

Program Project Report (PPR)
of
Master of Social Work (MSW)



Centre for Distance and Online Education

TEERTHANKER MAHAVEER UNIVERSITY

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1. Introduction:

Welcome to the Master of Social Work (MSW) program at the Centre of Distance and Online Education (CDOE), Teerthanker Mahaveer University. This program is specifically designed to cater to the educational aspirations of individuals from rural backgrounds and those belonging to the service class. Understanding the unique challenges and opportunities faced by these communities, our program offers a flexible and accessible learning environment that empowers students to pursue higher education without compromising their personal or professional commitments.

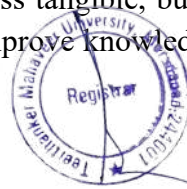
Social work, as a field of study, provides profound insights into the complexities of human societies, their structures, and the intricate political relationships that shape our world. By examining political dynamics, cultural norms, and social institutions, students gain a comprehensive understanding of how societies function and evolve. This knowledge is particularly valuable for individuals from rural areas and the service class, as it equips them with the tools to critically analyze and address the specific social issues affecting their communities.

Our distance and online education model ensure that students can access high-quality academic resources and support services from the comfort of their homes, making higher education more attainable. Whether you are a working professional, a homemaker, or someone with other commitments, our program offers the flexibility needed to balance your studies with your everyday responsibilities.

At Teerthanker Mahaveer University, we are committed to fostering an inclusive and supportive learning environment. Our experienced faculty, comprehensive curriculum, and interactive online platform work together to provide a rich educational experience that prepares students for both personal growth and professional success. Join us in exploring the fascinating world of Social work and take the first step towards making a meaningful impact in your community and beyond. The curriculum is designed to give students an in-depth knowledge of the academic disciplines and applied functional areas necessary to meet the requirements of business enterprises and industry.

We lay emphasis on the following courses ***Balanced with core and elective courses***: The curriculum of online Master of Social Work (MSW) program emphasizes an intensive, flexible arts education. The programme structure and credits for online Master of Social Work (MSW) are finalized based on the stakeholders' needs and the general structure of the programme.

The Online Master of Social Work (MSW) Programme is a two years Programme. With inclusion of various specializations, the Programme aims at developing focused managers with a strong understanding of their area of specialization, even as the core subjects equip the students with fundamental social theories and concepts along with less tangible, but equally important soft skills. The Programme is designed to inculcate confidence, improve knowledge, and act as a catalyst in the search for success and growth.



1.1. Programme Mission and Objective:

The online Master of Social Work (MSW) is imparting professional education and training in various aspects of business and its environment and provide them with opportunities to develop analytical skills to meet the challenges of society at the national and global level. The course aims at equipping the students with the requisite knowledge, skills & domain expertise envisaged by the society.

- The MSW's objective of the Online MSW Social work program is to provide advanced and practical knowledge of society for making participants more competent to occupy key operational positions.
- To impart the latest and relevant knowledge of Social work.
- To develop the right kind of values and attitudes to function effectively in the competitive environment.

2. Relevance of Programme with Teerthanker Mahaveer University, Moradabad MSWd - Mission and Goals:

To align with the mission and goals of Teerthanker Mahaveer University, Moradabad, the Online MSW Social work Programme is planned to incorporate therein all relevant subjects of wide-spectrum application in real time work environment, this course offers the students great career opportunities in the respective field.

Vision:

To be recognized as a premier institution of excellence providing high quality of education, research, and consultancy services to the society

Mission:

Our endeavor is to impart knowledge and develop critical skills necessary to succeed both in professional and personal life by promoting learning supported by world-class faculty, infrastructure, technology, curricula and collaborative teaching and research in commerce stream with premier institutions in India and abroad.

3. Nature of Prospective Target Group of Learners:

The programme is specially designed to cater to the need of students who are not able to study through regular mode. Working professionals, housewives, students from rural areas, students who do not wish to prefer regular courses due to various reasons and students who cannot afford costly regular courses are the target group learners.

4. Appropriateness of programme to be conducted in online mode to acquire specific skills and competence:

The courses in the programme are delivered through Self-Learning e-Module which is a modular unit of e-learning material which is inter-alia self-explanatory, self-contained, self-directed at the



learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study and includes contents in the form of a combination of the following e-Learning content, and made available through four-quadrant approach namely,

(a) e-Tutorial - faculty led Audio - Video Lectures, (b) e-Content (combination of PDF/ epub) Text Materials, (c) Discussion forum for raising of doubts and clarifying the same on real time MSW sis by the Course Coordinators/Course Mentors assigned to students (d) Self-Assessment Quiz, Test and Assignments to reinforce learning. Reference books are also mentioned in the syllabus. Latest Edition of Reference books may be referred to.

A robust Learning Management System that keeps track of delivery of e-Learning Programmes, learner's engagement, assessment, results and reporting in one centralized location, is in place. All the above can be done/delivered by online and other platforms without much loss of fidelity. Hence the MSW Social work programme is suited for online mode of learning.

5. Instructional Design:

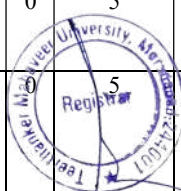
5.1. Curriculum Design:

The curriculum has been designed by experts in Social work and care has been taken to include contemporary topics, as well as topics that also inculcate environmental awareness in students. The curriculum and syllabus are approved by the Board of Studies, Centre for Internal Quality Assurance (CIQA) and University Academic Council which consists of experts from Academia and Industry.

5.2. Programme structure and detailed syllabus:

Master of Social Work (MSW)										
Semester -1										
S. No	Category	Course Code	Course Name	L	T	P	Credits	Internal	External	Total
1	CC-1	MSWCC10 1	History And Philosophy of Social Work	5	0	0	5	30	70	100
2	CC-2	MSWCC10 2	Social Welfare Administration	5	0	0	5	30	70	100
3	GEC-1	MSWGE10 1	Guidance and Counseling	5	0	0	5	30	70	100
4	AECC-1	MSWAE10 1	Communication Skills -I	4	0	0	4	30	70	100
5	SEC-1	MSWSE10 1	Computer Skills	3	0	2	4	30	70	100
Total				22	0	2	23	150	350	500

Semester -II										
S. No .	Category	Course Code	Course Name	L	T	P	Credits	Internal	External	Total
1	CC-3	MSWCC20 1	Human growth & Development	5	0	0	5	30	70	100
2	CC-4	MSWCC20 2	Understanding Human Behaviour	5	0	0	5	30	70	100
4	GEC-2	MSWGE20 1	Gender and Society	5	0	0	5	30	70	100
5	AECC-2	MSWAE20 1	Communication Skills -II	3	0	2	4	30	70	100
6	SEC-2	MSWSE20 1	Business Communication and Soft skills	4	0	0	4	30	70	100
Total				22	0	2	23	150	350	500
Semester -III										
S. No .	Category	Course Code	Course Name	L	T	P	Credits	Internal	External	Total
1	CC-5	MSWCC30 1	Community Organization	5	0	0	5	30	70	100
2	CC-6	MSWCC30 2	Research Methodology	5	0	0	5	30	70	100
3	CC-7	MSWCC30 3	Crime, Criminology and Correctional Administration	5	0	0	5	30	70	100
4	AECC-3	MSWAE30 1	Environmental Science	4	0	0	4	30	70	100
5	SEC-3	MSWSE30 1	Communications For Leaders	4	0	0	4	30	70	100
Total				23	0	0	23	150	350	500
Semester -IV										
S. No .	Category	Course Code	Course Name	L	T	P	Credits	Internal	External	Total
1	CC-8	MSWCC40 1	Field Work Intervention	5	0	0	5	30	70	100
2	CC-9	MSWCC40 2	Business Plan Development on	5	0	0	5	30	70	100



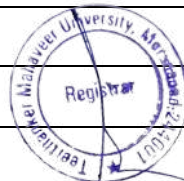
			Social Sector								
3	CC-10	MSWCC40 3	Society, Conflict and Peace Process	5	0	0	5	-	30	70	100
4	AECC-4	MSWAE40 1	Human Values & Professional Ethics	4	0	0	4		30	70	100
5	GEC-4	MSWGE40 1	Sustainable Development	5	0	0	5		30	70	100
Total				24	0	0	24		150	350	500

Note- A student who successfully qualifies Two MOOCs on SWAYAM/NPTEL of equal credits shall be exempted from the courses after obtaining the permission from Programme Coordinator.

Core Courses

<u>Course Code:</u> MSWCC101	Core Course – I MSW- Semester-I History And Philosophy of Social Work	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	<i>MSW Concepts</i>	10 Hours
Block -2	<i>Development of Society and Emergence of Social Work</i>	10 Hours
Block -3:	<i>Brief History of Social Work</i>	10 Hours
Block -4:	<i>Social Work Philosophy and Profession</i>	10 Hours
Block -5	<i>Human Rights, Liberty and Modern Social Work</i>	10 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	

<u>Course Code:</u> MSWCC102	Core Course – 2 MSW- Semester-I Social Welfare Administration	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	Society, Community and Institution	10 Hours
Block -2	Socialization, Culture and Social Control	10 Hours
Block -3:	Social System and Stratification	10 Hours
Block -4:	Economy and Polity	10 Hours



Block -5	Problems of Contemporary Indian Society	10 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Study Material) 	

Course Code: MSWCC201	Core Course – 3 MSW- Semester-II Human growth & Development	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	<i>Growth and Development of Individual</i>	10 Hours
Block -2	Stages of Human Development	10 Hours
Block -3:	<i>Health, Hygiene and Health Management</i>	10 Hours
Block -4:	Reproductive and Child Health	10 Hours
Block -5	Communicable and Non-Communicable Diseases	10 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	

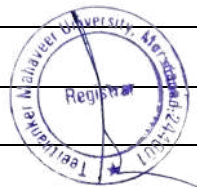
Course Code: MSWCC202	Core Course – 4 MSW- Semester-II Understanding Human Behaviour	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	Psychology and Key Psychological Processes	10 Hours
Block -2	Personality	10 Hours
Block -3:	Mental Hygiene	10 Hours
Block -4:	Mental Health	10 Hours
Block -5	Alcohol & Drug Abuse and Disability	10 Hours
Textbooks	SLM (Self Learning Material)	

Course Code: MSWCC301	Core Course – 5 MSW- Semester-III Community Organization	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	Introduction : Community, Community Organization and Community Development : Understanding the Concepts in the Context of Problems	10 Hours

Block -2	Community Organization in Rural Setting	10 Hours
Block -3:	Community Organisation in UrMSWn Setting	10 Hours
Block -4:	Community Work in Different Settings : Health Setting, Educational Setting, Correctional Setting and TriMSWl Setting	10 Hours
Block -5	5A : Power Structure in Community and Community Empowerment 5B : Some Important Issues in Community Work : Different Community Organisation and Community Development, Role of Community Worker, Recording, Approaches and Models in Community Works	10 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	

Course Code: MSWCC302	Core Course – 6 MSW- Semester-III Research Methodology	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	Scientific Method and Social Research	10 Hours
Block -2	Research Design and Sampling	10 Hours
Block -3:	Tools and techniques of Data Collection	10 Hours
Block -4:	Data Processing and Analysis	10 Hours
Block -5	Data Interpretation and Reporting	10 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	

Course Code: MSWCC303	Core Course – 7 MSW- Semester-III Crime, Criminology and Correctional Administration	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	<i>Crime & Correctional System in India</i>	10 Hours
Block -2	<i>ProMSWtion & Parole</i>	10 Hours
Block -3:	<i>Prison Administration</i>	10 Hours
Block -4:	Juvenile Delinquency	10 Hours
Block -5	After-care services	10 Hours



Textbooks	<ul style="list-style-type: none"> SELF LEARNING MATERIAL (SLM) 	
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Course Code: MSWCC401	Core Course – 8 MSW- Semester-IV Field Work Intervention	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	Introduction	10 Hours
Block -2	Field Work Intervention Manual	10 Hours
Block -3:	Field Work Manual Section 1	10 Hours
Block -4:	Field Work Components Section 2	10 Hours
Block -5	Field Placement Guidelines Section 3	10 Hours
Textbooks		

Course Code: MSWCC402	Core Course – 9 MSW- Semester-IV Business Plan Development on Social Sector	L-5 T-0 P-0 C-5
Course Outcomes:	On completion of the course, the students will be:	
Course Content:		
Block-1:	<i>Business Plan : Concepts, Definition and Need</i>	10 Hours
Block -2	<i>Business Plan : Development-Process</i>	10 Hours
Block -3:	<i>Marketing Research</i>	10 Hours
Textbooks		



<p>Course Code: MSWCC403</p>	<p align="center">Core Course – 10 MSW- Semester-IV Society, Conflict and Peace Process</p>	<p align="center">L-5 T-0 P-0 C-5</p>
Course Content:		
<p>Block-1:</p>	<p><i>Conflict in Modern Societies, Socio-Political and Economic Factors in Conflict</i></p>	<p align="center">10 Hours</p>
<p>Block -2</p>	<p><i>Socio-Political conflicts in India, Kashmir, North-East, Telangana, Maoism, Communalism etc.</i></p>	<p align="center">10 Hours</p>
<p>Block -3:</p>	<p><i>Conflicts</i></p>	<p align="center">10 Hours</p>
<p>Block -4:</p>	<p>Addressing Conflicts: Conflict Management and Conflict Resolution and Conflict Transformation Frameworks and its Critiques</p>	<p align="center">10 Hours</p>
<p>Textbooks</p>		



Generic Electives Courses

Course Code: MSWGE101	Generic Elective Course – 1 MSW- Semester-I Guidance and Counseling	L-6 T-0 P-0 C-6
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall key concepts, theories, and principles of guidance and counseling, including various types of counseling approaches and techniques.	
CO2.	Understanding: Explain the roles and responsibilities of a counselor, the stages of the counseling process, and the ethical considerations in guidance and counseling practices.	
CO3.	Applying: Demonstrate the ability to apply counseling theories and techniques in simulated counseling sessions, effectively using communication and listening skills to support clients.	
CO4.	Analyzing: Analyze various case studies to identify client issues, underlying problems, and appropriate counseling strategies, enhancing critical thinking and problem-solving skills.	
CO5.	Evaluating: Assess the effectiveness of different counseling interventions and approaches, providing feedback on what worked, what didn't, and how counseling practices can be improved for better client outcomes	
Course Content:		
Block-1:	Unit-1: Guidance: Meaning, Nature and Scope Unit-2. Guidance: Goals and Principles Unit-3. Need for Guidance with Reference to India Unit-4. Guidance Services: Concept and Importance Unit-5. Services: Placement Service, Follow-up Service Unit-6. Educational and Vocational Guidance	12 Hours
Block -2	Unit-7. Organizing Guidance Services at School and College Level Unit-8. Personal and Group Guidance: Concept, Aims and Methods Unit-9. Personal Guidance at School Level Unit-10. Personal Guidance at College Level Unit-11. Counseling: Concept, Need and Goals with Reference to India Unit-12. Counseling: Principles and Counseling Process	12 Hours
Block -3:	Unit-13. Types of Counseling: Directive Counseling Unit-14. Types of Counseling: Non-Directive Counseling Unit-15. Types of Counseling: Eclectic Counseling Unit-16. Interview Process in Counseling Unit-17. Counseling Services: Individual Counseling Unit-18. Counseling Services: Group Counseling	12 Hours
Block -4:	Unit-19. Organizing Counseling Services at School Level Unit-20. Organizing Counseling Services at College Level Unit-21. Psychotherapy: Meaning and Process Unit-22. Psychotherapy: Dealing with Psychological Disturbance Unit-23. Psychotherapy: Cognitive Approach Unit-24. Psychotherapy: Environmental Approach	12 Hours

Block -5	Unit-25. Counselor: Role and Qualities Unit-26. Testing and Non-Testing Techniques: Psychological Tests Unit-27. Case Study Unit-28. Rating Scale Unit-29. Observation Unit-30. Interview Unit-31. Inventories Unit-32. Problems of Guidance and Counseling in India and their Solutions	12 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	
Reference Books	<ul style="list-style-type: none"> • Guidance & Counseling: S. Nageshwara Rao, Discovery Publishing House • Guidance & Counselling: B.G. MSWrki, B.Kukh, Opadhyay, Sterling Publishers Pvt.Ltd. • Guidance & Counseling : Suzanne E. Wade. Pam Schutz, Lawrence ErlMSWumAssociates. 	

Course Code: MSWGE201	Generic Elective Course – 2 MSW- Semester-I Gender and Society	L-6 T-0 P-0 C-6
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall key concepts, terms, and historical developments related to gender studies, including gender roles, identity, and intersectionality.	
CO2.	Understanding: Explain the social construction of gender and how it influences individual behaviors, social interactions, and institutional structures.	
CO3.	Applying: Apply sociological theories and perspectives to analyze gender issues in various social contexts, such as the workplace, family, media, and education.	
CO4.	Analyzing: Critically examine the impact of gender norms and stereotypes on different social groups, considering factors such as race, class, sexuality, and age.	
CO5.	Evaluating: Assess the effectiveness of policies and initiatives aimed at promoting gender equality, providing insights into their strengths, weaknesses, and potential improvements.	
Course Content:		
Block-1:	Unit;1 Social Construction of Gender Unit:2 Gender Roles	12 Hours
Block -2	Unit 3: Emergence of Feminist Thought Unit 4: Approaches to the Study of Gender Unit 5: Gender MSWsed Sociological Analysis	12 Hours
Block -3:	Unit 6: Economic Unit 7: Politics Unit 8: Religion and Culture	12 Hours
Block -4:	Unit 9: Major Gendered Social Issues Unit:10 Women in India Unit 11: Demographic Profile	12 Hours
Block -5	Unit 12: Development of Women’s Studies in India Unit 13: Women's Movement in India Unit 14: Women’s Movement and Social Change	12 Hours



Textbooks	<ul style="list-style-type: none"> • SLM (Selm Learning Material) 	
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Course Code: MSWGE301	Generic Elective Course – 3 MSW- Semester-I Enterprise Resource Planning	L-6 T-0 P-0 C-6
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall fundamental concepts, components, and terminology of Enterprise Resource Planning systems, including key modules such as finance, human resources, and supply chain management.	
CO2.	Understanding: Explain the principles and benefits of ERP systems, detailing how they integrate various business processes and enhance organizational efficiency and decision-making.	
CO3.	Applying: Demonstrate the ability to configure and use MSWsic ERP software modules in practical scenarios, applying theoretical knowledge to real-world business operations.	
CO4.	Analyzing: Analyze business processes and requirements to determine how ERP systems can be leveraged to optimize workflows, improve data accuracy, and support strategic planning.	
CO5.	Evaluating: Assess the implementation and performance of ERP systems within an organization, evaluating their impact on productivity, cost-efficiency, and overall business performance, and recommending improvements.	
Course Content:		
Block-1:	Unit 1: ERP Overview Unit 2: ERP and Related Technology Unit 3: Business Process Re-engineering	12 Hours
Block -2	Unit 4: Manufacturing Perspective of ERP Unit 5: ERP Modules Unit 6: ERP Benefits	12 Hours
Block -3:	Unit 7: ERP Market Unit 8; ERP Implementation Lifecycle Unit 9: ERP Vendors, Consultants and Users	12 Hours
Block -4:	Unit 10: ERP Future Directions Unit 11: ERP-II Unit 12: Building and Deploying an Information System	12 Hours
Block -5	Unit 13: Case Study – ERP SAP Implementation Unit 14: Case Study – ERP Application on Supply Chain	12 Hours
Textbooks	SLM (Self Learning Material)	
Reference Books	<ul style="list-style-type: none"> • Alexis Leon, ERP Demystified 2/E, Tata McGraw-Hill, New Delhi • Alexis Leon, Enterprise Resource Planning, Tata McGraw Hill, 2009 • Bhatnagar, S.C. and K.V. Ramani, Computers and Information Management, Prentice Hall of India Private Ltd, New Delhi, 1991. • Daniel E. O’Leary, ERP Systems: Systems, Life Cycle, E-commerce, and Risk, Cambridge University Press, 2000. • Ellen Monk, Bret Wagner, Concepts in Enterprise Resource 	

	Planning, Course Technology, Second Edition, 2005	
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	<ul style="list-style-type: none"> • Hanson, J.J., “Successful ERP Implementations Go Far Beyond Software,” San • Diego Business Journal (5 July 2004). Millman, Gregory J., “What Did You Get from ERP and What Can You Get?,” • Financial Executive (May 2004). Murrell G. Shields, E-Business and ERP: Rapid Implementation and Project Planning, • Wiley, 2001.Olinger, Charles, “The Issues Behind ERP Acceptance and Implementation,” PICS: The Performance Advantage • Pankaj Sharma, Enterprise Resource Planning, APH Publishing Corporation, New Delhi, 2004. 	
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Course Code: MSWGE401	Generic Elective Course – 4 MSW- Semester-I Sustainable Development	L-6 T-0 P-0 C-6
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall key concepts, principles, and goals of sustainable development, including the United Nations Sustainable Development Goals (SDGs).	
CO2.	Understanding: Explain the interconnections between economic growth, environmental stewardship, and social inclusion, and how these pillars contribute to sustainable development.	
CO3.	Applying: Apply sustainable development theories and practices to real-world scenarios, developing strategies to address environmental, social, and economic challenges.	
CO4.	Analyzing: Critically analyze case studies and examples of sustainable development initiatives, evaluating their effectiveness and identifying best practices and lessons learned.	
CO5.	Evaluating: Assess the impact of policies and programs aimed at promoting sustainable development, providing recommendations for improving sustainability outcomes at local, national, and gloMSWI levels.	
Course Content:		
Block-1:	Concept of Sustainable Development Unit-1 Meaning, Nature and Scope of Sustainable Development Unit-2 Major Components of Sustainable Development Unit-3 Approaches to Sustainable Development Unit-4 Goals of Sustainable Development	12 Hours
Block -2	Development, Sustainability and Climate Change Unit-5 Concept of GloMSWI Commons and Climate Change Unit-6 International Conventions on Sustainable Development Unit-7 Interrelationship among Development, Sustainability and Climate Change: Case for Differentiated Responsibilities	12 Hours
Block -3:	Health, Education and Food Security Unit-9 Role of Green and Converging Technologies in Health, Sanitation and Food Security Unit-8 Relationship between Sustainable Development and Food Security Unit-10 Role of Education in Sustainable Development	12 Hours
Block -4:	Sustainable Development: A Way Forward Unit-11 Role of Policy Innovations in Sustainable Development Unit-12 Recognition of Ecological Limits of Equity and Justice	12 Hours

Block -5	Unit-14 Role of Non-State Stakeholders in Sustainable Development Unit-13 Alternative Ways of Resource Generation and Capacity Enhancement	12 Hours
Textbooks	SLM (Self Learning Material)	
Reference Books	<ul style="list-style-type: none"> • Gereluk, W. and Royer, L. (2001). Sustainable Development of the GloMSWI Economy: A Trade Union Perspective. Geneva: ILO. • Kilgy, P. (2011). NGOs in India: The Challenge of Women’s Empowerment and Accountability. UK: Routledge. • Kolk, A. (2016). The Social Responsibility of International Business: From Ethics and the Environment to CSR and Sustainable Development. Journal of World Business. 51(1), 23-34. • Kolk, A., & Van Tulder, R. (2010). International Business, Corporate Social Responsibility and Sustainable Development. International Business Review. 19(2), 119-125. 	

Ability Enhancement Courses

Course Code: MSWAE101	Ability Enhancement Course – 1 MSW- Semester-I Communication Skills -I	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall fundamental concepts and principles of effective communication, including verMSWI and non-verMSWI communication, listening skills, and MSWsic grammar.	
CO2.	Understanding: Explain the importance of effective communication in various contexts, such as personal, academic, and professional settings, and how it influences relationships and outcomes.	
CO3.	Applying: Demonstrate the ability to construct clear and coherent written and oral messages, tailoring communication styles to suit different audiences and purposes.	
CO4.	Analyzing: Analyze communication MSWrriers and challenges, identifying strategies to overcome them and enhance clarity and understanding in interactions.	
CO5.	Evaluating: Assess the effectiveness of different communication techniques and tools, providing constructive feedMSWck and making improvements to enhance communication skills.	
Course Content:		
Block-1:	Unit:1 Simple Rules of Pronunciation and Intonation Unit: 2 Theme MSWsed Vocabulary Building Unit: 3 Antonyms, Synonyms and Homonyms	8 Hours
Block -2	Unit: 4 Listening skills Unit: 5 Note Taking and Note Making Unit:6 Practicing Listening Skills	8 Hours
Block -3:	Unit:7 Comprehension Passages Unit: 8 News and Magazines Articles Unit: 9 Poems	8 Hours

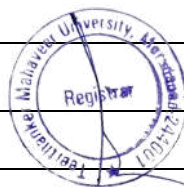


Block -4:	Unit: 10 Sentences Unit: 11 Articles, Nouns, Adjectives and Adverbs Unit: 12 Prepositions	8 Hours
Block -5	Unit: 13 MSWsic Cohesive Paragraph Writing Unit: 14 Resume Writing Unit: 15 Job application writing and acceptance letter writing	8 Hours
Textbooks	SLM (Self Learning Material)	
Reference Books	Effective Communication Skills" Publisher: McGraw-Hill Education Year: 2018	

Course Code: MSWSE201	Skill Enhancement Course – 2 MSW- Semester-II Communication Skills -II	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Recall and list advanced communication techniques and strategies learned in Communication Skills - I, such as effective presentation skills, negotiation tactics, and conflict resolution methods.	
CO2.	Understanding: Explain the nuances of non-verMSWl communication, including body language, tone of voice, and facial expressions, and how they impact message delivery and reception in interpersonal interactions.	
CO3.	Applying: Apply advanced communication skills in various professional contexts, including conducting meetings, facilitating group discussions, and delivering persuasive speeches, demonstrating adaptability and proficiency in diverse communication situations.	
CO4.	Analyzing: Analyze complex communication scenarios to identify underlying dynamics, power structures, and cultural influences, enabling effective communication across diverse teams and stakeholders.	
CO5.	Evaluating: Critically evaluate personal communication effectiveness and identify areas for improvement, incorporating feedMSWck from peers and instructors to enhance communication skills and achieve desired communication outcomes.	
Course Content:		
Block-1:	<i>Unit 1: Speaking Skills</i> <i>Unit 2: Using A Foreign Language</i> <i>Unit 3: Conversation Building</i>	8 Hours
Block -2	<i>Unit 4: Dialogue Writing</i> <i>Unit 5: Telephone Skills</i> <i>Unit 6: Reading Skills–To Enhance Independent Reading</i>	8 Hours
Block -3:	<i>Unit 7: Comprehension And Quick Reading Of Texts</i> <i>Unit 8: Aesthetic Appreciation Of Texts: Poems</i>	8 Hours
Block -4:	<i>Unit 9: Tenses</i> <i>Unit 10: Parts Of Speech And Common Errors In English</i> <i>Unit 11: Use Of Capitals And MSWsic Punctuations</i>	8 Hours
Block -5	Unit 12: MSWsic Of Official Correspondence Unit 13: Format Of MSWsic Formal Letter Unit 14: Writing And Planning Effective Business Letters	8 Hours
Textbooks	<ul style="list-style-type: none"> SLM (Self Learning Material) 	

Reference Books	<ul style="list-style-type: none"> • Lesikar, Flatley, MSWsic Business Communication, 10th Edition, Tata Mcgraw Hill, p.433. • M.J. Mathew, Business Communication, 2008, RBSA Publishers, Jaipur, India. • Meenakshi Raman, Prakash Singh, Business Communication, Oxford University Press, 7th Impression 2008. • PD Chaturvedi, Mukesh Chaturvedi, Business Communication— Concepts, Cases and Applications, 2007, Pearson Education. 	
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Course Code: MSWAE301	Ability Enhancement Course – 3 MSW- Semester-III Environmental Science	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall key concepts and terminology related to environmental science, including ecosystems, biodiversity, pollution, and climate change.	
CO2.	Understanding: Explain the fundamental principles of environmental science, such as the interdependence of living organisms and their environments, and the processes that drive natural systems.	
CO3.	Applying: Apply scientific methods and techniques to investigate environmental problems, conducting experiments and fieldwork to gather and analyze data on issues like water quality, air pollution, and soil conservation.	
CO4.	Analyzing: Critically analyze environmental data and case studies to understand the causes and effects of environmental issues and evaluate the effectiveness of various mitigation and adaptation strategies.	
CO5.	Evaluating: Assess the impact of human activities on the environment and evaluate the sustainability of current practices, proposing and justifying recommendations for policies and practices that promote environmental conservation and sustainability.	
Course Content:		
Block-1:	Unit:1 Multidisciplinary nature of environmental studies, Scope and importance Unit: 2 Deforestation Unit: 3 Water Unit: 4 Ecosystem	8 Hours
Block -2	Unit: 5 Levels of Biological Diversity Unit: 6 Threats to biodiversity	8 Hours
Block -3:	Unit: 7 Environmental Pollution Unit: 8 Climate Change	8 Hours
Block -4:	Unit: 9 Environmental Laws Unit: 10 International Agreements Unit: 11 Human Population Growth	8 Hours
Block -5	Unit: 12 Disaster Management Unit: 13 Environmental Ethics	8 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	



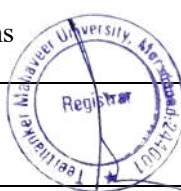
Reference Books	<ul style="list-style-type: none"> • Wright, R. T.; Boorse, D. F. Environmental Science: Towards Sustainable Future, 12e, Pearson, India (2015). • Costanza R, Hart M, Talberth J, Posner S. Beyond GDP: The need for new measures of progress. The pardee papers. 2009. • Bharuch, E. Environmental Studies, 2e, Orient BlackSwan, India (2013). • vanLoon, G. W.; Duffy, S. J. Environmental Chemistry: A GloMSWI Perspective, 3e, Oxford University Press 	
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Course Code: MSWAE401	Ability Enhancement Course – 4 MSW- Semester-IV Human Values and Professional Ethics	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Understanding the core values that shape the ethical behavior of a manager in functional areas of an organization.	
CO2.	Understanding the morals & values that ought to guide the management and resolve the moral issues in the profession	
CO3.	Analyzing the role of morals and values in technological development and its challenges.	
CO4.	Developing value-MSWsed management system and work environment in organization.	
CO5.	Developing framework for management ethics and human Values.	
Course Content:		
Block-1:	Evolution and introduction of Human Values in Indian context: Values: Introduction, sources of value system, Types of values, Significance of values, Indian value system, values of Indian manager, Teaching from Indian scriptures like Mahabharata, Bhagwad Gita, Ramayana, Quran and its applications inmanagement.	8 Hours
Block -2	Business Ethics: Definition of Ethics, nature of ethics, types of ethics, Ethics and morality, Need and significance of business Ethics, code of conduct and Ethics for manager. -	8 Hours
Block -3:	Ethical Dilemmas: Ethical Dilemmas- sources and their resolutions. Ethical decision making, Work ethics, Ethical and unethical practices in India.	8 Hours
Block -4:	Impact of Ethics: Ethical issues related to marketing, Human resource management, Finance, Intellectual property rights. Environmental ethics.	8 Hours
Block -5	Understanding Harmony in the Family and Society –harmony inHuman -Human Relationship and Gender issues: Understanding Harmony in the Family and Society-Harmony in Human-Human Relationship; Understanding harmony in the Family- the MSWsic unit of human interaction; Understanding values in human- human relationship; meaning of Nyaya and program for its fulfillmentto ensure Ubhay - Tripti, Trust (Vishwas)	8 Hours

	and Respect (Samman) as the foundational values of relationship.	
Textbooks	<ul style="list-style-type: none"> Bhatia S.K., Business Ethics and managerial values, New Delhi:Deep and Deep publications Pvt. Ltd 	
Reference Books	<ul style="list-style-type: none"> Velasquez, Business Ethics – Concepts and Cases, New Delhi: PHall. Mathur U.C., Corporate Governance & Business Ethics, NewMcMillan. Govindarajan M., professional ethics and Human values, Delhi:PHI learning pvt ltd. Hartman Laura P &Abha Chatterjee, Business Ethics, wMcGraw Hill. R. K Sharma, puneetagoel, Corporate governance, values andNew Delhi: kalyani publication <p>* Latest editions of all the suggested books are recommended</p>	Ne

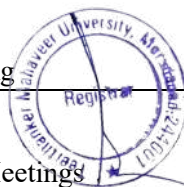
Skill Enhancement Courses

Course Code: MSWSE101	<p>Skill Enhancement Course – 1</p> <p>MSW- Semester-I</p> <p>Computer Skills</p>	<p>L-4</p> <p>T-0</p> <p>P-0</p> <p>C-4</p>
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall MSWsic computer components, terminology, and functions, including hardware, software, operating systems, and common applications.	
CO2.	Understanding: Explain the fundamental concepts of computer operations, such as file management, internet navigation, and the use of standard productivity software like word processors and spreadsheets.	
CO3.	Applying: Demonstrate the ability to perform MSWsic computer tasks, including creating and editing documents, managing files and folders, and using email and other communication tools effectively.	
CO4.	Analyzing: Analyze simple computer-related problems and troubleshoot common issues related to software and hardware, enhancing problem-solving skills.	
CO5.	Evaluating: Assess the reliability and security of various online resources and applications, understanding best practices for maintaining privacy and protecting data in a digital environment.	
Course Content:		
Block-1:	Unit 1: Computer Fundamentals Unit 2: Introduction to Data Representations Unit 3: Memory	8 Hours
Block -2	Unit 4: Secondary Storage Devices Unit 5: MS Window Unit 6: Working with Windows Explorer	8 Hours



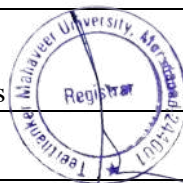
Block -3:	Unit 7: Microsoft Word Introduction Unit 8: Microsoft Word -II Unit 9: MS Word: Additional Features	8 Hours
Block -4:	Unit 10: Microsoft Excel Unit 11: Operations of MS Excel	8 Hours
Block -5	Unit 12: MS PowerPoint Unit 13: Internet Unit 14: Web Server Applications	8 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	
Reference Books	<ul style="list-style-type: none"> • Fundamental Computer Concepts, William S. Davis. • Fundamental Computer Skills, Feng-Qi Lai, David R. Hofmeister. 	

Course Code: MSWSE201	Skill Enhancement Course – 2 MSW- Semester-II Business Communications and Soft Skills	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Recall and list advanced communication techniques and strategies learned in Communication Skills - I, such as effective presentation skills, negotiation tactics, and conflict resolution methods.	
CO2.	Understanding: Explain the nuances of non-verbal communication, including body language, tone of voice, and facial expressions, and how they impact message delivery and reception in interpersonal interactions.	
CO3.	Applying: Apply advanced communication skills in various professional contexts, including conducting meetings, facilitating group discussions, and delivering persuasive speeches, demonstrating adaptability and proficiency in diverse communication situations.	
CO4.	Analyzing: Analyze complex communication scenarios to identify underlying dynamics, power structures, and cultural influences, enabling effective communication across diverse teams and stakeholders.	
CO5.	Evaluating: Critically evaluate personal communication effectiveness and identify areas for improvement, incorporating feedback from peers and instructors to enhance communication skills and achieve desired communication outcomes.	
Course Content:		
Block-1:	ESSENTIALS OF BUSINESS COMMUNICATION Unit 1 Introduction to Business Communication Unit 2 Communication Process Unit 3 7Cs Of Effective Communications and Writing Skills	8 Hours
Block -2	BUSINESS REPORTS Unit - 4 Business Report Unit - 5 Written Communication Unit – 6 New Age Communication Channels	8 Hours
Block -3:	ETIQUETTE AND INTERVIEW Unit - 7 Body Language And Etiquettes to Unit - 8 Interview Unit - 9 Curriculum Vitae / Resume Writing	8 Hours
Block -4:	MEETINGS, CIRCULAR, LETTERS Unit 10 Company Meetings Unit 11 Notice, Agenda And Minutes of Meetings	8 Hours



	Unit 12 Circular Letters	
Block -5	SOFT SKILLS Unit -13 Group Discussion Unit - 14 Time Management	8 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	
Reference Books	<ul style="list-style-type: none"> • Lesikar, Flatley, MSW Business Communication, 10th Edition, Tata Mcgraw Hill, p.433. • M.J. Mathew, Business Communication, 2008, RBSA Publishers, Jaipur, India. • Meenakshi Raman, Prakash Singh, Business Communication, Oxford University Press, 7th Impression 2008. • PD Chaturvedi, Mukesh Chaturvedi, Business Communication— Concepts, Cases and Applications, 2007, Pearson Education. 	

Course Code: MSWSE301	Skill Enhancement Course – 3 MSW- Semester-III Communication for Leaders	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Recall and identify key principles and strategies for effective leadership communication, including active listening, empathy, and clarity in messaging.	
CO2.	Understanding: Explain the importance of communication skills in leadership roles, understanding how effective communication contributes to team cohesion, morale, and productivity.	
CO3.	Applying: Apply advanced communication techniques to various leadership scenarios, including delivering persuasive presentations, providing constructive feedback, and resolving conflicts diplomatically.	
CO4.	Analyzing: Analyze case studies and examples of leadership communication in different contexts, identifying successful strategies and areas for improvement in communication practices.	
CO5.	Evaluating: Evaluate the impact of leadership communication on organizational culture, employee engagement, and overall performance, and develop strategies for continuous improvement in leadership communication effectiveness.	
Course Content:		
Block-1:	Unit: 1 Listening- Understanding Vocabulary and Context Unit: 2 Listening for Details Unit 3: Tenses, Clauses and Transitional Words or Phrases	8 Hours
Block -2	Unit: 4 Sentences Unit: 5 Vocabulary Unit 6: Idioms and Proverbs	8 Hours
Block -3:	Unit: 7 Reading Skills Unit: 8 Comprehension Skills Unit: 9 Group Discussion	8 Hours
Block -4:	Unit: 10 Presentational Skills Unit 11: Role Play and DeMSWte Unit: 12 Writing Techniques and Strategies	8 Hours
Block -5	Unit: 13 Writing Unit: 14 Business Correspondence	8 Hours



Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	
Reference Books	<ul style="list-style-type: none"> • Herta A Murphy, Herbet Writing Hildebrandt, Jane P Thomas, Effective Business Communication, 7th Edition, Mcgraw Hill. Shirley Taylor, ommunication for Business, Pearson Education. Online li 	

Discipline Specific Courses

Course Code: MSWSDSE501	Discipline Specific Course – 1 MSW- Semester-V Social work	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>BLOCK 1 Introducing UrMSWn Social work Unit 1 UrMSWn Social work: Nature and Scope Unit 2 UrMSWnization and UrMSWnism Unit 3 City</i>	12 Hours
Block -2	<i>BLOCK 2 Perspectives in UrMSWn Social work Unit 4 Ecological- Spatial Unit 5 Political Economy Unit 6 Network Unit 7 Cultural</i>	12 Hours
Block -3:	<i>BLOCK 3 Migration, Occupation and Settlements Unit 8 Migration Unit 9 Occupation Unit 10 Slum Unit 11 Neighborhood and Gated Communities</i>	12 Hours
Block -4:	<i>BLOCK 4 Cultural Politics of UrMSWn Space Unit 12 Consumer, Culture and Leisure Unit 13 Caste, Class, Ethnicity and Gender</i>	12 Hours
Textbooks		

Course Code: MSWSDSE502	Discipline Specific Course – 2 MSW- Semester-V Environment Social work	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>Envisioning Environmental Social work Environmental Social work: Nature and Scope Realist- Constructionist DeMSWte Key Concepts</i>	12 Hours
Block -2	<i>Approaches Social Ecology Treadmill of Production Ecological Modernization Risk Ecofeminism and Feminist Environmentalism Political Ecology</i>	12 Hours
Block -3:	<i>Environmental Issues and Concern Anthropocene and climate change Pollution Environmental Policy in India</i>	12 Hours
Block -4:	<i>Environmental Movements in India Forest MSWsed Movement – Chipko Water MSWsed Movement – Narmada Land MSWsed Movements – Anti-mining and Seed</i>	12 Hours

Textbooks		
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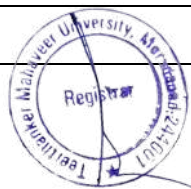
Course Code: MSWSDSE503	Discipline Specific Course – 3 MSW- Semester-V Culture of India	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>Block I: Anthropology of Indian Tribes Unit 1: Concept of Tribe in India Unit 2: Idea of Indigenous Communities Unit 3: Characteristics and Geographical Distribution of Tribes Unit 4: Anthropology and Tribes of India Unit 4: TriMSWI Organisation</i>	12 Hours
Block -2	<i>Block II Social and Cultural Changes among the Tribes Unit 1 Tribe-Caste Continuum in India Unit 2 TriMSWI Monographs on Social Change Unit 3 GloMSWlisation among Indian Tribes</i>	12 Hours
Block -3:	<i>Block III Contemporary Challenges Unit 1: TriMSWI Displacement and Rehabilitation Unit 2: Development of Forest Policy and Tribes Unit 3: TriMSWI Movements</i>	12 Hours
Block -4:	Block IV: Problems, Development Programme and Constitutional Safeguards Unit I: Problems of Tribes Unit 2: Problems of MSW Women Unit 3: Constitutional provision and Safeguards	12 Hours
Textbooks		

Course Code: MSWSDSE601	Discipline Specific Course – 4 MSW- Semester-VI Indian Sociological Traditions	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>BLOCK 1 History and Development of Indian Sociological Traditions Unit 1 Major Influences on Indian Sociological Traditions Unit 2 Major Schools of Indian Sociological Traditions</i>	12 Hours
Block -2	<i>Sociologists in India-1 Radhakamal Mukerjee G S Ghurye D P Mukerji N K Bose Verrier Elwin</i>	12 Hours
Block -3:	<i>Sociologists in India-2 Irawati Karve A R Desai M N Srinivas Ramkrishna Mukherjee Leela Dube</i>	12 Hours
Textbooks		



Course Code: MSWSDSE602	Discipline Specific Course – 5 MSW- Semester-VI Reading Ethnographies	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>Block 1 Themes in Ethnographies Unit 1 Unit 2 Unit 3 Unit 4 Unit 5 Understanding Ethnography Colonial Ethnography Classical Ethnography Indian Ethnography GloMSWI Ethnography</i>	12 Hours
Block -2	<i>Block 2 Ethnographic Cases Unit 6 Argonauts of the Western Pacific - B. Malinowski 42 Coming of Age in Samoa- M.Mead Unit 7 Unit 8 Unit 9 Unit 10 Unit 11 Religion and Society among the Coorgs- M. N. Srinivas Mukkuvar Women: Gender, Hegemony, and Capitalist Transformation in a South Indian Fishing Community– Kalpana Ram Stratagems and Spoils: Social Anthropology of Politics- F. G. MSWiley Street Corner Society- W.F. Whyte</i>	12 Hours
Block -3:	<i>Block 3 Ethnographic Practices and Styles Unit 12 Unit 13 Unit 14 Unit 15 Unit 16 DeMSWtes on Doing Ethnography Scientific Ethnography Feminist Critique to Ethnography Interpretative Ethnography Ethics and Ethnography</i>	12 Hours
Textbooks		

Course Code: MSWSDSE603	Discipline Specific Course – 6 MSW- Semester-VI Visual Anthropology	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>BLOCK I: INTRODUCTION TO VISUAL ANTHROPOLOGY Unit 1: What is visual anthropology? Unit 2: History of visual anthropology Unit 3: Situating visual anthropology</i>	12 Hours
Block -2	<i>BLOCK II: THEORY AND REPRESENTATION Unit 4: Anthropology and images: A theoretical analysis Unit 5: Representation: Politics and Aesthetics Unit 6: Visual anthropology and its applications Unit 7: Anthropology of Arts and Aesthetics</i>	12 Hours
Block -3:	<i>BLOCK III: ETHNOGRAPHIC PHOTOGRAPHY AND FILMS Unit 8: Essentials of Ethnographic Photography Unit 9: Ethnographic Photography Unit 10: Ethnographic Film Unit 11: Deciphering of an ethnographic film: Case Study</i>	12 Hours
Textbooks		





5.3. Duration of the programme

<u>Study Scheme</u>	
<u>SUMMARY</u>	
Institute Name	Centre for Distance and Online Education
Programme	MSW
Duration	Two Years (Online Mode) (Four Semesters)
Medium	English
<u>Credits</u>	
Minimum Credits Required for Degree	93
Eligibility for the program	Graduation in any stream from UGC recognized University

5.4. Faculty and support staff requirement

Academic Staff	Number available to meet the required. delivery norms
Programme Coordinator	1 member
Course Coordinator	1 member
Course Mentor	1 member per batch of 250 students

5.5. Instructional delivery mechanisms

The Centre for Distance and Online Education of TMU comprises of faculty members and staff who are well versed in Distance Education and Online delivery.

An Academic calendar depicting dates for all major events during each semester will be prepared by faculty members and shared with students through LMS, at the beginning of each academic session.



Apart from providing content in the form of Self Learning Material, enough e-learning resources in the form of audio and video content will be provided to students. Regular engagement of students will be ensured through the following means:

- Conduct of Webinars/live lectures/online lectures/Virtual Class
- By encouraging them to participate in mandatory Discussion Forums to stimulate their thinking, and to be able to fearlessly express their views in forums. These discussion forums will be moderated by faculty to provide equal opportunity for everyone to participate, as well as to ensure maintenance of decorum of the forum.
- Through periodic formative assessments

Regular evaluation of content learnt will be provided for, through Self-Assessment Questions within the SLM, as well as quizzes on the LMS. The quizzes can be taken any number of times, so that they reach a stage of being able to answer questions without errors, which is a reflection of their understanding of the concept.

Effort will be made to provide case studies to enhance their analytical ability and make right decisions.

Link to National Portals (SWAYAM/NPTEL) will be provided, as also link to University's digital library portal.

All links to additional reading will be provided in the LMS. Interested students can study beyond the confines of the syllabus.

5.6. Identification of media–print, audio or video, online, computer aided.

LMS provides for all audio video content (e-learning material, e-pubs, faculty-led video sessions, virtual classrooms and discussion boards), dashboard of their progress in learning, comparison with their peers in terms of learning, regular notifications regarding upcoming Webinars/virtual classes, Assignments, Discussion Forum participations and Examinations. It also provides an opportunity for raising queries if any, and seek answers to the same, by chat bot or course mentors.

5.7. Student Support Services

The Student Support services will be facilitated by the Centre for Distance and Online Education, Teerthanker Mahaveer University, Moradabad Uttar Pradesh which includes the pre-admission student support services like counselling about the programme including curriculum design, mode of delivery, fee structure and evaluation methods. Post-admission student support services include guiding students towards accessing e-identity cards, LMS portal, Academic calendar and academic delivery. Examinations support staff shall answer queries pertaining to the conduct of end-semester examinations, evaluation and issue of certificates.



6. Procedure for Admission, Curriculum Transaction and Evaluation

The purpose of online education by Teerthanker Mahaveer University, Moradabad , Uttar Pradesh is to provide flexible learning opportunities to students to attain qualification, wherever learners are not able to attend the regular classroom teaching. Academic programmes offered for such candidates under Online Learning mode will be conducted by Directorate of Online Education- Teerthanker Mahaveer University, Moradabad, Uttar Pradesh with support of the various University schools. The programmes/courses may be termed online mode for award of Degree. Eligibility criteria, programme/course structure, curriculum, evaluation criteria and duration of programme shall be approved by Board of Studies and Academic Council which are based on UGC guidelines.

Candidates seeking admissions in any programme offered by Centre for Distance and Online Education- Teerthanker Mahaveer University, Moradabad , Uttar Pradesh shall fill up online application form available on CDOE- TMU website. Before applying, candidates must check eligibility criteria for programme that they are interested in. Details about Eligibility criteria, programme structure, curriculum, duration, and fee structure are available on the website.

6.1. Procedure for Admission:

Minimum Eligibility Criteria for admission: Graduation in any stream from UGC recognized University

Important Instructions:

All admissions shall be provisional until and unless candidates meet the eligibility criteria.

Admission will stand cancelled if a candidate does not meet eligibility criteria, or there is failure to pay programme/course fees.

Admission will stand cancelled, if candidate does not submit proof of eligibility within stipulated time given by Centre for Distance and Online Education- Teerthanker Mahaveer University, Moradabad UttarPradesh.

Centre for Distance and Online Education - Teerthanker Mahaveer University, Moradabad, Uttar Pradesh has the right to make necessary changes from time to time as deemed fit in Eligibility criteria, programme/course structure, curriculum, duration, fee structure and programme announcement dates. All changes will be notified on website.

Candidates should carefully read all instructions given in Programme prospectus before start of application form.

Fee Structure and Financial assistance policy:

Suggested Fee for MSW Social work programme is INR 5,400 per annum.



A scholarship as per Teerthanker Mahaveer University norm on tuition fees will be provided to eligible students.

6.2. Curriculum Transactions:

Programme Delivery:

Teerthanker Mahaveer University, Moradabad Uttar Pradesh has state-of-the-art mechanism for online mode of academic delivery to ensure quality education. Faculty members at TMU offer expert guidance and support for holistic development of the students. Faculty members are not mere facilitators of knowledge but they also mentor students to make learning more engaging and maintain high retention level. The programme will be delivered with an aim to provide expertise and ensure that students excel in their domains. The features of programme delivery are:

- Online Mode of Academic Delivery
- Periodic review of Curriculum and Study material
- Live Interactive lectures from faculty / Course coordinators
- Continuous Academic and Technical support
- Guidance from Course Coordinators
- Learning and delivery support from Course Mentors

Norms for Delivery of Courses in Online Mode:

S. No.	Credit value of the course	No. of Weeks	No. of Interactive Sessions		Hours of Study Material		Self-Study hours including Assessment etc.	Total Hours of Study (MSW sedon 30 hours per credit)
			Synchronous Online Counseling /Webinars/ Interactive Live Lectures (1 hour per week)	Discussion Forum/ a synchronous Mentoring (2 hours per week)	e-Tutorial in hours	e-Content hours		
1.	1 Credits	3 weeks	3 hours	6 hours	5	5	11	30
2.	2 Credits	6 weeks	6 hours	12 hours	10	10	22	60
3.	3 Credits	9 weeks	9 hours	18 hours	15	15	33	90
4.	4 Credits	12 weeks	12 hours	24 hours	20	20	44	120
5.	6 Credits	18 weeks	18 hours	36 hours	30	30	66	180



Learning Management System (LMS) to support online mode of Course delivery:

LMS Platform has been built to help learners reach their potential in their chosen programme. It is a secure, reliable learning experience tool that works consistently on Web and Mobile devices. Its simple interface makes it easy for instructors to design courses, create content and grade assignments. It provides a great mobile experience due to the responsive design which is paired with purpose-built native apps. It provides seamless accessibility to ensure all tools are standards-compliant and easy for students to navigate using assistive technologies. It provides 24 X7 learning experience to facilitate learning as per the pace chosen by learners. Digital portfolio functionality allows students to document and share their learning journey as it happens on both web and mobile platforms.

Course Design:

The Course content is designed as per the SWAYAM guidelines using 4-quadrant approach as detailed below to facilitate seamless delivery and learning experience.

- **Quadrant-I** i.e. e-Tutorial, that contains – Faculty led Video and Audio Contents, Simulations, video demonstrations, Virtual Labs, etc., along with the transcription of the video.
- **Quadrant-II** i.e. e-Content that contains –Self Instructional Materials (Digital self-Learning Material), Case Studies, Presentation etc. and contains web resources such as further references, Related links, Open-source content on internet, research papers and journals Portable Document Format or e-Books or Illustration, video demonstrations, Historical development of the subject, Article, etc.
- **Quadrant-III** i.e. Discussion forums to raise and clarify doubts on real time by the Course Coordinator and his team.
- **Quadrant-IV** i.e. Self-Assessment, that contains MCQs, Problems, Quizzes, Fill in the blanks, Assignments with solutions and Discussion forum topics.

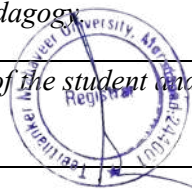
6.3. Evaluation

Evaluation:					
Assessment			Internal	External	Total
Theory			30	70	100
Practical/ Dissertations/ Project Reports			50	50	100
Class Test-1	Class Test-2	Class Test-3	Assignment(s)	Attendance	Total
Best three out of three					
10	10	10	5	5	30
Duration of Examination			External	Internal	
			3 Hours	1.5 Hours	



To qualify the course a student is required to secure a minimum of 45% marks in aggregate including the semester end examination and teachers continuous evaluation. (i.e. both internal and external). A candidate who secures less than 45% of marks in a course shall be deemed to have failed in that course. The student should have at least 45% marks in aggregate to qualify the program.

Question Paper Structure	
1	The question paper shall have two section – Section A and Section B . The examiner shall set questions specific to respective sections. Section wise details are as under mentioned:
2	Section A: It shall consist of short answer type questions (approx. 50 words). This section will essentially assess CO's related to lower order thinking skills (Remembering & Understanding) . It will contain five questions with at least one question from each unit with internal choice having “or” option with optional question from the same unit. Each question shall have equal weightage of three marks and total weightage of this section shall be ten marks .
3	Section B shall comprise of Long answer type questions (approx. 350 – 400 words). This section shall specify the higher order thinking as well as lower order thinking skills (Analyzing, Applying, Evaluating & Creating or Remembering & Understanding) to be assessed and mapped with the course outcomes stated . It shall contain five questions with at least one question from each unit with an internal choice having “or” option with optional question from the same unit. Each question shall have equal weightage of ten marks and total weightage of this section shall be fifty marks .
4	Note: In case where the course content does not have the scope of assessing higher order thinking skills, questions may be framed to assess the lower order thinking skills as per the course outcomes stated.
IMPORTANT NOTES:	
1	The purpose of examination will be to assess the Course Outcomes (CO) that will ultimately lead to assessment of attainment of Programme Specific Outcomes (PSO). A question paper must assess the following aspects of learning: Remembering, Understanding, Applying, Analyzing, and Evaluating & Creating (reference to Bloom’s Taxonomy).
2	Case Study is essential in every question paper (wherever it is being taught as a part of pedagogy) for evaluating higher-order learning. Not all the courses might have case teaching method used as pedagogy.
3	There shall be continuous evaluation of the student and there will be a provision of fortnight progress report.



7. Requirement of the Laboratory Support and Library Resources:

Laboratory Support

No lab- courses are offered in this program.

Library Resources

Directorate of Online Education, Teerthanker Mahaveer University, Moradabad Uttar Pradesh has excellent Library facility with adequate number of copies of books in relevant titles for MSW Social work programme. The Central Library of University is also having good source of reference books. The books available at both the libraries are only for reference purpose and lending services. In addition, reference books as prescribed will be procured. The Digital library access will also be made available to students who are enrolled into online mode of education. In addition, the university membership on Swayam/ NPTEL/ edX will also be made available to students. Complete e-Learning resources to course would be made available on Learning Management System for learning along with e-tutorial lectures. Further, expert lectures/workshops/ webinars by industry experts would also be conducted for the students.

8. Cost Estimate of the Programme and the Provisions

Sl. No.	Expenditure Heads	Approx. Amount
1	Programme Development (Single Time Investment)	1,00,00,000 INR
2	Programme Delivery (Per Year)	12,00,000 INR
3	Programme Maintenance (Per Year)	50,00,000 INR

9. Quality assurance mechanism and expected programme outcomes.

The quality of the programme depends on scientific construction of the curriculum, strong- enough syllabi, sincere efforts leading to skillful execution of the course of the study. The ultimate achievement of MSW Social work programme of study may reflect the gaining of knowledge and skill in management area. Gaining of knowledge and skills in IT may help the students to get new job opportunities, upgrading their position not only in employment, but also in the society.

The benchmark qualities of the programme may be reviewed on the performance of students in their end semester examinations. Also, the feedback from the alumni, students, parents, and employers will be received and analyzed for further improvement of the quality of the programme.



Teerthanker Mahaveer University has constituted Centre for Internal Quality Assurance (CIQA), which will assist Director, Centre of Distance and Online Education to conduct periodic review and assessments and assist the Directorate to implement necessary quality measures and effectiveness in programme delivery. CIQA is constantly involved in reviewing all materials prepared by CDOE, including syllabus, SLMs and e-learning content. CIQA will be involved in conducting studies to measure effectiveness of methods adopted for learning. As we proceed further, CIQA will involve in benchmarking quality of academic delivery, and perform various analyses, and guide all stakeholders towards upgrading quality constantly.

(CIQA) chaired by the Vice Chancellor consisting of internal and external experts oversees the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.

The guidelines on quality monitoring mechanism prescribed by the UGC have been adopted by the Centre for Internal Quality Assurance for conducting institutional quality audits, to promote quality assurance and enhance as well as spread best-in-class practices of quality assurance. University has setup an effective system for collecting feedback from the stakeholders regularly to improve its programmes. The University will conduct self- assessments regularly and use the results to improve its systems, processes etc. and finally.



Program Project Report (PPR)
of
Master of Social Work (MSW)



Centre for Distance and Online Education

TEERTHANKER MAHAVEER UNIVERSITY

N.H.-24, Delhi Road, MoradabadMSWd, Uttar

Pradesh244001

Website: www.tmu.ac.in



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1. Introduction:

Welcome to the Master of Social Work (MSW) program at the Centre of Online and Online Education (CDOE), Teerthanker Mahaveer University. This program is specifically designed to cater to the educational aspirations of individuals from rural backgrounds and those belonging to the service class. Understanding the unique challenges and opportunities faced by these communities, our program offers a flexible and accessible learning environment that empowers students to pursue higher education without compromising their personal or professional commitments.

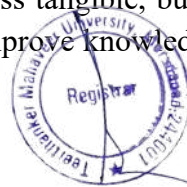
Social work, as a field of study, provides profound insights into the complexities of human societies, their structures, and the intricate political relationships that shape our world. By examining political dynamics, cultural norms, and social institutions, students gain a comprehensive understanding of how societies function and evolve. This knowledge is particularly valuable for individuals from rural areas and the service class, as it equips them with the tools to critically analyze and address the specific social issues affecting their communities.

Our Online and online education model ensure that students can access high-quality academic resources and support services from the comfort of their homes, making higher education more attainable. Whether you are a working professional, a homemaker, or someone with other commitments, our program offers the flexibility needed to balance your studies with your everyday responsibilities.

At Teerthanker Mahaveer University, we are committed to fostering an inclusive and supportive learning environment. Our experienced faculty, comprehensive curriculum, and interactive online platform work together to provide a rich educational experience that prepares students for both personal growth and professional success. Join us in exploring the fascinating world of Social work and take the first step towards making a meaningful impact in your community and beyond. The curriculum is designed to give students an in-depth knowledge of the academic disciplines and applied functional areas necessary to meet the requirements of business enterprises and industry.

We lay emphasis on the following courses ***Balanced with core and elective courses***: The curriculum of online Master of Social Work (MSW) program emphasizes an intensive, flexible arts education. The programme structure and credits for online Master of Social Work (MSW) are finalized based on the stakeholders' needs and the general structure of the programme.

The Online Master of Social Work (MSW) Programme is a two years Programme. With inclusion of various specializations, the Programme aims at developing focused managers with a strong understanding of their area of specialization, even as the core subjects equip the students with fundamental social theories and concepts along with less tangible, but equally important soft skills. The Programme is designed to inculcate confidence, improve knowledge, and act as a catalyst in the search for success and growth.



1.1. Programme Mission and Objective:

The online Master of Social Work (MSW) is imparting professional education and training in various aspects of business and its environment and provide them with opportunities to develop analytical skills to meet the challenges of society at the national and global level. The course aims at equipping the students with the requisite knowledge, skills & domain expertise envisaged by the society.

- The MSW's objective of the Online MSW Social work program is to provide advanced and practical knowledge of society for making participants more competent to occupy key operational positions.
- To impart the latest and relevant knowledge of Social work.
- To develop the right kind of values and attitudes to function effectively in the competitive environment.

2. Relevance of Programme with Teerthanker Mahaveer University, Moradabad MSWd - Mission and Goals:

To align with the mission and goals of Teerthanker Mahaveer University, Moradabad, the Online MSW Social work Programme is planned to incorporate therein all relevant subjects of wide-spectrum application in real time work environment, this course offers the students great career opportunities in the respective field.

Vision:

To be recognized as a premier institution of excellence providing high quality of education, research, and consultancy services to the society

Mission:

Our endeavor is to impart knowledge and develop critical skills necessary to succeed both in professional and personal life by promoting learning supported by world-class faculty, infrastructure, technology, curricula and collaborative teaching and research in commerce stream with premier institutions in India and abroad.

3. Nature of Prospective Target Group of Learners:

The programme is specially designed to cater to the need of students who are not able to study through regular mode. Working professionals, housewives, students from rural areas, students who do not wish to prefer regular courses due to various reasons and students who cannot afford costly regular courses are the target group learners.

4. Appropriateness of programme to be conducted in online mode to acquire specific skills and competence:

The courses in the programme are delivered through Self-Learning e-Module which is a modular unit of e-learning material which is inter-alia self-explanatory, self-contained, self-directed at the



learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study and includes contents in the form of a combination of the following e-Learning content, and made available through four-quadrant approach namely,

(a) e-Tutorial - faculty led Audio - Video Lectures, (b) e-Content (combination of PDF/ epub) Text Materials, (c) Discussion forum for raising of doubts and clarifying the same on real time MSW sis by the Course Coordinators/Course Mentors assigned to students (d) Self-Assessment Quiz, Test and Assignments to reinforce learning. Reference books are also mentioned in the syllabus. Latest Edition of Reference books may be referred to.

A robust Learning Management System that keeps track of delivery of e-Learning Programmes, learner's engagement, assessment, results and reporting in one centralized location, is in place. All the above can be done/delivered by online and other platforms without much loss of fidelity. Hence the MSW Social work programme is suited for online mode of learning.

5. Instructional Design:

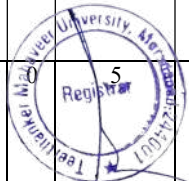
5.1. Curriculum Design:

The curriculum has been designed by experts in Social work and care has been taken to include contemporary topics, as well as topics that also inculcate environmental awareness in students. The curriculum and syllabus are approved by the Board of Studies, Centre for Internal Quality Assurance (CIQA) and University Academic Council which consists of experts from Academia and Industry.

5.2. Programme structure and detailed syllabus:

Master of Social Work (MSW)										
Semester -1										
S. No	Category	Course Code	Course Name	L	T	P	Credits	Internal	External	Total
1	CC-1	MSWCC10 1	History And Philosophy of Social Work	5	0	0	5	30	70	100
2	CC-2	MSWCC10 2	Social Welfare Administration	5	0	0	5	30	70	100
3	GEC-1	MSWGE10 1	Guidance and Counseling	5	0	0	5	30	70	100
4	AECC-1	MSWAE10 1	Communication Skills -I	4	0	0	4	30	70	100
5	SEC-1	MSWSE10 1	Computer Skills	3	0	2	4	30	70	100
Total				22	0	2	23	150	350	500

Semester -II										
S. No .	Category	Course Code	Course Name	L	T	P	Credits	Internal	External	Total
1	CC-3	MSWCC20 1	Human growth & Development	5	0	0	5	30	70	100
2	CC-4	MSWCC20 2	Understanding Human Behaviour	5	0	0	5	30	70	100
4	GEC-2	MSWGE20 1	Gender and Society	5	0	0	5	30	70	100
5	AECC-2	MSWAE20 1	Communication Skills -II	3	0	2	4	30	70	100
6	SEC-2	MSWSE20 1	Business Communication and Soft skills	4	0	0	4	30	70	100
Total				22	0	2	23	150	350	500
Semester -III										
S. No .	Category	Course Code	Course Name	L	T	P	Credits	Internal	External	Total
1	CC-5	MSWCC30 1	Community Organization	5	0	0	5	30	70	100
2	CC-6	MSWCC30 2	Research Methodology	5	0	0	5	30	70	100
3	CC-7	MSWCC30 3	Crime, Criminology and Correctional Administration	5	0	0	5	30	70	100
4	AECC-3	MSWAE30 1	Environmental Science	4	0	0	4	30	70	100
5	SEC-3	MSWSE30 1	Communications For Leaders	4	0	0	4	30	70	100
Total				23	0	0	23	150	350	500
Semester -IV										
S. No .	Category	Course Code	Course Name	L	T	P	Credits	Internal	External	Total
1	CC-8	MSWCC40 1	Field Work Intervention	5	0	0	5	30	70	100
2	CC-9	MSWCC40 2	Business Plan Development on	5	0	0	5	30	70	100



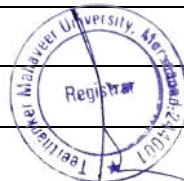
			Social Sector								
3	CC-10	MSWCC40 3	Society, Conflict and Peace Process	5	0	0	5	-	30	70	100
4	AECC-4	MSWAE40 1	Human Values & Professional Ethics	4	0	0	4		30	70	100
5	GEC-4	MSWGE40 1	Sustainable Development	5	0	0	5		30	70	100
Total				24	0	0	24		150	350	500

Note- A student who successfully qualifies Two MOOCs on SWAYAM/NPTEL of equal credits shall be exempted from the courses after obtaining the permission from Programme Coordinator.

Core Courses

Course Code: MSWCC101	Core Course – I MSW- Semester-I History And Philosophy of Social Work	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	<i>MSW Concepts</i>	10 Hours
Block -2	<i>Development of Society and Emergence of Social Work</i>	10 Hours
Block -3:	<i>Brief History of Social Work</i>	10 Hours
Block -4:	<i>Social Work Philosophy and Profession</i>	10 Hours
Block -5	<i>Human Rights, Liberty and Modern Social Work</i>	10 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	

Course Code: MSWCC102	Core Course – 2 MSW- Semester-I Social Welfare Administration	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	Society, Community and Institution	10 Hours
Block -2	Socialization, Culture and Social Control	10 Hours
Block -3:	Social System and Stratification	10 Hours
Block -4:	Economy and Polity	10 Hours



Block -5	Problems of Contemporary Indian Society	10 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Study Material) 	

Course Code: MSWCC201	<p align="center">Core Course – 3 MSW- Semester-II Human growth & Development</p>	<p align="center">L-5 T-0 P-0 C-5</p>
Course Content:		
Block-1:	<i>Growth and Development of Individual</i>	10 Hours
Block -2	Stages of Human Development	10 Hours
Block -3:	<i>Health, Hygiene and Health Management</i>	10 Hours
Block -4:	Reproductive and Child Health	10 Hours
Block -5	Communicable and Non-Communicable Diseases	10 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	

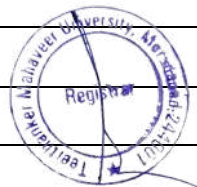
Course Code: MSWCC202	<p align="center">Core Course – 4 MSW- Semester-II Understanding Human Behaviour</p>	<p align="center">L-5 T-0 P-0 C-5</p>
Course Content:		
Block-1:	Psychology and Key Psychological Processes	10 Hours
Block -2	Personality	10 Hours
Block -3:	Mental Hygiene	10 Hours
Block -4:	Mental Health	10 Hours
Block -5	Alcohol & Drug Abuse and Disability	10 Hours
Textbooks	SLM (Self Learning Material)	

Course Code: MSWCC301	<p align="center">Core Course – 5 MSW- Semester-III Community Organization</p>	<p align="center">L-5 T-0 P-0 C-5</p>
Course Content:		
Block-1:	Introduction : Community, Community Organization and Community Development : Understanding the Concepts in the Context of Problems	10 Hours

Block -2	Community Organization in Rural Setting	10 Hours
Block -3:	Community Organisation in UrMSWn Setting	10 Hours
Block -4:	Community Work in Different Settings : Health Setting, Educational Setting, Correctional Setting and TriMSWI Setting	10 Hours
Block -5	5A : Power Structure in Community and Community Empowerment 5B : Some Important Issues in Community Work : Different Community Organisation and Community Development, Role of Community Worker, Recording, Approaches and Models in Community Works	10 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	

Course Code: MSWCC302	Core Course – 6 MSW- Semester-III Research Methodology	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	Scientific Method and Social Research	10 Hours
Block -2	Research Design and Sampling	10 Hours
Block -3:	Tools and techniques of Data Collection	10 Hours
Block -4:	Data Processing and Analysis	10 Hours
Block -5	Data Interpretation and Reporting	10 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	

Course Code: MSWCC303	Core Course – 7 MSW- Semester-III Crime, Criminology and Correctional Administration	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	<i>Crime & Correctional System in India</i>	10 Hours
Block -2	<i>ProMSWtion & Parole</i>	10 Hours
Block -3:	<i>Prison Administration</i>	10 Hours
Block -4:	Juvenile Delinquency	10 Hours
Block -5	After-care services	10 Hours



Textbooks	<ul style="list-style-type: none"> SELF LEARNING MATERIAL (SLM) 	
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Course Code: MSWCC401	Core Course – 8 MSW- Semester-IV Field Work Intervention	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	Introduction	10 Hours
Block -2	Field Work Intervention Manual	10 Hours
Block -3:	Field Work Manual Section 1	10 Hours
Block -4:	Field Work Components Section 2	10 Hours
Block -5	Field Placement Guidelines Section 3	10 Hours
Textbooks		

Course Code: MSWCC402	Core Course – 9 MSW- Semester-IV Business Plan Development on Social Sector	L-5 T-0 P-0 C-5
Course Outcomes:	On completion of the course, the students will be:	
Course Content:		
Block-1:	<i>Business Plan : Concepts, Definition and Need</i>	10 Hours
Block -2	<i>Business Plan : Development-Process</i>	10 Hours
Block -3:	<i>Marketing Research</i>	10 Hours
Textbooks		



Course Code: MSWCC403	Core Course – 10 MSW- Semester-IV Society, Conflict and Peace Process	L-5 T-0 P-0 C-5
Course Content:		
Block-1:	<i>Conflict in Modern Societies, Socio-Political and Economic Factors in Conflict</i>	10 Hours
Block -2	<i>Socio-Political conflicts in India, Kashmir, North-East, Telangana, Maoism, Communalism etc.</i>	10 Hours
Block -3:	<i>Conflicts</i>	10 Hours
Block -4:	Addressing Conflicts: Conflict Management and Conflict Resolution and Conflict Transformation Frameworks and its Critiques	10 Hours
Textbooks		



Generic Electives Courses

<u>Course Code:</u> MSWGE101	Generic Elective Course – 1 MSW- Semester-I Guidance and Counseling	L-6 T-0 P-0 C-6
<u>Course Outcomes:</u>	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall key concepts, theories, and principles of guidance and counseling, including various types of counseling approaches and techniques.	
CO2.	Understanding: Explain the roles and responsibilities of a counselor, the stages of the counseling process, and the ethical considerations in guidance and counseling practices.	
CO3.	Applying: Demonstrate the ability to apply counseling theories and techniques in simulated counseling sessions, effectively using communication and listening skills to support clients.	
CO4.	Analyzing: Analyze various case studies to identify client issues, underlying problems, and appropriate counseling strategies, enhancing critical thinking and problem-solving skills.	
CO5.	Evaluating: Assess the effectiveness of different counseling interventions and approaches, providing feedback on what worked, what didn't, and how counseling practices can be improved for better client outcomes	
Course Content:		
Block-1:	Unit-1: Guidance: Meaning, Nature and Scope Unit-2. Guidance: Goals and Principles Unit-3. Need for Guidance with Reference to India Unit-4. Guidance Services: Concept and Importance Unit-5. Services: Placement Service, Follow-up Service Unit-6. Educational and Vocational Guidance	12 Hours
Block -2	Unit-7. Organizing Guidance Services at School and College Level Unit-8. Personal and Group Guidance: Concept, Aims and Methods Unit-9. Personal Guidance at School Level Unit-10. Personal Guidance at College Level Unit-11. Counseling: Concept, Need and Goals with Reference to India Unit-12. Counseling: Principles and Counseling Process	12 Hours
Block -3:	Unit-13. Types of Counseling: Directive Counseling Unit-14. Types of Counseling: Non-Directive Counseling Unit-15. Types of Counseling: Eclectic Counseling Unit-16. Interview Process in Counseling Unit-17. Counseling Services: Individual Counseling Unit-18. Counseling Services: Group Counseling	12 Hours
Block -4:	Unit-19. Organizing Counseling Services at School Level Unit-20. Organizing Counseling Services at College Level Unit-21. Psychotherapy: Meaning and Process Unit-22. Psychotherapy: Dealing with Psychological Disturbance Unit-23. Psychotherapy: Cognitive Approach Unit-24. Psychotherapy: Environmental Approach	12 Hours

Block -5	Unit-25. Counselor: Role and Qualities Unit-26. Testing and Non-Testing Techniques: Psychological Tests Unit-27. Case Study Unit-28. Rating Scale Unit-29. Observation Unit-30. Interview Unit-31. Inventories Unit-32. Problems of Guidance and Counseling in India and their Solutions	12 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	
Reference Books	<ul style="list-style-type: none"> • Guidance & Counseling: S. Nageshwara Rao, Discovery Publishing House • Guidance & Counselling: B.G. MSWrki, B.Kukh, Opadhyay, Sterling Publishers Pvt.Ltd. • Guidance & Counseling : Suzanne E. Wade. Pam Schutz, Lawrence ErlMSWumAssociates. 	

Course Code: MSWGE201	Generic Elective Course – 2 MSW- Semester-I Gender and Society	L-6 T-0 P-0 C-6
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall key concepts, terms, and historical developments related to gender studies, including gender roles, identity, and intersectionality.	
CO2.	Understanding: Explain the social construction of gender and how it influences individual behaviors, social interactions, and institutional structures.	
CO3.	Applying: Apply sociological theories and perspectives to analyze gender issues in various social contexts, such as the workplace, family, media, and education.	
CO4.	Analyzing: Critically examine the impact of gender norms and stereotypes on different social groups, considering factors such as race, class, sexuality, and age.	
CO5.	Evaluating: Assess the effectiveness of policies and initiatives aimed at promoting gender equality, providing insights into their strengths, weaknesses, and potential improvements.	
Course Content:		
Block-1:	Unit;1 Social Construction of Gender Unit:2 Gender Roles	12 Hours
Block -2	Unit 3: Emergence of Feminist Thought Unit 4: Approaches to the Study of Gender Unit 5: Gender MSWsed Sociological Analysis	12 Hours
Block -3:	Unit 6: Economic Unit 7: Politics Unit 8: Religion and Culture	12 Hours
Block -4:	Unit 9: Major Gendered Social Issues Unit:10 Women in India Unit 11: Demographic Profile	12 Hours
Block -5	Unit 12: Development of Women’s Studies in India Unit 13: Women's Movement in India Unit 14: Women’s Movement and Social Change	12 Hours



Textbooks	<ul style="list-style-type: none"> • SLM (Selm Learning Material) 	
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Course Code: MSWGE301	Generic Elective Course – 3 MSW- Semester-I Enterprise Resource Planning	L-6 T-0 P-0 C-6
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall fundamental concepts, components, and terminology of Enterprise Resource Planning systems, including key modules such as finance, human resources, and supply chain management.	
CO2.	Understanding: Explain the principles and benefits of ERP systems, detailing how they integrate various business processes and enhance organizational efficiency and decision-making.	
CO3.	Applying: Demonstrate the ability to configure and use MSWsic ERP software modules in practical scenarios, applying theoretical knowledge to real-world business operations.	
CO4.	Analyzing: Analyze business processes and requirements to determine how ERP systems can be leveraged to optimize workflows, improve data accuracy, and support strategic planning.	
CO5.	Evaluating: Assess the implementation and performance of ERP systems within an organization, evaluating their impact on productivity, cost-efficiency, and overall business performance, and recommending improvements.	
Course Content:		
Block-1:	Unit 1: ERP Overview Unit 2: ERP and Related Technology Unit 3: Business Process Re-engineering	12 Hours
Block -2	Unit 4: Manufacturing Perspective of ERP Unit 5: ERP Modules Unit 6: ERP Benefits	12 Hours
Block -3:	Unit 7: ERP Market Unit 8; ERP Implementation Lifecycle Unit 9: ERP Vendors, Consultants and Users	12 Hours
Block -4:	Unit 10: ERP Future Directions Unit 11: ERP-II Unit 12: Building and Deploying an Information System	12 Hours
Block -5	Unit 13: Case Study – ERP SAP Implementation Unit 14: Case Study – ERP Application on Supply Chain	12 Hours
Textbooks	SLM (Self Learning Material)	
Reference Books	<ul style="list-style-type: none"> • Alexis Leon, ERP Demystified 2/E, Tata McGraw-Hill, New Delhi • Alexis Leon, Enterprise Resource Planning, Tata McGraw Hill, 2009 • Bhatnagar, S.C. and K.V. Ramani, Computers and Information Management, Prentice Hall of India Private Ltd, New Delhi, 1991. • Daniel E. O’Leary, ERP Systems: Systems, Life Cycle, E-commerce, and Risk, Cambridge University Press, 2000. • Ellen Monk, Bret Wagner, Concepts in Enterprise Resource 	

	Planning, Course Technology, Second Edition, 2005	
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	<ul style="list-style-type: none"> • Hanson, J.J., “Successful ERP Implementations Go Far Beyond Software,” San • Diego Business Journal (5 July 2004). Millman, Gregory J., “What Did You Get from ERP and What Can You Get?,” • Financial Executive (May 2004). Murrell G. Shields, E-Business and ERP: Rapid Implementation and Project Planning, • Wiley, 2001.Olinger, Charles, “The Issues Behind ERP Acceptance and Implementation,” PICS: The Performance Advantage • Pankaj Sharma, Enterprise Resource Planning, APH Publishing Corporation, New Delhi, 2004. 	
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Course Code: MSWGE401	Generic Elective Course – 4 MSW- Semester-I Sustainable Development	L-6 T-0 P-0 C-6
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall key concepts, principles, and goals of sustainable development, including the United Nations Sustainable Development Goals (SDGs).	
CO2.	Understanding: Explain the interconnections between economic growth, environmental stewardship, and social inclusion, and how these pillars contribute to sustainable development.	
CO3.	Applying: Apply sustainable development theories and practices to real-world scenarios, developing strategies to address environmental, social, and economic challenges.	
CO4.	Analyzing: Critically analyze case studies and examples of sustainable development initiatives, evaluating their effectiveness and identifying best practices and lessons learned.	
CO5.	Evaluating: Assess the impact of policies and programs aimed at promoting sustainable development, providing recommendations for improving sustainability outcomes at local, national, and gloMSWI levels.	
Course Content:		
Block-1:	Concept of Sustainable Development Unit-1 Meaning, Nature and Scope of Sustainable Development Unit-2 Major Components of Sustainable Development Unit-3 Approaches to Sustainable Development Unit-4 Goals of Sustainable Development	12 Hours
Block -2	Development, Sustainability and Climate Change Unit-5 Concept of GloMSWI Commons and Climate Change Unit-6 International Conventions on Sustainable Development Unit-7 Interrelationship among Development, Sustainability and Climate Change: Case for Differentiated Responsibilities	12 Hours
Block -3:	Health, Education and Food Security Unit-9 Role of Green and Converging Technologies in Health, Sanitation and Food Security Unit-8 Relationship between Sustainable Development and Food Security Unit-10 Role of Education in Sustainable Development	12 Hours
Block -4:	Sustainable Development: A Way Forward Unit-11 Role of Policy Innovations in Sustainable Development Unit-12 Recognition of Ecological Limits of Equity and Justice	12 Hours

Block -5	Unit-14 Role of Non-State Stakeholders in Sustainable Development Unit-13 Alternative Ways of Resource Generation and Capacity Enhancement	12 Hours
Textbooks	SLM (Self Learning Material)	
Reference Books	<ul style="list-style-type: none"> • Gereluk, W. and Royer, L. (2001). Sustainable Development of the GloMSWI Economy: A Trade Union Perspective. Geneva: ILO. • Kilgy, P. (2011). NGOs in India: The Challenge of Women’s Empowerment and Accountability. UK: Routledge. • Kolk, A. (2016). The Social Responsibility of International Business: From Ethics and the Environment to CSR and Sustainable Development. Journal of World Business. 51(1), 23-34. • Kolk, A., & Van Tulder, R. (2010). International Business, Corporate Social Responsibility and Sustainable Development. International Business Review. 19(2), 119-125. 	

Ability Enhancement Courses

Course Code: MSWAE101	Ability Enhancement Course – 1 MSW- Semester-I Communication Skills -I	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall fundamental concepts and principles of effective communication, including verMSWI and non-verMSWI communication, listening skills, and MSWsic grammar.	
CO2.	Understanding: Explain the importance of effective communication in various contexts, such as personal, academic, and professional settings, and how it influences relationships and outcomes.	
CO3.	Applying: Demonstrate the ability to construct clear and coherent written and oral messages, tailoring communication styles to suit different audiences and purposes.	
CO4.	Analyzing: Analyze communication MSWrriers and challenges, identifying strategies to overcome them and enhance clarity and understanding in interactions.	
CO5.	Evaluating: Assess the effectiveness of different communication techniques and tools, providing constructive feedMSWck and making improvements to enhance communication skills.	
Course Content:		
Block-1:	Unit:1 Simple Rules of Pronunciation and Intonation Unit: 2 Theme MSWsed Vocabulary Building Unit: 3 Antonyms, Synonyms and Homonyms	8 Hours
Block -2	Unit: 4 Listening skills Unit: 5 Note Taking and Note Making Unit:6 Practicing Listening Skills	8 Hours
Block -3:	Unit:7 Comprehension Passages Unit: 8 News and Magazines Articles Unit: 9 Poems	8 Hours

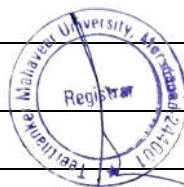


Block -4:	Unit: 10 Sentences Unit: 11 Articles, Nouns, Adjectives and Adverbs Unit: 12 Prepositions	8 Hours
Block -5	Unit: 13 MSWsic Cohesive Paragraph Writing Unit: 14 Resume Writing Unit: 15 Job application writing and acceptance letter writing	8 Hours
Textbooks	SLM (Self Learning Material)	
Reference Books	Effective Communication Skills" Publisher: McGraw-Hill Education Year: 2018	

Course Code: MSWSE201	Skill Enhancement Course – 2 MSW- Semester-II Communication Skills -II	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Recall and list advanced communication techniques and strategies learned in Communication Skills - I, such as effective presentation skills, negotiation tactics, and conflict resolution methods.	
CO2.	Understanding: Explain the nuances of non-verMSWl communication, including body language, tone of voice, and facial expressions, and how they impact message delivery and reception in interpersonal interactions.	
CO3.	Applying: Apply advanced communication skills in various professional contexts, including conducting meetings, facilitating group discussions, and delivering persuasive speeches, demonstrating adaptability and proficiency in diverse communication situations.	
CO4.	Analyzing: Analyze complex communication scenarios to identify underlying dynamics, power structures, and cultural influences, enabling effective communication across diverse teams and stakeholders.	
CO5.	Evaluating: Critically evaluate personal communication effectiveness and identify areas for improvement, incorporating feedMSWck from peers and instructors to enhance communication skills and achieve desired communication outcomes.	
Course Content:		
Block-1:	<i>Unit 1: Speaking Skills</i> <i>Unit 2: Using A Foreign Language</i> <i>Unit 3: Conversation Building</i>	8 Hours
Block -2	<i>Unit 4: Dialogue Writing</i> <i>Unit 5: Telephone Skills</i> <i>Unit 6: Reading Skills–To Enhance Independent Reading</i>	8 Hours
Block -3:	<i>Unit 7: Comprehension And Quick Reading Of Texts</i> <i>Unit 8: Aesthetic Appreciation Of Texts: Poems</i>	8 Hours
Block -4:	<i>Unit 9: Tenses</i> <i>Unit 10: Parts Of Speech And Common Errors In English</i> <i>Unit 11: Use Of Capitals And MSWsic Punctuations</i>	8 Hours
Block -5	Unit 12: MSWsics Of Official Correspondence Unit 13: Format Of MSWsic Formal Letter Unit 14: Writing And Planning Effective Business Letters	8 Hours
Textbooks	• SLM (Self Learning Material)	

Reference Books	<ul style="list-style-type: none"> • Lesikar, Flatley, MSWsic Business Communication, 10th Edition, Tata Mcgraw Hill, p.433. • M.J. Mathew, Business Communication, 2008, RBSA Publishers, Jaipur, India. • Meenakshi Raman, Prakash Singh, Business Communication, Oxford University Press, 7th Impression 2008. • PD Chaturvedi, Mukesh Chaturvedi, Business Communication— Concepts, Cases and Applications, 2007, Pearson Education. 	
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Course Code: MSWAE301	Ability Enhancement Course – 3 MSW- Semester-III Environmental Science	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall key concepts and terminology related to environmental science, including ecosystems, biodiversity, pollution, and climate change.	
CO2.	Understanding: Explain the fundamental principles of environmental science, such as the interdependence of living organisms and their environments, and the processes that drive natural systems.	
CO3.	Applying: Apply scientific methods and techniques to investigate environmental problems, conducting experiments and fieldwork to gather and analyze data on issues like water quality, air pollution, and soil conservation.	
CO4.	Analyzing: Critically analyze environmental data and case studies to understand the causes and effects of environmental issues and evaluate the effectiveness of various mitigation and adaptation strategies.	
CO5.	Evaluating: Assess the impact of human activities on the environment and evaluate the sustainability of current practices, proposing and justifying recommendations for policies and practices that promote environmental conservation and sustainability.	
Course Content:		
Block-1:	Unit:1 Multidisciplinary nature of environmental studies, Scope and importance Unit: 2 Deforestation Unit: 3 Water Unit: 4 Ecosystem	8 Hours
Block -2	Unit: 5 Levels of Biological Diversity Unit: 6 Threats to biodiversity	8 Hours
Block -3:	Unit: 7 Environmental Pollution Unit: 8 Climate Change	8 Hours
Block -4:	Unit: 9 Environmental Laws Unit: 10 International Agreements Unit: 11 Human Population Growth	8 Hours
Block -5	Unit: 12 Disaster Management Unit: 13 Environmental Ethics	8 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	



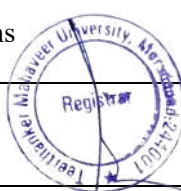
Reference Books	<ul style="list-style-type: none"> • Wright, R. T.; Boorse, D. F. Environmental Science: Towards Sustainable Future, 12e, Pearson, India (2015). • Costanza R, Hart M, Talberth J, Posner S. Beyond GDP: The need for new measures of progress. The pardee papers. 2009. • Bharuch, E. Environmental Studies, 2e, Orient BlackSwan, India (2013). • vanLoon, G. W.; Duffy, S. J. Environmental Chemistry: A GloMSWI Perspective, 3e, Oxford University Press 	
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Course Code: MSWAE401	Ability Enhancement Course – 4 MSW- Semester-IV Human Values and Professional Ethics	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Understanding the core values that shape the ethical behavior of a manager in functional areas of an organization.	
CO2.	Understanding the morals & values that ought to guide the management and resolve the moral issues in the profession	
CO3.	Analyzing the role of morals and values in technological development and its challenges.	
CO4.	Developing value-MSWsed management system and work environment in organization.	
CO5.	Developing framework for management ethics and human Values.	
Course Content:		
Block-1:	Evolution and introduction of Human Values in Indian context: Values: Introduction, sources of value system, Types of values, Significance of values, Indian value system, values of Indian manager, Teaching from Indian scriptures like Mahabharata, Bhagwad Gita, Ramayana, Quran and its applications in management.	8 Hours
Block -2	Business Ethics: Definition of Ethics, nature of ethics, types of ethics, Ethics and morality, Need and significance of business Ethics, code of conduct and Ethics for manager. -	8 Hours
Block -3:	Ethical Dilemmas: Ethical Dilemmas- sources and their resolutions. Ethical decision making, Work ethics, Ethical and unethical practices in India.	8 Hours
Block -4:	Impact of Ethics: Ethical issues related to marketing, Human resource management, Finance, Intellectual property rights. Environmental ethics.	8 Hours
Block -5	Understanding Harmony in the Family and Society –harmony in Human -Human Relationship and Gender issues: Understanding Harmony in the Family and Society-Harmony in Human-Human Relationship; Understanding harmony in the Family- the MSWsic unit of human interaction; Understanding values in human- human relationship, meaning of Nyaya and program for its fulfillment to ensure Ubhay - Tripti, Trust (Vishwas)	8 Hours

	and Respect (Samman) as the foundational values of relationship.	
Textbooks	<ul style="list-style-type: none"> Bhatia S.K., Business Ethics and managerial values, New Delhi:Deep and Deep publications Pvt. Ltd 	
Reference Books	<ul style="list-style-type: none"> Velasquez, Business Ethics – Concepts and Cases, New Delhi: PHall. Mathur U.C., Corporate Governance & Business Ethics, NewMcMillan. Govindarajan M., professional ethics and Human values, Delhi:PHI learning pvt ltd. Hartman Laura P &Abha Chatterjee, Business Ethics, Ne wMcGraw Hill. R. K Sharma, puneetagoel, Corporate governance, values andNew Delhi: kalyani publication <p>* Latest editions of all the suggested books are recommended</p>	

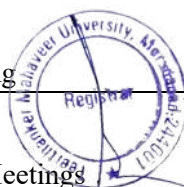
Skill Enhancement Courses

Course Code: MSWSE101	Skill Enhancement Course – 1 MSW- Semester-I Computer Skills	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Identify and recall MSWsic computer components, terminology, and functions, including hardware, software, operating systems, and common applications.	
CO2.	Understanding: Explain the fundamental concepts of computer operations, such as file management, internet navigation, and the use of standard productivity software like word processors and spreadsheets.	
CO3.	Applying: Demonstrate the ability to perform MSWsic computer tasks, including creating and editing documents, managing files and folders, and using email and other communication tools effectively.	
CO4.	Analyzing: Analyze simple computer-related problems and troubleshoot common issues related to software and hardware, enhancing problem-solving skills.	
CO5.	Evaluating: Assess the reliability and security of various online resources and applications, understanding best practices for maintaining privacy and protecting data in a digital environment.	
Course Content:		
Block-1:	Unit 1: Computer Fundamentals Unit 2: Introduction to Data Representations Unit 3: Memory	8 Hours
Block -2	Unit 4: Secondary Storage Devices Unit 5: MS Window Unit 6: Working with Windows Explorer	8 Hours



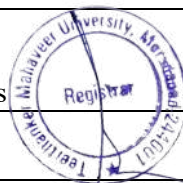
Block -3:	Unit 7: Microsoft Word Introduction Unit 8: Microsoft Word -II Unit 9: MS Word: Additional Features	8 Hours
Block -4:	Unit 10: Microsoft Excel Unit 11: Operations of MS Excel	8 Hours
Block -5	Unit 12: MS PowerPoint Unit 13: Internet Unit 14: Web Server Applications	8 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	
Reference Books	<ul style="list-style-type: none"> • Fundamental Computer Concepts, William S. Davis. • Fundamental Computer Skills, Feng-Qi Lai, David R. Hofmeister. 	

Course Code: MSWSE201	Skill Enhancement Course – 2 MSW- Semester-II Business Communications and Soft Skills	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Recall and list advanced communication techniques and strategies learned in Communication Skills - I, such as effective presentation skills, negotiation tactics, and conflict resolution methods.	
CO2.	Understanding: Explain the nuances of non-verbal communication, including body language, tone of voice, and facial expressions, and how they impact message delivery and reception in interpersonal interactions.	
CO3.	Applying: Apply advanced communication skills in various professional contexts, including conducting meetings, facilitating group discussions, and delivering persuasive speeches, demonstrating adaptability and proficiency in diverse communication situations.	
CO4.	Analyzing: Analyze complex communication scenarios to identify underlying dynamics, power structures, and cultural influences, enabling effective communication across diverse teams and stakeholders.	
CO5.	Evaluating: Critically evaluate personal communication effectiveness and identify areas for improvement, incorporating feedback from peers and instructors to enhance communication skills and achieve desired communication outcomes.	
Course Content:		
Block-1:	ESSENTIALS OF BUSINESS COMMUNICATION Unit 1 Introduction to Business Communication Unit 2 Communication Process Unit 3 7Cs Of Effective Communications and Writing Skills	8 Hours
Block -2	BUSINESS REPORTS Unit - 4 Business Report Unit - 5 Written Communication Unit – 6 New Age Communication Channels	8 Hours
Block -3:	ETIQUETTE AND INTERVIEW Unit - 7 Body Language And Etiquettes to Unit - 8 Interview Unit - 9 Curriculum Vitae / Resume Writing	8 Hours
Block -4:	MEETINGS, CIRCULAR, LETTERS Unit 10 Company Meetings Unit 11 Notice, Agenda And Minutes of Meetings	8 Hours



	Unit 12 Circular Letters	
Block -5	SOFT SKILLS Unit -13 Group Discussion Unit - 14 Time Management	8 Hours
Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	
Reference Books	<ul style="list-style-type: none"> • Lesikar, Flatley, MSW Business Communication, 10th Edition, Tata Mcgraw Hill, p.433. • M.J. Mathew, Business Communication, 2008, RBSA Publishers, Jaipur, India. • Meenakshi Raman, Prakash Singh, Business Communication, Oxford University Press, 7th Impression 2008. • PD Chaturvedi, Mukesh Chaturvedi, Business Communication— Concepts, Cases and Applications, 2007, Pearson Education. 	

Course Code: MSWSE301	Skill Enhancement Course – 3 MSW- Semester-III Communication for Leaders	L-4 T-0 P-0 C-4
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Remembering: Recall and identify key principles and strategies for effective leadership communication, including active listening, empathy, and clarity in messaging.	
CO2.	Understanding: Explain the importance of communication skills in leadership roles, understanding how effective communication contributes to team cohesion, morale, and productivity.	
CO3.	Applying: Apply advanced communication techniques to various leadership scenarios, including delivering persuasive presentations, providing constructive feedback, and resolving conflicts diplomatically.	
CO4.	Analyzing: Analyze case studies and examples of leadership communication in different contexts, identifying successful strategies and areas for improvement in communication practices.	
CO5.	Evaluating: Evaluate the impact of leadership communication on organizational culture, employee engagement, and overall performance, and develop strategies for continuous improvement in leadership communication effectiveness.	
Course Content:		
Block-1:	Unit: 1 Listening- Understanding Vocabulary and Context Unit: 2 Listening for Details Unit 3: Tenses, Clauses and Transitional Words or Phrases	8 Hours
Block -2	Unit: 4 Sentences Unit: 5 Vocabulary Unit 6: Idioms and Proverbs	8 Hours
Block -3:	Unit: 7 Reading Skills Unit: 8 Comprehension Skills Unit: 9 Group Discussion	8 Hours
Block -4:	Unit: 10 Presentational Skills Unit 11: Role Play and DeMSWte Unit: 12 Writing Techniques and Strategies	8 Hours
Block -5	Unit: 13 Writing Unit: 14 Business Correspondence	8 Hours



Textbooks	<ul style="list-style-type: none"> • SLM (Self Learning Material) 	
Reference Books	<ul style="list-style-type: none"> • Herta A Murphy, Herbert Writing Hildebrandt, Jane P Thomas, Effective Business Communication, 7th Edition, Mcgraw Hill. Shirley Taylor, ommunication for Business, Pearson Education. Online li 	

Discipline Specific Courses

Course Code: MSWSDSE501	Discipline Specific Course – 1 MSW- Semester-V Social work	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>BLOCK 1 Introducing UrMSWn Social work Unit 1 UrMSWn Social work: Nature and Scope Unit 2 UrMSWnization and UrMSWnism Unit 3 City</i>	12 Hours
Block -2	<i>BLOCK 2 Perspectives in UrMSWn Social work Unit 4 Ecological- Spatial Unit 5 Political Economy Unit 6 Network Unit 7 Cultural</i>	12 Hours
Block -3:	<i>BLOCK 3 Migration, Occupation and Settlements Unit 8 Migration Unit 9 Occupation Unit 10 Slum Unit 11 Neighborhood and Gated Communities</i>	12 Hours
Block -4:	<i>BLOCK 4 Cultural Politics of UrMSWn Space Unit 12 Consumer, Culture and Leisure Unit 13 Caste, Class, Ethnicity and Gender</i>	12 Hours
Textbooks		

Course Code: MSWSDSE502	Discipline Specific Course – 2 MSW- Semester-V Environment Social work	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>Envisioning Environmental Social work Environmental Social work: Nature and Scope Realist- Constructionist DeMSWte Key Concepts</i>	12 Hours
Block -2	<i>Approaches Social Ecology Treadmill of Production Ecological Modernization Risk Ecofeminism and Feminist Environmentalism Political Ecology</i>	12 Hours
Block -3:	<i>Environmental Issues and Concern Anthropocene and climate change Pollution Environmental Policy in India</i>	12 Hours
Block -4:	<i>Environmental Movements in India Forest MSWsed Movement – Chipko Water MSWsed Movement – Narmada Land MSWsed Movements – Anti-mining and Seed</i>	12 Hours

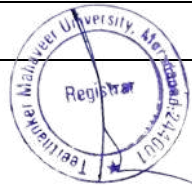
Textbooks		
Course Code: MSWSDSE503	Discipline Specific Course – 3 MSW- Semester-V Culture of India	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>Block I: Anthropology of Indian Tribes Unit 1: Concept of Tribe in India Unit 2: Idea of Indigenous Communities Unit 3: Characteristics and Geographical Distribution of Tribes Unit 3: Anthropology and Tribes of India Unit 4: TriMSWI Organisation</i>	12 Hours
Block -2	<i>Block II Social and Cultural Changes among the Tribes Unit 1 Tribe-Caste Continuum in India Unit 2 TriMSWI Monographs on Social Change Unit 3 GloMSWlisation among Indian Tribes</i>	12 Hours
Block -3:	<i>Block III Contemporary Challenges Unit 1: TriMSWI Displacement and Rehabilitation Unit 2: Development of Forest Policy and Tribes Unit 3: TriMSWI Movements</i>	12 Hours
Block -4:	Block IV: Problems, Development Programme and Constitutional Safeguards Unit I: Problems of Tribes Unit 2: Problems of MSW Women Unit 3: Constitutional provision and Safeguards	12 Hours
Textbooks		

Course Code: MSWSDSE601	Discipline Specific Course – 4 MSW- Semester-VI Indian Sociological Traditions	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>BLOCK 1 History and Development of Indian Sociological Traditions Unit 1 Major Influences on Indian Sociological Traditions Unit 2 Major Schools of Indian Sociological Traditions</i>	12 Hours
Block -2	<i>Sociologists in India-1 Radhakamal Mukerjee G S Ghurye D P Mukerji N K Bose Verrier Elwin</i>	12 Hours
Block -3:	<i>Sociologists in India-2 Irawati Karve A R Desai M N Srinivas Ramkrishna Mukherjee Leela Dube</i>	12 Hours
Textbooks		



Course Code: MSWSDSE602	Discipline Specific Course – 5 MSW- Semester-VI Reading Ethnographies	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>Block 1 Themes in Ethnographies Unit 1 Unit 2 Unit 3 Unit 4 Unit 5 Understanding Ethnography Colonial Ethnography Classical Ethnography Indian Ethnography GloMSWI Ethnography</i>	12 Hours
Block -2	<i>Block 2 Ethnographic Cases Unit 6 Argonauts of the Western Pacific - B. Malinowski 42 Coming of Age in Samoa- M.Mead Unit 7 Unit 8 Unit 9 Unit 10 Unit 11 Religion and Society among the Coorgs- M. N. Srinivas Mukkuvar Women: Gender, Hegemony, and Capitalist Transformation in a South Indian Fishing Community– Kalpana Ram Stratagems and Spoils: Social Anthropology of Politics- F. G. MSWiley Street Corner Society- W.F. Whyte</i>	12 Hours
Block -3:	<i>Block 3 Ethnographic Practices and Styles Unit 12 Unit 13 Unit 14 Unit 15 Unit 16 DeMSWtes on Doing Ethnography Scientific Ethnography Feminist Critique to Ethnography Interpretative Ethnography Ethics and Ethnography</i>	12 Hours
Textbooks		

Course Code: MSWSDSE603	Discipline Specific Course – 6 MSW- Semester-VI Visual Anthropology	L-6 T-0 P-0 C-6
Course Content:		
Block-1:	<i>BLOCK I: INTRODUCTION TO VISUAL ANTHROPOLOGY Unit 1: What is visual anthropology? Unit 2: History of visual anthropology Unit 3: Situating visual anthropology</i>	12 Hours
Block -2	<i>BLOCK II: THEORY AND REPRESENTATION Unit 4: Anthropology and images: A theoretical analysis Unit 5: Representation: Politics and Aesthetics Unit 6: Visual anthropology and its applications Unit 7: Anthropology of Arts and Aesthetics</i>	12 Hours
Block -3:	<i>BLOCK III: ETHNOGRAPHIC PHOTOGRAPHY AND FILMS Unit 8: Essentials of Ethnographic Photography Unit 9: Ethnographic Photography Unit 10: Ethnographic Film Unit 11: Deciphering of an ethnographic film: Case Study</i>	12 Hours
Textbooks		





5.3. Duration of the programme

<u>Study Scheme</u>	
<u>SUMMARY</u>	
Institute Name	Centre for Distance and Online Education
Programme	MSW
Duration	Two Years (Online Mode) (Four Semesters)
Medium	English
<u>Credits</u>	
Minimum Credits Required for Degree	93
Eligibility for the program	Graduation in any stream from UGC recognized University

5.4. Faculty and support staff requirement

Academic Staff	Number available to meet the required. delivery norms
Programme Coordinator	1 member
Course Coordinator	1 member
Course Mentor	1 member per batch of 250 students

5.5. Instructional delivery mechanisms

The Centre for Distance and Online Education of TMU comprises of faculty members and staff who are well versed in Online Education and Online delivery.

An Academic calendar depicting dates for all major events during each semester will be prepared by faculty members and shared with students through LMS, at the beginning of each academic session.



Apart from providing content in the form of Self Learning Material, enough e-learning resources in the form of audio and video content will be provided to students. Regular engagement of students will be ensured through the following means:

- Conduct of Webinars/live lectures/online lectures/Virtual Class
- By encouraging them to participate in mandatory Discussion Forums to stimulate their thinking, and to be able to fearlessly express their views in forums. These discussion forums will be moderated by faculty to provide equal opportunity for everyone to participate, as well as to ensure maintenance of decorum of the forum.
- Through periodic formative assessments

Regular evaluation of content learnt will be provided for, through Self-Assessment Questions within the SLM, as well as quizzes on the LMS. The quizzes can be taken any number of times, so that they reach a stage of being able to answer questions without errors, which is a reflection of their understanding of the concept.

Effort will be made to provide case studies to enhance their analytical ability and make right decisions.

Link to National Portals (SWAYAM/NPTEL) will be provided, as also link to University's digital library portal.

All links to additional reading will be provided in the LMS. Interested students can study beyond the confines of the syllabus.

5.6. Identification of media–print, audio or video, online, computer aided.

LMS provides for all audio video content (e-learning material, e-pubs, faculty-led video sessions, virtual classrooms and discussion boards), dashboard of their progress in learning, comparison with their peers in terms of learning, regular notifications regarding upcoming Webinars/virtual classes, Assignments, Discussion Forum participations and Examinations. It also provides an opportunity for raising queries if any, and seek answers to the same, by chat bot or course mentors.

5.7. Student Support Services

The Student Support services will be facilitated by the Centre for Distance and Online Education, Teerthanker Mahaveer University, Moradabad Uttar Pradesh which includes the pre-admission student support services like counselling about the programme including curriculum design, mode of delivery, fee structure and evaluation methods. Post-admission student support services include guiding students towards accessing e-identity cards, LMS portal, Academic calendar and academic delivery. Examinations support staff shall answer queries pertaining to the conduct of end-semester examinations, evaluation and issue of certificates.



6. Procedure for Admission, Curriculum Transaction and Evaluation

The purpose of online education by Teerthanker Mahaveer University, Moradabad , Uttar Pradesh is to provide flexible learning opportunities to students to attain qualification, wherever learners are not able to attend the regular classroom teaching. Academic programmes offered for such candidates under Online Learning mode will be conducted by Directorate of Online Education- Teerthanker Mahaveer University, Moradabad, Uttar Pradesh with support of the various University schools. The programmes/courses may be termed online mode for award of Degree. Eligibility criteria, programme/course structure, curriculum, evaluation criteria and duration of programme shall be approved by Board of Studies and Academic Council which are based on UGC guidelines.

Candidates seeking admissions in any programme offered by Centre for Distance and Online Education- Teerthanker Mahaveer University, Moradabad , Uttar Pradesh shall fill up online application form available on CDOE- TMU website. Before applying, candidates must check eligibility criteria for programme that they are interested in. Details about Eligibility criteria, programme structure, curriculum, duration, and fee structure are available on the website.

6.1. Procedure for Admission:

Minimum Eligibility Criteria for admission: Graduation in any stream from UGC recognized University

Important Instructions:

All admissions shall be provisional until and unless candidates meet the eligibility criteria.

Admission will stand cancelled if a candidate does not meet eligibility criteria, or there is failure to pay programme/course fees.

Admission will stand cancelled, if candidate does not submit proof of eligibility within stipulated time given by Centre for Distance and Online Education- Teerthanker Mahaveer University, Moradabad UttarPradesh.

Centre for Distance and Online Education - Teerthanker Mahaveer University, Moradabad, Uttar Pradesh has the right to make necessary changes from time to time as deemed fit in Eligibility criteria, programme/course structure, curriculum, duration, fee structure and programme announcement dates. All changes will be notified on website.

Candidates should carefully read all instructions given in Programme prospectus before start of application form.

Fee Structure and Financial assistance policy:

Suggested Fee for MSW Social work programme is INR 5,400 per annum.



A scholarship as per Teerthanker Mahaveer University norm on tuition fees will be provided to eligible students.

6.2. Curriculum Transactions:

Programme Delivery:

Teerthanker Mahaveer University, Moradabad Uttar Pradesh has state-of-the-art mechanism for online mode of academic delivery to ensure quality education. Faculty members at TMU offer expert guidance and support for holistic development of the students. Faculty members are not mere facilitators of knowledge but they also mentor students to make learning more engaging and maintain high retention level. The programme will be delivered with an aim to provide expertise and ensure that students excel in their domains. The features of programme delivery are:

- Online Mode of Academic Delivery
- Periodic review of Curriculum and Study material
- Live Interactive lectures from faculty / Course coordinators
- Continuous Academic and Technical support
- Guidance from Course Coordinators
- Learning and delivery support from Course Mentors

Norms for Delivery of Courses in Online Mode:

S. No.	Credit value of the course	No. of Weeks	No. of Interactive Sessions		Hours of Study Material		Self-Study hours including Assessment etc.	Total Hours of Study (MSW sedon 30 hours per credit)
			Synchronous Online Counseling /Webinars/ Interactive Live Lectures (1 hour per week)	Discussion Forum/ a synchronous Mentoring (2 hours per week)	e-Tutorial in hours	e-Content hours		
1.	1 Credits	3 weeks	3 hours	6 hours	5	5	11	30
2.	2 Credits	6 weeks	6 hours	12 hours	10	10	22	60
3.	3 Credits	9 weeks	9 hours	18 hours	15	15	33	90
4.	4 Credits	12 weeks	12 hours	24 hours	20	20	44	120
5.	6 Credits	18 weeks	18 hours	36 hours	30	30	66	180



Learning Management System (LMS) to support online mode of Course delivery:

LMS Platform has been built to help learners reach their potential in their chosen programme. It is a secure, reliable learning experience tool that works consistently on Web and Mobile devices. Its simple interface makes it easy for instructors to design courses, create content and grade assignments. It provides a great mobile experience due to the responsive design which is paired with purpose-built native apps. It provides seamless accessibility to ensure all tools are standards-compliant and easy for students to navigate using assistive technologies. It provides 24 X7 learning experience to facilitate learning as per the pace chosen by learners. Digital portfolio functionality allows students to document and share their learning journey as it happens on both web and mobile platforms.

Course Design:

The Course content is designed as per the SWAYAM guidelines using 4-quadrant approach as detailed below to facilitate seamless delivery and learning experience.

- **Quadrant-I** i.e. e-Tutorial, that contains – Faculty led Video and Audio Contents, Simulations, video demonstrations, Virtual Labs, etc., along with the transcription of the video.
- **Quadrant-II** i.e. e-Content that contains –Self Instructional Materials (Digital self-Learning Material), Case Studies, Presentation etc. and contains web resources such as further references, Related links, Open-source content on internet, research papers and journals Portable Document Format or e-Books or Illustration, video demonstrations, Historical development of the subject, Article, etc.
- **Quadrant-III** i.e. Discussion forums to raise and clarify doubts on real time by the Course Coordinator and his team.
- **Quadrant-IV** i.e. Self-Assessment, that contains MCQs, Problems, Quizzes, Fill in the blanks, Assignments with solutions and Discussion forum topics.

6.3. Evaluation

Evaluation:					
Assessment			Internal	External	Total
Theory			30	70	100
Practical/ Dissertations/ Project Reports			50	50	100
Class Test-1	Class Test-2	Class Test-3	Assignment(s)	Attendance	Total
Best three out of three					
10	10	10	5	5	30
Duration of Examination			External	Internal	
			3 Hours	1.5 Hours	



To qualify the course a student is required to secure a minimum of 45% marks in aggregate including the semester end examination and teachers continuous evaluation. (i.e. both internal and external). A candidate who secures less than 45% of marks in a course shall be deemed to have failed in that course. The student should have at least 45% marks in aggregate to qualify the program.

Question Paper Structure	
1	The question paper shall have two section – Section A and Section B . The examiner shall set questions specific to respective sections. Section wise details are as under mentioned:
2	Section A: It shall consist of short answer type questions (approx. 50 words). This section will essentially assess CO's related to lower order thinking skills (Remembering & Understanding) . It will contain five questions with at least one question from each unit with internal choice having “or” option with optional question from the same unit. Each question shall have equal weightage of three marks and total weightage of this section shall be ten marks .
3	Section B shall comprise of Long answer type questions (approx. 350 – 400 words). This section shall specify the higher order thinking as well as lower order thinking skills (Analyzing, Applying, Evaluating & Creating or Remembering & Understanding) to be assessed and mapped with the course outcomes stated . It shall contain five questions with at least one question from each unit with an internal choice having “or” option with optional question from the same unit. Each question shall have equal weightage of ten marks and total weightage of this section shall be fifty marks .
4	Note: In case where the course content does not have the scope of assessing higher order thinking skills, questions may be framed to assess the lower order thinking skills as per the course outcomes stated.
IMPORTANT NOTES:	
1	The purpose of examination will be to assess the Course Outcomes (CO) that will ultimately lead to assessment of attainment of Programme Specific Outcomes (PSO). A question paper must assess the following aspects of learning: Remembering, Understanding, Applying, Analyzing, and Evaluating & Creating (reference to Bloom’s Taxonomy).
2	Case Study is essential in every question paper (wherever it is being taught as a part of pedagogy) for evaluating higher-order learning. Not all the courses might have case teaching method used as pedagogy.
3	There shall be continuous evaluation of the student and there will be a provision of fortnight progress report.



7. Requirement of the Laboratory Support and Library Resources:

Laboratory Support

No lab- courses are offered in this program.

Library Resources

Directorate of Online Education, Teerthanker Mahaveer University, Moradabad Uttar Pradesh has excellent Library facility with adequate number of copies of books in relevant titles for MSW Social work programme. The Central Library of University is also having good source of reference books. The books available at both the libraries are only for reference purpose and lending services. In addition, reference books as prescribed will be procured. The Digital library access will also be made available to students who are enrolled into online mode of education. In addition, the university membership on Swayam/ NPTEL/ edX will also be made available to students. Complete e-Learning resources to course would be made available on Learning Management System for learning along with e-tutorial lectures. Further, expert lectures/workshops/ webinars by industry experts would also be conducted for the students.

8. Cost Estimate of the Programme and the Provisions

Sl. No.	Expenditure Heads	Approx. Amount
1	Programme Development (Single Time Investment)	1,00,00,000 INR
2	Programme Delivery (Per Year)	12,00,000 INR
3	Programme Maintenance (Per Year)	50,00,000 INR

9. Quality assurance mechanism and expected programme outcomes.

The quality of the programme depends on scientific construction of the curriculum, strong- enough syllabi, sincere efforts leading to skillful execution of the course of the study. The ultimate achievement of MSW Social work programme of study may reflect the gaining of knowledge and skill in management area. Gaining of knowledge and skills in IT may help the students to get new job opportunities, upgrading their position not only in employment, but also in the society.

The benchmark qualities of the programme may be reviewed on the performance of students in their end semester examinations. Also, the feedback from the alumni, students, parents, and employers will be received and analyzed for further improvement of the quality of the programme.



Teerthanker Mahaveer University has constituted Centre for Internal Quality Assurance (CIQA), which will assist Director, Centre of Online and Online Education to conduct periodic review and assessments and assist the Directorate to implement necessary quality measures and effectiveness in programme delivery. CIQA is constantly involved in reviewing all materials prepared by CDOE, including syllabus, SLMs and e-learning content. CIQA will be involved in conducting studies to measure effectiveness of methods adopted for learning. As we proceed further, CIQA will involve in benchmarking quality of academic delivery, and perform various analyses, and guide all stakeholders towards upgrading quality constantly.

(CIQA) chaired by the Vice Chancellor consisting of internal and external experts oversees the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.

The guidelines on quality monitoring mechanism prescribed by the UGC have been adopted by the Centre for Internal Quality Assurance for conducting institutional quality audits, to promote quality assurance and enhance as well as spread best-in-class practices of quality assurance. University has setup an effective system for collecting feedback from the stakeholders regularly to improve its programmes. The University will conduct self- assessments regularly and use the results to improve its systems, processes etc. and finally.

