

DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)

ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

BSW

(2020 – 23)

SEMESTER – IV

ACADEMIC YEAR - (2021-22)

IV Semester (DEPARTMENT) (2020 - 23)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	4B06BSW - Social Work Research & Statistics	Fr. Sojan	5
2.	4B07BSW - Theory and Practice of Counselling	Mrs. Ayana Swaminathan	5
3.	4A13BSW - Entrepreneurship Development for Social Work practice	Ms. Lisbel Manikutty	5
4.	4A14BSW - Management Information System (MIS) for Social Work	Ms. Aiswarya Thomas	5
5.	4C04BSW - NGO Management	Mr. Zaviarkutty Francis	5
	Name of In charge	Ms. Lisbel manikutty	

TIME TABLE

Day	09.50 Am - 10.45 Am	10.45 Am -11.40 Am	11.55 Am - 12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm
1	Entrepreneurship Development for Social Work practice	Theory and Practice of Counselling	NGO Management	Social Work Research & Statistics	Management Information System (MIS) for Social Work
2	Entrepreneurship Development for Social Work practice	Theory and Practice of Counselling	NGO Management	Social Work Research & Statistics	Management Information System (MIS) for Social Work
3	Entrepreneurship Development for Social Work practice	Theory and Practice of Counselling	NGO Management	Social Work Research & Statistics	Management Information System (MIS) for Social Work
4	Entrepreneurship Development for Social Work practice	Theory and Practice of Counselling	NGO Management	Social Work Research & Statistics	Management Information System (MIS) for Social Work
5	Entrepreneurship Development for Social Work practice	Theory and Practice of Counselling	NGO Management	Social Work Research & Statistics	Management Information System (MIS) for Social Work
6	Entrepreneurship Development for Social Work practice	Theory and Practice of Counselling	NGO Management	Social Work Research & Statistics	Management Information System (MIS) for Social Work

Subject Code:	4B06BSW
Subject Name:	Social Work Research & Statistics
No. of Credits:	4
No. of Contact Hours:	84
Hours per Week:	5
Name of the Teacher:	Fr. Sojan P Joseph

SYLLABUS

Module: 1 Definition, Scope/ Uses of Social Work Research: Definition and objectives Social

Work Research, Scope/uses of research in social work practices

Module: 2 Methods of Social Work Research: Basic understanding of research methods- Field study method, survey method, experimental method, case study method and historical research method.

Module: III- Planning and organizing research study: Identification and formulation of social work research problems and synopsis preparation- Developing title, conceptual framework & explanation of concepts, identification of related variables, setting up of objectives of the study, source of data, formulation of Hypothesis, scope and dimensions of the study, pilot study, pre - test.

Module: IV- Coverage:

- **Definition of Population/ Universe**
- **Sampling- difference between census and sampling method, need for sampling, advantages and disadvantages of sampling method**
- **Sampling design- Steps in developing a sampling design, sapling techniques/methods (Probability and non-probability methods), sampling error**
- **Data collection- methods and tools for Data collection (Observation, Interview, and Questionnaire)**
- **Methods of Data processing- Editing, Classification, Coding, Tabulation, and Analysis**
- **Organising research findings and suggestions**
- **Research Reporting-Principles of Research Reporting, contents of research report, bibliography.**

Module: V- Social Statistics:

- **Definition and meaning of statistics and use of statistics in social work practice.**
- **Central Tendency-Arithmetic Mean, Median, Mode.**
- **Presentation of Data- Frequency Tables, Charts, Graphs**
- **Interpretation of statistical data.**
- **SPSS Software**

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Introduction to Research
		2	Introduction to social research
		3	Scope/uses of research in social work practices
		4	Methods of social work research introduction
		5	Historical research/study – objectives and uses
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	Survey method – objectives and uses
		7	Field study – objectives and uses
		8	Case study – objectives and uses
		9	Experimental method – objectives and uses
		10	Class test 1
		11	Types of research – introduction
3	17-01-2022 To 22-01-2022	12	Quantitative and qualitative research
		13	Descriptive research – objectives and procedure
		14	Analytical research - objectives and procedure
		15	Applied research - objectives and procedure
		16	Fundamental research - objectives and procedure
		17	Experimental research - objectives and procedure
4	24-01-2022 To 29-01-2022	18	Research approaches
		19	Class test 2
		26 January	Republic Day
		20	Identification of research problem – introduction and methods
		21	Formulation of selected research problem - introduction
		22	Developing title
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Building a conceptual model
		24	Literature review
		25	Setting up objectives of the study
		26	General and specific objectives setting
		27	Setting up investigative questions
6	07-02-2022 To 12-02-2022	28	Formulation of hypothesis – introduction
		29	Descriptive and relational hypothesis
		30	Working and null hypothesis
		31	Operational definition of concepts

No of Weeks	Dates	Session	Topic
		32	Conceptual definition of concepts
		12 February	Second Saturday
7	14-02-2022 To 19-02-2022	33	Identification of variables – introduction
		34	Independent variables
		35	Class test 3
		36	Dependent variables
		37	Sources of data – introduction
		38	Primary sources - observation
		8	21-02-2022 To 26-02-2022
40	I Internal Examination		
41	I Internal Examination		
42	I Internal Examination		
43	I Internal Examination		
44	I Internal Examination		
9	28-02-2022 To 05-03-2022	45	survey and interview
		01 March	Maha Sivarathri
		46	Secondary sources of data
		47	Population and universe
		48	Sampling and census difference
		49	Sampling design
10	07-03-2022 To 12-03-2022	50	Sampling method – non probability method introduction
		51	Convenience and purposive sampling
		52	Snowball and quota sampling
		53	Simple random and stratified sampling
		54	Cluster and systemic sampling
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	55	Questionnaire and interview schedule and survey
		56	Data processing – introduction
		57	Editing
		58	Classification
		59	Coding
		60	Tabulation
12	21-03-2022 To 26-03-2022	61	Data analysis
		62	Research reporting – introduction
		63	Principles of reporting
		64	Contents of reporting discussion 1
		65	Contents of reporting discussion 2
		66	Contents of reporting discussion 3

No of Weeks	Dates	Session	Topic
13	28-03-2022 To 02-04-2022	67	Bibliography
		68	References
		69	Definition and meaning of statistics
		70	use of statistics in social work practice
		71	Central Tendency
		72	Arithmetic Mean
14	04-04-2022 To 09-04-2022	73	Worksheet on mean
		74	Median
		75	Worksheet on median
		76	Mode
		77	Worksheet on mode
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Frequency tables
		79	Frequency chart
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Frequency graphs
		81	Interpretation of data
		82	Introduction to spss software
		83	Revision
		84	Revision
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	4B07BSW
Subject Name:	Theory and Practice of Counselling
No. of Credits:	4
No. of Contact Hours:	80
Hours per Week:	5
Name of the Teacher:	Ms. Ayana Swaminathan

Syllabus

Module—1

Counselling: Definition and meaning, principles, skills and techniques (observation, listening, non – verbal Behaviour, communication, questioning, silence, transference) in counselling.

Module—2

Counselling process- Types of Counselling, counselling process/steps, techniques and skills of counselling

Module 3

Counsellor counseee relationship: factors influencing the relationship, ethics in counselling

Module—4

Counselling in different setting

- **Family counselling: premarital, marital, sex education, family counselling, HIV/AIDS counselling.**
- **School counselling: scholastic backwardness, emotional disturbances, problems of the adolescences, life skills.**
- **Vocational counselling: career guidance, job adjustment, placement counselling.**
- **De – addiction counselling.**
- **Counselling in crisis situation**

Module- 5

Practical Training in Counselling

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	
		2	Introduction to counselling
		3	Counselling – definition and meaning
		4	Counselling – objectives
		5	Principles of counselling
		08 January	Second Saturday
2	10-01-2022	6	Introduction to skills in counselling

No of Weeks	Dates	Session	Topic
	To 15-01-2022	7	Observation in counselling
		8	Listening in counselling
		9	Non-verbal behaviour in counselling
		10	Communication skill in counselling
		11	Questioning skills in counselling
3	17-01-2022 To 22-01-2022	12	Silence technique in counselling
		13	Transference in counselling
		14	Counter transference in counselling
		15	Empathy in counselling
		16	Recording in counselling
		17	Class test 1
4	24-01-2022 To 29-01-2022	18	Counselling process – introduction
		19	Relationship building in counselling
		26 January	Republic Day
		20	Assessment in counselling
		21	Goal setting in counselling
		22	Intervention in counselling
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Termination in counselling
		24	Types of counselling – introduction
		25	Directive counselling – part 1
		26	Directive counselling – part 2
		27	Non directive counselling – part 1
6	07-02-2022 To 12-02-2022	28	Non directive counselling – part 2
		29	Eclectic counselling
		30	Counselling techniques – introduction
		31	Listening and attending
		32	Focusing and paraphrasing
		12 February	Second Saturday
		33	Validating and challenging
7	14-02-2022 To 19-02-2022	34	Multicultural competency in counselling
		35	Problem solving and conflict resolution in counselling
		36	Decision making in counselling
		37	Class test 2
		38	Counsellor counselee relationship – introduction
		39	I Internal Examination
8	21-02-2022 To	40	I Internal Examination
		41	I Internal Examination

No of Weeks	Dates	Session	Topic
	26-02-2022	42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	Counsellor counselee relationship factors
		01 March	Maha Sivarathri
		46	Factors influencing the relationship in counselling
		47	Ethics in counselling – part 1
		48	Ethics in counselling – part 2
10	07-03-2022 To 12-03-2022	49	Counselling in different settings – introduction
		50	Family counselling
		51	Class test 3
		52	Premarital and marital counselling
		53	Sex education
		54	Family counselling – part 1
11	14-03-2022 To 19-03-2022	12 March	Second Saturday
		55	Family counselling – part 2
		56	HIV/AIDS counselling
		57	School counselling – introduction
		58	Scholastic backwardness in school
		59	Emotional disturbances in school
12	21-03-2022 To 26-03-2022	60	HIV/AIDS counselling
		61	School counselling – introduction
		62	Scholastic backwardness in school
		63	Emotional disturbances in school
		64	Problems of the adolescences in school counselling
		65	Life skills in counselling – part 1
13	28-03-2022 To 02-04-2022	66	Life skills in counselling – part 2
		67	Career guidance
		68	Job adjustment
		69	Placement counselling
		70	Class test 4
		71	De – addiction counselling – part 1
14	04-04-2022 To 09-04-2022	72	De – addiction counselling – part 2
		73	Counselling in crisis situation
		74	Presentation
		75	Presentation
		76	Presentation
		77	Presentation

No of Weeks	Dates	Session	Topic
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Presentation
		79	Presentation
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Presentation
		81	Presentation
		82	Presentation
		83	Presentation
		84	Presentation
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	Course 4A13BSW
Subject Name:	Entrepreneurship Development for Social Work practice
No. of Credits:	4
No. of Contact Hours:	72
Hours per Week:	5
Name of the Teacher:	Lisbel Manikutty

Syllabus

Objective:

To help the students understand the concepts of entrepreneurship and to develop the Entrepreneurial skills among them.

Course Outcomes:

Social work graduate at the point of successful completion will be able to:

1. Demonstrate expertise in the practical use of the terminology, key concepts and principles of entrepreneurship.
2. Connect the institutional support for entrepreneurship to social work practice. acquire entrepreneur skills

Module 1: Entrepreneurship- definition and meaning, Entrepreneur- Definition, qualities, skills, types of entrepreneurs

Module 2: Theories of entrepreneurship, Practices to entrepreneurship development

Module 3: Entrepreneurial Competencies, Roles of an entrepreneur in Economic development

Module 4 : Roles of Government and PRIs in developing Entrepreneurship, Institutional Support to Small Entrepreneurs- National Small Industries Corporation Ltd- Small Scale Industries Board- State Small Industries Development Corporations- MSME Institute-DICs- Industrial Estates- Specialized institutions- Technical Consultancy Organisations, Entrepreneurship Development Programme (EDP) – Need, Objectives, Phases of EDPs

Module 5: Micro, Small & Medium Enterprises- MSMED Act 2006, MSMEs as a seed bed of entrepreneurship – Entrepreneurship incubators, Start ups

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Types of entrepreneurs- According to Dalhoff
		2	Types of entrepreneurs- According to Capital ownership
		3	Types of entrepreneurs- According to age, gender, area and scale

No of Weeks	Dates	Session	Topic
		4	Module1 –Notes and conclusion
		5	Module 2-Theories of entrepreneurship-Introduction
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	Theories of entrepreneurship- Classical Theory
		7	Neo- Classical Theory
		8	Austrian Market process
		9	Modern Theory
		10	Practices of entrepreneurs-1
		11	Practices of entrepreneurs-2
3	17-01-2022 To 22-01-2022	12	Module 3-Entrepreneurial Competencies,
		13	Entrepreneurial Competencies
		14	Roles of an entrepreneur in Economic development -1
		15	Roles of an entrepreneur in Economic development -2
		16	Roles of an entrepreneur in Economic development -3
		17	Class test
4	24-01-2022 To 29-01-2022	18	Module 4 : Roles of Government and PRIs in developing Entrepreneurship
		19	Institutional Support to Small Entrepreneurs
		26 January	Republic Day
		20	National Small Industries Corporation Ltd- History
		21	National Small Industries Corporation Ltd- functions
		22	National Small Industries Corporation Ltd-examples
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Small Scale Industries Board- definition and meaning
		24	Small Scale Industries Board- Examples and functions
		25	State Small Industries Development Corporations- Definition, Meaning
		26	State Small Industries Development Corporations- Characteristics
		27	State Small Industries Development Corporations- Functions
6	07-02-2022 To 12-02-2022	28	MSME Institute
		29	MSME Institute- Definition, Function and examples
		30	DICs- Definition and characteristics, functions
		31	DICs-2
		32	Industrial Estates- Definition and characteristics, functions
		12 February	Second Saturday
7	14-02-2022	33	Specialized institutions- Technical Consultancy

No of Weeks	Dates	Session	Topic
	To 19-02-2022		Organizations
		34	Specialized institutions- Technical Consultancy Organizations- functions and examples
		35	Entrepreneurship Development Program,
		36	(EDP) – Need, Objectives
		37	(EDP) – Need, Objectives
		38	Phases of EDPs- pre training
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	Phases of EDPs- training
		01 March	Maha Sivarathri
		46	Phases of EDPs- training
		47	Post training- EDP
		48	Post training- EDP
10	07-03-2022 To 12-03-2022	49	Role, relevance and achievements of EDP
		50	Presentation-1
		51	Presentation-2
		52	Presentation-3
		53	Presentation-4
		54	Presentation-5
11	14-03-2022 To 19-03-2022	12 March	Second Saturday
		55	Presentation-6
		56	Module 5: Micro, Small & Medium Enterprises- MSMED Act 2006,
		57	Micro, Small & Medium Enterprises- MSMED Act 2006- about objectives, functions
		58	Micro, Small & Medium Enterprises- MSMED Act 2006- SECTIONS
		59	MSMEs as a seed bed of entrepreneurship- Introduction
12	21-03-2022 To 26-03-2022	60	MSMEs as a seed bed of entrepreneurship- Introduction
		61	MSMEs as a seed bed of entrepreneurship- Facts and explanation
		62	Entrepreneurship incubators- definition and meaning
		63	Entrepreneurship incubators-characteristics, Types
		64	Importance of Entrepreneurship incubators

No of Weeks	Dates	Session	Topic
		65	Importance of Entrepreneurship incubators
		66	Startups- Introduction
13	28-03-2022 To 02-04-2022	67	Start Ups- objectives and characteristics
		68	Conclusion
		69	Question Paper discussion
		70	Class test
		71	Question Paper discussion
		72	Question Paper discussion
14	04-04-2022 To 09-04-2022	73	Presentation
		74	Presentation
		75	Presentation
		76	Presentation
		77	Presentation
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Presentation
		79	Presentation
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Presentation
		81	Presentation
		82	Presentation
		83	Presentation
		84	Presentation
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	4A14BSW
Subject Name:	Management Information System (MIS) for Social Work
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Ms. Aiswarya Thomas

Syllabus

4A14BSW: Management Information System (MIS) for Social Work

Objective:

To learn about the MIS in social work profession

Course Outcomes:

Social work graduate after the proper completion will

- 1: Have good knowledge of the advantages of MIS if used in social work.
- 2: Develop technology-friendly attitude to budgeting, accounting and auditing
- 3: Acquire skills in writing information-materials and ppt production

Contents:

Module 1

Definition and meaning of MIS, Need and objectives of MIS

Module 2

Budgeting, Accounting and Auditing in Social Work programmes/projects

Module 3

Documentation in Social Work Process- Objective, process and methods of documentation, report generation and its types

Module 4

Advantages of using IT enabled/Web based MIS platform, Use of Geographic Information System (GIS)

Module 5

Methods of information dissemination- Information Education and Communication materials (Brochure, leaflets, training aids, Ppts, use of social media), organizing consultative meetings, seminars, workshops, write shops, conferences, theater workshops.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Subject introduction
		2	MODULE 1 Definition and Meaning- Management Information System (MIS)
		3	Needs and objectives for MIS
		4	Benefits of having an MIS
		5	Characteristics of a good MIS
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	MIS in social work
		7	Discussion
		8	MODULE 2 Budgeting
		9	Advantages of budget preparation
		10	Types
		11	Accounting
3	17-01-2022 To 22-01-2022	12	Accounting as part of the information system
		13	Uses of Accounting Information
		14	Auditing
		15	Test paper
		16	Objectives of Audit
		17	Advantages of Audit
4	24-01-2022 To 29-01-2022	18	Techniques of auditing
		19	Audit report
		26 January	Republic Day
		20	Information and communication technology (ICT) and auditing
		21	Discussion
		22	Information and communication technology (ICT) and auditing
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Module 3 Documentation in social work process
		24	Objectives and characteristics
		25	Documentation in social work
		26	Report generation
		27	Types
6	07-02-2022	28	Discussion

No of Weeks	Dates	Session	Topic
	To 12-02-2022	29	Module 4 Information technology
		30	Advantages of using IT
		31	Advantages of MIS
		32	Test paper
		12 February	Use of geographic information system (GIS)
7	14-02-2022 To 19-02-2022	33	Benefits of GIS
		34	Uses of GIS
		35	Uses of GIS
		36	Uses of GIS
		37	Discussion
		38	Activity
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	PPT preparation
		01 March	Maha Sivarathri
		46	Module 5 Methods of information dissemination
		47	Information Education and Communication materials
		48	Module 5 Methods of information dissemination
		49	Brochure
10	07-03-2022 To 12-03-2022	50	Leaflet
		51	Training aids
		52	Ppts
		53	Test paper
		54	Advantages
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	55	Use of social media
		56	Discussion
		57	Organizing consultative meetings
		58	Seminars
		59	Workshops

No of Weeks	Dates	Session	Topic
		60	Write shops
12	21-03-2022 To 26-03-2022	61	Theatre workshops
		62	Theatre workshops
		63	Discussion
		64	Presentation preparation
		65	Presentation preparation
		66	Individual presentation
13	28-03-2022 To 02-04-2022	67	Individual presentation
		68	Individual presentation
		69	Individual presentation
		70	Individual presentation
		71	Individual presentation
		72	Individual presentation
14	04-04-2022 To 09-04-2022	73	Individual presentation
		74	Individual presentation
		75	Individual presentation
		76	Individual presentation
		77	Individual presentation
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Question paper solving
		79	Question paper solving
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Question paper solving
		81	Question paper solving
		82	Question paper solving
		83	Question paper solving
		84	Question paper solving
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	4C04 SOC
Subject Name:	NGO management
No. of Credits:	4
No. of Contact Hours:	5
Hours per Week:	6
Name of the Teacher:	Mr. Zaviarkutty Francis

Syllabus

Unit I: Introduction to NGOs NGO-Definition, Characteristics, Types and Role, History of NGO; in India, Premier NGOs of India (SEWA as Example), NGOs Voluntary Organizations and Nonprofit Organizations. Formation of an NGO. Social participation theories on NGOs. (28I{rs)

Unit II. Formation of an NGO Formation of an NGO: Types-As a Trust, as a Society, as a Company, Procedure for formation of an NGO and the registration Procedure. Important Irgislations-Society registration act1860 and Travancore Cochin Literary Scientific and Charitable Societies Registration act 1955. (25I+s)

Unit III: Project formulation and Implementation by NGOs Meaning of project formulation, steps in Project formulation-Conceptualization,Planning Objectives, Organizinll, Budgeting, raising funds. Preparation of a sample proposal format and checklist of preparing ir project proposal. Different activity of the N GOs. (30 I{rs)

Unit IV: NGOs and its fu:rding and the role of the Government, Role of the governme!,t in voluntary effort, State as regulator, Gov:rnmnt funding and grant in aid from the government. Other sources of fund within India and Foreign sources (25 I{rs)

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	NGO-Definition,
		2	Characteristics,
		3	Types and Role,
		4	History of NGO;
		5	in India,
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	Premier NGOs of India (SEWA as Example),
		7	NGOs Voluntary Organizations and Nonprofit Organizations.
		8	Formation of an NGO.
		9	Formation of an NGO.

No of Weeks	Dates	Session	Topic
		10	Formation of an NGO.
		11	Formation of an NGO.
3	17-01-2022 To 22-01-2022	12	Social participation theories on NGOs.
		13	Social participation theories on NGOs.
		14	Social participation theories on NGOs.
		15	Formation of an NGO.:
		16	Types-As a Trust,
		17	as a Society,
4	24-01-2022 To 29-01-2022	18	as a Company,
		19	Procedure for formation of an NGO and the registration Procedure
		26 January	Republic Day
		20	Procedure for formation of an NGO and the registration Procedure
		21	. Important lrgislations-
		22	Society registration act1860
5	31-01-2022 To 05-02-2022	31 January	Don Bosco Day
		23	and Travancore Cochin Literary Scientific and
		24	Charitable Societies Registration act 1955
		25	Class Test
		26	Discussion
		27	Meaning of project formulation,
6	07-02-2022 To 12-02-2022	28	steps in Project formulation-
		29	Conceptualization,
		30	Planning Objectives,
		31	Organizinll,
		32	Budgeting,
		12 February	Second Saturday
7	14-02-2022 To 19-02-2022	33	raising funds.
		34	Preparation of a sample proposal format
		35	Preparation of a sample proposal format
		36	Preparation of a sample proposal format
		37	Preparation of a sample proposal format
		38	Preparation of a sample proposal format
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination

No of Weeks	Dates	Session	Topic
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	checklist of preparing ir project proposal.
		01 March	Maha Sivarathri
		46	Different activity of the N GOs
		47	Different activity of the N GOs
		48	Different activity of the N GOs
		49	Different activity of the N GOs
10	07-03-2022 To 12-03-2022	50	Different activity of the N GOs
		51	Discussion
		52	Discussion
		53	Role of the governme!,t in voluntary effort,
		54	State as regulator,
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	55	Group activity
		56	Group activity
		57	Group activity
		58	Group activity
		59	Group activity
		60	Group activity
12	21-03-2022 To 26-03-2022	61	Group activity
		62	Govr:rnment funding and grant in aid from the government.
		63	Govr:rnment funding and grant in aid from the government.
		64	Govr:rnment funding and grant in aid from the government.
		65	Govr:rnment funding and grant in aid from the government.
		66	Govr:rnment funding and grant in aid from the government.
13	28-03-2022 To 02-04-2022	67	Other sources of fund within India and Foreign sources
		68	Other sources of fund within India and Foreign sources
		69	Other sources of fund within India and Foreign sources
		70	Other sources of fund within India and Foreign sources
		71	Discussion
		72	Class Test
14	04-04-2022 To 09-04-2022	73	Presentation
		74	Presentation
		75	Presentation
		76	Presentation
		77	Presentation

No of Weeks	Dates	Session	Topic
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Presentation
		79	Presentation
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Presentation
		81	Presentation
		82	Presentation
		83	Presentation
		84	Presentation
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination