

# Programme Guide

## Bachelor of Social Work- BSW



## Krishna Kanta Handiqui State Open University

The University deserves the right to change the rules and procedures described in this Programme Guide. Please check from time to time with the University Website for updates.

**Recognition of Degrees/Diplomas/Certificates provided by Krishna Kanta Handiqui State Open University:**

- Established under the provision of the 'Krishna Kanta Handiqui State Open University Act' 2005 of the State Legislature of Assam.
- The University has been recognised and its academic programmes have been approved by the UGC, New Delhi vide letter no. F.9-13/2008(CPP-I), dated March 18, 2009.
- The Government of Assam has recognised all degree, diploma and certificate programmes of the University for job and higher study vide letter no. AHE/228/2007/330, dated May 08, 2009.
- The UGC through its Public Notice vide F. No. 1-9 2018 (DEB-I) dated 23<sup>rd</sup> February, 2018 has asked for recognising and treating the Degrees/Diplomas/Certificates awarded through distance mode at par with the corresponding awards of Degrees/Diplomas/Certificates obtained through the formal system of education. URL: [https://www.ugc.ac.in/pdfnews/5628873\\_UGC-Public-Notice---treating-all-degrees.pdf](https://www.ugc.ac.in/pdfnews/5628873_UGC-Public-Notice---treating-all-degrees.pdf)

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## **CONTENTS:**

- 1. Message from the Dean (Academic)**
- 2. Studying at KKHSOU using the Distance Learning Mode**
- 3. How to Succeed as a Distance Learner in the ODL System**
- 4. Introducing the Bachelor of Arts in Social Work**
  - 4.1 Aims of the Programme**
  - 4.2 Objectives of the Programme**
  - 4.3 Target Group**
  - 4.4 Duration**
  - 4.5 Career Prospects**
  - 4.6 Study Hours**
- 5. Programme Structure**
- 6. Learner Support Services (LSS)**
  - 6.1 Face-to-face Counselling**
  - 6.2 ICT Support Services**
- 7. Course Assessment**
  - 7.1 Assignments**
  - 7.2 Practical Components/Projects**
  - 7.3 Semester-end Examination**
- 8. Faculty Member of Social Work**
- 9. Contact Us**

## **1. MESSAGE FROM THE DEAN (ACADEMIC)**

Dear Learner,

Greetings from the Establishment of the Dean (Academic) at Krishna Kanta Handiqui State Open University.

I heartily welcome you as a learner of the BSW Programme of this prestigious state open university and I hope that you will be happy to explore the varied and up-to-date curriculum of this Programme which are compatible with the 21<sup>st</sup> century employment market. KKHSOU has been a choice-based educational destination for many who were deprived or denied or conditionally forced to remain away from their dream of education. While imparting need-based education to the fresh learners, our University also holds the promise of fulfilling the educational dreams of the socially backward, underprivileged and marginalised people of our society.

Friend, I am happy to inform you that we at KKHSOU provide diverse tracks to fulfil your learning needs. Our university is currently offering programmes in four different levels i.e. Master's Degree, Bachelors' Degree, Diploma and Certificates under six different Schools of Studies namely, S.K. Bhuyan School of Social Sciences, Padmanath Gohain Baruah School of Humanities, Maniram Dewan School of Management, Bhupen Hazaika School of Mass Communication, Guru Prasad Das School of Vocational Studies and Hiranya Kr. Bhuyan School of Science and Technology. We are having subjects right from Literature to Journalism, from Yoga to Commerce and Management. Once a learner is awarded a Degree or Certificate by KKHSOU in any of the programmes, he/she becomes eligible for employment in any government or private sector work market. Therefore, start your educational journey with confidence and hard work so that you can shine in life.

I am happy to share the fact that we are loved and embraced by a large number of learners spread across the state and beyond. During your journey in our university, you will be supported by a host of Learner Support Services about which you learn in this Programme Guide. Therefore, I urge you to make full utilisation of the resources and facilities provided by our university. Besides, our faculty members shall be always ready to assist you in advancing your knowledge, developing your creativity and discovering solutions to the pressing academic questions you might face.

I know that we have challenges to meet. However, I also assure you that through our dedication, determination and team work, we shall be able to overcome all problems on our way.

I wish you all the very best for your bright future.

**Dean Academic**  
**KKHSOU**

## **2. STUDYING AT KKHSOU USING THE DISTANCE LEARNING MODE**

Krishna Kanta Handiqui State Open University (KKHSOU) welcomes you to its vast community of aspiring learners. It is important to advance and upgrade your education for a productive and healthy living in contemporary society. Hence, it is important that you choose the right university to suit your learning needs. KKHSOU shall assist you in all the aspects of your educational journey.

You will note that KKHSOU is the 14<sup>th</sup> State Open University of India with a learner-base of 3,00,000 until 2019. This University has adopted the Open and Distance Learning (ODL) mode to facilitate the implementation of its different academic programmes with a view to providing timely opportunities for lifelong learning. Our flexible academic programmes shall suit the needs of all our learners as well as working individuals who are unable to study full time on-campus five-six days a week, despite having a desire for an accredited qualification and personal development.

While studying at KKHSOU, you will be supported by a meticulously prepared Self-Learning Materials (or SLMs) that are well designed and expertly written; an all-inclusive university website; an e-SLM portal and a host of other learner support services such as face-to-face counselling sessions in the University Study Centres, which act as the mirror of the University.

The SLMs in a particular programme are specially prepared by a group of experts who include the faculty members from KKHSOU as well as those drawn from different Universities and educational institutions located across the state as well as the country. The preparation and production of the SLMs of a particular department are co-ordinated by the faculty members of the concerned department following a careful scrutiny of the contents and language by experts in the field. Besides, efforts to make audio and audio-visual contents based on the syllabus are also made in the Multimedia Production Unit of the University in consultation with the course writers, editors and in-house faculty members. Such audio-visual materials are reviewed by the faculty members, media experts and the concerned authority, before they are uploaded in the University's YouTube page.

We hope that you will make full use of the resources provided by the University during your academic journey. However, you should also know that your achievement in the programme of enrolment will also depend on your performance in both the continuous assessments through assignment and the Semester-end examination. Studying in an ODL Institution for an award of degree or qualification demands great commitment on your part as a learner. Although KKHSOU provides you with a flexible way of learning, you are required to complete all the assignments in due course within a stipulated period and take the examinations according to the schedule specified. In general, besides attending the face-to-face counselling sessions and tutorials at your study centre where you have enrolled, you should be able to allocate at least 2-3 hours a day for studying your courses.

With this introductory information, you should start your programme at KKHSOU and we hope that by availing all the support services of the university, you will succeed in your educational venture. We assure you that the University fraternity shall always stand by you to help you with all your academic requirements.

### **3. HOW TO SUCCEED AS A DISTANCE LEARNER IN THE ODL SYSTEM**

The Open and Distance Learning (or ODL) is a system of education in which education is imparted to the learners from a distance. The two basic elements in ODL are:

- a. The physical distance between the educators and the learners;
- b. The changed role of the educators who meets the learners only for selected tasks such as counselling during contact sessions, conducting tutorials and helping the learners with field-based projects and collaborating with the learners to solve their problems.

In the conventional face-to-face mode of education, the teaching-learning contents are communicated directly by the teachers/educator mainly through the lecture method. In distance education however, this interpersonal communication is replaced by print, telephonic and electronic communication, broadcasting of educational programmes, online communication and others need-based methods. Hence, the philosophy of ODL is based on the idea of the ‘teacher in print’ that means the teachers are very much present in the SLMs, directly teaching each learner through printed words.

In your case, the benefit of ODL is that it provides access to education that you would not have gained otherwise. ODL allows you to study when and where it suits you and enables you to continue learning while also fulfilling your commitments to the family, work and community. You may be pursuing higher education for various reasons such as—you might be interested in changing your career or you might simply want to expand your knowledge base for personal enrichment. Whatever may be the reason, unlike in the conventional system, ODL provides you with flexitime learning experience while catering to your learning needs. It is important for you to bear in mind that in ODL, you are not pursuing your studies alone on your journey.

We encourage you to make full use of the facilities provided by the University during your study at KKHSOU. You should always make an attempt to regularly attend the counselling sessions at the study centre where you have enrolled, form study groups with your programme-mates, check for the latest academic updates in the University website: [www.kkhsou.in](http://www.kkhsou.in), participate in academic discussion with your fellow learners as well as your teachers through Facebook or WhatsApp groups, contact your tutors at the study centres or the teachers at the University headquarters. Further, your tutors in the study centers shall be there to help you understand the course materials, clarify the concepts you find difficult and collaborate with you to enhance your learning experience.

Feel free to learn and enjoy learning towards successful completion of the Programme.

## **4. INTRODUCING THE BACHELOR OF ARTS IN SOCIAL WORK**

The Bachelor of Social Work (BSW) Programme has been designed in such a way that it meets the standard of other national and international universities of repute. This Programme aims to not only provide knowledge but also to generate, develop analytical bent of mind among the learners. Social work is a profession which facilitates; rather empowers individuals, families and groups while restoring or enhancing their capacity for social functioning and strives to create societal conditions that support communities in need. Social workers help people overcome some of life's most difficult challenges: poverty, discrimination, abuse, addiction, physical illness, social and emotional crises like loss, unemployment, educational problems, disability and mental illnesses. They help prevent such crises and counsel individuals, families and communities to cope more effectively with the stresses of everyday life.

The programme begins with a basic introduction to the history of social work education and its professionalization. Social work draws its knowledge base from various other disciplines of social sciences and therefore four foundation courses on sociology, psychology, politics and economics have been introduced in the first and second semesters of the BSW program. As the semesters progress, the courses range from social work methods, social entrepreneurship, introduction to gender studies, medical and psychiatric social work, counselling, organizational behaviour and other significant courses are included in the BSW program.

### **4.1 Aims of the Programme:**

The BSW Programme aims at

- a. Generating an understanding of social problems
- b. Demonstrating skills and techniques to work for social development
- c. Developing human resources who might join the social welfare and development sector
- d. Orienting the learners to a profession that is committed to social justice and empowerment of individuals, groups and communities; respecting individual and cultural diversities.
- e. Contributing to enhancement of social work skills using theoretical and practical framework.

### **4.2 Objectives of the Programme:**

The objectives of the BSW Programme are as follows:

- To instil generalist social work practice with client systems of all sizes (individuals, families, groups, organizations, and communities).
- To provide both the theoretical and applied knowledge of social work to the learners, so that their skill level and employability are developed.
- To develop analytical skills, research necessary for understanding forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.

### **4.3 Target Group:**

The BSW Programme has been designed for:

- a. Learners like you who have an interest in pursuing higher education Social Work through the ODL mode.

- b. Learners who have passed their 12<sup>th</sup> exam (Higher Secondary/ +2 exam) but failed to enrol in the conventional system of education for some reasons.
- c. In-service persons who would benefit from this programme in terms of career progression in the social welfare/ development sector.
- d. The students who wish to obtain a Degree in Social Work.
- e. All the stakeholders of the society like-governmental and non-governmental development agents, policy makers, social welfare activists, grass -roots workers, who are interested in ensuring a better standard of living for the under-privileged sections of the society.
- f. People living in rural and remote areas and other disadvantageous conditions who desire to complete their higher education.
- g. Denied and deprived sections of people who need social work education for their uplift.

#### **4.4 Duration:**

The minimum duration of the BSW Programme is three years. Each year, the new academic session starts in the month of July-August. You are allowed to take a maximum of eight years which means that you will get additional three years along with your year of enrolment to complete this Programme. This is possible mainly because the mandate of KKHSOU is to provide 'flexitime' learning opportunity to all learners.

#### **4.5 Career Prospects:**

After successfully completing the BSW Programme, you will be able to

- find job in the development sector
- pursue higher studies in Master of Social Work, other related disciplines or go for doctoral research
- find a teaching career in social work, development studies, gender studies
- work in the governmental and non-governmental organizations working for social justice, development and research.

#### **4.6 Study Hours:**

The BSW Programme consists of 96 credits, which means each of the total 20 courses/papers and field work in each semester. In the ODL system, a credit is often the measure of workload in terms of a student's learning efforts. One credit is equivalent to 30 study hours. Usually, a credit is calculated on the basis of the time spent for studying and doing practical works. Thus, a credit collectively refers to different aspects of study, such as

- Studying the SLMs
- Working on the assignments
- Doing the practical works
- Going through the texts and other Further Reading materials
- Listening and watching audio and audio-visual programmes
- Attending academic counselling sessions at the respective study centres and so on.

In one Semester courses comprising 4 Credits each, you will need to devote about 120 hours to finish the course contents. However, as the 'flexi-time' option is available, you may yourself decide on the time to be devoted to the Programme. However, if you devote around 2-3 hours of meaningful and effective study every day, you will comfortably complete the programme in two years.



## 5. PROGRAMME STRUCTURE:

The BSW Programme comprises 6 Semesters with a total of 20 courses/papers and field work. Each Semester will have 4 courses. Each course will carry 50/100 marks out of which 20% marks will be for Home Assignments. All courses are compulsory.

The following are the Semester wise courses of the BSW Programme:

Semester	Title of the Course	Description	Recommended Readings
1 <sup>st</sup>	<b>*General English- I</b>	Common Course	
1 <sup>st</sup>	<b>Alternative English /*MIL (Assamese/ Hindi/Bengali/Bodo)</b>	Common Course	
1 <sup>st</sup>	<b>Human Growth and Development</b>	This course introduces important perspectives of psychology, human behaviour and the stages of human growth and development. It also discusses the psychological factors affecting behaviour, emotions, needs and the transformation in each stage of human development.	<ul style="list-style-type: none"> <li>• Baron, R. A. (2001). Psychology. Allyn &amp; Bacon.</li> <li>• Miller, B. D. (1997). The Endangered Sex: Neglect of Female Children in Rural North India. Oxford: Oxford University Press.</li> <li>• Baltes, P. B. (1987). Theoretical 'Propositions of Life-span Developmental Psychology: On the Dynamics between Growth and Decline'. Developmental Psychology, 23(5), 618.</li> </ul>
1 <sup>st</sup>	<b>Historical and Philosophical Foundations of Social Work</b>	This course discusses the philosophical foundations or ideologies of social work profession. It orients the learners to the basic concepts of social work, to understand the basic values and principles of social work profession, traces the history of professionalization of social work in India and abroad. It discusses the ideologies in the practice of social work.	<ul style="list-style-type: none"> <li>• Patel, A.K. and Dubey M. V. (2010). Philosophy of Social Work. Crescent Publishing: New Delhi</li> <li>• Misra, P.D. (1994). Social Work: Philosophy and Methods. New Delhi</li> <li>• Bhattacharya, Sanjay (2003). Social Work: An Integrated Approach. New Delhi: Deep and Deep Publications</li> <li>• Friedlander W. A. (1976). Concepts and Methods of Social Work. New Jersey: Prentice-Hall, Inc.</li> </ul>
1 <sup>st</sup>	<b>Field Work</b>		
1 <sup>st</sup>	<b>Orientation Visit</b>		
2 <sup>nd</sup>	<b>*English for Professional Studies</b>	Common Course	
2 <sup>nd</sup>	<b>Basic Economic Concepts for Social Work</b>	This course focuses on the basic economic concepts, principles, theories and its application in social work profession; helps to understand and analyze economic problems with social work perspective. Also discusses Economics: Meaning, Definitions, Significance of economic concepts in social work. Basic Concepts: Needs, Demand, Supply, Capital, Resources, Production, Distribution, Consumption.	<ul style="list-style-type: none"> <li>• Ahuja, H. L. (2010). Advanced Economic Theory: Microeconomic Analysis. New Delhi: S. Chand.</li> <li>• Salvator, D. (2006). Microeconomics. USA: McGraw-Hill.</li> <li>• Samuelson, P. A. and Nordhaus, W. D. (2010). Economics. New Delhi: Tata McGraw Hill.</li> </ul>
2 <sup>nd</sup>	<b>Basic Sociological Concepts for Social Work</b>	The course introduces the learner to a range of basic sociological principles so that you can develop your own sociological imagination. Sociology is the scientific study of society, the meaning, concept of society, its components, social institutions- religion, kinship and marriage, culture, social stratification.	<ul style="list-style-type: none"> <li>• Ahuja, Ram. (1999). Society in India. Jaipur: Rawat Publications</li> <li>• Dhanagare. (1993). Themes and Perspectives in Indian Sociology. 1st Edition. English, Paperback Publishing</li> <li>• Harlambos and Holborn. (2014). Sociology Themes and Perspectives. Harper Collins Publishing.</li> </ul>

2 <sup>nd</sup>	<b>Social Work Practice with Individuals and Groups</b>	This course focuses on Social Case Work which is one of the most significant primary methods. Case work implies dealing with individuals and their issues/problems on a one-to-one basis with the use of case worker's skills and techniques. This is one of the core courses of social work that closely examines the concept of case work, its evolution as a method of social work, theories and approaches. This course is designed to introduce you to a range of important tools, models and techniques used by the case worker to deal with individual's problems. The second block discusses Social group: meaning, characteristics, Types, Characteristics and Significance of Groups, Group work process, Group Dynamics, Group as Agents of Development	<ul style="list-style-type: none"> <li>• Mathew Grace (1992)–An Introduction to Social case work, Mumbai.</li> <li>• Upadhyay R.K. (2003)- Social case work, Rawat Publication, Jaipur.</li> <li>• Richmond M. E. (1922). What is Social Case Work? An Introductory Description; N.Y. Russell Age Foundation</li> <li>• Tracker, Harleigh B. (1970). Social Group Work-Principles and Practice, Association Press: New York.</li> <li>• P. R. &amp; Vassil, T.V. (1983). Groups in Social Work: An Ecological Perspective. New York: Macmillan Brown.</li> <li>• Allan. (1994). Group Work. Hampshire: Ashgate.</li> </ul>
2 <sup>nd</sup>	<b>Field Work</b>		
3 <sup>rd</sup>	<b>*Spoken English</b>	Common Course	
3 <sup>rd</sup>	<b>*Introduction to Information Technology (Computer Basics)</b>	Common Course	
3 <sup>rd</sup>	<b>Politics- An Introduction</b>	This course introduces learners to the basic concepts of politics, governance and the guarantees under the Constitution of India. Meaning and Definition of Politics, Power, Authority, Equality, Rights, Freedom, Liberty, Justice, Citizenship; Ideals enshrined in the Preamble to the Constitution	<ul style="list-style-type: none"> <li>• Kenneth N. Waltz, Laws and Theories, Kenneth N. Waltz, Theory of International Politics (New York: McGraw-Hill, 1979), pp. 1-17.</li> <li>• Francine Frankel, India's Political Economy: 1947-2004.</li> <li>• Andrew Heywood, Key Concepts in Politics.</li> <li>• Andrew Heywood, Political Ideologies: An Introduction.</li> <li>• C. E. M. Joad, Introduction to Modern Political Theory. Rajeev Bhargava, What is Political Theory and Why do We Need It?</li> </ul>
3 <sup>rd</sup>	<b>Social Work Practice with Communities</b>	Concept of community, Types of Community, Structure & functions, Deconstruction of community, Understanding community power structure. Community Organisation: Meaning, Objectives, principles & Definition; Phases of Community Organization; history of community organization; History of Community Organization, Evolution of Community Organization as a Method of Social Work.	<ul style="list-style-type: none"> <li>• Cox , Fred. (1987). Community Organization, Michigan: F.E. Peacock Publishers</li> <li>• Gangrade, K.D. (1971). Community Organization in India, Mumbai: Popular Prakashan</li> <li>• Khinduka, S. K. &amp; Coughlin, Bernard. (1965). Social Work in India, New Delhi: Kitab Mahal.</li> <li>• Milson Fred (1973) An Introduction to Community Work, Rutledge&amp; Kegan.</li> </ul>
3 <sup>rd</sup>	<b>Field Work</b>		
4 <sup>th</sup>	<b>*Environmental Studies and Disaster Management</b>	Common Course	
4 <sup>th</sup>	<b>Social Action and Social Movements</b>	This course discusses the meaning of Social Action, Social Action as a method of Social Work: Typology of social action. Scope of social action, Principles, Strategy, Models of social action, Social action and social change, Social Work and Social Action. Social Movements in India: Overview of Social Movements in India, Peasant Movements, Labour movements, Women's movements, Dalit movements, Tribal movements, Naxalbad Movement, Dalit	<ul style="list-style-type: none"> <li>• Khinduka, S.K &amp; Coughlin, B. J. (1975). A Conceptualization of Social Action. The Social Review, 49 (1)1-14.</li> <li>• Powell, F (2001). The Politics of Social Work. London: Sage Publications.</li> <li>• Freire, P. (1970). Pedagogy of the Oppressed. New York: 35 Continuum.</li> </ul>

		Mobilization, Tribal Solidarity Movements; Environmental Movements, Ethnic Identity Movements	
4 <sup>th</sup>	<b>Social Welfare Administration</b>	This course discusses Social Welfare Administration: Meaning, Concept, Nature, Definition, Scope and Principles. Social Welfare Administration as a Method of Social Work. Functions of Welfare Administration: POSDCoRBF-Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting, Fund raising, Accounting, Auditing. Non-governmental organizations: Registrations of Welfare Organization	<ul style="list-style-type: none"> <li>• Goel, S.L. and Jain, R. K. (1988) Social Welfare Administration, Vol. I and II, New Delhi Deep Publications.</li> <li>• Jagannadham, C. (1978). Administration and Social Change, New Delhi, Uppal Publishing House 39.</li> <li>• Reed, Ella W. ed., (1961) Social Welfare Administration, New York, Columbia University Press.</li> </ul>
4 <sup>th</sup>	<b>Introduction to Gender Studies</b>	This course discusses the gendered injustices in society, to the approaches of gender and development, to help the learners critically analyse the present scenario of gender discrimination, patriarchal dominance ingrained and understand the contemporary issues in relation to gender. Gender lens, sex disaggregated data, gender discriminations, gender gap, gender justice, gender socialization, women empowerment, women's oppression, exploitation and subordination, Matriarchy and Patriarchy.	<ul style="list-style-type: none"> <li>• Cornell R. W. (1995) Gender, Cambridge, Polity press. Holmes M (2007) What is Gender? New Delhi, Sage Publication.</li> <li>• Lipman-Blumen J. (1984). Gender Roles and Power, Jew Jersey: Prentice Hall.</li> <li>• Oakley A. (1985). Sex, Gender and Society, London: Temple Smith.</li> <li>• Gokilavani. (2001). Main currents in Gender Studies in India, Madurai, Shivathmika Publications.</li> <li>• Barrett, Michele. Women's Oppression Today: Problems in Marxist Feminist Analysis. London: Virago Publications.</li> <li>• Beauvoir, Simone de. (1949). The Second Sex Harmonds work Penguin Books.</li> </ul>
4 <sup>th</sup>	<b>Field Work</b>		
5 <sup>th</sup>	<b>Social Work Research and Statistics</b>	This course discusses Social Work Research: Meaning and definition of research; nature and significance of research; characteristics of research; Research Designs: Meaning and definition of research design, components of research design. Basic Statistics: Definition and functions of statistics. Importance of statistics in social research. Frequency distribution and tabulation. Ratio, proportion, percentage. Applications of statistics: Measures of central tendency: Mean, Median, Mode. Measures of variability: Standard and Quartile deviation.	<ul style="list-style-type: none"> <li>• Alston, M. Bocoles, W. (Indian Edition 2003). Research for social workers: An introduction to methods. Jaipur: Rawat Publications</li> <li>• Bailey, Kenneth D. (1978) Methods of social research. New York: Mcneil Pub.</li> <li>• Grinell, Richard M. (Jr.) (1988) Social Work Research and Evaluation, Illinois F. E. Gupta. S.P. (1985). Statistical Methods. New Delhi: Sultan Chand &amp; Sons Publishers.</li> <li>• Costello, Patrick (S. Asia Edition 2005) Action research. London: Continuum.</li> <li>• Denzin, N. K., Lincoln, Y. S. (ed), (1994), Handbook of qualitative research. Sage Publications, New Delhi.</li> <li>• Gillham, Bill (2000). Case study research methods. London: Continuum</li> </ul>
5 <sup>th</sup>	<b>Human Rights and Social Policies</b>	This course discusses Human Rights-meaning, concept and nature; Notion and Classification of Rights: Natural, Moral and Legal Rights, Three Generations of Human Rights Social Policy: Concept of social policy, evolution of social policy in India. Enactment of social policy/ policy formulation, Values underlined social policy and social planning based on the constitutional provisions. i.e. the Directive Principles of State Policy.	<ul style="list-style-type: none"> <li>• B.P. Singh. (2008). Human Rights in India: Problems and Perspectives, New Delhi: Deep &amp; Deep.</li> <li>• Aftab Alam (2004). Human Rights in India: Issues and Challenges, Delhi: Raj Publications.</li> <li>• Shanker Sen, (2009). Tryst with Law Enforcement and Human Rights: four decades in Indian Police, New Delhi: APH.</li> </ul>
5 <sup>th</sup>	<b>Basics of Communication</b>	This course discusses Communication: Meaning, Concept, Characteristics, Elements of Communication, Types of Communication: Verbal Communication, Nonverbal Communication Types of Communication Based on Style and Purpose. Introduction, Communication Process, Essentials of Communication, Barriers to Communication.	<ul style="list-style-type: none"> <li>• Brown, Leland. (1970). Communicating facts and Ideas in Business. New Jersey: Prentice Hall Inc., Englewood</li> <li>• D'Souza, Y. K. (1999). Communication Today and Tomorrow, Discovery Publishing House, New Delhi.</li> <li>• Fisher, Dalmar. (1999). Communication in Organizations. Second Edition,</li> </ul>

			<p>Mumbai: Jaico Publishing House.</p> <ul style="list-style-type: none"> <li>• Melkote, Srinivas R. (1991). Communication for Development in the Third World Theory and Practice. New Delhi: Sage Publications.</li> </ul>
5 <sup>th</sup>	<b>Medical and Psychiatric Social Work</b>	<p>This course introduces the learner to-Meaning, Definition of Health, Medical and Psychiatry, Biomedical concept, Ecological concept, Psychosocial concept, Holistic concept; Illness: Relationship of Health and Illness; Health and Socio-Cultural Issues, Illness and Identity, Psychological and Cultural Approaches, Mental Illness-Concept, Types, Characteristics, Causes of mental illnesses, Clinical Features of Types of Mental Illnesses, Medical Social Work: Concept, Nature, Scope, Challenges, Social Work Perspective on Health, Evolution of Medical Social Work in USA, UK and India, Changing Concept of Health, Intervention and Treatment Planning, Public Health, Health Education, School Health Education.</p>	<ul style="list-style-type: none"> <li>• Bhattacharya, Sanjay. (2008). Social work psycho-social and health aspects. New Delhi: Deep and Deep Publications.</li> <li>• Anthony, S. (2000). Evolutionary Psychiatry a new beginning. London: Routledge</li> <li>• Barker, P.J. &amp; Baldwin, S. (Eds.). (1991). Ethical Issues in Mental Health. London: Chapman &amp; Hall.</li> <li>• Roberts, N. (1967). Mental Health and Mental Illness. London: Routledge &amp; Kegan Paul.</li> </ul>
5 <sup>th</sup>	<b>Field Work</b>		
6 <sup>th</sup>	<b>Peace and Conflict Studies</b>	<p>Peace and Conflict Studies course helps in understanding of skills for examining the dimensions, obstacles and opportunities in peace and to equip learners with critical thinking on conflict resolution; to provide appropriate examples and references for future explorations with special reference to North-east India</p>	<ul style="list-style-type: none"> <li>• Azar, Edward E., The Management of Protracted Social Conflict: Theory and Cases (Aldershot: Dartmouth, 1990).</li> <li>• Burton, John, Conflict: Resolution and Provention (London: Macmillan, 1990).</li> <li>• Miall, Hugh, Ramsbotham and Woodhouse, Tom, Contemporary Conflict Resolution: The Prevention, Management and Transformation of Conflicts (Cambridge: Polity Press, 1999).</li> <li>• Michael, C. R., The Structure of International Conflict, (London: Macmillan, 1981)</li> <li>• Parekh, Bhikhu, Gandhi's Political Philosophy: A Critical Examination, (London: 1989)</li> </ul>
6 <sup>th</sup>	<b>Social Entrepreneurship and Project Management</b>	<p>Entrepreneurship: Meaning of Entrepreneur; Characteristics of an Entrepreneur; Emergence of Entrepreneurial Class; Role of Entrepreneurs in Economic Growth; Meaning, concept of Entrepreneurship; entrepreneurial leadership, Meaning of Project management; Social Entrepreneurship as an emerging concept in corporate India and skills in Project Management, Government bodies and Voluntary Sector, Social Entrepreneurship Models; Project Life Cycle: Phases- Conception/ Formation Stage; Definition/Build-up Phase; Acquisition/Production Phase; Operation Phase; Divestment/Termination Phase</p>	<ul style="list-style-type: none"> <li>• Khanka. S. S. (2013). "Entrepreneurial Development" S. Chand &amp; Co. Ltd., Ram Nagar, New Delhi.</li> <li>• Donald F. Kuratko, (2014). Entrepreneurship – Theory, Process and Practice", 9th Edition, Cengage Learning.</li> <li>• Abyad, Abdulrazak (2018), Project Management, Motivation Theories and Process Management, Middle East Journal of Business, Oct. 2018, Vol. 13, Iss. 4</li> <li>• Petar Jovanović, Ivana Berić, (2018), Analyses of the available Project Management Methodologies, Journal of Sustainable Business and Management Solutions in Emerging Economies, 2018/23(3)</li> </ul>
6 <sup>th</sup>	<b>Counselling: An Approach of Social Work</b>	<p>Introduction to Counselling, Definition, Meaning, Historical Development of Counselling, Scope, Principles, Goals of Counselling. Process of counselling, Phases in Counselling, Types of counselling- crisis counselling, promotive and preventive counselling, curative counselling, group counselling</p>	<ul style="list-style-type: none"> <li>• Dave, Indu. (1983). The Basic Essentials of Counselling. New Delhi: Sterling Publishers Pvt. Ltd.</li> <li>• Fullmer, D.W. and Bernard, H.W. (1972). Counselling: Content and Process. New Delhi: Thomson Press India.</li> <li>• Kennedy, E. (1977). On Becoming a Counsellor-A Basic guide for Non Professional Counsellors. Delhi: Gill and</li> </ul>

			Macmillan. • Narayana, Rao, S. (1981). Counselling Psychology. New Delhi: Tata McGraw Hill Publishing Company Ltd.
6 <sup>th</sup>	<b>Organizational Behaviour and Human Resource Management</b>	Organizational Behaviour: definition- objectives–need, background and foundations of organizational behaviour- models of organization behaviour- challenges in organizational behaviour, Diversity in an organization, Human Resource Management, Leadership: types of leadership, Theories of Leadership, Human Resource Policies and Practices	• Jhon W. Newstrom. (2007). Organisational Behaviour. Tata Mc Grow –Hill Publishing Company Ltd. • Kesho Prasad. (1996). Organisational Development for Excellence. S. Chand and Company. • Khanka S. S. (2000). Organisational Behaviour. New Delhi: S. Chand and Company • Misha (2001). Organisation Behaviour, Mumbai, Vikas. • Stephen P. Robins (2005). Organisational behaviour. Prentice Hall of India Pvt. Ltd, New Delhi. • P. Subba Rao. (1999). Essentials of Human Resource Management and Industrial Relations. Himalaya Publishing House.
6 <sup>th</sup>	<b>Field Work</b>		
	<b>TOTAL 96 credits</b>		

\*Common Courses for Under Graduate courses of KKHSOU

[**Note:** The syllabus of each course shall be intimated to the learners through the SLMs provided to them on the date of admission to each Semester.]

## 6. LEARNER SUPPORT SERVICES (LSS)

Learner Support Services (LSS) constitute the most important component of the ODL system around the globe in the 21<sup>st</sup> century. KKHSOU also provides some need based support services, which are as the following:

### 6.1 Face-to-face Counselling

KKHSOU provides face-to-face contact sessions between the learners and counsellors/tutors at the study centres to clarify their doubts and answer to their academic queries related to their programme of enrolment. This is called ‘Academic Counselling’, which is normally held on weekends or on Sundays at the KKKHSOU Study Centres. You can contact your study centre for the schedule of such counselling programme and seek Academic Counselling for your courses.

Attending the counselling sessions is not compulsory. We however, advise you to attend them as far as possible, because such counselling sessions are very useful for:

- Sharing views and ideas with your counsellors and fellow learners.
- Understanding the complex and difficult issues/topics/ideas discussed in your SLMs.
- Getting clarification on many of your doubts, which you could not have solved yourself.

Note that Counselling is not lecturing, though a counselling session may include a short lecture to trigger a fruitful discussion. In fact, the counselling session is a group activity session, where you participate in discussions, share your views and/or listen to audio/audio-visual programmes and do all other sorts of activities to comprehend your units. Therefore, it

is important that you regularly come to the counselling sessions thoroughly prepared, after reading the relevant Blocks and units.

Your Study Centre will inform you about the schedule of counselling sessions. You should contact the Study Centre co-ordinator for the counselling schedule just after you enrol in our University. If your problems are not solved and if the counsellors refuse to hold counselling at the centre, you may immediately inform the university Headquarters. You may also contact the faculty member of Social Work at KKHSOU through the E-mail ids provided at the end of this Guide. They will personally extend their support and advise as and when necessary.

## 6.2 ICT-Based Support Services

The following are some of the ICT-based support services of KKHSOU.

- a. **KKHSOU Website:** The University website [www.kkhsou.in](http://www.kkhsou.in) serves as a single window for obtaining all necessary information regarding the University. The website also includes the customised study centre search facility based on its location or programme on offer.
- b. **Community Radio Service (CR):** “Jnan Taranga” (90.4 MHz) the Community Radio is an important platform for the broadcast of educational programmes, which include debates, discussions and talk shows. The e-Radio can also be accessed through the URL: <http://jnantaranga.kkhsou.in/iradio/>
- c. **Ekalavya:** KKHSOU with the help of Prasar Bharati has launched a special educational programme named ‘Ekalavya’ which is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.
- d. **Akashvani Phone-in Programme:** KKHSOU offers one hour live phone-in programme through AIR, Guwahati and Dibrugarh where officers and experts from the University clarify queries put across to them over telephone. This phone-in programme is aired every Thursday from 9.15 AM to 10.15AM.
- e. **e-SLM:** This serves as the digital repository where e-study materials are uploaded for the benefit of the learners. E-SLMs can be accessed through : [eslm.kkhsou.in](http://eslm.kkhsou.in).
- f. **KKHSOU Central Library:** The University Library provides access to Online Public Access Catalogues (OPAC), subscribed journals and databases and a huge number of important books in different disciplines. It also provides access to various online directories including Directory of Open Access Journals (DOAJ) and Open Access Journals Search Engine (OAJSE), which can be used to browse and search thousands of Open Access Journals from across the world.
- g. **KKHSOU Digital Library:** This acts as the resource centre for the University. The Digital Library at Krishna Kanta Handiqui State Open University is an online locus for collecting, preserving and disseminating the institute’s output to the Global community. URL: <http://dlkkhsou.inflibnet.ac.in/>
- h. **KKHSOU Mobile APP:** The KKHSOU mobile App, which can be downloaded from Google play store, works as miniature version of the University website.
- i. **KKHSOU YouTube Videos:** Most of the audio-visual educational programmes of KKHSOU can be accessed through <https://www.youtube.com/user/kkhsou>.

## 7. COURSE ASSESSMENT

Assessment in a course is based on two components—(a) “tutor-marked assignments” (TMAs) and (b) Semester-end examination. You are expected to learn and fully utilise the course materials provided in the form of Self Learning Materials (SLM), and read some of the books from the Further reading list provided at the end of each unit. You are strongly advised to read extra materials related to this course and discuss topics of interest with your course-mates. Important information regarding Course Assessment shall be made available in the University Website from time to time. Some of you learn best on your own but many of you learn through discussions with your friends and course-mates. Opinions and insights you gather while discussing with your course mates are as valuable as those you can acquire from reading and attending the counselling sessions.

When you submit your assignments, you should not present the work of others as your own work. This includes submitting an assignment or part of an assignment, which has been written jointly with other persons or has been copied in its entirety or in part from the works of other persons without proper acknowledgement. Such actions or attempts are considered academic dishonesty (plagiarism). If you violate this norm, you will be liable to disciplinary action as may be specified by the University.

The field work of the BSW learners will be supervised and evaluated by the study centre counsellors. The field work journals/reports are to be submitted to the study centres. The field-work journals have to include complete reporting of field work tasks as specified in it. The journals will be received by the learners along with the SLMs during admission.

### 7.1 Tutor-Marked Assignments (TMAs)

Each course of BSW Programme has one set of Assignments of 50 marks. Assignments are compulsory and are supposed to be TMAs (Tutor Marked Assignments). The assignment carries 20% weightage in the final result. You must submit the assignment responses at your study centres as per the date specified.

Please note that assignment is an important component of your study. The purpose of assignments is to help you get through the courses. Your counsellor or evaluator will write comments on your assignment to facilitate your learning. The assignments, being a process of formative evaluation, will help you to understand how you are progressing in your studies. All the assignments submitted earlier will be carried forward. This is applicable, only if you extend your study to the subsequent Semester.

**Note:** Several ill practices have been reported to the University Headquarters regarding submission of assignments written by others or copying and submission of the same answers by several learners. After detection of such anomalies, KKHSOU reserves the right to penalise such learners. It should always be kept in mind that by adopting unfair practices, the learner is not cheating others except himself or herself.

The following are some important guidelines for writing your assignment responses:

- Make sure that you have answered all the questions of an assignment before you send them to the study center. Incomplete assignments shall bring you poor grades, or non-submission of assignments in time may lead to withholding of results.
- Answer the questions of the assignment as directed after a careful study of the Units available in the SLMs.

- You should not send printed articles as your answers for assignments, nor should you reproduce the text of the SLMs verbatim. Write assignments in your own words and in your own handwriting. However, don't forget to put your signature at the end. Typed assignment responses are never allowed.
- Ensure that you keep a copy of the assignment responses with yourself. You might need them in case you have to re-submit the assignment responses due to some unforeseen circumstances.
- While submitting the assignment, don't forget to collect the receipt. You may also get the receipt signature from the study centre on the assignment copy kept with you.
- Be precise in your response. Keep the word limit of the assignments in mind.

## **7.2 Practical Components/Projects:**

There is course specific field-work in each semester, pertaining to the areas of study in the six semesters. Please see the detailed guidelines in **Enclosure I**. The criteria for selection of Field Work Supervisors and Evaluation process are placed at **Enclosure II** for the benefit of learners.

## **7.3 Semester-end Examination:**

KKHSOU conducts Term-end examination twice a year normally in February-March and July-August at the end of the each Semester. You become eligible to sit for the Semester-End Examination for BSW Programme only after the completion of the minimum duration for each Semester. To appear for the Semester-end Examination you should have:

- a. Submitted all the assignments in the prescribed format and within time.
- b. Submitted filled in Examination Form on time as specified by the Controller of Examination.

The final examination shall be conducted at the designated examination centre. The examination will be a proctored examination of three-hour duration for full paper and 2 hours for half paper. The final examination contributes 80% of the total course marks. The overall assessment is done as per the following:

Assignments: 20%

Semester-end Examination: 80%

**Total marks:** 100%

**Note:** The term end exam shall cover all the units in all 4 courses in one Semester. However, in some programmes there is a provision of half paper with 2 credits. The format of examination paper and sample exam paper are made available through the URL: <http://learnerportal.kkhsou.in/>. You may also access the tentative academic calendar through the University website. Besides, all learners may maintain a learning diary regarding important dates such as—date of enrolment, date of submission of assignment, form fill up dates, Semester-end examination dates etc. for their own convenience.



## 8. FACULTY MEMBER OF SOCIAL WORK

1.



**Dr. Mridusmita Duara**

Assistant Professor of Social Work

e-mail: m.duara@kkhsou.in

## 9. CONTACT US:

**Headquarters:** Patgaon, Rani Gate, Guwahati- 781017, Assam, India.

**City Office:** Housefed Complex, Last Gate, Dispur, Guwahati-781006, Assam, India.

Office Email id: info@kkhsou.in

Office Numbers (10AM to 5PM): +91 - 0361-2235971/2234964

Fax: 0361-2235398

**For online admission related queries:**

Email: itcell@kkhsou.in

Phone: 9126121516

**For Study Centre related issues:**

Email: ar.studycentre@kkhsou.in

Phone: 8811016517

**For exam related issues:**

Email: dre@kkhsou.in

Phone: 8811016665



QR Code for University Website

## Enclosure I

### **Field work and Evaluation Process Bachelor of Social Work (BSW) Programme Krishna Kanta Handiqui State Open University**

#### **Objective of field work:**

In Social Work, fieldwork is the training process for the students, through which they learn about the society- individuals, groups and communities; the problems, complexities and challenges. They learn skills to develop and execute intervention strategies for bringing about a positive change in the society. Social work involves both theory and practice. Certain theoretical propositions and field work experience is to be combined in the learning process. Thus, the field work component is an integral part of BSW program. Each of the six semesters of the BSW program would focus on different aspects of the methods and techniques of social work profession. The following are the areas of concentration in the six semesters:

#### **Semester 1:**

**FW 01- Field Work (02 credits):** Field Work will focus generic social work practices in the governmental welfare departments or in any NGO setting. Field work journals, to be provided by the university along with the SLMs, would ensure that their report is maintained for recording and verification process by the supervisors (who can be the counsellors) of each study centre. Marking to be done by the counsellors/supervisors is to be sent to the examination branch of KKHSOU before the end of each semester.

**OV 01- Orientation Visit (02 credits):** Learners of BSW are to arrange and visit two welfare organizations each for one day and write down their report in the structured journals to be provided by the university along with the SLMs. The OV journal would focus on the organization structure, functions, funding, target groups, activities and projects for orienting the social work learners into the profession.

#### **Semester 2:**

**FW 02- Field Work (04 credits):** Field work would concentrate on Case work and Group work. The learners have to do two case works and group work with four to five sessions each in any institutional or non-institutional settings. Report in field work journals have to be submitted to the supervisors of the study centre and evaluated by them for onward submission to the examination department of KKHSOU.

#### **Semester 3:**

**FW 03-Field Work (04 credits):** Field work would concentrate on three Community Organization (CO) processes with multiple sessions; two rural setting CO processes and one urban setting CO process. Reports in the structured format (field work journals) is to be submitted to the supervisor at the respective study center for evaluation and subsequent processes.

**Semester 4:**

**FW 04- Field Work (04 credit):** Field Work in the fourth semester of BSW would concentrate on the NGO sector working for activism of gender rights. Field work journals, to be provided by the university along with the SLMs, would ensure their report is to be maintained for recording and verification process by the supervisors to be sent to the exam branch of KKHSOU before the end of each semester.

**Semester 5:**

**FV 05 - Field Work (04 credit):** Field work in the fifth semester of BSW would focus on Social Work in the Health Setting. Here also, the field work Journals provided by the University along with SLMs will have to be used by learners.

**Semester 6:**

**FW 06- Field Work (04 credit):** Field work in the sixth semester of the BSW course will focus on learners being placed in developmental projects with the governmental and non-governmental organizations. In this region of North-east India, innumerable projects are being run by various organizations. Learners need to write a detailed report regarding their involvement in any such project.

## Enclosure II

### FIELD WORK SUPERVISORS:

#### Field Work Supervisor Selection

#### Eligibility:

- 1) Mandatory Master's Degree in relevant field.
- 2) Social work counsellor of social work in respective study centres/ (Or)  
A regular faculty of the department of Social Work in provincialized affiliated colleges  
(Or)  
A faculty of the disciplines of Sociology/Political Science/Education/Psychology/Gender Studies/ Women Studies/ Tribal Studies.

#### Role of the Supervisor:

To enable the learner to undertake the field work activities as provided in the field work guidance manual and evaluate them through the field work journals and individual conference.

#### Evaluation Process:

In the table below, the evaluation components are shown for each six semesters of BSW programme:

Semester	Evaluation components	Credit distribution	Total credit per sem
1	Individual Conference+ Journal	2+2	4
2	Viva+ Journal	2+2	4
3	Individual Conference+ Journal	2+2	4
4	Viva+ Journal	2+2	4
5	Individual Conference+ Journal	2+2	4
6	Viva+ Journal	2+2	4

Field work viva is to be conducted in every even semester–2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester in selected study centres in each district with external examiner for their evaluation. In the odd Semesters Individual conference – IC with the supervisors will be given credit.

**Individual Conference** implies face to face interaction between the learner and the field-work supervisor after every field visit. The supervisor has to evaluate the interaction based on the learners work after each field visit and guide, teach the learner.

**Field Work Viva:** Viva-voce examination will be held in 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester examination in specified exam centres as fixed by the university.

#### Field Work Journal Evaluation:

Evaluation of field work journals will be done by the faculty members of KKHSOU and the field work supervisors jointly in the following manner:

1 credit- to be evaluated by field work supervisor.

1 credit- to be evaluated by in-house faculty and external appointed by the university.