participations of Students in Classroom discussion

Internal Evaluation:

INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5 th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
	Total	100	50



Suggested Specification table with Marks (Theory) (Revised Bloom's

Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20	20	20	10	15	15	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will know the basics of social case work.	20
CO-2	Students will learn the introduction to social case work.	20
CO-3	Students will understand the principles and components of social case work.	20
CO-4	Students will learn the theoretical client-caseworker relationship.	20
CO-5	Students will know the theoretical approach of social case work.	20

Curriculum Revision:

Version:	3
Drafted on (Month-Year):	April 2023
Last Reviewed on (Month-Year):	May 2023
Next Review on (Month-Year):	May 2027



FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: I

Course Code:

Course Title: History and Philosophy of Social Work

Course Group:

Course Objectives:

- To equip students by imparting knowledge to understand the concept, definition, objectives, foundation and various methods of social work
- To provide knowledge on the history of social work in India
- To imbibe the values and principles of professional social work
- To recognize the need for social work education in India
- Learning different methods and gaining experience by fieldwork and research

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
03	01	---	04	50/18	50/18	---	---	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Social Work <ul style="list-style-type: none"> • Social Work: Definition, Concept, Nature & Scope • Methods of Social Work • Ethics of Social Work • Brief Orientation regarding Fields of social work :Family & child welfare, Youth welfare, Welfare of the disabled, Women welfare, Labour welfare, Medical Social Work and Correctional Social Work 	09
2	Principles & Assumptions of Social Work <ul style="list-style-type: none"> • Generic Principles of Social Work • Basic assumptions of Social Work 	09
3	Similarities & Differences in Social Work <ul style="list-style-type: none"> • Similarities and differences in modern and traditional social work • Social work as a profession 	09



4	Social Reform <ul style="list-style-type: none"> Social Reform (Concept) Gandhian Concept of Social Work 	09
5	Reform Movement in 19th& 20th Century both in India and Abroad. <ul style="list-style-type: none"> Social Reform Movement in India Social Reform Movement in Abroad. 	09

Reference Books:

1	Indian Social Problems Vol.1 & 2- G.R.Madan
2	Social Welfare Administration in India- D.R.Sahdeva
3	History & Philosophy of Social Work in India- A.R.Wadia
4	Social Reform Movement in India: A Historical Perspective- V.D.Diwakar
5	Encyclopedia of Social Work vol. 1,2,3 & 4

Pedagogy:

- Active Classroom Interaction
- Participatory and interactive discussion based classes
- Extensive usage of Power Point presentations

Internal Evaluation:

INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5 th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
	Total	100	50

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
10	20	20	20	10	20	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will learn the basics of social work.	20
CO-2	Students will understand the principles and assumption of social work.	20
CO-3	Students will know the similarities and differences of social work.	20
CO-4	Students will learn the basics of social reform.	20



CVM
UNIVERSITY

Aegis: Charutar Vidya Mandal (Estd.1945)

CO-5	Students will understand the reform movement of India and of abroad.	20
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Curriculum Revision:	
Version:	3
Drafted on (Month-Year):	April 2023
Last Reviewed on (Month-Year):	May 2023
Next Review on (Month-Year):	May 2027

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: I

Course Code:

Course Title: Composition and Classification of India

Course Group:



Course Objectives:

- a) To equip students by imparting knowledge to understand the concept, definition, objectives, foundation and various methods of social work
- b) To provide knowledge on the history of social work in India
- c) To imbibe the values and principles of professional social work
- d) To recognize the need for social work education in India
- e) Learning different methods and gaining experience by fieldwork and research

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
02	---	---	02	50/18	50/18	---	---	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Fundamental of Sociology <ul style="list-style-type: none"> • The study of Sociology- As scientific discipline. • Relation to other Social Sciences: History, Economics, Politics, Psychology, Anthropology and Social Work. 	09
2	Culture & Society <ul style="list-style-type: none"> • Culture: Definition, Concept, characteristics, tradition, customs, values, norms, folklore and mores. • Socialization- definition, concept & agents. • Society- Meaning, Concept, Status & Role. • Society as system of relationship 	09
3	Indian Society <ul style="list-style-type: none"> • Composition of Indian society: The concept of Unity of diversity. • Social Classification of in India: Tribal, Rural and Urban. 	09
4	Social Group Social Stratifications <ul style="list-style-type: none"> • Meaning & Types of Primary & Secondary Group, In & Out Groups, Reference Group • Types of Social Institutions: Marriage, Family, Religion, Law, etc. • Social control exercised through social institutions • Social stratification in India- Meaning, caste, class division 	09
5	Social Change <ul style="list-style-type: none"> • Definition, concept, Characteristics & factors inducing change with reference to India. 	09

Reference Books:

1	Human Society- Davis Kingsley
2	Social Change in India- Kuppaswamy



3	Indian Society- K.K. Sharma
4	Introducing to Social Sciences- B.S.Narang & R.C.Dhawan

Pedagogy:
<ul style="list-style-type: none"> • Problem based Discussion and analysis • Question Answering and Classroom Discussion • Story telling about the social change

Internal Evaluation:

INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
	Total	100	50

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20	10	10	20	20	20	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will know the fundamentals of sociology.	20
CO-2	Students will learn the basics of culture and society.	20
CO-3	Students will learn about the basics of Indian society.	20
CO-4	Students will understand the basics of social group and social stratifications.	20
CO-5	Students will know the basics of social change.	20

Curriculum Revision:

Version:	3
Drafted on (Month-Year):	April 2023
Last Reviewed on (Month-Year):	May 2023



CVM
UNIVERSITY

Aegis: Charutar Vidya Mandal (Estd.1945)

Next Review on (Month-Year):	May 2027
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CVM
UNIVERSITY
Aegis: Charutar Vidya Mandal (Estd.1945)

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: I

Course Code:

Course Title: Language Skills

Course Group: Skill Enhancement Course

Course Objectives:

The objectives of this course are to enable students to

- To introduce the student to English Language and the skills of communication
- To inspire love for English Language and stimulate the confidence
- To develop critical understanding of English Language
- To familiarize students with the various types of communications
- To provide them a meaningful context for acquiring the skills of English language
- To make them aware of the various communication processes

Teaching & Examination Scheme:

Contact hours per week	Course	Examination Marks (Maximum / Passing)
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Aegis: Charutar Vidya Mandal (Estd.1945)

Lecture	Tutorial	Practical	Credits	Theory		J/V/P*		Total
				Internal	External	Internal	External	
2			2	25/09	25/09			50/18

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Listening <ul style="list-style-type: none">• Active Listening• Bad Listening Habits and Their Cures• Listening And Taking Notes: Main Ideas and Details• Getting the Gist• Evaluation of What Is Heard	12



2	Speaking <ul style="list-style-type: none">• Developing Confidence to Speak• Evaluating the audience and situation• Speaking in daily life• Language Functions (Making requests, offering thanks, showing agreements and disagreements etc• Making Smalltalk	12
3	Reading <ul style="list-style-type: none">• Types of Reading• Strategies for active reading• Components of Reading Skills• Factors affecting Reading Efficiency• Techniques for improving reading efficiency• Summarizing and Paraphrasing	12
4	Writing <ul style="list-style-type: none">• Structure of an essay, composing an essay, drafting, editing, finalizing essays• Emails (structure and etiquette)• Reports: the process and structure of writing a report• Essay Drafting	12
5	Articulation & Utterance <ul style="list-style-type: none">• IPA• Vowel and Consonant sounds• Syllables• Rules of word stress and sentence stress• RP and problems with Indian accents and pronunciation	12

Reference Books:

1	Sharma, Sangeeta& Mishra, Binod, <i>Communication Skills for Engineers and Scientists</i> , PHI learning Private Limited, New Delhi, 2011
2	Pal, Rajendra&Korlahalli, J.S., <i>Essentials of Business Communication</i> , Sultan Chand & Sons, New Delhi, 2004
3	Agrawal,S.K.& Singh, P.K., <i>Effective Business Communication</i> , Himanshu Publication, Delhi
4	Borge, Nishikant, <i>Business Communication</i> , Symbiosis Centre for Distance Learning, Pune, 2009
5	Murphy, A,Murphy, Hildebrandt, W, Herbert & Jane P Thomas, <i>Effective BusinessCommunication</i> ,TataMcGrawHillEducationPrivateLimited,NewDelhi,2011

Pedagogy:

- Active interaction by all students
- Role Play
- Group discussions
- Videos related to the syllabus
- Experience of the corporate world through internship



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Aegis: Charutar Vidya Mandal (Estd.1945)



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Aegis: Charutar Vidya Mandal (Estd.1945)

**INTERNAL
COMPONENTS**

Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
		100	50

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20	20	20	20	10	10	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Develop active listening and note-taking skills, improving overall comprehension and evaluation abilities by overcoming bad listening habits.	20
CO-2	Build speaking confidence, assess audience appropriateness, and effectively use language functions for engaging daily life conversations.	20
CO-3	Master reading strategies, improve efficiency, and demonstrate summarization and paraphrasing skills for various reading materials.	20
CO-4	Acquire effective essay, email, and report writing skills, from drafting to finalization, incorporating proper formatting and etiquette.	20
CO-5	Enhance pronunciation accuracy and fluency by mastering IPA, vowel and consonant sounds, syllable structure, and stress rules, addressing Indian accent challenges.	20



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Curriculum Revision:	
Version:	3
Drafted on (Month-Year):	April 2023
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Next Review on (Month-Year):	April 2027



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UNIVERSITY

Aegis: Charutar Vidya Mandal (Estd.1945)

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: I

Course Code:

Course Title: Basic Computer Skills – MS Excel

Course Group:

Course Objectives:

- To familiarize students with the use of MS Word and MS PowerPoint
- To enable students work effectively with the features and advanced tools of MS Word and MS PowerPoint

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
	-	4	2	-	-	25/09	25/09	50/18

* J: Jury; V: Viva; P: Practical

Detailed Syllabus

Sr.	Contents	Hours
1	Fundamentals of MS Office Applications and MS Word <ul style="list-style-type: none">Brief understanding of MS Office Applications (MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook, MS OneNote) and Its FunctionsUnderstanding MS Word Toolbars, Menu bars; Using Shortcuts; Create and Manage Documents (Creating a blank document, creating a blank document using template, open a PDF in word for editing, Insert text from a file or external source)Navigate through a document (Insert Hyperlinks, Search for text, Create bookmarks, Move to specific location or object in a document)Format a Document (Modify page setup, Apply document themes, document style sets, Inserting headers and footers, page numbers, format page background elements)	12



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2	MS Office Word – Format Text, Paragraph and Sections <ul style="list-style-type: none">• Find, Replace; Cut, Copy, Paste; Replace by using Autocorrect; Insert Special Characters; Font Formatting; Format Painter; Clear Formatting• Set Line, Paragraph spacing and indentation; Applying text highlight colours; Apply built-in styles to text; Change text to WordArt• Format text in multiple columns; Insert page, section or column breaks; Change page setup options for a section; Creating and modifying a numbered or bulleted list• Create Tables (Converting text to table and table to text; applying table styles); Modify Tables (Sort table data, Configure cell margins and spacing, merge or split cells, resize and split tables, configure a repeating row header)	12
3.	MS Office Word – References, Graphic elements, Document Options and Settings: <ul style="list-style-type: none">• Inserting and modifying - Foot notes, endnotes, bibliography citations, figures and table captions; Inserting and formatting text boxes, graphs, artistic effects, picture effects, wrap text around objects, SmartArt Graphics• Inserting and modifying standard table of contents, inserting cover page; Customize table of content• Manage document versions and Templates, compare and combine multiple documents, links to external document content; enabling macros in a document; hidden ribbon tabs• Managing Track changes and Comments; Restrict editing; Password protection for document; Mail merge operations	12
4	MS PowerPoint – Create and Manage Presentations <ul style="list-style-type: none">• Create and Manage PPT, Insert and Format Slides; Modify slides, Handout, Notes; Changing Presentation Options and Views;• Configuring Presentation for Print and Slideshow Formatting Theme & Slide Layout;• Inserting and Formatting SmartArt, Charts & Graphics, Tables, Text Boxes and Shapes;• Inserting Media content or Audio-Visual Content into PPT; Order and Group Objects	12
5	MS PowerPoint – Creating Professional Slide Presentations <ul style="list-style-type: none">• Adding Animation and Transition Effects to Slides;• Setting up a Slide Show and Giving Timings; Adding Music to Presentations• Compiling Videos of Presentations; Sharing and Saving Different Formats of Presentations• Hyperlinking with in the slides; Hyperlinking Excel and word	12



Reference Books:

1	LEARN TO MASTER MICROSOFT OFFICE 2016/365, by ScriptDemics (2017), StareDu Solutions India Pvt. Ltd Publications
2	Learn Microsoft Office 2021. By Linda Foulkes (2022), Packt Publishing Limited
3.	Microsoft Office 2016 All-In-One for Dummies, By Peter Weverka (2015), Wiley Publications
4.	Microsoft Office 2019 for Dummies. By Wallace Wang (2018), Wiley Publications

Supplementary learning Material:

1	www.tutorialspoint.com
2	https://support.microsoft.com/en-us/training

Teaching Pedagogy

- Practical Oriented Teaching with Demonstration method by using infrastructure like Smart Board and Computer Lab
 - On the spot practical sessions to be performed by the students
 - **Practical Project Submission include**
 - Resume creation which includes, different fonts, styles, colors table, page break, header footer and page numbers and proper indentation learnt in unit 1, unit 2 and Unit 3.
 - Creating Table of Contents, Create New Templates etc.
 - Presentation creation on your main subject with latest topic which includes, master view design and insert header, footer, page numbers, animation, transition and include all learnt in unit 4 and unit 5.
- (OR)
- Any three tasks to be allotted by the subject teacher.

INTERNAL COMPONENTS

Sr. No.	Particular	Weightage	Marks
1	Practical Examination	40%	10
3	Viva-voce Examination	20%	5
5	Unit Test/ Quiz	20%	5
6	Class Participation/ Attendance/ Achievements	20%	5
		100	25

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will learn the basic functionalities of MS Word and can create, format and Navigate through MS Word Document	20
CO-2	Students will learn the tools of paraphrasing and Text and Table formatting	20



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CO-3	Students will learn the tools of References, Graphic elements, Document Options and Settings involved in MS Word.	20
CO-4	Students will understand the basic design, formatting and elements involved in creating a PowerPoint Presentation.	20
CO-5	Students can create professional PowerPoint Presentations by adding Animations, transitions, timings and hyperlinks.	20

Curriculum Revision:

Version:	3
Drafted on (Month-Year):	April 2023
Last Reviewed on (Month-Year):	May 2023
Next Review on (Month-Year):	May 2027

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: I

Course Code:

Course Title: Indian Ethos and Value System

Course Group: Indian Knowledge System

Course Objectives:

- To develop the awareness among the students for Indian Ethos and Value System.
- To understand the application of values in day to day management and decision making process.
- To ensure holistic development based on Ancient Indian Value Based Education.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
2	0	0	2	25/9	25/9	NA	NA	50/18

* J: Jury; V: Viva; P: Practical



Detailed Syllabus:

Sr.	Contents	Hours
1	Indian Ethos: <ul style="list-style-type: none">The meaning of 'BHARAT', Need and Relevance of Indian EthosBasic History and Principals of Ethos -Spirituality at Work, Ekam Sat Vipra Bahudha Vadanti (Rig Veda)Indian Ethos for Management; Indian Work Ethos – Meaning, Levels and Dimensions	08
2	Human Values: <ul style="list-style-type: none">Concept of Value, The Significance of Values and EthicsVedic Literature and Formation of ValuesAncient World's Philosophers' Views on Value Inculcation (Socrates, Aristotle, Confucius, Chanakya, Buddha, Adi Sankaracharya, Thiruvalluvar, Swami Vivekananda etc.), Universal Values in Global Context	08
3	The Application of Values: <ul style="list-style-type: none">How Values help Stakeholders, Personal Values and Organizational CommitmentNeed for Values in Global Change – Indian PerspectiveHolistic Approach in Decision-Making	08
4	Personal Growth based on Educational Systems in Ancient India: <ul style="list-style-type: none">Ancient Education Systems – A Way of LifeContinuation of Indian Education System, Role of CommunityPersonality Attributes Based on Three Gunas, Pancha Koshas & Bhagavad GitaCase Studies / Group Discussion / Power Point Presentations- World Philosophers, famous personalities, above taught concepts.	08
	Total	32

List of Practicals / Tutorials:

NA

Reference Books:

1	Indian Ethos and Values in Management, R Nandagopal, Ajith Sankar R N, Tata McGraw Hill Education Pvt Ltd
2	Indian Ethos for Management, Swami Jitamnanda, Shri Ramkrishna Ashram, Rajkot



3	Value Education, Dr N Venkataiah, A P H Publishing Corporation, New Delhi
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Supplementary learning Material:	
1	Lecture Note
2	NPTEL Visions of Happiness and Perfect Society: https://nptel.ac.in/courses/109/104/109104068/
3	https://www.classcentral.com/course/swyam-engineering-mathematics-i-13000

Pedagogy:	
<ul style="list-style-type: none"> • Direct classroom teaching • Audio Visual presentations/demonstrations • Assignments/Quiz • Continuous assessment • Interactive methods • Seminar/Poster Presentation 	

Internal Evaluation:

INTERNAL COMPONENTS

Sr. No.	Particular	Weightage	Marks
1	Written Examination	40%	10
3	Assignment	20%	5
5	Unit Test/ Quiz	20%	5
6	Class Participation/ Attendance/ Achievements	20%	5
		100	25

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
10%	60%	20%	10%	0%	0%	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.



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Aegis: Charutar Vidya Mandal (Estd.1945)

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Comprehend and practice Indian Ethos and Value Systems	25
CO-2	Applying value based and ethical practices	25
CO-3	Ability to identify and apply the knowledge of subject practically in real life situations	25
CO-4	Appreciate the richness of the knowledge of Indian heritage	25

Curriculum Revision:	
Version:	1
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Last Reviewed on (Month-Year):	-
Next Review on (Month-Year):	July-2027

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: II

Course Code:

Course Title: Fieldwork Practicum – II

Course Group: Major

Course Objectives:

- Develop the ability to observe and analyze social realities.
- Understand the characteristics of social systems and their dynamics.
- Appreciate society's response to people's needs, problems and social issues.
- Develop critical understanding of the application of legislation, legal process, and social policy.
- Develop the ability to examine the process of programme management and participate in the effort at various levels.
- Develop the ability to recognize the need for newer programs, initiate and participate in them.
- Use Human Rights tools, understanding of gender justice, and need for equity in all intervention.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
---	01	---	06	---	---	100/36	100/36	200/70

* J: Jury; V: Viva; P: Practical

Sr.	Contents
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Aegis: Charutar Vidya Mandal (Estd.1945)

1	Fieldwork Agencies: <ul style="list-style-type: none">• Special Schools• Guidance Centres• NGO• Mental Health Centre• Industrial Settings• Training Institutes of Industry• Rehabilitation Centre• Research Institutes• Hospital Settings• Government Organizations• Voluntary Organizations• Community Setting• Legal Offices• CSR Organizations
2	Task/Activities <ul style="list-style-type: none">• Problem Identification• Resource Mobilization• Taking Case History• Case work• Group Work• Community Organization• Team Work• Counseling• Work with and for Industrial Employees• Awareness of Laws and HR Practices• CSR Activities
3	Required Documents <ul style="list-style-type: none">• Report Journal• Collateral Reading Journal• Class Assignment Journal• Agency Profile• Photograph File• Paper cutting File• List of Activity• Semester Evaluation Report
4	Assessment of the field work will be done by reviewing reports and conducting viva. <ul style="list-style-type: none">• Internal viva and external (University Viva)

Reference Books:

1	Field work Training in Social Work by Bisnu Mohan Dash & Sanjay Roy
2	Field Work the Heart of Social Work Profession – Dr. Madhukar N Kulkarni
3	Social Work an Integrated Approach by Sanjay Bhattacharya



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Pedagogy:

- Field Visit and Field Exposure
- Arrangement of different Agencies
- Direct interactions with stakeholders and Intervention in Crisis

Internal Evaluation:

Sr.	Component	Number	Marks per incidence	Total Marks	% of total internal evaluation
1	Fieldwork Viva-Voce	1	60	60	40%
2	Fieldwork Reports/Assignments	20/20	60	60	40%
3	Fieldwork Conference	10	30	30	20%

Course Outcomes (CO):

Sr.	Course Outcome Statements	% weightage
CO-1	Students will learn basics of particular fieldwork agency or setting.	20
CO-2	Students will understand the role of social worker in particular fieldwork agency or setting.	20
CO-3	Students will know the tasks and activities of social worker.	20
CO-4	Students will know the preparation of documents of fieldwork.	20
CO-5	Students will aware about the challenges of social worker in particular field.	20

Curriculum Revision:

Version:	3
Drafted on (Month-Year):	April 2023
Last Reviewed on (Month-Year):	May 2023
Next Review on (Month-Year):	May 2027



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Aegis: Charutar Vidya Mandal (Estd.1945)

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: II

Course Code:

Course Title: Social Group Work

Course Group: Major

Course Objectives:

- Understand casework and group work as methods of social work, and appreciate their place in social work practice.
- Understand the values and principles of working with individuals, groups and families.
- Develop the ability to critically analyze problems of individuals, groups and families and factors affecting them.
- Enhance understanding of the basic concepts, tools and techniques in working with individuals, groups and families, in problem-solving and in developmental work.
- Develop appropriate skills and attitudes to work with individuals, groups and families.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
03	01	---	04	50/18	50/18	---	---	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Group <ul style="list-style-type: none">• Definition and Concept• Characteristics of Group Life• Classification/ Types of Group	09



2	Social Group Work <ul style="list-style-type: none">• Definition• Concept• Purpose/Objective• Principles of Group Work• Values of Group Work• Skills of Group Work	09
3	Group Work as one of the Method of Social Work <ul style="list-style-type: none">• Historical Development of Social Group work in India & Abroad• Group Work as one of the Method of Social Work• Models of Group work: Social Goal Model, Remedial Model, Reciprocal Model	09
4	Group Processes <ul style="list-style-type: none">• Group process and Dynamics• Study, Diagnosis & Problem-solving Techniques• Recording in Social Group Work	09
5	Theories of Group Work <ul style="list-style-type: none">• Group Focus Conflict theory• System theory• Psycho-dynamic theory• Field theory• Social Exchange theory	09

Reference Books:

1	Group Work Foundations- and Frontiers
2	Social Group Work- A Helping Process- Gisela Konapka
3	Concepts & methods of Social Work- Friedlander
4	Essentials of Social Group Work Skills- Philips

Pedagogy:

- Role Play by using various props
- Group Discussion
- Student Presentation by using field work experiences

Internal Evaluation:

INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5 th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10



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3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
	Total	100	50

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20	25	25	15	15	15	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will learn the basics of group.	20
CO-2	Students will understand the basics of social group work.	20
CO-3	Students will know the Group Work as one of the Method of Social Work.	20
CO-4	Students will learn the group processes.	20
CO-5	Students will understand the theories of social group work.	20

Curriculum Revision:

Version:	3
Drafted on (Month-Year):	April 2023
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Next Review on (Month-Year):	May 2027



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Aegis: Charutar Vidya Mandal (Estd.1945)

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: II

Course Code:

Course Title: Community Organization

Course Group: Core 2

Course Objectives:

- Develop understanding regarding community organization and social action as methods of social work
- Understand the critical elements of community organization.



- Enhance the understanding of the roles of the agencies and community organizer
- Enhance critical understanding of the models and strategies for community organization.
- Develop perspective and skills for participatory processes in the community and civil society.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
03	01	---	04	50/18	50/18	---	---	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Community <ul style="list-style-type: none"> • Definition, Concept and Characteristics of Community • Types of Community – Rural, Urban and Tribal community (Definition, Concept and characteristics) 	09
2	Community Organization <ul style="list-style-type: none"> • History of Community Organization in India & Abroad • Definition, Concept and meaning of Community Organization 	09
3	Community Organization as Integral Aspect of Social Work <ul style="list-style-type: none"> • Steps of Community Organization • Principles of Community Organization 	09
4	Skills and Methods of Community Organization <ul style="list-style-type: none"> • Skills of Community Organization • Methods of Community Organization 	09
5	Relationship of Community Organization with other methods of social work <ul style="list-style-type: none"> • Community Organization & social Case Work • Community Organization & Social Group Work • Community Organization & Administration 	09

Reference Books:

1	Community welfare Organization- A Dunham
2	Community organization in India- K.D.Gangrade
3	Social Work Practice in community Organization- H.D.Green

Pedagogy:

- Problem based Discussion and analysis
- Question Answering and Classroom Discussion
- Story telling about the social change

Internal Evaluation:



INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5 th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
	Total	100	50

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
10	10	20	20	20	20	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will know the basics of community.	20
CO-2	Students will learn the basics of community organisation.	20
CO-3	Students will understand the Community Organization as Integral Aspect of Social Work.	20
CO-4	Students will know the Skills and Methods of Community Organization.	20
CO-5	Students will know the Relationship of Community Organization with other methods of social work.	20

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UNIVERSITY
Aegis: Charutar Vidya Mandal (Estd.1945)

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: II

Course Code:

Course Title: Climate Change and Sustainable Development

Course Group: Multidisciplinary Course

Course Objectives:

The objectives of this course are to enable students:

- To provide students with a foundational understanding of essential environmental concepts, including environment, ecology, and ecosystems.
- To raise awareness of the factors influencing climate patterns, both natural and human-induced.
- To help students evaluate the effects of climate change on critical resources, including water, energy, biodiversity, and infrastructure.
- To emphasize the significance of sustainable development goals in addressing global challenges related to the environment and climate change.



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Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
4	0	0	4	50/18	50/18			100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Content	Hours
I	Introduction to Environment & Climate Change <ul style="list-style-type: none">Environment, Ecology and EcosystemEarth's climate system & its componentsFactors affecting climateClimate Change and Global Warming	12
II	Impact of Climate Change <ul style="list-style-type: none">Primary Sectors (Agriculture, Forestry, Livestock & Fishery)Natural Ecosystems (Soil, Ocean, Wetland & Mountain)Resources (Water, Energy, Biodiversity & Infrastructure)Urban areas, coastal areas and livelihood	12
III	Understanding Sustainable Development <ul style="list-style-type: none">Meaning, nature and scope of sustainable developmentComponents of sustainable developmentApproaches to sustainable developmentGoals of sustainable development	12
IV	Sustainable Development & Climate Change - Relationship <ul style="list-style-type: none">Interrelationship among Development, Sustainability and Climate ChangeThe future of climate change and sustainable developmentEmerging technologies and solutions for climate change mitigation and adaptationThe role of individuals and organizations in addressing climate change and achieving sustainable development	12
V	National & International Conventions on Climate Change <ul style="list-style-type: none">SDGs and international conventions on climate change - UNFCCC, Kyoto Protocol, and Paris AgreementThe inclusion of climate change-related targets in several SDGsThe National Action Plan on Climate Change (NAPCC); The Climate Change (Performance Standards for Coal-fired Thermal Power Plants) Regulations, 2021The Energy Conservation Act, 2001 and its Amendments in 2022;	12



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	The National Policy on Biofuels, 2009; The National Electric Mobility Mission Plan 2020	
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Reference Books:

1	Textbook for Environmental Studies for Undergraduate Courses of All Branches of Higher Education, Erach Bharucha for University Grants Commission
2	Bhattacharya, R.N. (Ed.) (2001), <i>Environmental Economics: An Indian Perspective</i> , Oxford University Press, New Delhi.
3	Jhingan, M.L. & Chandar Sharma (2012) – <i>Environmental Economics : Theory, Management & Policy</i> , Vrinda Publications, New Delhi.
4	Muthukrishnan, Subhashini (2010) – <i>Economics of Environment</i> , PHI Learning Pvt. Ltd., New Delhi.
5	Singh, Katar and Anil Shishodia (2007) – <i>Environmental Economics : Theory and Applications</i> , Sage Publications, New Delhi

Supplementary learning Material:

1	NASA Climate Change. (URL: https://climate.nasa.gov/) - Provides up-to-date information and resources on climate change.
2	United Nations Sustainable Development Goals (SDGs). (URL: https://sdgs.un.org/goals) - Offers information on the SDGs and their relevance to sustainable development.
3	World Wildlife Fund (WWF). (URL: https://www.worldwildlife.org/) - Provides resources on biodiversity conservation and climate action.
4	National Aeronautics and Space Administration (NASA). (Year). "Climate Change: Vital Signs of the Planet." (URL: https://climate.nasa.gov/evidence/)
5	U.S. Environmental Protection Agency (EPA). (Year). "Climate Change Indicators in the United States." (URL: https://www.epa.gov/climate-indicators)

Pedagogy:

- Lecture method combined with Group discussion and Peer interaction,
- Critical reading and analysis of the texts
- Use of ICT based tools and internet resources for experiential learning

INTERNAL COMPONENTS

Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5



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6	Class Participation/ Attendance/ Achievements	10%	5
		100	50

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analysing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20%	20%	20%	20%	10%	10%	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will gain a deep insight into the Earth's climate system and identify its key components and they can comprehend the various natural and human factors that influence climate patterns.	20%
CO-2	Students will evaluate the impacts of climate change on primary sectors	20%
CO-3	Students will define sustainable development, comprehend its nature and scope, and appreciate its importance in the context of environmental and social well-being.	20%
CO-4	Students will recognize the intricate interplay between development, sustainability, and climate change, and evaluate their synergies and conflicts.	20%
CO-5	Students will understand the relationship between Sustainable Development Goals (SDGs) and international climate change conventions and their role in global sustainability efforts.	20%

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Aegis: Charutar Vidya Mandal (Estd.1945)

Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: II

Course Code:

Course Title: Communication Skills

Course Group: Skill Enhancement Course

Course Objectives:

The objectives of this course are to enable students to

- To introduce the student to English Language and the skills of communication
- To inspire love for English Language and stimulate the confidence
- To develop critical understanding of English Language
- To familiarize students with the various types of communications
- To provide them a meaningful context for acquiring the skills of English language
- To make them aware of the various communication processes

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
2			2	25/09	25/09			50/18

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Language and Communication <ul style="list-style-type: none">● Introduction to Communication● Process of Communication● Purpose of Communication	12
2	Types of Communication <ul style="list-style-type: none">● Formal and Informal● Oral and Written● Internal and External● Verbal and Non-Verbal	12



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3	Barriers to Communication <ul style="list-style-type: none">• Physical Barriers• Psychological Barriers• Organizational Barriers• Cultural Barriers	12
4	Modern Communication Media <ul style="list-style-type: none">• Technology-based Communication Tools• Positive and Negative Impact of Technology enabled Communication• Effectiveness in Technology-based Communication	12
5	Digital Communication <ul style="list-style-type: none">• Meaning, Purpose and Barriers• Creating profile on LinkedIn• Social Media Networking• Tools of digital communications	12

Reference Books:

1	Mohan, Krishna & Banerji, Meera, <i>Developing Communication Skills</i> , Macmillan, Delhi, 1990
2	Sharma, Sangeeta & Mishra, Binod, <i>Communication Skills for Engineers and Scientists</i> , PHI learning Private Limited, New Delhi, 2011
3	Pal, Rajendra&Korlahalli, J.S., <i>Essentials of Business Communication</i> , Sultan Chand & Sons, New Delhi, 2004
4	Agrawal,S.K.& Singh, P.K., <i>Effective Business Communication</i> , Himanshu Publication, Delhi
5	Borge, Nishikant, <i>Business Communication</i> , Symbiosis Centre for Distance Learning, Pune, 2009
6.	Murphy, A, Murphy, Hildebrandt, W, Herbert & Jane P Thomas, <i>Effective BusinessCommunication</i> ,TataMcGrawHillEducationPrivateLimited,NewDelhi,2011

Pedagogy:

- Active interaction by all students
- Role Play
- Group discussions
- Videos related to the syllabus
- Experience of the corporate world through practical tasks and case studies



INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 4 th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
		100	50

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20	20	20	20	10	10	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Grasp fundamental communication processes and purposes for effective verbal and written interactions.	20
CO-2	Recognize and apply various communication forms—formal, informal, oral, written, internal, external, verbal, and non-verbal—enhancing communication strategies.	20
CO-3	Identify and overcome barriers—physical, psychological, organizational, and cultural—for clear and effective communication.	20
CO-4	Evaluate impacts of technology-based communication tools, optimizing understanding and use of modern communication methods.	20
CO-5	Gain a comprehensive understanding of digital communication, including its purpose, barriers, LinkedIn profile creation, social media networking, and effective utilization of digital communication tools.	20

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FACULTY OF ARTS

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Effective from Academic Batch: 2023-24

Programme: Bachelor of Social Work in Social Enterprise

Semester: II

Course Code:

Course Title: Advanced Computer Applications – MS Excel

Course Group: Skill Enhancement Course

Course Objectives:

- c) To familiarize students with the use of MS Excel
- d) To enable students work effectively with the features and advanced tools of MS Excel

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
	-	4	2	-	-	25/09	25/09	50/18

* J: Jury; V: Viva; P: Practical

Detailed Syllabus

Sr.	Contents	Hours
1	Fundamentals of MS Excel <ul style="list-style-type: none">● Getting familiar with Excel Environment with Quick Access Toolbar, Ribbons, formula bar, workbook window, add sheet and short cuts● Creating, opening, saving excel workbook with extensions in MS Excel.● Editing Skills: cut, copy, paste, undo, redo, find and replace● Inserting a data in sheet, alignment in a cell, formats and style Data Sorting and filtering	12
2	Editing and Formatting Worksheet <ul style="list-style-type: none">● Formatting Number, Currency, Date, Time, Percentage, Text● Conditional formatting, Cell operations and editing with auto sum; Adjusting Row Height and Column Width● Insertion of Photo, charts, equation and symbols● Absolute and Relative Cell Reference	12



3	Formulas and Its Functions <ul style="list-style-type: none">• Exploring all text and number formulas, sum, count, max. min, vlookup, Roundup, concatenate, trim, left, right• If condition with conditions like AND and OR• Access Data: import data from other files, excel access, text files.• Flash fill and remove duplicates	12
4	Designing Charts and Application of Statistical Functionalities <ul style="list-style-type: none">• Designing Charts like Column Chart, Bar Chart, Pie Chart, Line Chart• Tabular and Graphic Presentations• Statistical functions and formulas: Average, Median, Mode, Standard Deviation, Variance, Quartiles, Correlation, Scatter Plot etc.	12
5	Preparing Document for Publishing and Distribution: <ul style="list-style-type: none">• Page Layout: Margin, Orientation, size and print area• Background; Print titles (Important to print repeated rows and columns)• Printing Dialog box: Save as PDF, print entire sheet, selection or workbook• Hyperlinks	12

Reference Books:

1	LEARN TO MASTER MICROSOFT OFFICE 2016/365, by ScriptDemics (2017), StareDu Solutions India Pvt. Ltd Publications
2	Learn Microsoft Office 2021. By Linda Foulkes (2022), Packt Publishing Limited
3	Microsoft Office 2016 All-In-One for Dummies, By Peter Weverka (2015), Wiley Publications
4	Microsoft Office 2019 for Dummies. By Wallace Wang (2018), Wiley Publications

Supplementary learning Material:

1	www.tutorialspoint.com
2	https://support.microsoft.com/en-us/training

Teaching Pedagogy

<ul style="list-style-type: none">• Practical Oriented Teaching with Demonstration method by using infrastructure like Smart Board and Computer Lab• On the spot practical sessions to be performed by the students• Practical Project Submission include<ul style="list-style-type: none">• Submit the excel workbook with 3 sheets including one sheet for students' data collection (more than 6 columns and 200 rows), Other for student marks calculations and results and third with analysis with data. Print the document or save as PDF with print titles. <p style="text-align: center;">(OR)</p> <ul style="list-style-type: none">• Any three tasks to be allotted by the subject teacher.



INTERNAL COMPONENTS

Sr. No.	Particular	Weightage	Marks
1	Practical Examination	40%	10
3	Viva-voce Examination	20%	5
5	Unit Test/ Quiz	20%	5
6	Class Participation/ Attendance/ Achievements	20%	5
		100	25

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will learn how to create the worksheet and can apply the basic functionalities associated with worksheets.	20
CO-2	Students will learn the tools to edit and format the worksheets	20
CO-3	Students will learn various formulas of MS Excel and its functionalities	20
CO-4	Students will learn to create charts, graphs and apply statistical formulas	20
CO-5	Students will learn to add hyperlinks, print, export or distribute the MS Excel Documents.	20

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FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: BSW IN SOCIAL ENTERPRISE

Semester: III

Course Code:

Course Title: FIELDWORK PRACTICUM – III

Course Group:

Course Objectives:

- Develop the ability to observe and analyze social realities.
- Understand the characteristics of social systems and their dynamics.
- Appreciate society's response to people's needs, problems and social issues.
- Develop critical understanding of the application of legislation, legal process, and social policy.
- Develop the ability to examine the process of programme management and participate in the effort at various levels.
- Develop the ability to recognize the need for newer programs, initiate and participate in them.
- Use Human Rights tools, understanding of gender justice, and need for equity in all intervention.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
---	01	06	04	---	---	50/18	50/18	100/36

* J: Jury; V: Viva; P: Practical

Sr.	Contents
1	FIELD WORK AGENCIES: <ul style="list-style-type: none"> • Special Schools • Guidance Centres • NGO • Mental Health Centre • Industrial Settings • Training Institutes of Industry • Rehabilitation Centre • Research Institutes • Hospital Settings • Government Organizations • Voluntary Organizations • Community Setting • Legal Offices • CSR Organizations



2	TASK/ACTIVITIES <ul style="list-style-type: none"> • Problem Identification • Resource Mobilization • Taking Case History • Case work • Group Work • Community Organization • Team Work • Counseling • Work with and for Industrial Employees • Awareness of Laws and HR Practices • CSR Activities
3	Required Documents <ul style="list-style-type: none"> • Report Journal • Collateral Reading Journal • Class Assignment Journal • Agency Profile • Photograph File • Paper cutting File • List of Activity • Semester Evaluation Report
4	❖ Assessment of the field work will be done by reviewing reports and conducting viva. <ul style="list-style-type: none"> • Internal viva and external (University Viva)

Reference Books:

1	Field work Training in Social Work by Bisnu Mohan Dash & Sanjay Roy
2	Field Work the Heart of Socia Work Profession – Dr. Madhukar N Kulkarni
3	Social Work an Integrated Approach by Sanjay Bhattacharya

Pedagogy:

- Field Visit and Field Exposure
- Arrangement of different Agencies
- Direct interactions with stakeholders and Intervention in Crisis

Internal Evaluation:

Sr.	Component	Number	Marks per incidence	Total Marks	% of total internal evaluation
1	Fieldwork Viva-Voce	1	60	60	40%
2	Fieldwork Reports/Assignments	20/20	60	60	40%
3	Fieldwork Conference	10	30	30	20%

Course Outcomes (CO):

Sr.	Course Outcome Statements	% weightage
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CO-1	Students will learn basics of particular fieldwork agency or setting.	20
CO-2	Students will understand the role of social worker in particular fieldwork agency or setting.	20
CO-3	Students will know the tasks and activities of social worker.	20
CO-4	Students will know the preparation of documents of fieldwork.	20
CO-5	Students will aware about the challenges of social worker in particular field.	20

Curriculum Revision:

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FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: BSW IN SOCIAL ENTERPRISE

Semester: III

Course Code:

Course Title: MEDICAL AND CORRECTIONAL SOCIAL WORK

Course Group:

Course Objectives:

- To equip students by imparting knowledge to understand the concept, definition, objectives, foundation and various methods of social work
- To provide knowledge on the history of social work in India
- To imbibe the values and principles of professional social work
- To recognize the need for social work education in India
- Learning different methods and gaining experience by fieldwork and research

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
04	---	---	04	50/18	50/18	---	---	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Introduction of Medical Social Work <ul style="list-style-type: none"> • Definition and Concept of Medical Social Work • History of Medical Social Work in India & Abroad • Roles and Functions of Medical Social Worker 	09
2	Introduction to Health <ul style="list-style-type: none"> • Definition, Concept and Dimensions of Health • National Health Policy • Health Indicators 	09
3	Introduction to Disease <ul style="list-style-type: none"> • Diseases: Causes • Major Communicable Diseases • Non-Communicable Diseases 	09



4	Deviant Behavior and Criminology & Crime <ul style="list-style-type: none"> • Definition and Concept • Norms Values & Social Control • Definition, History, and Concept of Criminology • Crime– Meaning and various types 	09
5	Correctional Settings and Penology <ul style="list-style-type: none"> • Meaning, Concept and various Types correctional fields. • Organ gram of Ministry under Social Defense. • Meaning and Concept of Penology • Classical Types and Modern types of punishment. 	09

Reference Books:

1	Ahuja, K. K. (1988) Industrial relations - Theory & Practice. New Delhi: Kalyani Publications.
2	Ahuja, K. K. (1990): Personnel Management & Industrial Relations. New Delhi: Kalyani Publications.
3	Chand, K. V. (1989) Industrial Relations. New Delhi: Ashish Publishing House.
4	Chatterjee N. N. (1984): Industrial relations in India's developing economy; Allied book Agency.
5	Davar R. S. (1990): Personnel Management and Industrial relations in India; Vikas Publication House Pvt. Ltd. New Delhi.
6	Dhingra O. P. and Chellappa, H V. V. Ed. Cases in Industrial relations; Shri. Ram Centre for Industrial Relations.
7	Ghosh, B. (2001) Industrial Relations of Developing Economy Mumbai: Himalaya Publications.

Pedagogy:

- Questioning – Answering
- Case Studies on different Problems of Individuals
- Active Participations of Students in Classroom discussion

Internal Evaluation:

INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
	Total	100	50

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20	20	15	15	15	15	



Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will know the introduction to medical social work.	20
CO-2	Students will understand the introduction to health.	20
CO-3	Students will learn the introduction to disease.	20
CO-4	Students will know the deviant behaviour and criminology & crime.	20
CO-5	Students will learn the correctional settings and penology.	20

Curriculum Revision:

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Next Review on (Month-Year):	April 2025

FACULTY OF ARTS

Effective from Academic Batch: 2023-24



Programme: BSW IN SOCIAL ENTERPRISE

Semester: III

Course Code:

Course Title: SOCIAL PROBLEMS AND SOCIAL WORK IN INDIA

Course Group:

Course Objectives:

- To understand the different section of people in difficult circumstances
- To analyze the psychosocial problems that affects the people in difficult circumstances
- To understand the social work interventions for people in difficult circumstances

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
04	---	---	04	50/18	50/18	---	---	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Social Problems and Social Work in India <ul style="list-style-type: none"> • Social Problems: Definition, Characteristics, Causes, types, Solving Social Problems • Relation between social work and Social Problems • Role of Social worker in Social Problems 	09
2	Problems of Pre and Post Independence Period <ul style="list-style-type: none"> • Problems related to Women • Problems related to Youth • Problems related to Labour • Problems related to Children • Terrorism– Definition, Characteristics, Reasons and Solutions 	09
3	Social Problems in Recent Times in India <ul style="list-style-type: none"> • Poverty: Concept, Causes, Social Effects and Solution • Unemployment: Concept, Causes, Social Effects and Solution • Black Money: Concept, Causes, Social Effects and Solution 	09
4	Social Problems that affects the Society <ul style="list-style-type: none"> • Population Explosion: Increase in Population, Causes, Effects, Population Policy • Corruption: Meaning, Forms and causes, Anti-corruption movements in India • Gender Discrimination: Concept, Causes, Social Effects and Solution 	09



5	Social Problem needs to Solved for Development <ul style="list-style-type: none"> Alcoholism and Drug Addiction: Causes, Problems, and Treatments for Addicted Person Crime: Concept, Types, Causes, Social Effects and Solution Concept of Illiteracy, Casteism, Regionism 	09
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Reference Books:

1	Social problems in India by RAM AHUJA
2	Indian Social Problems by G. R. Madan
3	Modernization & Development– S.C Dube
4	Rural sociology in India–A. R. Desai

Pedagogy:

- Intensive use of Audio Visual Aids
- Participatory method by using different social problems
- Case Studies

Internal Evaluation:

INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
	Total	100	50

Suggested Specification table with Marks (Theory) (Revised Bloom’s Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
10	15	15	20	20	20	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will learn the social problems and social work in India.	20
CO-2	Students will know the problems of pre and post-independence period.	20
CO-3	Students will understand the social problems in recent times in India.	20
CO-4	Students will learn the social problems that affect the society.	20
CO-5	Students will know the social problems needs to solve for development.	20



CVM
UNIVERSITY

Aegis: Charutar Vidya Mandal (Estd.1945)

Curriculum Revision:

Version:	2
Drafted on (Month-Year):	April 2022
Last Reviewed on (Month-Year):	March 2022
Next Review on (Month-Year):	April 2025



FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: BSW IN SOCIAL ENTERPRISE

Semester: III

Course Code:

Course Title: Digital Marketing

Course Group: Multidisciplinary Course

Course Objectives:

The objectives of this course are to enable students:

- e) To understand the fundamentals of Digital Marketing
- f) To explore various digital marketing tools and platforms
- g) To develop skills associated with Social Media, Web Content Creation and Digital Marketing

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
2	0	4	4	25/9		25/9	50/18	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.No	Content	Hours
I	Introduction <ul style="list-style-type: none">• Digital Marketing Fundamentals and Its Significance; Types of Digital Marketing and Terminologies• Traditional Marketing Vs Digital Marketing• Understanding Digital Consumers, Communities, Netizens' expectations	12
II	Social Media Marketing (SMM) and Social Media Optimization (SMO): <ul style="list-style-type: none">• Fundamentals of SMM and SMO, SSM Pros and Cons• Understanding different Social Media Platforms: Facebook, Instagram, Twitter, Linked In, Google Plus, WhatsApp, You Tube, Telegram etc.• Content Strategies – Social Media Tools (Free & Paid), Organic Reach, Lead Generation using Social Media, Chatbots, Different Types of Ad formats, Avatar etc	12
III	Contemporary Trends of Social Media	12



	<ul style="list-style-type: none">• What is Content Marketing? Why is it Important?• Influencer Marketing, Blog Marketing, Micro Blogging, Email Marketing• Mobile Marketing Affiliate Marketing, Ethical Aspects of Social Media	
IV	Search Engine Optimization & Search Engine Marketing <ul style="list-style-type: none">• Introduction to SEO & SEM: How SEO Works? Types of SEO Techniques, Keywords• On-Page SEO & Off-Page SEO, Technical Elements,• SEM Strategies, Difference between Organic and Inorganic Keyword Research, Google Trends	12
V	Social Media and Website Content Creation <ul style="list-style-type: none">• Creating Website using Word Press; Using Word Press for blogging, Understanding Domains and Webhosting, Understanding Themes & Plugins• Video Creation & Submission on Social Media platforms, Social media Reach• Maintenance- SEO tactics, Google Search Engine, Other Suggested tools	12

Reference Books:

1	Deiss, R., & Henneberry, R. (2020). Digital marketing for dummies. John Wiley & Sons.
2	Ryan, D., & Jones, C. (2014). Understanding digital marketing: marketing strategies for engaging the digital generation. e-spot.
3	Marketing Essentials – Integrating Traditional Business Strategies with Digital Marketing (Jan 2020), Callie Daum, Vibrant Publications
4	Digital Marketing for Beginners: A Road Map to Successful Career in Digital Marketing (2023), V. Venkata Krishna, Notion Press Media Pvt Ltd
5	Fundamentals of Digital Marketing (2023), Puneet Bhatia, Pearson Education
6	Digital Marketing: Complete Digital Marketing Tutorial (2021), Kailash Chandra Upadhyia, Notion Press
7	Social Media Marketing All-in-One For Dummies (2021) Michelle Krasniak , For Dummies; 5th edition
8	Social Media Marketing, (2016), Tracy L. Tuten and Michael R. Solomon, Sage Publications India Private Limited
9	Social Media Marketing: A Comprehensive Guide to Growing Your Brand on Social Media (2021), Jason Lazar, Ingram Publishing
10	Alan Chalswarth, Digital Marketing- A Practical Approach, Rout ledge, Latest Edition
11	Damian Ryan, Understanding Digital Marketing: Marketing Strategies for Engaging the Digital Generation, Kogan Page Publications, Latest Edition.
12	Jim Sterne, Social Media Metrics: How to Measure and Optimize Your Marketing Investment (New Rules), Pearson Education, Latest Edition.
13	Tom Funk, Advanced Social Media Marketing: How to Lead, Launch, and Manage a Successful Social Media Program, Latest Edition.
14	Philip Kotler & Hermwan Kartajaya, Marketing 4.0 :- Moving from Traditional to Digital, John Wiley Inc, New Jersey, Latest Edition.



15	Dave Cheffey, Digital Marketing- Strategy & Implementation, Pearson Education, Latest Edition
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Supplementary learning Material:

1	Swayam Programme: Digital Marketing https://onlinecourses.swayam2.ac.in/imb24_mg43/preview
2	Swayam Programme: Digital Marketing https://onlinecourses.swayam2.ac.in/cec24_mg02/preview
3	Journals / Magazine / Newspapers: Journal of Digital and Social Media Marketing (www.henrystewartpublications.com); International Journal of Internet marketing (www.inderscience.com); Digital Business, Elsevier Publications; Electronic Commerce Research & Applications, Elsevier Publications; The Drum Magazine; Digi Day.com; Business Today / World
4	Social media Industry Report – www.socialmediaexaminer.com
5	Case studies on www.socialsamosa.com
6	Instagram Page – madovermarketing (M.O.M), allaboutmarketing.in

Pedagogy:

- Lecture method combined with Computers Lab Practices, Case study analysis, Client operational mode.
- Use of ICT based tools and internet resources for experiential learning
- For external practical examination the course coordinator will be assigning the students various practical exercises like creating blogs/ website using word press (Or) creating content for social media platforms and apply the digital marketing tools and tactics

INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written / Practical Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5 th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
		100	50

Suggested Specification table with Marks (Theory) (Revised Bloom’s Taxonomy):

Distribution of Theory Marks in %	R: Remembering; U: Understanding; A: Applying;
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R	U	A	N	E	C	N: Analysing; E: Evaluating; C: Creating
10%	20%	25%	10%	10%	25%	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	The students will be introduced to the fundamentals of Digital Marketing and digital consumers; evaluate the difference between traditional and digital marketing	20%
CO-2	The students will learn about the concepts of Social Media Marketing and Social Media Optimization, tools etc. and evaluate various content management strategies	20%
CO-3	The students will understand and analyze various contemporary trends of social media and Develop and implement social media strategies for business-to-business (B2B) and business-to-consumer (B2C) marketing for penetration, growth, and development	20%
CO-4	The students will understand the concepts of SEO, SEM and evaluate various strategies of SEO and SEM	20%
CO-5	The students will be able to create blogs, website using word press; create content for social media platforms and apply the digital marketing tools and tactics	20%

Curriculum Revision:

Version:	1
Drafted on (Month-Year):	January 2024
Last Reviewed on (Month-Year):	
Next Review on (Month-Year):	July 2027



FACULTY OF ARTS	
Effective from Academic Batch: 2023-24	
Programme:	BSW IN SOCIAL ENTERPRISE
Semester:	III
Course Code:	To be Given by University
Course Title:	Business Communication
Course Group:	Ability Enhancement Course
Course Objectives:	
<ul style="list-style-type: none">• The course focuses on developing the reading, writing, speaking, and listening skills of students, also providing adequate training in grammar and vocabulary building in corporate world.• It aims to teach students English through practical, every day and business approaches, helping students apply what they have learnt to real-life situations.• The course also teaches soft skills while teaching English in an interactive, learner-friendly mode.	

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
2			2	25/9	25/9		50/18	

*J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Introduction to Business Communication <ul style="list-style-type: none">• Principles of Letter Writing• Layout of a business letter• Forms of Layout• Memo and its usefulness	12
2	Types of Business Letters <ul style="list-style-type: none">• Letters of Inquiry and Reply• Placing and Executing Order Letters• Complaints and Adjustment Letters• Sales Promotion Letter	12
3	Making Presentations <ul style="list-style-type: none">• Format of a Presentation• Presenting with Visual Aids• Body Language• Voice Modulations	12



4	Grammar and Vocabulary Review <ul style="list-style-type: none">• Proverbs• Idioms• Narrative Speech• Connectives	12
5	Technical Proposals <ul style="list-style-type: none">• Definition and purposes• Making presentation on them. (Can be based on internship with schools NGOs or firms)	12

Reference Books:

1	Mohan, Krishna&Banerji, Meera, <i>Developing Communication Skills</i> , Macmillan, Delhi, 1990
2	Sharma, Sangeeta& Mishra, Binod, <i>Communication Skills for Engineers and Scientists</i> , PHI learning Private Limited, New Delhi, 2011
3	Pal, Rajendra&Korlahalli, J.S., <i>Essentials of Business Communication</i> , Sultan Chand & Sons, New Delhi, 2004
4	Agrawal,S.K. & Singh, P.K., <i>Effective Business Communication</i> , Himanshu Publication, Delhi
5	Borge, Nishikant, <i>Business Communication</i> , Symbiosis Centre for Distance Learning, Pune, 2009
6.	Murphy, A,Murphy, Hildebrandt, W, Herbert & Jane P Thomas, <i>Effective BusinessCommunication</i> , Tata McGraw Hill Education Private Limited,New Delhi, 2011

Pedagogy:

- Active interaction by all students
- Role Play
- Group discussions
- Videos related to the syllabus
- Experience of the corporate world through internship

INTERNAL COMPONENTS

Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	10
2	Assignment	20%	5
3	Unit Test/ Quiz	20%	5
4	Class Participation/ Attendance/ Achievements	20%	5
		100%	25



Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20	20	20	20	10	10	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Develop foundational skills for professional business letter writing and memo formatting.	20
CO-2	Master composing various business letters for inquiries, orders, complaints, and sales promotions.	20
CO-3	Hone presentation skills, incorporating visuals, body language, and voice modulation effectively.	20
CO-4	Enhance language skills through grammar, proverbs, idioms, and connectives for eloquent communication.	20
CO-5	Create and present persuasive technical proposals based on real-world experiences and internships.	20

Curriculum Revision:

Version:	3
Drafted on (Month-Year):	April 2023
Last Reviewed on (Month-Year):	March 2023
Next Review on (Month-Year):	April 2027

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: BSW IN SOCIAL ENTERPRISE

Semester: III

Course Code:

Course Title: Creativity, Problem Solving and Innovation

Course Group: Skill Enhancement

Course Objectives:

To facilitate learners to:

- To gain familiarity with the mechanics of creativity and problem solving.
- To develop an attitude for innovation.
- To develop creative thinking skills using cone of learning components leading to understanding of strategies of creativity, problem solving and innovation.
- To explore applications of the concepts of creativity and problem solving skills in personal, social, academic, and professional life.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
0	0	4	2	NA	NA	25 / 9	25 / 9	50 / 18

* J: Jury; V: Viva; P: Practical



Detailed Syllabus:

Module No	Title / Topic	Weightage
1	Introduction to Creativity, Problem Solving and Innovation <ul style="list-style-type: none">• Definitions of Creativity and Innovation• Need for Problem Solving and Innovation• Scope of Creativity in various Domains• Types and Styles of Thinking Strategies to Develop Creativity, Problem Solving and Innovation Skills	25%
2	Questioning, Learning and Visualization <ul style="list-style-type: none">• Strategy and Methods of Questioning• Asking the Right Questions• Strategy of Learning and its Importance• Sources and Methods of Learning• Purpose and Value of Creativity Education in real life• Visualization Strategies - Making thoughts Visible Mind Mapping and Visualizing Thinking	25%
3	Logic, Language and Reasoning <ul style="list-style-type: none">• Basic Concepts of Logic• Statement Vs. Sentence• Premises Vs. Conclusion• Concept of an Argument• Functions of Language: Informative, Expressive and Directive• Inductive Vs. Deductive Reasoning• Critical Thinking & Creativity• Moral Reasoning	25%



4	Contemporary Issues and Practices in Creativity and Problem Solving <ul style="list-style-type: none">• Cognitive Research Trust Thinking for Creatively Solving Problems• Case Study on Contemporary Issues and Practices in Creativity and Problem Solving	25%
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Evaluation Scheme:

The students' / participants performance in the course will be evaluated on a continuous basis through the following components:

Sr. No.	Component	Number	Marks per incidence	Total Marks
1	Attendance	100%	--	10
2	Individual Activity Participation	As stipulated by the Resource Person(s) in the Training		10
3	Group Activity Participation			10
4	Presentation			15
5	Feedback on Improvement			5
Total				50

Learning Outcomes:

At the end of the course, learners will be able to:

- Demonstrate creativity in their day-to-day activities and academic output.
- Solve personal, social, and professional problems with a positive and an objective mindset.
- Think creatively and work towards problem solving in a strategic way.
- Initiate new and innovative practices in their chosen field of profession.

Reference Books:

1	R Keith Sawyer, Zig Zag, The Surprising Path to Greater Creativity, Jossey-Bass Publication 2013
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2	Michael Michalko, Crackling Creativity, The Secrets of Creative Genus, Ten Speed Press 2001
3	Michael Michalko, Thinker Toys, Second Edition, Random House Publication 2006
4	Edward De Beno, De Beno's Thinking Course, Revised Edition, Pearson Publication 1994
5	Edward De Beno, Six Thinking Hats, Revised and Update Edition, Penguin Publication 1999
6	Tony Buzan, How to Mind Map, Thorsons Publication 2002
7	Scott Berkum, The Myths of Innovation, Expanded and revised edition, Berkun Publication 2010
8	Tom Kelly and David Kelly, Creative confidence: Unleashing the creative Potential within Us all, William Collins Publication 2013
9	Ira Flatow, The all Laughed, Harper Publication 1992
10	Paul Sloane, Des MacHale & M.A. DiSpezio, The Ultimate Lateral & Critical Thinking Puzzle book, Sterling Publication 2002

Supplementary learning Material:

1	Keith Sawyer, Group Genius, The Creative Power of Collaboration, Basic Books Publication 2007
2	Edward De Beno, Lateral Thinking, Creativity Step by Step, Penguin Publication 1973
3	Nancy Margulies with Nusa Mall, Mapping Inner Space, Crown House Publication 2002
4	Tom Kelly with Jonathan Littman, The Art of Innovation, Profile Publication 2001
5	Roger Von Oech, A Whack on the Side of the Head. Revised edition, Hachette Publication 1998
6	Roger Von Oech, A Kick in the Seat of the Head, William Morrow 1986
7	Jonah Lehrer, Imagine How Creativity Works, Canongate Books Publication 2012
8	James M Higgins, 101 Creative Problem Solving Techniques, New Management Publication 1994
9	Scott G Isaksen, K Brain Doval, Donald J Treffinger, Creative Approach to Problem Solving, Sage Publication 2000
10	Donald J Treffinger, Scott G Isaksen, K Brain Doval Creative Problem Solving An Introduction, Prufrock Press 2006
11	H Scott Fogler & Steven E. LeBlance, Strategies for Creative Problem Solving, Prentice Hall Publication 2008
12	Dave Gray, Sunni Brown and James Macanufo, Game Storming, O'reilly Publication 2010.
13	Howard Gardner, Creating minds, Basic Books Publication 1993
14	Mihaly Csikzentmihalyi, Creativity-Flow and Psychology of Discovery and Invention, Harper Publication 1996
15	Martin Gerdner, W. H., Ahal Insight, Freeman Publication 1978



16	Paul Sloane, Test Your Lateral Thinking IQ, Sterling Publication 1994
17	Paul Sloane & Des Machale Intriguing, Lateral Thinking Puzzles, Sterling Publication 1996
18	Internet Search based May TED talks and other sources for videos, slide shares, problems, etc

Table A

Modules / Week	Session(s)	Contents / Particulars
1	1-2	Introduction of the Course: Teach this course as a needed skill for your future. Psychology of problem solving; Vertical versus Lateral thinking
2	3-4	Strategy of Questioning; Method of Questioning; Importance of Asking the Right Question. Who, What, When, Where, Why, How?
3	5-6	Learning and its Importance; Sources of Learning; Methods of Learning. Purpose and Value of Education in Future Creativity in Real Life
4	7-8	Strategy of Knowing How to See; Making Your Thought Visible; Visualizing Thinking; Mapping of Mind, Fishbone Diagram
5	9-10	Strategy of Thinking Fluency; Generating All Possibilities; More the Better; Quantity Without Screening is Helpful; SCAMPER Technique; Creative or Divergent Idea Generating Thinking versus Critical or Convergent Idea Selection Thinking
6	11-12	Strategy of Fusing of Ideas; Making Novel Combinations; Connecting the Unconnected
7	13-14	Strategy of Looking at the Other Side, Looking in Other World, Finding What You are Not Looking for and Following it Up
8	15-16	Strategy of Play, Importance of play; Relaxation; Break; Diversion; Unstructured Activities for Sheer Joy. Stop Thinking and Do Activities for Joy. Let Subconscious Figure It Out. Sleep on it. Various Puzzles as Play or Fun
9	17-18	Strategy of awakening the collaborative spirit. Collaborative thinking, brainstorming, Innovation requires collaboration to make it happen
10	19-20	Review Strategies for Creative problem-solving methods. Five building blocks as per Fogler & LeBlanc. Stanford D school approach shown as Video
11	21-22	Strategy for Critical Thinking for Choosing. Creative or Divergent Thinking Needs Follow-up by Critical Thinking or Convergent Thinking in order to Choose the Solution for Implementation. Kepner-Tregoe (K.T.) Method with an Example. Edward De Bono CoRT Thinking Process including PMI (Plus, Minus and Interesting). Also, Edward de Bono method of Decision Making called Six Thinking Hats
12	23-24	This is Edward de Bono day for the Entire Two Hours with Himself Explaining and Teaching his Ideas Having Evolved Many Years Ago Consisting as CoRT Thinking



		Tool, Lateral Thinking and the Decision Making by Six Thinking Hats Method
13	25-26	Strategy for Making; From Idea to Innovation
14	27-28	Individual Presentation for 75 Minutes by 15 Students / Participants (Five minutes per student). Remaining Time for the Same Students Providing their Feedback on the Course
15	29-30	Individual Presentation for 75 Minutes by 15 Students / Participants (5 minutes per student). Remaining time for the same students providing their feedback on the course

Pedagogy:

- The course is based on practical learning.
- Teaching will be facilitated by Slides Presentations, Reading Material, Discussions, Case Studies, Puzzles, Ted Talks, Videos, Task-Based Learning, Projects, Assignments, and various Individual and Interpersonal activities like, Critical reading, Group work, Independent and Collaborative Research, Presentations, etc.

Curriculum Revision:

Version:	3.0
Drafted on (Month-Year):	Jan-2024
Last Reviewed on (Month-Year):	June-2022
Next Review on (Month-Year):	Jan-2027

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: BSW IN SOCIAL ENTERPRISE

Semester: III

Course Code:

Course Title: Indian Culture and Heritage

Course Group: Indian Knowledge System

Course Objectives:

- To develop the awareness among the students about rich Indian Culture.
- To understand the structure of Indian Society, Family system and the role of women in society.
- To make the students aware about the Indian Heritage, and Historical Evolution of India, Social reforms and movements in India
- To course will facilitate the students to prepare for Civil Services Preliminary and Main Examinations.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
2	0	0	2	25/9	25/9	NA	NA	50/18

* J: Jury; V: Viva; P: Practical



Detailed Syllabus:

Sr.	Contents	Hours
1	Understanding Indian Culture and Heritage: <ul style="list-style-type: none">Understanding the Concept and Characteristics of Indian Culture and HeritageSignificance of Indian Culture and Heritage; and factors influencing the Culture	08
2	Knowing Indian Societies through Ages: <ul style="list-style-type: none">Structure of Indian Society: Varna System; Four Stages (ashrams) of life; Samskaras; PurusharthaAncient Hindu Marriage System; Status of Women in Ancient India	08
3	Indian Art and Architecture in Ancient India: <ul style="list-style-type: none">Art and Architecture in the Harappan Period, The Mouryan Period, The Gupta PeriodArt and Architecture in Pallava and Chola Dynasty	08
4	Social, Cultural and Religious reforms in India: <ul style="list-style-type: none">Vedic, Buddhist and Jain PhilosophySix schools of Hindu PhilosophyPresentations / Project Work by students UNESCO World Heritage Sites or the above discussed topics.	08
	Total	32

List of Practicals / Tutorials:

NA

Reference Books:

Indian Culture : A Compendium of Indian History, Culture and Heritage, Dr. S. Srikanta Sastri, Notionpress.com, (2021)
Indian Culture, Art and Heritage, P.K. Agarwal, Prabhat Prakashan; First Edition (1 January 2020)
Indian Cultures as Heritage: Contemporary Pasts, Romila Thapar, Aleph Book Company (20 March 2018)
Indian Culture, Art and Heritage: An Illustrated Journey, Alok S Jha, OakBridge Publishing Pvt. Ltd.; Third Edition (14 July 2022);
Indian Heritage and Culture, Valluru Prabhakaraiah, Neelkamal; First Edition (1 January 2016)
Value Education, Dr N Venkataiah, A P H Publishing Corporation, New Delhi



Indian Ethos and Values in Management, R Nandagopal, Ajith Sankar R N, Tata McGraw Hill Education Pvt Ltd
Indian Ethos for Management, Swami Jitamnanda, Shri Ramkrishna Ashram, Rajkot

Supplementary learning Material:

1	Lecture Material
2	Swayam Course: Indian Culture & History https://onlinecourses.swayam2.ac.in/cec24_lg11/preview

Pedagogy:

- Direct classroom teaching
- Audio Visual presentations/demonstrations
- Assignments/Quiz
- Continuous assessment
- Interactive methods
- Seminar/Poster Presentation

INTERNAL COMPONENTS

Sr. No.	Particular	Weightage	Marks
1	Written Examination	40%	10
3	Assignment	20%	5
5	Unit Test/ Quiz	20%	5
6	Class Participation/ Attendance/ Achievements	20%	5
		100	25

Suggested Specification table with Marks (Theory) (Revised Bloom’s Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
30%	40%	0%	10%	10%	0%	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.



Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	The students will learn and understand about the concepts of Indian Culture and Heritage and various factors that influence the culture.	25
CO-2	The students will understand and analyze Indian societies through its ages by learning about its structures, family systems and the status of women in ancient India.	25
CO-3	The students will appreciate the richness of the Indian heritage through its arts and architecture.	25
CO-4	The students will know and evaluate various social, cultural and religious reforms in India and will be able to present their learning through PPTs and other assignments.	25

Curriculum Revision:

Version:	1
Drafted on (Month-Year):	Jan – 2024
Last Reviewed on (Month-Year):	-
Next Review on (Month-Year):	July-2027

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: BSW IN SOCIAL ENTERPRISE

Semester: IV

Course Code:

Course Title: FIELDWORK PRACTICUM – IV

Course Group:

Course Objectives:

- Develop the ability to observe and analyze social realities.
- Understand the characteristics of social systems and their dynamics.
- Appreciate society's response to people's needs, problems and social issues.
- Develop critical understanding of the application of legislation, legal process, and social policy.
- Develop the ability to examine the process of programme management and participate in the effort at various levels.
- Develop the ability to recognize the need for newer programs, initiate and participate in them.
- Use Human Rights tools, understanding of gender justice, and need for equity in all intervention.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
---	01	06	04	---	---	100/35	100/35	200/70

* **J:** Jury; **V:** Viva; **P:** Practical

Sr.	Contents
1	<p>FIELD WORK AGENCIES:</p> <ul style="list-style-type: none"> • Special Schools • Guidance Centers • NGO • Mental Health Centre • Industrial Settings • Training Institutes of Industry • Rehabilitation Centre • Research Institutes • Hospital Settings • Government Organizations • Voluntary Organizations • Community Setting • Legal Offices • CSR Organizations



2	TASK/ACTIVITIES <ul style="list-style-type: none">• Problem Identification• Resource Mobilization• Taking Case History• Case work• Group Work• Community Organization• Team Work• Counseling• Work with and for Industrial Employees• Awareness of Laws and HR Practices• CSR Activities
3	Required Documents <ul style="list-style-type: none">• Report Journal• Collateral Reading Journal• Class Assignment Journal• Agency Profile• Photograph File• Paper cutting File• List of Activity• Semester Evaluation Report
4	❖ Assessment of the field work will be done by reviewing reports and conducting viva. <ul style="list-style-type: none">• Internal viva and external (University Viva)

Reference Books:

1	Field work Training in Social Work by Bisnu Mohan Dash & Sanjay Roy
2	Field Work the Heart of Social Work Profession – Dr. Madhukar N Kulkarni
3	Social Work an Integrated Approach by Sanjay Bhattacharya

Pedagogy:

- Field Visit and Field Exposure
- Arrangement of different Agencies
- Direct interactions with stakeholders and Intervention in Crisis

Internal Evaluation:

Sr.	Component	Number	Marks per incidence	Total Marks	% of total internal evaluation
1	Fieldwork Viva-Voce	1	60	60	40%
2	Fieldwork Reports/Assignments	20/20	60	60	40%
3	Fieldwork Conference	10	30	30	20%

Course Outcomes (CO):



CVM
UNIVERSITY

Aegis: Charutar Vidya Mandal (Estd.1945)

Sr.	Course Outcome Statements	% weightage
CO-1	Students will learn basics of particular fieldwork agency or setting.	20
CO-2	Students will understand the role of social worker in particular fieldwork agency or setting.	20
CO-3	Students will know the tasks and activities of social worker.	20
CO-4	Students will know the preparation of documents of fieldwork.	20
CO-5	Students will aware about the challenges of social worker in particular field.	20

Curriculum Revision:

Version:	2
Drafted on (Month-Year):	April 2022
Last Reviewed on (Month-Year):	March 2022
Next Review on (Month-Year):	April 2025

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: BSW IN SOCIAL ENTERPRISE

Semester: IV

Course Code:

Course Title: WORKING WITH INDIVIDUAL

Course Group:

Course Objectives:

- Understand casework and group work as methods of social work, and appreciate their place in social work practice.
- Understand the values and principles of working with individuals, groups and families.
- Develop the ability to critically analyze problems of individuals, groups and families and factors affecting them.
- Enhance understanding of the basic concepts, tools and techniques in working with individuals, groups and families, in problem-solving and in developmental work.
- Develop appropriate skills and attitudes to work with individuals, groups and families.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
04	---	---	04	50/18	50/18	---	---	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Social Case Work Tools <ul style="list-style-type: none"> • Interview - Definition, Purpose, Types- structured & unstructured, Preparation for interview, Procedure of interview in Social Case Work • Home Visit • Observation - Meaning & Types of observation • Communication – Definition, Types, Importance, Model of communication • Listening • Rapport Establishment/Building 	09
2	Social Case Work as a Helping Process <ul style="list-style-type: none"> • Nature • Steps • Phases 	09



3	Recording <ul style="list-style-type: none"> • Meaning & Importance of Recording • Principles of Recording • Types of Recording 	09
4	Case Work Techniques and Approaches of Social Case Work <ul style="list-style-type: none"> • Various Case work Techniques • Role of Case worker in various Settings • Approaches of Social Case Work 	09
5	Counseling <ul style="list-style-type: none"> • Counseling - Definition, Characteristics • Objectives, Stages & Skills 	09

Reference Books:

1	Banerjee G. r. 1971; Some thoughts on professional self in Social Work Indian Journal of Social work Mumbai TISS.
2	Fried Lander W. A. 1978 ; Concepts and methods of Social Work. Eaglewoodcliffs, prentice Hall.
3	Mathew G. 1986 ; An Introduction to Social Work
4	Joe / Fisher 1978 ; Effective case work practice An eclectics approach, New York: Macraw Hill
5	Nursten, J. 1974; Process of Case work G. B. Pitman.
6	Richmand M. E. 1922; What is Social Work? An Introductory, Description New York : Sage foundation.
7	Timmos N. 1972 ; Recording in social work, London, Routledge and Keganpaul.
8	Encyclopedia of social work
9	Lect. Nimbalkar and Lect. Khedkar Case work
10	Lect. Prajtkta Taksale ; Professional social work.

Pedagogy:

- facilitates learning by models and Projects
- Class room Assignments
- Active Classroom Discussion

Internal Evaluation:

INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
	Total	100	50

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %	R: Remembering; U: Understanding; A: Applying;
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R	U	A	N	E	C	N: Analyzing; E: Evaluating; C: Creating
15	15	15	15	20	20	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will know the social case work tools.	20
CO-2	Students will understand the social case work as a helping process.	20
CO-3	Students will learn the recording in social case work.	20
CO-4	Students will understand the case work techniques and approaches of social case work.	20
CO-5	Students will know the counselling.	20

Curriculum Revision:

Version:	2
Drafted on (Month-Year):	April 2022
Last Reviewed on (Month-Year):	March 2022
Next Review on (Month-Year):	April 2025

FACULTY OF ARTS

Effective from Academic Batch: 2023-24



Programme: BSW IN SOCIAL ENTERPRISE

Semester: IV

Course Code:

Course Title: WORKING WITH GROUP

Course Group:

Course Objectives:

- Understand casework and group work as methods of social work, and appreciate their place in social work practice.
- Understand the values and principles of working with individuals, groups and families.
- Develop the ability to critically analyze problems of individuals, groups and families and factors affecting them.
- Enhance understanding of the basic concepts, tools and techniques in working with individuals, groups and families, in problem-solving and in developmental work.
- Develop appropriate skills and attitudes to work with individuals, groups and families.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
04	---	---	04	50/18	50/18	---	---	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Group Dynamics <ul style="list-style-type: none">• Definition, Concepts, Group goal• Dimensions of Group Dynamics<ul style="list-style-type: none">○ Communication and interaction pattern,○ Cohesion,○ Social control mechanism like norms, roles & status,○ Group culture	09
2	Theories of Group Dynamics <ul style="list-style-type: none">• Motivational theory• System theory• Behavioral theory• Cognitive theory• Biological theory	09



3	Stages of Group Development <ul style="list-style-type: none">• Forming,• Storming,• Norming,• Performing and Adjourning.	09
4	Social Group Work In Institutional Settings <ul style="list-style-type: none">• Group Work in Institutional Settings• Role of Social Group Worker	09
5	Recording in Social Group Work <ul style="list-style-type: none">• Importance• Types of records• Principles of recording	09

Reference Books:

1	ALISSI A.S. 1980 ; Perspectives On Social Group Work Practice A Book Of Readings, New York; the Free Press.
2	BALGOPAL P.R. & VASSIL T. V. 1983 ; Groups In Social Work An Sociological, Perspective New York Macmillan Publishing Co.Inc
3	BRANDLER S & ROMAN C.P.1999 ; Group Work Skills & Strategies Of effective Interventions New York. The Haworth Press.
4	BRANDLER S & ROMAN C.P.1991 ; Group Work Skills & Strategies For Effective Intervention, New York the Haworth Press
5	GARLAND J.A. (ED) 1992 ; Group Work Reaching Out: People, Places & Power, New York: The Haworth Press.
6	KEMP C. G. 1970 ; Perspectives On The Group Process, Boston Houghton Mifflin C.
7	KELEIN A. F. 1970 ; Social Work Through Group Process: School Of Social Welfare-Albany: State University of New York.
8	KONOPKA G. 1963 ; Social Group Work A Helping Process Englewood Cliff. Nj Pcentice Hall. Inc.
9	KURLAND R. & SALMON R. 1998 ; Teaching A Methods Course In Social Work With Groups, Alexandria: Council On Social Work Education.
10	MIDDLEMAN R.R.1968 ; The Non-Verbal Method In Working With Groups.
11	NORTHEN H.1969 ; Social Work With Groups, New York, Columbia University Press.
12	PEPELL C.P.& ROTHMAN B ; Social Work With Groups New York: The Haworth Press.
13	SUNDEL M.G.LASSER ; Individual Change Through Small Group New P SARRI RVINTER R1985 York The Free Press.
14	TOLSELANCE R.W.; An Introduction To Group Work Practice Yew York, Macmillan Publication Co.
15	TRECKER, Harleigh B.1980 ; Social Group Work : Principles & Practice New York Association Press.

Pedagogy:

- facilitates learning by models and Projects
- Class room Assignments
- Active Classroom Discussion

Internal Evaluation:



INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
	Total	100	50

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20	15	15	15	15	20	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	% Weightage
CO-1	Students will know the group dynamics.	20
CO-2	Students will understand the theories of group dynamics.	20
CO-3	Students will learn the stages of group development.	20
CO-4	Students will understand the social group work in institutional settings.	20
CO-5	Students will know the recording in social group work.	20

Curriculum Revision:

Version:	2
Drafted on (Month-Year):	April 2022
Last Reviewed on (Month-Year):	March 2022
Next Review on (Month-Year):	April 2025

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: BSW IN SOCIAL ENTERPRISE

Semester: IV

Course Code:

Course Title: HUMAN GROWTH AND DEVELOPMENT

Course Group:

Course Objectives:

- To equip students by imparting knowledge to understand the concept, definition, objectives, foundation and various methods of Human Growth and Development.
- To provide knowledge on the history of Human Growth and Development in India.
- To imbibe the values and principles of Human Growth and Development.
- To recognize the need for Human Growth and Development education in India.
- Learning different methods and gaining experience by fieldwork and research.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
04	---	---	04	50/18	50/18	---	---	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Stages of Life Span <ul style="list-style-type: none"> • Meaning and Definition of Growth, Development and Human Growth & Development • Principles of growth and development • Different stages of life span • Role of heredity and environment • Methods of studying behaviour 	09
2	Human Development <ul style="list-style-type: none"> • Period of pre-natal development • Infancy <ul style="list-style-type: none"> ✓ Partunate ✓ Neonate- characteristics ✓ Hazards of infancy ✓ Vaccination 	09



3	Babyhood <ul style="list-style-type: none">• Characteristics of babyhood• Development of tasks• Skills of babyhood• Critical period of personality development• Hazards of babyhood	09
4	Early Childhood <ul style="list-style-type: none">• Developmental tasks of early childhood• Play in early childhood• Activities in this group• Happiness in early childhood	09
5	Late Childhood <ul style="list-style-type: none">• Characteristic of late childhood• Developmental tasks of late childhood• Skills• Play interest in activities• Family relationship in early childhood	09

Reference Books:

1	Development Tasks of Living- Elizabeth Hurlock
2	Life Span Development & Behaviour- P.B.Baltes
3	Changes in the Family and the Process of Socialization in India- M.S.More
4	Human Development- R.V.Kail&J.C.Cavanagh
5	Mental Health of Indian Children- M.Kapoor

Pedagogy:

- Arrangements of Small Group Discussion
- Allotted different Case Studies
- Active Classroom Interaction

Internal Evaluation:

INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
	Total	100	50



Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20	20	20	20	10	10	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will equip by imparting knowledge to understand the concept, definition, objectives, foundation and various methods of Human Growth and Development.	20
CO-2	Students will aware on the history of Human Growth and Development in India.	20
CO-3	Students will imbibe the values and principles of professional Human Growth and Development.	20
CO-4	Students will recognize the need for Human Growth and Development education in India.	20
CO-5	Students will learn different methods and gaining experience by fieldwork and research.	20

Curriculum Revision:

Version:	2
Drafted on (Month-Year):	April 2022
Last Reviewed on (Month-Year):	March 2022
Next Review on (Month-Year):	April 2025

FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: BSW IN SOCIAL ENTERPRISE

Semester: IV

Course Code:

Course Title: PRINCIPLES OF MANAGEMENT

Course Group:

Course Objectives:

- To equip students by imparting knowledge to understand the concept, definition, objectives, foundation and various methods of management.
- To provide knowledge on the history of management in India.
- To imbibe the values and principles of management.
- To recognize the need for management education in India.
- Learning different methods and gaining experience by fieldwork and research.

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
04	---	---	04	50/18	50/18	---	---	100/36

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Nature & scope of management <ul style="list-style-type: none"> • Definition of management • Scope of management • Importance of management • Principles of management 	09
2	Management theory and Decision Making <ul style="list-style-type: none"> • Modern theory • Traditional theory • Meaning of Decision Making • Importance of Decision Making • Process of Decision Making 	09



3	Planning <ul style="list-style-type: none">• Meaning• Importance• Types of planning	09
4	Corporate planning <ul style="list-style-type: none">• Meaning• Importance• Types of corporate planning	09
5	Objective & MBO <ul style="list-style-type: none">• Meaning• Importance• Process	09

Reference Books:

1	Choudhury, S. (1990) Project Management , New Delhi, Tata McGraw – Hill Publishing Company Ltd.
2	Fernandes, Walter Tondon, Rajesh (Ed) (1981) Participatory Research and Evaluation, NewBDelhi : Indian Social Institute.
3	Goel, B. B. and Faculty of Arts, Punjab University (1987) Project Management- A Development Perspective, New Delhi: Deep and Deep Publication.
4	Marsden, David, Oaklay, Peer (Ed) (1990) Evaluating Social Development Project; OxfordUK: Oxfam.
5	Mukharjee, Amitava (2004) Participatory Rural Appraisal- Methods and Applications in Rural Planning, New Delhi : Concept Publishing Company.
6	Nail, B. M. (1985) Project Management – Scheduling and Monitoring By PERT/CPM, New Delhi: VANI Educational Books.
7	PRIA (1995) A manual for participatory Training Methodology in Development, New Delhi :PRIA.
8	Somesh Kumar (2002) Methods for Community Participation, New Delhi :Vistar Publication.
9	Virmani, B. R. (1998) Management Training and Development – An Education Approach, New Delhi : Indian Society for Training and Development.

Pedagogy:

- Class Tests by using Quiz method
- Active Participation of Students in classroom discussion
- Role Play by using field Knowledge

Internal Evaluation:

INTERNAL COMPONENTS			
Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group	20%	10



	Activity/ Group Discussion/ Market Survey		
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
	Total	100	50

Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20	20	15	15	15	15	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Students will equip by imparting knowledge to understand the concept, definition, objectives, foundation and various methods of management.	20
CO-2	Students will provide with knowledge on the history of management in India.	20
CO-3	Students will imbibe the values and principles of professional management.	20
CO-4	Students will recognize the need for management education in India.	20
CO-5	Students will learn different methods and gaining experience by fieldwork and research	20

Curriculum Revision:

Version:	2
Drafted on (Month-Year):	April 2022
Last Reviewed on (Month-Year):	March 2022
Next Review on (Month-Year):	April 2025



FACULTY OF ARTS	
Effective from Academic Batch: 2023-24	
Programme:	BSW IN SOCIAL ENTERPRISE
Semester:	IV
Course Code:	To be Given by University
Course Title:	Corporate Communication
Course Group:	Ability Enhancement Course
Course Objectives:	
<ul style="list-style-type: none">• The course focuses on developing the reading, writing, speaking and listening skills of students, also providing adequate training in grammar and vocabulary building.• It aims to teach students English through practical, everyday and business approaches, helping students apply what they have learnt to real-life situations.• The course also teaches soft skills while teaching English in an interactive, learner-friendly	

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
2			2	25/9	25/9			50/18

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Business Reports <ul style="list-style-type: none">• Importance of Reports• Types of Report• Structure of Report• Collection and Organization of Material	12
2	Meeting <ul style="list-style-type: none">• Purpose, Preparation and Procedure of a Meeting• Notice• Agenda• Minutes (Structure and Delivery)	12
3	Proof Reading <ul style="list-style-type: none">• Review of Concepts• Symbols used during proof reading• Punctuation Marks• Grammar	12



4	Effective Presentation Strategies <ul style="list-style-type: none">• Planning• Outlining and Structuring• Nuances of Delivering• Controlling Nervousness	12
5	Grammar and Vocabulary Review <ul style="list-style-type: none">• Antonyms• Synonyms• Foreign words in common use• Homonyms	12

Reference Books:

1	Mohan, Krishna&Banerji, Meera, <i>Developing Communication Skills</i> , Macmillan, Delhi, 1990
2	Sharma, Sangeeta& Mishra, Binod, <i>Communication Skills for Engineers and Scientists</i> , PHI learning Private Limited, New Delhi, 2011
3	Pal, Rajendra&Korlahalli, J.S., <i>Essentials of Business Communication</i> , Sultan Chand & Sons, New Delhi, 2004
4	Agrawal,S.K. & Singh, P.K., <i>Effective Business Communication</i> , Himanshu Publication, Delhi
5	Borge, Nishikant, <i>Business Communication</i> , Symbiosis Centre for Distance Learning, Pune, 2009
6.	Murphy, A,Murphy, Hildebrandt, W, Herbert & Jane P Thomas, <i>Effective BusinessCommunication</i> , Tata McGraw Hill Education Private Limited,New Delhi, 2011

Pedagogy:

- Active interaction by all students
- Role Play
- Group discussions
- Videos related to the syllabus
- Experience of the corporate world through internship

INTERNAL COMPONENTS

Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	10
2	Assignment	20%	5
3	Unit Test/ Quiz	20%	5
4	Class Participation/ Attendance/ Achievements	20%	5
		100%	25



Suggested Specification table with Marks (Theory) (Revised Bloom's Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20	20	20	20	10	10	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Acquire skills to create effective business reports, including understanding report types, structure, and efficient organization of material.	20
CO-2	Gain proficiency in planning and executing meetings, including creating notices, agendas, and delivering structured minutes.	20
CO-3	Develop accuracy in written communication by mastering proofreading techniques, focusing on grammar, punctuation, and correct usage of symbols.	20
CO-4	Develop skills in planning, structuring, and delivering impactful presentations, including managing nervousness and refining delivery nuances.	20
CO-5	Strengthen language skills through a comprehensive review of antonyms, synonyms, foreign words, and homonyms, ensuring a diverse and rich vocabulary.	20

Curriculum Revision:

Version:	3
Drafted on (Month-Year):	April 2023
Last Reviewed on (Month-Year):	March 2023
Next Review on (Month-Year):	April 2027

FACULTY OF ARTS

Opp. Shastri Maidan, Beside BVM College, Vallabh Vidyanagar, Dist: Anand, Gujarat - 388120
(O): 02692-238001 | Email: adminoffice@cvmu.edu.in | www.cvmu.edu.in



Effective from Academic Batch: 2023-24	
Programme:	All undergraduate programmes across CVMU
Semester:	IV
Course Code:	
Course Title:	Statistics
Course Group:	Skill Enhancement course
Course Objectives:	
<ul style="list-style-type: none"> h) To provide students with a solid foundation in statistical concepts and methodologies. i) To enable students to analyze and interpret data effectively. j) To equip students with skills to make informed decisions based on data. k) To familiarize students with various statistical tools and techniques. 	

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
2	-	-	2	25/9	25/9	-	-	50/18

* J: Jury; V: Viva; P: Practical

Detailed Syllabus:

Sr.	Contents	Hours
1	Introduction to Statistics and Data <ul style="list-style-type: none"> • Basic concept and definition of statistics • Descriptive and Inferential statistics • Variables: dependent & independent, discrete and continuous, qualitative & quantitative • Levels of measurement: Nominal, Ordinal, Interval and Ratio scales 	8
2	Tabulation and Visualization of Data <ul style="list-style-type: none"> • Tabular presentation: Qualitative, Quantitative, Temporal and Spatial classification and Parts of a table • Visualization of data: Stem and leaf display, Bar Graph, Pie Chart, Line Graph, Pictograph & Histogram • Frequency distribution: definition and frequency polygons 	8
3	Measure of Central Tendency & Dispersion <ul style="list-style-type: none"> • Basic concepts: Population, sample, parameter, primary and secondary data • Mean, Median, Quartiles and Median • Dispersion: definition, Range, Quartile deviation, Mean deviation and Standard deviation 	8
4	Measures of association between two variables <ul style="list-style-type: none"> • Correlation: Definition and types of relationship • Types of correlation • Techniques of measurement: Scatter diagram, Karl Pearson's correlation coefficient, Spearman's rank correlation 	6
5	Using statistical tools <ul style="list-style-type: none"> • Steps towards making a project 	2



Reference Books:

1	Lane, D., Scott, D., Hebl, M., Guerra, R., Osherson, D., & Zimmer, H. (2003). <i>Introduction to statistics</i> . David Lane.
2	Black, K. (2023). <i>Business statistics: for contemporary decision making</i> . John Wiley & Sons.
3	Gupta, S. P., & Gupta, M. P. (2009). <i>Business statistics</i> . Sultan Chand & Sons, New Delhi.
4	Peck, R., Short, T., & Olsen, C. (2020). <i>Introduction to statistics and data analysis</i> . Cengage Learning.
5	Agarwal, B. L. (2006). <i>Basic statistics</i> . New Age International.

Supplementary learning Material:

1	Introduction to Statistics By Prof. Sameen Naqvi IIT Hyderabad
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Pedagogy:

- Lecture method combined with Group discussion and Peer interaction,
- Critical reading and analysis of the texts
- Use of ICT based tools and internet resources for experiential learning

INTERNAL COMPONENTS

Sr. No.	Particular	Weightage	Marks
1	Written Exam	40%	20
2	Coursera Certificate course (only 3 rd and 5th Semester) OR (for rest of the semester) Coursera Activity / Assignment	20%	10
3	Mini Project/ Model Making/ Case Study/ Group Activity/ Group Discussion/ Market Survey	20%	10
4	Seminar/ Oral/ Poster Presentation/ Workshop	5%	2.5
5	Unit Test/ Quiz	5%	2.5
6	Class Participation/ Attendance/ Achievements	10%	5
		100	50

Suggested Specification table with Marks (Theory) (Revised Bloom’s Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20%	20%	20%	20%	10%	10%	

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
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CVM
UNIVERSITY

Aegis: Charutar Vidya Mandal (Estd.1945)

CO-1	Students will develop ability in describing and summarizing data using appropriate statistical methods.	20%
CO-2	Students will effectively organize data into tables based on various classifications and utilize different graphical representations to visually display	20%
CO-3	Students will compute and interpret measures like central tendencies and will be able to quantify data variability.	20%
CO-4	Students will understand different types of correlation and employ appropriate techniques to measure and interpret the relationship between variables.	20%
CO-5	Students will demonstrate and presenting statistical projects	20%

Curriculum Revision:

Version:	3
Drafted on (Month-Year):	April 2023
Last Reviewed on (Month-Year):	March 2023
Next Review on (Month-Year):	April 2027



FACULTY OF ARTS

Effective from Academic Batch: 2023-24

Programme: All undergraduate programmes across CVMU

Semester: IV

Course Code:

Course Title: NSS (National Service Scheme)

Course Group: Value Addition Course

Course Objectives:

The objectives of this course are to enable students to...

- e) understand themselves in relation to their community
- f) identify the needs and problems of the community and involve them in problem solving process
- g) develop among themselves a sense of social and civic responsibility
- h) utilize their knowledge in finding practical solution to individual and community problems
- i) develop competence required for group-living and sharing of responsibilities
- j) acquire leadership qualities and democratic attitude
- k) practice national integration and social harmony

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
---	---	2	2	---	---	50/18	50/17	100/35

* J: Jury; V: Viva; P: Practical

List of Practicals / Tutorials:

1	Introduction and basic concepts of NSS, History and philosophy of NSS
2	Aims and objectives of NSS, Significance of emblem, flag, motto, song, badge etc.
3	Organizational structure of NSS, Roles and responsibilities of various NSS functionaries
4	Concept of regular activities, Special camping activities
5	Basis of Adoption of village / slums, Youth as an agent of social change



Reference Books/Audio-visual Course:

1	<i>National Service Scheme Manual</i> -(Govt. of India, Ministry of Youth Affairs and Sports, New Delhi - 2006)
2	<i>NSS And Youth Development</i> -Dr. Sunita Agarwalla (Mahaveer Publications - 2021)
Supplementary learning Material:	
1	https://nss.gov.in/sites/default/files/manualNss2006.pdf
2	https://www.youtube.com/watch?v=11LC0tBII4I

Pedagogy:

- The course will be taught in the practical format. It will be dealt with in the form of lectures as well as field activities throughout the semester.
- Only theoretical knowledge will be imparted in the classroom.
- Group activities will be organized.
- Students will participate in field activities and contribute to community service
- Students will submit detailed report of activities to the NSS Programme Officer / Faculty In-charge.

Internal Evaluation:

Students' performance in the course will be evaluated on continuous basis through the following components:

Sr.	Component	Marks	Total Marks
1.	Participation in minimum three activities	30	30
2.	Report of activities as per the given format	10	10
3.	Viva	10	10
		Total	50

External Evaluation:

The external evaluation will be based on students' subject knowledge in addition to their contribution in community service throughout the semester.

Sr.	Component	Marks	Total Marks
1.	Contribution to community service (15 hours)	30	30
2.	Report of activities as per the given format	10	10
3.	Viva	10	10
		Total	50

Course Outcomes (CO):

Sr.	Course Outcome Statements
CO-1	The ability to understand themselves in relation to their community



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CO-2	The ability to identify the needs and problems of the community and involve them in problem solving process
CO-3	Development in competence required for group living and sharing of responsibilities
CO-4	The ability to acquire leadership qualities and democratic attitude

Curriculum Revision:	
Version:	1.0
Drafted on (Month-Year):	April - 2023
Last Reviewed on (Month-Year):	-----
Next Review on (Month-Year):	April - 2027

FACULTY OF ARTS

Effective from Academic Batch: 2023-

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Programme:	Bachelor of Arts (Hons) English Language and Literature
Semester:	IV
Course Code:	To be Given by University
Course Title:	Physical Education and Sport
Course Group:	Value Added Course
Course Objectives:	
<ul style="list-style-type: none">• To train for the preparation of game/sport• To employ the rules and regulation of game/sport• To emphasis on preparation for the game/sport• To get acquainted with the training of yoga exercise	

Teaching & Examination Scheme:

Contact hours per week			Course Credits	Examination Marks (Maximum / Passing)				
Lecture	Tutorial	Practical		Theory		J/V/P*		Total
				Internal	External	Internal	External	
0	0	04	2	0	0	25/09	25/09	50/18

*J: Jury; V: Viva; P: Practical

Detailed Syllabus: List of Practical's / Tutorials:- Outdoor & Indoor Activities

Sr.	Contents
1	<ol style="list-style-type: none">1. Volleyball: Forearm passing, Setting, Digging, Attacking, Blocking, Serving, (Tennis Service, Underarm Service)2. Basketball: Shooting, dribbling, rebounding, and passing.3. Football: Passing and receiving, Shooting, Dribbling, Touch and ball control, running off the ball, Heading.
2	<ol style="list-style-type: none">1. Kabaddi: Toe Touch, Running Hand Touch, Lion Jump, Back Kick, Sidekick and Dubkl.2. Cricket: Batting Technique, Throwing, Catching, Bowling Technique (Fast, Swing, and Spin) Fielding. Wicket-keeping, Forward Defence, Backward Defence.3. Badminton: Racket Grip: (a) Forehand Grip (b) Back hand Grip. Shuttlecock Grip: (a) out of hand grip (b) Mid grip (c) Base grip. Service: (a) short service (b) long service (c) Drive Service (d) Flight Service4. Table Tennis: Forehand Drive, Backhand Drive, Forehand Push, Backhand Push, spin the ball, and service.
3	<p>Athletics:</p> <ol style="list-style-type: none">1. A. Running Events: - 100 met 400met 800met. 1500met.2. B. Throwing Events: - Shot Put, Javelin Throw.3. C. Jumping Events: - High Jump, Long Jump.



4	<p>1. Chess: Visualization, Calculation, Tactics, Evaluation, Analysis, Strategy, Openings and, Endgames.</p> <p>2. Yoga:</p> <p>Asana:</p> <ul style="list-style-type: none"> • Standing Asana: Vrikshasana, Tadasana. Natrajasana, Garudasan. Sitting Asana: Padmasana, Vjrasana, Paschimuttanasana, Ardhamatsyendrasana. • Supine Asana: Halasana, Sarvangasana, Chakrasana, Shavasana. Proline Position Asana: Bhujanagasana, Dhanurasana, Salabhasana, Naukasana. • Suryanamaskar: with 12 Mantra • Pranavama: Kaoalbhati, AnulomVilom, BhramriPranayam
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Reference Books:

1	Thakur, .K. and Sin h, V. 2021 . Most popular sports and games: Delhi, Sports Publication
2	Oxlade, C. (2017 . Cricket: Sports Skill Publisher: Franklin WattsChris
3	Pramanik, T.N. 2020 Yoga Education: Delhi, Sports Publication

Pedagogy:

- Practice to develop sports skills
- Internal Practical Examination
- Group activities on the field
- Usage of audio-visual tools and material

Suggested Specification table with Marks (Theory) (Revised Bloom’s Taxonomy):

Distribution of Theory Marks in %						R: Remembering; U: Understanding; A: Applying; N: Analyzing; E: Evaluating; C: Creating
R	U	A	N	E	C	
20%	20%	60%				

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes (CO):

Sr.	Course Outcome Statements	%weightage
CO-1	Develop the skills to teach rules, fundamental and strategies of game/sport.	20%
CO-2	Demonstrate various drills & lead up activities related to game/sport.	20%
CO-3	Select any game/ sports of your choice. To learn latest basic rules and skill 30 of any game /sports. To know specifications of play fields and related sports equipment.	30%
CO-4	To learn how to perform various pranayama and yoga exercise.	30%



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