

SRI VENKATESWARA UNIVERSITY :: TIRUPATI
V SEMESTER SYLLABUS-2025-2026
MINOR – SOCIAL WORK

PAPER 1- INTEGRATED SOCIAL WORK PRACTICE AND FIELD WORK

I. Objectives

- To understand the concept of social work
- To acquire the knowledge on social work methods
- To enhance knowledge on integrated approach of social work
- To get knowledge on problem solving and termination
- To obtain knowledge on importance and types of field work in social work

Learning Outcomes

At the end of the course the student will be able to:

- Understand the nature and development of professional social work in India and abroad.
- Learn different social service traditions, reform movements and transition from welfare to empowerment
- Develop the social work professional practice
- Acquire knowledge on problem solving and termination

II. Syllabus: Total Teaching Hours: 45)

UNIT-I: Concept of Social Systems, Nature & Characteristics of social Systems, Units of social System-Individual, Family, Groups, communities and Organization.

UNIT-II: Approaches to Integration, The system Approach, Environmental approach
Understanding of life sustaining elements and their interrelationships.

UNIT-III: Action for and Action In; The client system,-Initiating contact, collecting data, assessment, negotiation of contract. Problem solving, termination and evaluation for integrated practices.

Unit-IV: Social Work Profession, Social work professional as a Single Change Actor, Multidisciplinary Social Work Practice, Integrated Social Work Practice.

Unit V: Definition and Concept of Field work; purpose and importance of field work in social work; field work placement; supervision and evaluation; Observational Visits, Concurrent Field Work, Consecutive Field Work.

III. REFERENCES:

1. Barborka, G.A 1972: The Devine Plane, Adyar, Chennai, India, the Therosophical Publishing House.
2. Barlett Harriett, 1970 the common base of social work practice. National Association of social workers.
3. Conn away Ronda, S 1988
4. Social work Practice, New Jersey: Prentice Hall.
5. Johnson Louise C 1983.
6. A Generalist Approach (3rd) Eds. Boston
7. Lippit, R.J Watson 1958
8. The dynamics of planned changes, New York.
9. Parsons Ruth, J Jorgensen 1984 The Integrated social work practice, California
10. Pincus, Allen and Anne minaham 1973 Social work practice: Model and Method, Illinois.

IV Field work is Mandatory and Evaluative and carries 50 marks

V) Suggested co-curricular activities

1. Seminars, group discussion, quiz, debates etc.
2. Preparation of videos on social work programmes.
3. Assignments.
4. Training of students by a related field expert.
5. Collection of material, figures, photos related to social work program them in a systematic way in a file.
6. Case works and case studies.

SVU V SEMESTER SYLLABUS-2025-2026
MINOR – SOCIAL WORK
MODEL QUESTION PAPER
PAPER 1- INTEGRATED SOCIAL WORK PRACTICE AND FIELD WORK

Time: 3 hours

Marks: 75 marks

Note: This question paper contains two parts A and B.

Part A is compulsory which carries 25 marks. Answer any five of the following questions in Part A.

Part B consists of 5 Units. Answer any one full question from each unit. Each question carries 10 marks

PART – A

Answer any Five of the following question.

(5X5=25M)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

11.		(A) OR (B)
12.		(A) OR (B)
13.		(A) OR (B)
14.		(A) OR (B)
15.		(A) OR (B)

PART-B

Answer all the questions from each unit. Each question carries 10 marks

SVU V SEMESTER SYLLABUS-2025-2026
MINOR – SOCIAL WORK
PAPER 2 - SOCIAL WORK ADMINISTRATION SKILLS

I. Objectives

- To impart knowledge on social welfare administration.
- To explain the students about the principles of social welfare administration
- To enable the students to become aware on Skills in Social Welfare Administration.
- To help students to understand the fundamentals of Social service organization
- To enable the students gain practical experience in Fundamental aspects of social administration

Learning Outcomes:

Students at the successful completion of the course will be able to ;

- Students will demonstrate the ability to administrate.
- Students will learn about the principles of social welfare administration.
- Students will gain knowledge on skills of social welfare administration.
- This includes taking responsibility and proactive action.
- Understand the theories and mechanisms of social welfare administration skills.

II. Syllabus: Total Teaching Hours: 45)

Unit: I: Introduction to social Work Administration; Definition, Meaning and scope of social Work administration; historical development of social Work administration; characteristics of social Work administration.

Unit: II Principles of Social Work Administration; Principles of Social Work Administration, Principle of Dual Approach, principle of Manifold programmes, Relational, Analytical and Research principles.

Unit III: Functions of Social Work Administration; Planning, Organizing, Staffing, Directing, Co-coordinating Reporting, Budgeting, Evaluation and Feedback.

Unit: IV: Voluntary Organization, Societies Registration Act 1860, Registration and Management of a Voluntary Organization. Functions of Voluntary Organization.

Unit: V: Fundamental aspects of Social Work Administration; Social Work administration Enhancement; Field work skills in social work; Leadership and Administration; Social Advocacy as a tool for Social Change.

III. REFERENCES:

1. M.K.Singh, social welfare administration and social policy.
2. Dr.Birender Prasad Verma, welfare administration and social development.
3. Ravindra Prasad Singh, social welfare and administration.
4. P.N.Sharma, new horizon in social welfare administration.
5. Dobabrata mohanty, Sushant kumar kar, welfare administration and development in urban India.

IV Field work is Mandatory and Evaluative and carries 50 marks

V) Suggested co-curricular activities

1. Seminars, group discussion, quiz, debates etc.
2. Preparation of videos on social work programmes.
3. Assignments.
4. Training of students by a related field expert.
5. Collection of material, figures, photos related to social work program them in a systematic way in a file.
6. Case work and case studies.

SVU V SEMESTER SYLLABUS-2025-2026
MINOR – SOCIAL WORK
MODEL QUESTION PAPER
PAPER 2 - SOCIAL WORK ADMINISTRATION SKILLS

Time: 3 hours

Marks: 75 marks

Note: This question paper contains two parts A and B.

Part A is compulsory which carries 25 marks. Answer any five of the following questions in Part A.

Part B consists of 5 Units. Answer any one full question from each unit. Each question carries 10 marks

PART – A

Answer any Five of the following question.

(5X5=25M)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

11.		(A) OR (B)
12.		(A) OR (B)
13.		(A) OR (B)
14.		(A) OR (B)
15.		(A) OR (B)

PART-B

Answer all the questions from each unit. Each question carries 10 marks

SVU-VI SEMESTER: LONG TERM INTERNSHIP-2025-2026

SOCIAL WORK

During the entire VIth Semester, the student shall undergo Apprenticeship / Internship / On the Job Training. This is to ensure that the students develop hands on technical skills which will be of great help in facing the world of work.

Learning outcomes

Explore career alternatives prior to graduation.

- Integrate theory and practice.
- Assess interests and abilities in their field of study.
- Learn to appreciate work and its function towards future
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the future job.
- Build a record of work experience.
- Acquire employment contacts leading directly to a full-time job following
- Graduation from college. Acquire additional skills required for world of work.
- Assessment model for the semester long apprenticeship / on the job training / internships during the VI Semester:

The assessment for the VI Semester long apprenticeship is for 200 marks and credits assigned are 12. A monthly report is to be submitted to the teacher guide online within 15 days after the completion of the every moth up to four months. The last two months of internship period shall be used for preparation of final project report simultaneously undergoing on the job training / internship / apprenticeship. The assessment for this internship / on the job training will be both internal and external assessment. The internal assessment will be for 25% of marks which will be continuous and the assessment by the industry / enterprise / organization where the student does his/her internship will be indicated in grades. A template to that extent is appended as Annexure – 1. This assessment is to be conducted by a responsible person (General Manager / HR Manager / Head of the Division) in consultation with the supervisor under whom the internship was done.

The Project Presentation is to be made by the student after he/she reports back to the College.

The components for assessment are

- A. assessing the involvement in the project
- B. presentation skills
- C. final outcome of the project as evinced by the student.

There shall be a final evaluation committee comprising of Principal, Teacher Guide, Internal Expert and External Expert nominated by the affiliating University. The final evaluation committee shall consider the following for evaluation –

- A. Monthly Reports submitted by the student

B. Final Project Report

C. Grading given by the Company / Business unit / Enterprise where the student has undergone the training. The grades shall be converted into marks on the scale followed by the University. To evaluate and award marks, the Committee conducts viva voce examination at the college.

Example:

Name of the Student:	X. YY ZZZ	
Class & Year of Study	III B.A. 2022 - 2023	
Registered Number	000000	
Internal Assessment Component	Max. Marks	Marks Awarded
1. Project Log	10	10
2. Project Implementation	20	15
3. Project Report	10	10
4. Presentation	10	5
Total	50	40
External Assessment Component	Max. Marks	Marks Awarded
Performance Assessment by the Evaluation Committee, converting the grades awarded by the industry, enterprise, etc.	100	80
External Viva-Voce	50	30
Grand Total	200	150

Letter grade	Grade Point	Credits	Credit Point
O (outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8
F (Fail)	0		
Ab (Absent)	0		

In the above example, 75 %marks are converted to letter grade / grade point.

B+ (Good)	7	2	14
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Thus the Comprehensive Continuous Assessment for the projects/internships/on the job training shall focus on enhancing the student's learning by ensuring that the student invests considerable time in studying, preparing and building on academic skills, moulding them into

competent and skill perspective workforce. The assessment should also cater to the improvement of education and institutional assessment system that portrays the student performance.

**Student internship / Project Work / On the Job Training / Apprenticeship
Performance Evaluation**

Term of Internship: From dd/mm/yyyy To dd/mm/yyyy	Date of Evaluation:
Student Name: & Registration No:	
Organization Name& Address:	
Name of the Supervisor:	
Supervisor email/phone:	
Faculty Internship Coordinator	

Please attach:

- **Internship Job Description**
- **Supervisor Comments (i.e. strengths, areas for improvement, etc)**

Please rate the intern's performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Supervisor

Signature of the HR Manger