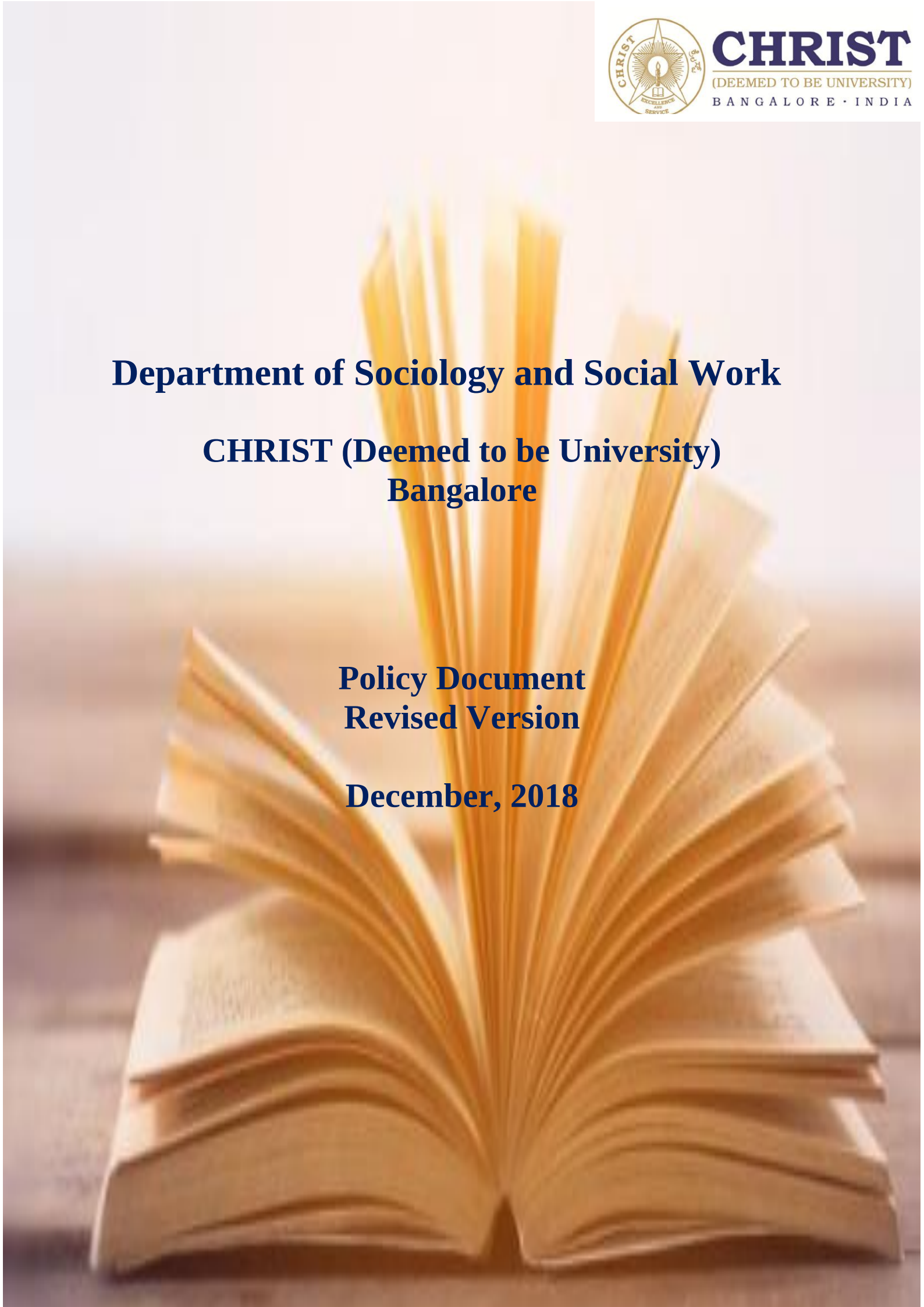


Department of Sociology and Social Work

CHRIST (Deemed to be University)
Bangalore

Policy Document
Revised Version

December, 2018

Department of Sociology and Social Work

CHRIST (Deemed to be University)
Bangalore

Policy Document
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Department of Sociology & Social Work, CHRIST (Deemed to be University)

Preface

The Department of Sociology and Social Work offers Undergraduate and Post Graduate courses besides M Phil and PhD programmes. Being one of the oldest departments of the university, the department has a well-established system of governance. Well thought out policies covering all aspects of teaching, practice and research is instituted. Unique practices such as service learning, skill labs, practice seminars are well designed and implemented.

The revised version of the Policy document spells out the quality practices related to the different activities. The assessment and evaluation practices of the department are elucidated clearly. The norms related to extension and consultancy practices are presented lucidly. The Protocols related to the conduct of workshops, seminars and conferences is highlighted. The role of alumni association in running the department efficiently is also brought out. This document will help the faculty members and students to understand the policies and procedures in the department, and thus execute the activities effectively.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

CONTENTS

SECTION I INTRODUCTION	
Introduction	**1**
Vision	**1**
Mission	**1**
Department objectives	**1**
Aspiration Statement	**2**
Emerging Trends – Next Generation Professionals	**2**
SECTION II GRADUATE ATTRIBUTES	
Graduate Attributes - Graduate attributes for Sociology UG & PG - Graduate Attributes for Social Work – Clinical and Community Practice - Graduate Attributes for Social Work – Human Resource Management and development	**4-6**
SECTION III STRATEGIC PLAN- DEPARTMENT FOCUS AREAS	
Strategic Plan - Department focus areas - Student Engagement - Teacher Engagement - Community Engagement - High Priority goals	**7-8**
Strategic Plan Method - Appreciative Inquiry (AI)	**8-9**
Strategic plan Objectives (2018-23)	**9**
SECTION- IV PROGRAMMES OFFERED	
Doctoral (PhD) • Doctor of Philosophy (PhD) in Social Work • Doctor of Philosophy (PhD) in Sociology **M Phil** • Master of Philosophy (MPhil) in Social Work • Master of Philosophy (MPhil) in Sociology **Postgraduate** • Master of Science (MSc) in Developmental Studies • Master of Arts (MA) in Applied Sociology • Master of Social Work (MSW) Clinical and Community Practice	**10**

Department of Sociology & Social Work, CHRIST (Deemed to be University)

• Master of Social Work (MSW) Human Resource Development and Management **Undergraduate** • BA EPS-Bachelor of Arts (BA) in Economics, Political Science, Sociology • BA PSEng-Bachelor of Arts (BA) in Psychology, Sociology, English • BA PSEco-Bachelor of Arts (BA) in Psychology, Sociology, Economics **Diploma** • Diploma / PG Diploma in Life Skills for Leadership and Community Development • Post Graduate Diploma in Disaster Management **Open Electives** **Odd Semester** • Social Welfare and Services • Adolescent well being • Substance and Technology Addiction **Even Semester** • Corporate Social Responsibility • NGO Administration • Labour Legislations • Social Change and Modernity • Methods of Social Research • Women Issues	
Admission to the Sociology and Social Work Programmes - Admission to Sociology programs • BA • Master of Applied Sociology • Master of Philosophy in Sociology (M.Phil) • Doctor of Philosophy in Sociology (PhD) - Admission to Social Work Programs • Master of Social Work (MSW-CCP/HRDM) • Master of Philosophy in Social Work (M.Phil.) • Doctor of Philosophy in Social Work (PhD)	**11-12**

Department of Sociology & Social Work, CHRIST (Deemed to be University)

SECTION- V QUALITY PRACTICES	
Curriculum - Key features - Curriculum updating process	**13-14**
Teaching and Learning - Course plan - Procedure - Guidelines to be followed - Key methodologies of teaching and learning - Value addition programs - Field work supervision - Dissertation - Team Teaching - Guest Lecturers/Visiting Scholars - Policy	**14-15**
Evaluation - Procedure • CIA 1 and 3 • CIA 2 • End Semester Examination - Formative Assessments - Viva-Voce examinations for Social Work students - Internal evaluations • Internships • Rural Camp	**16-18**
Committees - Curricular: Curriculum Development Cell - Teaching learning - Research, consultancy & extension - Governance, leadership & management - Student support - Innovation & best practices - Infrastructure & learning resources - Library Advisory Committee - Resource Management Committee	**19**
Faculty Development - Qualities Improvement Programme (QIP) - Modalities of Courses - Teacher Empowerment Programmes - Faculty Exchange Programmes	**20**
Student Support - Academic Mentoring - Remedial Classes for slow learners - Advance students - Placements	**21-23**

Department of Sociology & Social Work, CHRIST (Deemed to be University)

- Students clubs in the department ▪ AHTM ▪ Think Pink Bengaluru ▪ MISHA ▪ Important days commemoration ▪ SOCIAL WORK @ DIVYA DOWN DEVELOPMENT TRUST ▪ ASWAS VOLUNTEERING PROGRAMME ▪ The student chapter of NIPM	
Academic Guidelines for Student Presentations - Academic Presentations • Colloquium • Conference • Panel Discussions • Seminar • Symposium • Workshop - Requirements - Roles and Responsibilities - Process Guidelines for organizing events - Schedule - Paper Submission • Format • Research Requirements • Citation Style • Presentation Guidelines	**23-26**
International Collaboration	**26**
Grievance Redressal - Faculty Grievance - Student Grievance	**27**
Skill Enhancement Programmes for students and faculty members - Skill Lab - Practice seminar - Journal Club - Faculty Supervisors - University Resources ▪ CAPS (Centre for Academic and Professional Support) ▪ Training under Centre for Advanced Research Training (CART) - Organizing Programmes - Service Learning - Action Lab - Social Work Practicum skills - Online course materials	**28-30**
	31-34

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Internship - Orientation Visits • I Semester - Continuous field work • Learning requirements for each Semester • Learning requirements for the fulfillment of the field work practicum in the II semester: • Learning requirements for the fulfillment of the field work practicum in the III semester • Learning requirements for the fulfillment of the field work practicum in the IV semester - Rural camp	
Research & Publication - Major Research project and Monograph - M.Phil. and PhD - External funded projects - Book of Abstracts - Anthology	**34-35**
Interface with Centre for Social Action (CSA)	**35**
Consultancy Programmes - Department of Sociology and Social Work as Resource Centre	**35**
Workshops, Network meetings & Seminars • Workshops and seminars • NGO meet • Capacity Building Programmes	**36**
Administration - Class teacher Responsibility - Staff meetings - Code of Ethics	**36-37**
Alumni - Alumni meet - Contribution	**37**
Annexure I **Annexure II**	**38-39** **40-41**

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Department of Sociology and Social Work

CHRIST (Deemed to be University), Bangalore

Introduction

The Department of Sociology and Department of Social Work at CHRIST (Deemed to be University) emerged as a single Department by the merger of Department of Sociology, which was one of the oldest Departments in the University and Department of Social Work. Department offers two Postgraduate programmes in Applied Sociology and Social Work. It also offers Undergraduate programmes under the triple major system with the departments of Psychology, Economics and Journalism. There are MPhil, PhD and Post- Doctoral Fellowship programmes for aspiring research scholars.

The Department works towards the pursuit of excellence in academics and skill training of students of sociology as well as those aspiring to be social work professionals. In addition to its focus on academic engagement, the department strives to engage in providing services to society through student led projects for communities in need of support. Inspired by the ever-changing social context and the needs of people, the department initiates programmes that cater to the emerging needs of the society. The department organises researches, educational programs, seminars, workshops and camps as part of its curriculum. The value of learning through service is significantly incorporated in the academic programmes. The curriculum offered by the department provides opportunities for the holistic development of the students and blends learning from the classroom with experiential learning.

Vision

Promote academic excellence globally within a dynamic and holistic environment through service, research and knowledge dissemination.

Mission

- Fostering growth of students with global perspectives
- Enable serious engagement with the discipline
- Nurture research skills
- Incorporate Social Responsibility with an understanding of social realities
- Engage effectively with the industry and NGOs

Department objectives

- Provide a sound foundation in Sociology and Social Work, its theoretical frameworks and perspectives
- Learn the Methods of Social Research
- Inculcate technical skills and mastery over software packages such as SPSS that are important for social science research

- ❖ Enhance academic Writing skills
- ❖ Encourage lateral and analytical thinking
- ❖ Hone soft skills such as presentation skills and interpersonal skills
- ❖ Promote management and administrative abilities

Aspiration Statement

To become a leading Centre of Sociology and Social Work Education at the national and international level that nurtures responsible academicians and professionals through innovative engagement in competency building, service, research, development, leadership and knowledge dissemination.

The department aspiration includes the following:

- To position the Department of Sociology and Social Work as a Thought-leader and dynamic actor in higher education sector.
- To develop and impart service based, innovative and research-oriented curriculum.
- To inculcate accountable and ethical standards.
- To develop personal and professional competences through integration of knowledge and practice.
- To develop indigenous knowledge and intervention strategies in social work.
- To develop as a Resource Centre for research, consultancy, training and skill development.

Emerging Trends - Next Generation Professionals

This strategic plan is developed keeping in view next generation graduates with an aim to make them competent and capable for integrating and applying the Knowledge and values in a purposeful and professional manner for the well-being of the society. In this context, the emerging **trends** or the **changes** that have been identified by the department are as follows:

- Globalization/ Localization: Local-Global cultural continuums in 21st century
- Expectations from the Department and the University
  - Cognitive Flexibility
  - Innovative interventions
  - Changing student and stakeholder expectations
  - Critical engagements with knowledge domains: new epistemic horizons
  - Focus on research and publication
    - Mapping social change(s): Revisiting the methodological devices

Department of Sociology & Social Work, CHRIST (Deemed to be University)

        - Emerging Indigenous knowledge systems and re-imaginingthe grassroots: Critical social interventions

    - Rethinking the corporate-academia connections
    - Innovations in curriculum and pedagogy
    - Changing social scopes / demographics
    - Changing workspaces

- Demonstrating local knowledge globally
- Critical thinking minds
- Indigenization

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Section- II

GRADUATE ATTRIBUTES

Students at the department of Sociology and Social work at Christ University are expected to demonstrate effective integration of Knowledge, Attitude and Skills (KAS) to fulfill his / her learning at the predetermined proficiency level. Graduate attributes developed by the department expects that the students must be culturally competent and become advocates for social development. They must develop better understanding about the society and have problem solving skills through analytical and creative approach.

2.1 At the University level, following attributes are expected to be inculcated by the graduates:

Theme	Sub-Theme	Attributes
Academic	Academic Excellence	**Academic Excellence**
		Domain Expertise
		Problem Solving Skills
		Knowledge Application
		Self-Learning and Research Skills
	Professional Excellence	**Professional Excellence**
		Practical Skills
		Creative Thinking
		Employability
		Entrepreneurship
		Continuous Learning
		Analytical Skills
		Critical and Solution-Oriented Thinking
		Global Perspective
		Innovativeness
Personal	Personality	**Personality**
		Self-Awareness
		Emotional Self-Regulation
		Self-Esteem
		Humility
		Accessibility
		Positive Attitude
		Personal Integrity
		Adaptability
		Tolerance
		Respect for Peers
		Sense of Transcendence
		Compassion

Interpersonal	Leadership	**Leadership**
		Logical Resolution of Issues
		Self-Confidence
		Initiative
		Dynamism
		Empathy
		Inclusiveness
		Team Building Skills
		Facilitation
		Consultative Decision Making
	Communication	**Communication**
		Verbal Skills
		Non-Verbal Skills
		Respect for Others
		Listening
		Clarity and Comprehensiveness
		Assertiveness
Societal	Social Sensitivity	**Social Sensitivity**
		Respecting Diversity
		Civic Sense
		Law Abiding
		Cross-Cultural Understanding
		Knowledge Sharing
		Environmental Sensitivity
		Social Awareness and Contribution

A. Graduate Attributes for Sociology UG & PG

Expected outcomes

1. Social Sensitivity
2. Critical Thinking
3. Respect for Cultural Diversity
4. Creativity and Passion
5. Sociological Imagination
6. Research Skills

7. Soft Skills and Technical Skills

B. Graduate Attributes for Social Work – Clinical and Community Practice

Expected outcomes - competencies for basic practice

The students will be able to:

1. Assess and diagnose psychosocial issues affecting individual functioning
2. Facilitate group interaction that directs change.
3. Identify community developmental needs; mobilize community resources involving community to strategize community developmental initiatives.
4. Work in alignment with aims and objectives of welfare agencies.
5. Nurture creativity, critical thinking and resilience.
6. Be accountable, with supervision and support, for social work practice.
7. Professional development and follow standards and ethics of social work.
8. Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities and colleagues.
9. Work effectively with beneficiaries to deal with distress.
10. Transparency and accountability.

Expected outcomes - competencies for advanced practice

The students will showcase the capacity to:

1. Collaborate and network with government and nongovernment organizations.
2. Resolve conflicts in relationships.
3. Adapt and work in difficult settings such as communal conflicts, trauma and disasters, diverse cultures.
4. Communicate and inform professional judgments effectively with stakeholders.
5. Apply information technology in social work practice and research.
6. Formulate research problems and elicit empirical evidences for practice and evaluation.
7. Design, implement and evaluate welfare projects.

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C. Graduate Attributes for Social Work – Human Resource Management and Development

Expected outcomes / competencies for basic practice

The students will be able to:

1. Demonstrate flexibility while working with different professionals
2. Adapt to different situations

3. Be accountable to the organization
4. Gain technical skills- Excel, HR softwares
5. Utilize the available resources
6. Develop good interpersonal Skills
7. Work in alignment with aims and objectives of industries
8. Nurture creativity, critical thinking and resilience.
9. Be accountable, with supervision and support, for social work practice.
10. Ensue professional development and follow agreed standards and ethics of social work.
11. Demonstrate effective oral and written communication in working in industrial
12. Focus planning and organizing
13. Uphold transparency and accountability
14. Document ability

Expected outcomes / competencies for advanced practice

The students will showcase the ability to:

1. Adapt and work in different settings – Manufacturing, Retail, IT, Hospitality, Banking, etc.
2. Engage diversity and differences in practice.
3. Foster teamwork in achieving complex goals
4. Manage stress in fulfilling role demands
5. Influence and Motivate skills for better performance
6. Develop grievances handling techniques and skills
7. Formulate research problems and elicit empirical evidences for practice and evaluation.
8. Implement and evaluate employee welfare projects.
9. Plan and prepare programmes for organizations/ corporate on social responsibility.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Section- III

STRATEGIC PLAN - DEPARTMENT FOCUS AREAS



V-KASH: Values- Knowledge, Attitude, Skill, Habits

Student Engagement:

Non-Traditional internships, Innovative Curriculum, Mentoring and research support, Associations, Seminars and conferences organized by students, Scholarship for International internship, Class to Field and Field to class, Reflection, Peer learning, Library usage, result analysis, cultural & sports activities, MOOC and holistic education.

Teacher Engagement:

Teaching and Research support, Mentoring, Faculty Exchange programme, support for publication, CAPS, CART, Faculty development programme, Major Research project, Opportunity for Joint research, MOOC, Publication, participation in various committees / associations, Consultancy and extension activities, and student support systems.

Community Engagement:

Alumni events, NGO /Industry partnerships, Practitioners meet, Associations, Creative projects and extension activities, curriculum development, fund development, events, Field supervisors and collaborative projects through support to CSA.

Highest priority goals

- Enhance faculty research and publication culture
- Participatory and sustainable leadership models
- Capacity building of the faculty in Curriculum Development, Research and case study-based Pedagogy
- Strengthen use of technology in Teaching and Assessment
- Strengthen self-learning modules
- Strengthen internal (interdepartmental) and external collaboration
- Enhance service learning

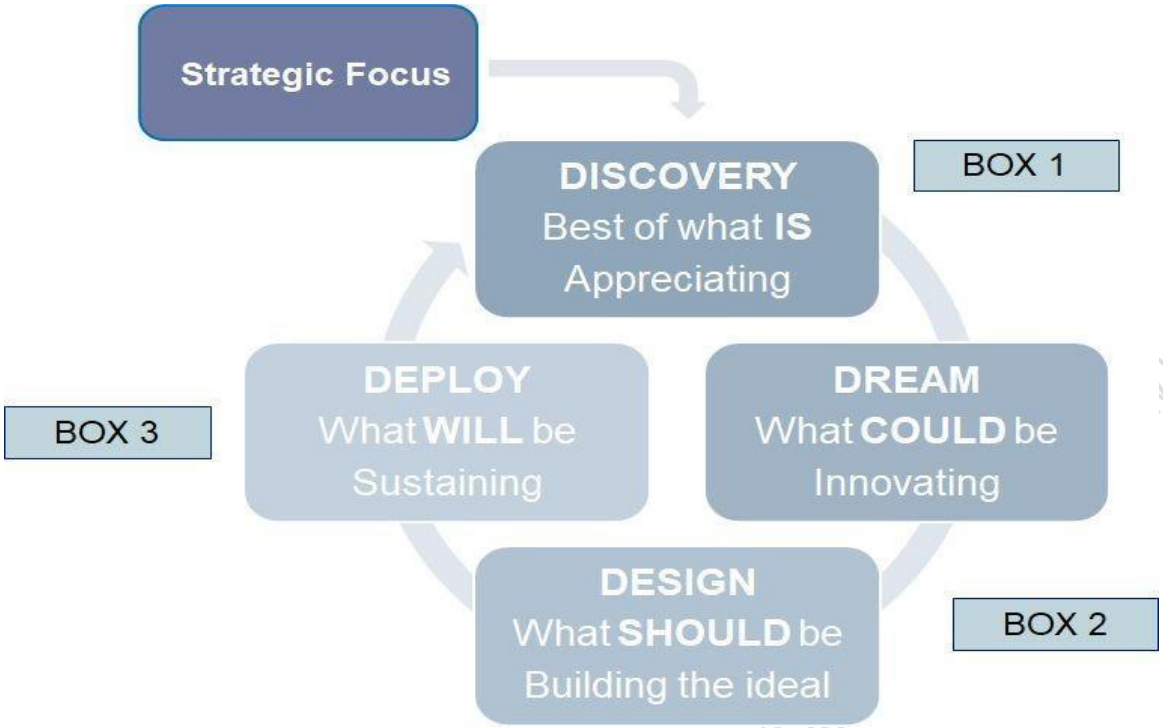
Strategic Plan Method - Appreciative Inquiry (AI)

Department of Sociology and Social Work would practice the philosophy of Appreciative Inquiry (AI)*,[1]while implementing the strategic plan from 2018 to 2023.



[1] ***This was developed by David L Cooperrider and Suresh Srivastava at Case Western Reserve University's department of Organizational Behavior.**

Department of Soc... (Deemed to be University)



Strategic Plan Objectives (2018-23)

- Develop and demonstrate high standards of teaching and learning practices
- Promote Research, Consultancy, Publication and Extension activities
- Enhance core competencies- Graduate attributes
- Develop globally competitive curriculum.
- Increased focus on quality assessment practices –Capacity building of teachers on quality assessment
- Focus on student development activities- Theme based association activities (exampleAHTC), conferences /workshops, guest lectures, Academia-Industry connects.
- Ensure effective use of technology and learning resources
- Teamwork- Inculcate value based and participatory leadership qualities.

Department of Sociology & Social Work, CHRIST (D

Section- IV

PROGRAMMES OFFERED BY THE DEPARTMENT

Doctoral (PhD)

- Doctor of Philosophy (PhD) in Social Work
- Doctor of Philosophy (PhD) in Sociology

M Phil

- Master of Philosophy (MPhil) in Social Work
- Master of Philosophy (MPhil) in Sociology

Postgraduate

- Master of Science (MSc) in Developmental Studies
- Master of Arts (MA) in Applied Sociology
- Master of Social Work (MSW) Clinical and Community Practice
- Master of Social Work (MSW) Human Resource Development and Management

Undergraduate

- BA EPS-Bachelor of Arts (BA) in Economics, Political Science, Sociology
- BA PSEng-Bachelor of Arts (BA) in Psychology, Sociology, English
- BA PSEco-Bachelor of Arts (BA) in Psychology, Sociology, Economics

Diploma

- Diploma / PG Diploma in Life Skills for Leadership and Community Development
- Post Graduate Diploma in Disaster Management

Open Electives

Odd Semester

- Social Welfare and Services
- Adolescent well being
- Substance and Technology Addiction

Even Semester

- Corporate Social Responsibility
- NGO Administration
- Labour Legislations
- Social Change and Modernity
- Methods of Social Research
- Women Issues

Department of Sociology & Social Work, CUSAT (Deemed to be University)

Admission to the Sociology and Social Work programs

Admission to Sociology programs

- **BA**

Academic orientation –Minimum 50% aggregate marks for Plus two level examination.

i. Written Test
ii. Personal Interview

- **Master of Applied Sociology**

Academic orientation –Minimum 50% aggregate marks for undergraduate examination.

i. Written Test
ii. Personal Interview

- **Master of Philosophy in Sociology (M.Phil.)**

Academic orientation –Minimum 50% aggregate marks for Masters in Sociology examination.

i. Written Test
ii. Personal Interview

- **Doctor of Philosophy in Sociology (PhD)**

Academic orientation – Minimum 55 % in Masters programme and M. Phil.

i. Entrance test
ii. Personal interview
iii. Academic scores

Admission to Social Work Programmes

- **Master of Social Work (MSW-CCP/HRDM)**

Academic orientation –Minimum 50% aggregate marks for the qualifyingexamination.

i. Written Test
ii. Personal interview

- **Master of Philosophy in Social Work (M.Phil.)**

Academic orientation –Minimum 50% aggregate marks for Masters in Social Work examination.

i. Written Test

Department of Sociology & Social Work, CHRIST (Deemed to be University)

ii. Personal Interview

❖ **Doctor of Philosophy in Social Work (PhD)**

Academic orientation – Minimum 55 % in Masters programme and MPhil.

i. Entrance test
ii. Personal interview
iii. Academic Scores

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Section- V

QUALITY PRACTICES

Curriculum

Key features:

- Annually updated
- Thrust given for national and global perspectives in Sociology and Social Work education and training

Curriculum updating process

- The curriculum that requires change goes for feedback to students, alumni, practitioners & academicians from National and International Universities and subject teachers.
- The changes are consolidated by the curriculum development cell (CDC) in the department.
- The changes are approved by members in the Board of Studies (external and internal members) and Academic Council, CHRIST (Deemed to be University).

Curriculum Development cell works for the development and updating of social work curriculum**.**

- This cell consists of three faculty members and the head of the department.
- The functions of the members are:

  - Updating the syllabus as per emerging needs
  - Contact experts for validating changes.
  - Maintain documents of curriculum details.
  - Meet frequently to discuss about the changes required in the syllabus

Teaching and Learning

Course Plan

- Course plans to be drawn up and submitted before the commencement of the semester
- Course plans for triple majors to be drawn through a consultative process to ensure that portions are covered simultaneously across classes as much as possible
- Course plans to be shared with the students at the beginning of the semester
- Course plans should include:
  - Course Details
  - Course Description
  - Learning outcomes defined in terms of knowledge, skills and attitude

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- Primary and recommended texts
- Course plan on a week/ day mode
- Pedagogy
- CIA details
- Pattern of assessment

Procedure:

- Departmental course plan includes:
  - Overarching goals
  - Learning Outcome
  - Content topic
  - Assignment
  - Assessment criteria

- Learning outcomes: are student-oriented, referring specifically to what students are expected to achieve or learn at the end of the course. Objectives are usually used to describe course design in terms of what teachers want to teach or how they view the course as contributing to the content areas covered by the entire programme.
- Learning activities: Meaningful activities relevant to current needs have to be worked into the pedagogy used
- Essential readings and recommended learning resources: A well-structured set of learning resources are provided in the course plan to students. These are usually in the form of reading lists and references. They may also include sets of links to online resources, e-books, essential reading and recommended reading.

Guidelines to be followed

a. References in APA 6th Edition format
b. MOOC courses for self-learning
c. Focus on activities to encourage developing critical and analytical thinking

Key methodologies of teaching and learning are:

Study circle, experiential learning, role plays- group and individual, field analysis and case study development, e-posters, use and development of ICT materials, organizing programmes in the campus and outside the campus.

- The students are also encouraged to make self-learning through projects.
- Practice learning is a component in every paper.
- Moodle and Learning Management Systems are also used for teaching learning purposes.
- Learning is integrated with graduate attributes

Value addition Programme

Department of Sociology and Social Work provides a nurturing ground to each student for their holistic development.

- Holistic education to develop soft skills, personal, inter-personal and societal skills.

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- Training on Life skills, Participatory Rural Appraisal (PRA), Statistical Package for Social Sciences (SSPS), Disaster Preparedness and Management, Human Rights and 21st century skills.

Field Work Supervision

Fieldwork supervision helps in moulding the Social Work professionals. Fieldwork supervision ensures;

- Regular and timely feedback to students on their performances.
- Positive and comprehensive learning environment to enable student development within the core competencies required for practice.
- Weekly meeting between student and faculty supervisor.
- Individual and group-based conferences/discussions.
- Supervisory visits to agencies to monitor and guide the performance.
- Coordination of placement matters with the agencies.
- Development of learning contract in consultation with the agency supervisors.
- Development of awareness about one's strengths, weakness, opportunities and threats to build professional competencies.
- Documentation and submission of reports.
- Monitoring and evaluation of student training in professional development

Dissertation

Research Project is common to all students of Social Work and MA Sociology. Students conduct a research and submit the dissertation to the department for evaluation.

- The research work is spread over a period of one and a half years, starting from the second semester and ending in the fourth semester.
- Every student is required to complete the research project under the guidance and supervision of a faculty at the department, who will guide the student on areas related to Social work education and practice.
- Guidelines are provided to students, and research progress is assessed / reviewed periodically.

Team Teaching

- This allows two teachers to engage the class together.
- Helps students to learn from two teachers about the same topic, each teacher makes supplementary points to the classes.
- Teachers engage with the guest lecturers and also during holistic education.

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Guest Lectures/Visiting Scholars

The Department of Sociology and Social Work encourages its faculty members to invite experts as well as alumni working on areas related to the courses that they are handling. These experts provide a welcome source of information and knowledge for our faculty and students and they also help the department to grow. Given below are some guidelines that the faculties follow while arranging these lectures.

Policy:

- Faculty members can invite scholars as per their course requirements
- Prior permission has to be sought from the Head of the Department
- The Guest Lecture should be included in the course plan as far as possible
- List of resource people to be compiled
- Reports have to be submitted within one week following the lecture
- Accounts also have to be settled with a copy given to the Head of the Department after the program.

Evaluation

- The Sociology and Social Work Department follows an Internal Assessment scheme with equal weightage given to formative and summative assessment.
    - CIA I 10%
    - CIA II (Mid Semester Exam) 25%
    - CIA III 10%
    - End Semester Examination 50%
    - Attendance 05%

● Assessment has to establish clear relationships between course objectives, course learning outcomes and assignment designed.

● Assessment has to focus on
    - Academic integrity in terms of focus on academic honesty
        - Plagiarism will not be tolerated
        - Submissions will be run through Turnitin for similarity check
    - Plagiarized work will incur penalties
    - Transparency in terms of criteria for evaluation
    - Accountability to stakeholders

● CIA marks will be validated by HOD before submission to the students and Office of Examinations

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Procedure:

Assessment is a part of learning process and as such is embedded within the curriculum and the pedagogy adopted. The Department maps its assessments strategies with the graduate attributes defined as well as the learning outcomes for the course keeping the instructional strategies in mind.

- CIA I and CIA III
    - These rounds of internal assignments are designed keeping learning strategies and outcomes in mind
    - Assignments cater to different levels of learning in the following domains
        - Cognitive (Bloom's Taxonomy of action verbs: http://www.apu.edu/live_data/files/333/blooms_taxonomy_action_verbs.pdf)
            - Remember
            - Understand
            - Apply
            - Analyze
            - Evaluate
            - Create
        - Affective
        - Psychomotor
    - Assignments are part of the course plans
        - Assignments have to include assessment strategies such as rubrics for assessment or a self-explanatory break up of marks
        - Assignments should include details on the standards expected from the students
        - Have to be approved by the Head of the Department
        - Have to be shared with the students at the beginning of the semester
        - Feedback on the assignments submitted will be shared with the students
- CIA II
    - Mid Semester Examination
    - Should cover 50% of the syllabus for the course
    - Feedback to be given on the assessment
    - Faculty sharing a paper have to conduct a meeting and discuss the questions to be included before submitting the question paper.
    - Faculty teaching the same subject across classes also have to meet and discuss the questions before submission
- End Semester Examination
    - Question Paper drawn from Question Bank
    - Question bank to be updated every semester

Department of Sociology & Social Work, CHRIST (Deemed to be University)

- Editing and proofreading of the bank to be undertaken by the initiator and reviewer
- Faculty sharing a paper have to coordinate with each other
- Answer schemes for end-semester exam have to be submitted to the HOD along with a copy to the custodian's office

- Students with a minimum of 85% of attendance are eligible to appear for ESE. Those students who have less than that will have to abide by the rules of the University to become eligible to appear for exams.

- The question papers are set for 50 marks in case of Social Work and 100 marks in case of Sociology.

- Supplementary examination in case of failure or absence in examinations will be notified by the office of examinations at the beginning of the subsequent semester.

Formative Assessments

- The teacher assesses the students understanding of the concepts and its application in the field through formative assessment.
- Quizzes, presentations, debates, group discussions, role plays, write ups, posters, are some of the methodologies used for evaluation.

Viva-voce examinations for Social Work students.

- 50% of the field Work marks are awarded based on the performance of the student in the Viva-voce examination, which is conducted by the Viva-voce committee constituted for the assessment of fieldwork.
- The committee shall consist of the members constituted by the head of the Department which has an internal examiner in the first, second and third semester. Only in the fourth semester external examiner will be present.

Internal evaluations

- **Internships** have 50% marks given under internal evaluations. Percentages of marks are given for Learning contract, attendance, Attendance report and Weekly report; Social Work methods; Organizational study; case studies; practice; action projects/ mini projects etc.
- **Rural camp:** Daily evaluations on the performance of students will be undertaken by the faculty members coordinating camp. A written report on the reflections about the rural camp will also be evaluated.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Committees

The main committees of the department are:

1. Curricular: Curriculum Development Cell
2. Teaching learning
3. Research, consultancy & extension
4. Governance, leadership & management
5. Student support
6. Innovation & best practices
7. Infrastructure & learning resources
8. Library Advisory Committee: Library Advisory Committee comprises of three members from the Department. The Library Policy is as follows:

    - Procuring of learning resources such as Books, Journals, and Research Reports
    - Advising for upgrading the library resources.
    - Increasing library usage by students through library-based assignments.
    - Conduct training programme for students in the usage of online library resources.
    - Training faculty and students in usage of resources management tools such as Mendeley.

9. Resource Management Committee:

    - A two-member committee to monitor the whole process of resource management at the Department level. This committee will include the Head of the Department and one faculty member appointed for this role.
    - This committee will monitor the Budget of the department and work on the same every financial year.
    - It will also monitor the funding through internal and external projects.
    - It will ensure optimum utilization of resources as approved in the budget. This will be done through quarterly review of the budget.
    - One copy of the expenses (of any activity conducted) need to be submitted to the committee by the faculty in charge.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Faculty Development

Quality Improvement Programme (QIP):

The Quality Improvement Programme (QIP) is about domain knowledge, aimed at capstone area(s). In order to upgrade the knowledge and skills of faculty members working in departments/functional areas/clusters the short term QIP programmes in the emerging areas of subject/discipline are encouraged.

The main objective of the programme is to upgrade the expertise and capabilities of the faculty members. The other objectives are:

1. To understand the subject in a broader perspective,
2. To discuss on scope, depth & breadth in understanding the subject,
3. To identify the research areas, &/or methodology of research through an experiential discussion/analysis/visit etc., and
4. To build subject/discipline specific competencies.

Modalities of Courses:

Course	Stage/ Position	No. of Hrs.	Conducted by
Quality Improvement Programme	All Faculty Members-Department level	3 QIPs of 3 days or 2 QIPs of 5 days equal to One Refresher	CU-Academic Staff College

Teacher Empowerment Programmes

- Faculties in the department are encouraged to involve in programmes that enhance their capacities as teachers, researchers and practitioners.
- Teachers in the department are encouraged to do one online course in a year as part of developing their capacities and engaging them in regular updation in professional realm.
- They make periodical presentations in the department as well as in the University as part of faculty development programmes.
- Topics are allotted to the faculties on the basis of their interest, knowledge and their area of research. They bring latest information on the topic for deliberations.

Faculty exchange programmes

- Faculty members are encouraged to visit International Universities as part of faculty exchange programmes
- They are also encouraged to visit National institutes and Universities

Department of Sociology & Social Work (CHRIST (Deemed to be University))

Student support

Academic Mentoring

The Department of Sociology and Social Work will assign students to all the faculty members during the first week of the I Semester of the program. These students will work with the faculty members assigned for the next two or three years.

These faculty members will be their guides for internships and dissertations (as applicable as for PG) and will also be their academic mentors throughout their academic tenure.

The mentors are requested to maintain mentor diaries/registers with separate sections for each ward. This diary will be used to document all meetings with the wards as well as to note down the discussion points.

The mentors will work with the class teacher/s and Head of the Department on issues of attendance and any other disciplinary concerns. The guides will have to confer with the class teacher and/or Head of the Department in the case of any noncompliance.

Department helps the students to gain perspective on how their discipline operates academically, socially, and emotionally. Mentoring helps them to deal more confidently with challenging intellectual work.

Mentors help mentees gain the skills and confidence required for their future academic and professional life.

Helps student develop several aspects of character dimensions (Self-Directedness, Cooperativeness and Self-Transcendence) in order to develop them a holistic personality.

Students are advised to take mentoring services from faculties for problem solving, decision making as well as for bringing more positive changes and insights.

Remedial Classes for slow learners

- Each mentor along with class teacher will identify slow learners and suggest for remedial classes.
- Teachers organize remedial classes for the students who perform low in academics.
- Students are identified at the end of a written exam.
- Guidance, special coaching and clarifications are given to increase the performance level of weaker students.
- Teachers conduct remedial classes after 4.00 pm on mutually convenient days.

Advance students

- Scholarships for meritorious students from each batch
- Opportunities of International student exchange programmes for competent students.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Placements

- The job placements at the Department are coordinated with University Placement office.
- Two students are nominated as student co-coordinators.
- A placement brochure is developed by the students.
- The department prefers a soft copy to a hard copy of the placement brochure to be sent to different organizations and industries.
- The placement committee consisting of the HOD, faculty members and two students, co-ordinate with the Placement office of the University to find the best organizations for the students.
- The brochure is sent to the best of the organizations, hospitals and industries and the organizations are encouraged to come to the campus for the selection process.

Student clubs in the Department

AHTM - The Anti-human Trafficking Mission is an initiative of MSW students to create a common platform for researchers, scholars, students, leaders, activists, social workers, NGOs, and others to share their experiences and data with contemporaries who are and have been fighting human trafficking in India and abroad. Students are involved in activities in the campus to spread awareness on ill effects of Human Trafficking and role of students in prevention and control measures.

Think Pink Bengaluru. - Think Pink Bengaluru is an initiative of MSW students to make young men and women aware of their role to prevent the occurrence of breast cancer as it is a major fatal illness. Activities include, empower young people in taking the responsibility of their own as well as their relatives' health by being aware of the risks and warning signs of breast cancer.

MISHA - MISHA is a student club that was formed in June 2017 by MSW students in collaboration with Operation Smile. Operation Smile is an INGO that provides free of cost surgeries to individuals with cleft lip/palate all across the world. The activities include spread awareness about Operation Smile, Cleft and the campaign in colleges and Universities.

Important days commemoration - "Service to humanity is service to God" and the best way to find yourself is to lose yourself in the service of others" is the slogan of the MSW students team who are involved in the commemoration of important days in a year since 2015 with various activities. Important days include World Environment Day, International day against drug abuse and illicit trafficking, World Diabetes Day, World population day, Hiroshima day, Teachers Day, World literacy day, Children's Day, Disability Day, Aids day, Women's Day and World Social Work Day.

SOCIAL WORK @ DIVYA DOWN DEVELOPMENT TRUST - The Divya Downs Development Trust is a Centre for training and development of individuals with Down syndrome and MSW students involved in the awareness programs about down syndrome in communities and create support groups for parents having children with Down syndrome. The regular activities include support in overall skill development of the child, which includes art and craft, awareness programs about down syndrome in communities and create support groups for parents having children with Down syndrome.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

ASWAS- VOLUNTEERING PROGRAMME - ASWAS is an NGO run by Dharmaram College Bengaluru provides free food, medicines and dress for cancer patients from KIDWAI and NIMHANS and their family members every day. MSW Students support in documenting the events, leading activity sessions, fundraising, reach communities to spread awareness about the services of the organization, interact with patients and their families to understand the magnitude of their issues to develop innovative intervention programme.

The student chapter of NIPM - The student chapter of NIPM has been inaugurated on 8 March 2018 with elective members from MSW/BBA student community and NIPM officials. Regular activities include talk by HR Professionals to the students and aspirants of Human Resource Management and Development from various colleges and organize conferences.

Academic Guidelines for Student Presentations

Academic Presentations

Given below are the details for the academic presentations that the students of the Department can organize and participate in.

Colloquium
A colloquium is a platform that enables the sharing of research work. It enables researchers to share their research work and helps them to gain guidance and feedback on their work in progress. It usually involves the participation of one researcher who presents their ongoing work.

Conference
A broader platform than the others described here, a conference can include a few or contain combinations of the others. This provides a platform for academicians and researchers to present their research work and enable discussions on the same. They provide a vital space for debates which are crucial for academic enhancement and growth.
Conferences are increasingly making use of technological innovations as they are using the virtual space to bring scholars and academicians together from across the world.

Panel Discussion
A Panel Discussion provides a platform for experts to share their expertise on particular areas. The format of a Panel Discussion enables the experts to share their expertise and engender dialogue between the experts on the panel and discussion with the audience.
A Panel Discussion requires the presence of a moderator to guide and if necessary, direct the discussions. The moderator also needs to maintain the schedule and ensure adherence to the timeline given. The role of the moderator is also to introduce the speakers, summarize the discussion and provide his/her expertise on the topic.

Seminar
A seminar offers a platform for researchers to come together and share their research findings. It entails the submission of research papers at a prior designated date. These papers then form the foundation for the presentations made by the paper presenters. The papers usually focus on a chosen theme and all the participants take part in the discussions that follow presentations.
A seminar familiarizes the participants with contemporary research work in the chosen area as well as research methods which enable them to conduct minor research on these areas.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Seminars provide a platform for active academic exchange and encourage dialogue and debates.
A seminar requires the presence of a Chairperson who chairs the sessions during the seminar. The responsibilities of the Chair are to introduce the theme of the session, introduce the speakers and their papers and to ensure adherence to the timeline. The Chair also guides the discussions following the presentations.

Symposium
A symposium is a platform for multiple experts to present and discuss their work. Multiple resource people are part of a symposium and the experts are invited to speak on particular topics.

Workshop
A workshop incorporates hands on collective and collaborative work on a particular area. Workshops usually have one or more facilitator/s to provide direction to and guide the group. A workshop is thus defined in terms of the particular identified outcomes that it hopes to attain. It culminates in the creation of a report/document that will record the details and the outcomes of the workshop.
The vision for CHRIST (Deemed to be University) states, "CHRIST (Deemed to be University) is a nurturing ground for an individual's holistic development to make effective contribution to the society in a dynamic environment." The Department of Sociology in its attempt to fulfill this vision encourages its students to actively participate in multiple curricular and co-curricular platforms.
Academic engagements are part of this endeavor and the Department encourages its students to participate in multiple Panel Discussions, Seminars, Colloquia and Symposia. It also encourages its students to organize and participate in Workshops which act as a learning ground for them.

Requirements:
All the students of MA Applied Sociology, BA(Sociology) and MSW (CCP & HRDM) are encouraged to participate in at least two Academic exercises such as Panel Discussions, Seminars, Colloquia and Conferences with their role in at least one being that of a paper presenter.

Roles and Responsibilities:
The students will be expected to ensure the quality of the organization, conduct and the high caliber of the papers presented in the various academic platforms.

Process Guidelines for organizing events:
The following stages will have to be taken care of by the students in consultation with the class teacher:

- Deciding on the kind of academic platform
- Identifying the participants and the organizing committee (OC)
- Booking of the venue by the OC
- Conceptualization of the theme
- Determining the individual topics for presentation
- Submission of a minimum of the following to the class teacher for approval within 3 days of finalizing the topic:
    - 3 books with relevant research
    - 6 relevant articles from journals

Department of Sociology & Social Work, CHRIST (Deemed to be University)

- Submission of complete paper 3 weeks before the presentation
- Invitations to be given out to the guests/dignitaries by the OC
- Submission of the ppt or Prezi to be used 1 week before the presentation
- Final presentation during the Seminar/Colloquia/Panel Discussion
- The following functions will be taken care of the OC
    - Venue arrangements
        - Lamp, if required
        - Seating
        - Dias arrangement
        - Background ppt
        - Ensuring that microphones are working prior to the event
    - MC
    - Invocation
    - Welcome speech
    - Moderator
    - Time keepers
    - Vote of thanks
    - Photographs of the event
    - Report of the event (to be submitted within 1 day of the event)

Schedule:

The events will be announced at the beginning of each academic semester. It is the student's responsibility to ensure that the timelines given in the process guideline above are adhered to.

Paper Submission

Format

The paper has to be submitted in the APA style as per the sixth edition of the APA guidelines.

Research Requirements

The students are expected to ensure the minimum requirements:

- Academic honesty: The Department of Sociology will not tolerate plagiarism and any other forms of academic honesty. Plagiarism is defined as the act of taking someone else's work without acknowledging them or giving them credit for it. It includes but is not limited to all acts such as copying, cheating and not including in text citations and references.
- Empirical research (unless the area for presentation is a conceptual one in which case prior permission for exemption has to be taken from the class teacher/ teacher in charge)
- Secondary research. The minimum requirements are the following:
    - 3 books with relevant research
    - 6 articles from journals
- The students are expected to go over and beyond the above-mentioned criteria.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Citation Style

APA 6th Edition has to be adhered to for citations. Students can refer to the Online Writing Lab at Purdue University or to the guidelines shared by the Christ University Online Writing Lab for further information

Presentation Guidelines

The presentation has to be mailed in to the class teacher/ teacher in charge at least 1 week before the presentation is scheduled. The presentation has to include the following:

- Title slide with the topic, title of the seminar, register number, class
- Introduction to the area
- Need for the study
- Review of Literature
- Objectives of the study
- Research Methodology
- Data collection
- Interpretation
- Analysis
- Relevance of the study
- Concluding remarks and suggestions for further research

The presenters have to tailor their presentations for a 15-20-minute slot and be prepared to handle questions on their research area.

The aim of these presentations is to enhance learning and presentation skills. Hence active participation is necessary from all the students. All students will be expected to familiarize themselves with the broad area of presentation in order to better equip themselves to grasp the topics under discussion.

International Collaboration

- Department has developed policies on MOU with International Universities.
- The department explores possibilities for Faculty and student exchange programme.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Grievance Redressal

Faculty Grievance

- Grievances have to be submitted via email or letter to the HOD. The first level of redressal is with the Head of the Department
- If the grievance is with the HOD, teacher may direct the concerns to the Dean or concerned Director depending on the merit of the grievance.
- It is the responsibility of the HOD/Coordinator to create a space for open communication and address the issue in a conducive manner.
- Grievances have to be addressed within thirty working days of reporting
- The Staff Grievance Redressal Committee (SGRC) may be addressed through the Personnel Officer in case of dissatisfaction with the resolution
- The Vice Chancellor is the final appellate body

Student Grievance

- Grievances have to be submitted via email or letter to the class teacher. The first level of redressal is with the class teacher of the class.
- Class teacher may direct the concerns to the Head of the Department if the grievance cannot be resolved at that level.
- HOD may forward the grievance to the Director or the Dean depending on the merit of the grievance.
- If the grievance is with the class teacher, students may direct the concern to the HOD.
- The Departmental Grievance Redressal Committee (DGRC) will consist of the Dean, Head of the Department, Coordinator and the concerned class teacher.
- The Centre for Counseling and Health Services has to be consulted
- Grievances have to be addressed within ten working days of reporting
- The Central Grievance Redressal Committee(CGRC) is the final appellate body

*Refer to the Regulations for Grievance Management-Staff and students for further details

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Skill Enhancement Programmes for students and faculty members

Skill lab

This paper provides opportunity for the students to develop skills required to begin their professional life. The units will be taken in skill labs where learning happens through practice. This course follows assessment that consists of demonstration of skills by students.
This is also an opportunity to build confidence in all teachers as trainers

Practice seminar

Practice seminar will enable the students to review and reflect as professionals and set their future plans.
In the fourth semester, student identifies himself/herself as a professional social worker and submits a report on the entire training he/she received for the two years. Students will be given opportunity for conducting sessions by themselves during the semester. Submission of a reflective essay and presentation is made by the student on individual professional development. Students meet and take feedback from faculty mentor and faculty internship supervisor, class teacher and internship supervisor at industry to prepare the seminar.

Journal Club

Journal club is considered as an academic exercise intended to develop student abilities and attitude towards empirical academic activities. By being part of this club, the students are expected to get oriented about research work and research writing.

- Every student is expected to make 2 reviews in each semester.
- The student selects articles (1 printed and 1 online/digital, published on or after 2010, National or International) and gets consent from the teacher in charge to proceed further (to ensure articles are *research based and relevant*).

The review and presentation (10 minutes) focus on:

- Introduction of the area/topic/concept
- Research method used to include designs, sampling, tools (adequacy, relevance) and procedures of data analysis
- Results
- Implications (Education, social work practice and further researches)
- Critical comments (Usefulness, relevance, application)
- Personal learning

Faculty supervisors

- Meet the group of students regularly and guide the learning process of students
- Help students to identify articles which are relevant
- Create research interest among students

Department of Sociology & Social Work, CHRIST (Deemed to be University)

- Conduct the presentation sessions and give constructive feedback to students
- Keep a record of all the journal club proceedings and submit the same to the documentation in charge at the end of the semester

University resources

- **CAPS (Centre for Academic and Professional Support)**

CAPS, an open platform that attempts to bridge the gap between classrooms based theoretical learning and career-based applicable knowledge. It is an initiative that facilitates the free exchange of knowledge and sharing of experiences with a view to strengthen students and professionals, providing them access to a learning experience that is not readily available in a classroom environment or a library. At CAPS, they not only aim to bring about a more holistic development at the individual level but also a greater interaction and sharing of resources at the university level.

- **Training under Centre for Advanced Research Training (CART)**

    - Centre for Advanced Research and Training [CART] is an active network of experts cutting across different faculties engaging in pure and applied research who come together to offer effective mentoring to researchers, help them evolve continuously by answering substantive questions and acquiring cutting edge research methods with a view to furthering academic development through knowledge creation, meeting industry requirements by offering consultancy services and promoting societal development through knowledge dissemination.
    - The teachers do basic, intermediate as well as advanced courses on Statistical Package for Social Sciences (SPSS). CART designs teacher development programmes and each teacher in the department is encouraged to participate in such programmes.

Organizing Programmes

Students organize various programmes in the department under the supervision of faculty members in order to develop organizing skills. Various student committees are formed, and responsibilities are delegated for organizing activities. Documentation of the programme and submission of report on time is entrusted to student committees.

Service Learning

Through Service learning, students will get an opportunity to build capacity in the areas of Service Learning. They will be trained in the areas of assessing the community needs, developing intervention projects, implementation of those projects and evaluation of the results and impacts.

Department of Sociology & Social Work, CWRDS, Deemed to be University

This project will be carried out in all four semesters and the progressive outcome among the students will be assessed. Each student will be placed under a faculty mentor for support and reflection on the service learning activities.

Action Lab

The Department of Social Work as part of its Academic Intellectual Entrepreneurship (AIE) efforts and Strategic plans has started an Action Lab. The objectives of the Lab are as follows:

- To develop skills and competencies among social work students in preparing them towards action-oriented practices in social work.
- To expose students of social work and other streams like Sociology, Psychology, Education etc. on various social realities in the society and help them imbibe social responsibility.
- To serve as an action Centre for working in communities, forming student volunteers and developing programmes to cater to the needs of the community in collaboration with Centre for Social Action (CSA).
- To design and develop community outreach activities in connection with other departments, especially Students of Applied Sociology in slums in LR Nagar and Janaki Ram Layout.

Social Work Practicum skills:

There are six levels of skill development in the department of Social work. At every level of Social work practicum, students should demonstrate various skill sets.

- I semester Field work
- II semester Field work
- Summer Placement
- III semester Field work
- IV semester Field work

(Details are given in Annexure-I)

Online course materials

- Centre for Concept Design (CCD) at CHRIST (Deemed to be University) is into instructional technologies, content creation, broadcast production, classroom A/V support, digital archiving and academic training.
- Teachers engage in making video-based classes and video libraries for topics in the syllabus.
- A few topics in the open elective courses have video online developed by the department.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Internship

Internship is the most important aspect of professional social work training. The objectives of the practical are to develop positive aptitude, knowledge and competence for the practice of social Work and Sociology. The students develop various skills in working with clients and professionals. They are exposed to connect class room learning in their field work practice through constant supervision of faculties. The integration of theories into practical is the major advantage of internship work in the course of learning.

Sociology:

MA sociology students take up a 6 week internship between the second and third semesters.

Social Work:

Orientation Visits

- *I Semester:* The students of first semester are required to undergo an orientation visit programme before starting their continuous fieldwork. They make visits that comprises of industries, community, health settings and agencies working for special groups. All orientation visits are arranged under professional guidance.

Continuous Field Work

- **Learning requirements for the fulfillment of the field work practicum in the I semester:**

Student shall put at least 20 days in a month with 7 hours on internship days with a total of 140 hours of training. Department will give the detailed guidelines for Internship. Learning requirements for the fulfillment of the social work practicum in the first semester are the following.

a. Two case work (Process of study and assessment to be undertaken by the student. On the basis of the assessment student is expected to develop an intervention plan for the client.)
b. Completed 08 sessions of group work (Suggested to have the recreational group)
c. One community organization activity.
d. Other learning based on the goals in discussion with the agency and faculty supervisor.

- **Learning requirements for the fulfillment of the field work practicum in the II semester:**

The student during his/her second semester undergoes the first field placement in HR/CCP setting. Student shall put at least 40 days in a month with 7 hours on internship days with a total of 280 hours of training. The field of Internship could be chosen from Industries, Service Providers, Hospitals or NGOs.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

In case of MSW-HRDM, the student prepares case studies related to the place of internship. Students have to complete five case studies in the areas of HR acquisition- selection, induction, occupational health and compliance with the basic laws.

In case of MSW-CCP, for Health setting, 04 case works, Group interventions (2 sets of 08 sessions using any two different models of group work- therapeutic/ educational/ empowerment models with different client groups.), Involvement in the administrative function, one community-based programme to be conducted in collaboration with internship agency and Other learning activities based on the objectives in discussion with the agency and faculty supervisor.

For Development setting, Preparation of one Working paper, Preparation of one Project proposal, conducting one community-based programme, Evaluation of CSR or Agency Projects/Programs, Involvement in administrative functions and Preparation of one Memorandum of Association

- **Learning requirements for the fulfillment of the field work practicum in the III semester:**

Student shall put at least 25 days in a month with 7 hours on internship days with a total of 175 hours of training.

In case of MSW-HRDM, the student prepares case studies related to the place of internship. Students have to complete three case studies in the areas of human resource management, industrial relations, employee welfare and allied areas.

In case of MSW-CCP, for Health setting: Mini survey, Review of Hospital service administration policies,one Case work and one group work, Case studies of best practices and other learnings based on the goals in discussion with the agency and faculty supervisor

For Development setting: Community Activity, training module development, case study on sustainable development programme, Evaluation of projects and policies of government implemented in communities and other learning based on the goals in discussion with the agency and faculty supervisor

- **Learning requirements for the fulfillment of the field work practicum in the IV semester:**

Student shall put at least 40 days in a month with 7 hours on internship days with a total of 280 hours of training.

In case of MSW-HRDM, the field could be chosen from industries, service providers, Hospitals or NGOs. During the two-month placement the student prepares case studies/carries out surveys related to the place of internship. Students have to complete five case studies in the areas of HR acquisition-selection, induction, occupational health and compliance with the relevant laws.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

In case of MSW-CCP, for Health setting, student needs to complete 5 case works, conduct Group interventions, understand Work culture and involve in administrative function

For Development setting, student needs to take up working paper, prepare project proposal, organize one community based programme, understand Work culture, Evaluate CSR Projects, get involved in administrative functions and Develop Memorandum of understanding.

Rural camp

The rural camp programme is designed to introduce the living experience of the rural community in view of the social work philosophy and principles. The rural camp facilitates social work trainees to practice and integrate Social Work in tune with their personal and societal expectations. The cross-cultural field study is held for a period of 7 days for the first semester Social Work students in a rural area identified by the department and held under the leadership of Camp facilitator.

- The key objective of rural camp is to help students understand rural social systems, community need assessment, approaches and the strategies of intervention used by the various organizations working for the welfare of the rural community.
- The rural camp provides an opportunity for the students to experience group living to appreciate the value in terms of self-development, interpersonal relationship and sense of organization, management and talking responsibility.
- The camp helps students develop capacity to critique the intervention of both the voluntary organization and the government agencies in relation to the specific poverty group.

Rural Exposure

BA Sociology and MA Applied Sociology students are also taken to rural communities as rural exposure programme.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Research and Publication

Faculty members take up MRPs, monographs, guide research scholars, take up external funded projects and also publish actively.

a. Major Research project and Monograph

- The Department promotes advanced research and encourages faculty members to take up contemporary, applied, and emerging importance and significant topics through Centre for Research Project.
- Centre for Research supports researchers by providing technical as well as financially.

b. M Phil and PhD

- The M Phil Program in Social Work and Sociology offered by CHRIST (Deemed to be University) is a research-based program (research degree) which is meant to produce social work professionals in the most advanced and innovative social work research methods and equip to take up a career in academics or research, and pursue doctoral programmes in social work.
- The program aims at providing students with opportunities to examine emerging specialties in the field of social work by employing scientific research methods.
- The intensive training as part of the M Phil programme will generate interest in evidence-based practice in social work.
- The programme covers a comprehensive package of training for research students which includes a solid grounding in research methods in general and in specific to social work research, writing articles for publications in peer reviewed journals, and communicating research findings to academic and other audiences.
- In addition, students are encouraged to focus on Individualized researches in specialized areas.
- Monthly reviews (presentations and progress report submission) with collective guidance of the members in the faculty is in place to promote quality of research
- The PhD programme of the department has a rigorous course plan followed by the preparation of a research dissertation.
- Research guides are empaneled at CHRIST (Deemed to be University) for providing guidance to the research scholars.
- This is a centralized course under the Centre for Research, CHRIST (Deemed to be University).

c. External funded projects

- Department takes up projects funded by external agencies/ organizations.

d. Book of Abstracts

It is the collection of student's research dissertation abstracts which gets published.

- Abstract includes study background, methodology, results, implications to social work profession and key words.
- All final year students contribute to this publication.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

e. Anthology

It is the collection of students' reflections on their internship experiences which gets published.

- The work presented in this volume is part of the MSW course. Students in groups as well as individually contribute to this.
- The papers recite introduction of the agency where the students were placed, training received, programs conducted and professional competencies developed.

Interface with Centre for Social Action (CSA)

CSA is a great source of technical support and field base for the Social Work department. The Department collaborates with CSA for various activities such as:

- Field Work placements
- Extension Activities
- University Social responsibility Week
- Rural camp
- External Collaborations

Consultancy programmes

Department of Sociology and Social Work as Resource Centre

Department of Social Work is a **Resource Centre** having academicians with expertise on Family and child mental health, counseling, adoption, adolescent health, community development, disability studies and corporate social responsibility.

- Consultancy services are extended in the form of providing training and by undertaking projects.
- Training programmes are organized for Government Departments like Women and Child, ICPS.
- Teachers provide training sessions for Central government employees of NSSO, Ministry of Statistics, NIPCCD, BOSCH, Social Welfare department.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Workshops, Network meetings & Seminars

Workshops & Seminars

The department organizes workshops and seminars regularly. They are exclusively organized by the department and also in association with various other institutes.

NGO Meet

- This programme is organized under the guidance of a faculty by the students.
- In order to maintain standards, the organizers invite professional organizations that have marked credentials in national and international level.
- Local NGO's are also considered provided they have made their credentials in best indigenous practices.
- A minimum of 10 NGO's need to be registered for this programme.
- Ngo meet allows interaction of students in their stalls about the agencies and activities.

Capacity building programmes

- Capacity building programmes are conducted for researchers, and practitioners in Social work
- Academicians are engaged for developing skills
- Conferences, seminars, panel discussion are organized.
- The Department conducts seminars and workshops in association with *National Human Rights Commission* (NHRC), *Indian Council of Social Science Research (*ICSSR), Indian *Council of Medical Research* (ICMR), NIMHANS, and ICPS.

Administration

Class teacher Responsibility

Each class will have a class teacher for one whole year. Class teachers are selected on rotation basis.

(Details are given in Annexure II)

Staff meetings

- The Department conducts staff meeting once in fortnight on Monday at 3 PM.
- One of the faculty members will coordinate the meeting and will be in charge of recording the minutes of the meeting.
- The agenda for the meeting is sent to the faculties in advance.
- At the beginning of every meeting, the previous meeting's minutes is reviewed.
- Other Mondays, committee meetings or capacity building activities can be organized.

Department of Sociology & Social Work, CUSAT (Deemed to be University)

Code of ethics

- Teachers follow the guidelines from Teachers handbook provided by CHRIST (Deemed to be University) that encourages professional approach, conduct and ethics in work.
- Clear line of channels is followed.
- Strict rules are followed against unethical practices in work place.

Alumni

Alumni Meet:

- Alumni meet is organized on the 26 January every year by the Department of Sociology and Social Work.
- It will be organized prior to the commencement of Institutional Alumni celebrations.
- This programme includes re-union of the alumni members and their union with the present final year students.
- This provides a platform for the alumni members to understand the changing scenario in Sociology and Social Work education and to receive their feedback in improving the curriculum further.
- Understanding the needs and challenges of the job market and creating a connect for the outgoing batch with the resourceful alumni members is the very essence of this programme
- Selection of office bearers of the Alumni.

Contribution:

- Alumni members will be invited to the department on many occasion
- They are encouraged to take sessions/workshops for the present students during induction programmes.
- They are also encouraged to take classes on any specific topics.
- Alumni members help the students in their internship and job placements.

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Annexure 1

Skills demonstration requirements during Masters Programme

Skills to be demonstrated at the end of I semester field work

- Understanding client systems-needs
- Differentiating empathy and sympathy
- Creating a rapport and establishing a relationship
- Communication skills- oral and written
- Develop skills to write verbatim reports (simple forms)
- Leadership skills
- Interpersonal skills such as working with teams
- Record keeping skills
- Reflective processes evident in the reports and during conferences
- Using supervision creatively.
- Skills in handling group processes

Skills to be demonstrated at the end of II semester field work

- Interviewing skills
- Using different types of questions
- Prompting
- Probing
- Allowing and using silences
- Using self-disclosure
- Ending an interview
- Initiating Client interactions
- Giving advice
- Providing information,
- Providing explanations
- Offering encouragement and validation
- Providing reassurance
- Observation Skills
- Organizing communities, mobilizing resources

Skills to be demonstrated at the end of summer placement

- Basic survey skills, developing tools, Data collection process, compilation, data cleaning, Analyzing data and reporting.
- Understanding organizations, structures, interconnectivity between structure and strategies adapted by the organizations
- Understanding job descriptions – designations of functions of officials in the organizational structure

Department of Sociology & Social Work, CHRIST (Deemed to be University)

- Understanding the helping process- rapport building, problem analysis, interventions, evaluations, Reporting & Documentation skills
- Advocacy

Skills to be demonstrated at the end of III semester field work

- Counseling skills- through a workshop mode later this is practiced in the field and recorded during field work
- Practice in specialized fields – working with groups and cases/ case studies/working papers/monographs
- Using observation skills in specific situations understanding professional roles
- Conduct semi structured interviews with officials/ authorities
- Develop skills to reflect and be self-critical

Skills to be demonstrated at the end of IV semester field work

- Empowerment and enabling skills
- Negotiating skills
- Contracting skills
- Networking skills
- Mediation skills
- Administrative skills
- Developing project proposals
- Budget preparation / cost estimates
- Training skills
- Developing training modules

Skills to be demonstrated at the end of Block Placement

- Ability to understand agencies and departmental guidelines and independently develop Learning contracts
- Conduct mini project/ action projects
- Managing professional boundaries
- Understanding self as a professional - self-evaluation and identification of gaps in professional conduct
- Writing articles

Department of Sociology & Social Work, CHRIST (Deemed to be University)

Annexure II

Class Teacher responsibilities

Effective organization and management of class activities is a key factor to ensure overall quality of teaching and learning process. The Class teacher is responsible for effective management of the class which is allotted to him / her. In coordination with other faculty members in the Dept. of Social Work, the class teacher will ensure proper development of intellectual competence, personal skills, inter-personal skills and societal skills among the students.

With reference to the job description of faculty member that is given in section 2.2.1 (page No. 21) of staff handbook, certain additional responsibilities are planned for the class teachers on the basis of past experience and suggestions from various stakeholders.

1) To be responsible for all matters concerning class under charge- more specifically;

    a) Attendance (Daily monitoring of attendance and weekly review with students who have low attendance. status of attendance will have to be collected from IPM)
    b) Attitude, dress code, conduct, behavior, academic performance, extra and co-curricular activities of the students.
    c) Identification of non/under-performing students and ensuring their improvement by suitable measures. All such students must be directed to meet the coordinator for counseling / appropriate action.
    d) Allot students for remedial education Programmes to the teacher concerned.
    e) Assist in choosing class representatives (one for girls and one for boys) and delegate roles and responsibilities.
    f) Interact with students discreetly and with the class representatives, to know difficulties experienced by the students in class for its rectification.

2) To interact with other faculty members of the class for feedback on student performance and ensure appropriate corrective action.
3) Consolidate period wise attendance data for the class on daily basis for necessary follow-up on habitual late comers and absentees.
4) Consolidate and review marks details of the students of the class for internal assessments/ mid semester examinations to initiate steps on underperforming students.
5) Mentor students on:

    a) Academic Matters (evaluation of CIAs and ESE performance of students
    b) Personal Mentoring (meeting the weak students at least once in month, organize their meeting with the coordinator if required.)
    c) Guidance for weak students.
    d) Programmes for advanced learners.

6) Refer students to appropriate centers (student counselor in the university, coordinator, doctors or counselors who will help the students appropriately for issues that affect the academic performances).

Department of Sociology & Social Work, CHRIST (Deemed to be University)

7) Identify students and facilitate university scholarship programmes.
8) Organize and monitor activities

    a) Skill development Programmes (identify hours in the time table and organize such activities)
    b) Journal Club (Monitor the attendance, review periodically and bring necessary changes in consultation with HOD).
    c) Conducting activities (cultural activities, and any student centric Programmes, Send the students to participate in Programmes organized by other reputed institutions.

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