



THE ASSAM
ROYAL GLOBAL UNIVERSITY
— GUWAHATI —

CRITERION 1

CURRICULAR ASPECTS

METRIC NO.
1.2

Academic Flexibility

Minutes of Board of Studies Meeting

RSHSS
Social Work



THE ASSAM
ROYAL GLOBAL UNIVERSITY
GUWAHATI

Royal School of Humanities and Social Sciences
Department of Social Work
First Meeting of Board of Studies (BoS)

Agenda

- 1.1 Welcome address by the Course Coordinator
- 1.2 Confirmation of the Agenda.
- 1.3 Discussion on-
 - 1.3.1 To discuss the proposed syllabus of BSW and MSW
- 1.4 Comments and Recommendations of Academic and Industrial Experts.
- 1.5 Vote of Thanks

Prateek

HOD/Coordinator
Department of Social Work
Royal School of Humanities and Social Sciences
The Assam Royal Global University
Betkuchi, NH 37, Guwahati 781035

Royal School of Humanities and Social Sciences
First Meeting of Department Board of Studies (BoS)
Minutes of the Meeting

Date: 29th April 2019

Start time: 10:00 AM

Venue: D Block Seminar Hall

Members Presents:

1. Mr. Victor Narzary, Assistant Professor, Department of Social Work, ADBU (Tepesia)_(**Academic Expert**)
2. Dr. Sangeeta Goswami, President, MIND India, Guwahati_(**Industry Expert**)
3. Dr. Monalisa Bora Deka_**Nominee of Registrar (Member Secretary)**
4. Ms. Durba Dutta, Assistant Professor & Coordinator, Department of Economics_(**Member**)
5. Mr. Jugal Kishore Bhattacharya, Assistant Professor, Department of Economics_(**Member**)
6. Dr. Prateeti Barman, Assistant Professor and Coordinator, Department of Social Work_(**Member**)

PROCEEDINGS OF THE MEETING

1.1 Welcome address by the Course Coordinator

The meeting commenced with a formal welcome address by Dr. Prateeti Barman, Course Coordinator, Department of Social Work (RSHSS) to all members and special invitee.

1.2 Confirmation of the agenda

Deliberation: Dr. Prateeti Barman informed that the agenda was mailed to all members prior to the meeting and the hard copy has been placed in respective kits of the members attending the meeting.

Resolution : The agenda was confirmed and accepted by the Board.

1.3 (1) Discussion on the proposed syllabus of BSW and MSW

Deliberations: Dr. Barman placed the syllabus of both the BSW and MSW Course for discussion by the academic expert, industry expert along with the members present.

Points further discussed/suggested:

Bachelor of Social Work

- The credits have to be same across all the semesters.
- Papers related to 'North East India and Social Work' and 'Criminology and Correctional Justice system' may be included in the syllabus.
- The department needs to propose continuous three days of classes in the university so tat they have 2 days of field work every week which is 15 hours as per UGC Guidelines.
- In the 5th Semester BSW Research Project Proposal has to be included and further it can be carried out as a Research Project in 6th Semester. (Phase I Research Project Proposal and Phase II Research Project)

Prateeti
HOD/Coordinator
Dep. of Social Work
The Academy
Betkuchi, Nth Brn, Guwahati 781035

- Block Placement for BSW 6th Semester (25 to 30 days) should be incorporated. It has to be done within the semester after 2 months of continuous classes and 1 month of block placement and 1 month of regular classes again to wrap up before the end semester examination.

Master of Social Work:

- The credit for MSW should not be less than 102 credits.
- One method paper of social work has to be incorporated in the 1st Semester
- The department can introduce specializations on Social Work in Health, Criminology and Correctional Justice System which can become the USP of the university
- Introduce a module on geriatric care and counselling and can be done with an established organization working on mental health and counselling.
- An additional paper can be introduced in MSW 3rd Semester instead of having Project Dissertation (Minor).
- Project Dissertation can be included in MSW 4th Semester. (However, the Project Dissertation first phase work should commence from MSW 3rd Semester).
- The experts also suggested to have a room for Group Conference (GC) which will accommodate 10-12 people. They also suggested having a cubicle where individual conference (on to one interactions) can be held since that is one of the requirements of field supervision.

Resolutions: After in-depth deliberation, the Board decided to incorporate the suggestions received from both the industry expert and academic expert.

1.4 Comments and Recommendations of Academic and Industrial Experts

Deliberations: Academic and Industrial experts' comments on the BSW and MSW syllabus are compiled and categorized according to the areas of concerns. The feasibility of implementing proposed changes is assessed.

Resolutions: The syllabus of both the courses will be revised on the basis of suggestions and recommendations received from the experts. Ongoing evaluation will be conducted to assess the changes asked for and identify areas for further improvement.

1.5 Vote of thanks : The meeting concluded with a vote of thanks to the experts and the members present.

Prateek
 HOD/Coordinator
 Department of Social Work
 Royal School of Humanities & Social Sciences
 The Asian Royal College University
 Teluk Anson, 11437, Seberang Perai 781005



THE ASSAM
ROYAL GLOBAL UNIVERSITY
GUWAHATI

Royal School of Humanities and Social Sciences
Department of Social Work
Second Meeting of Board of Studies (BoS)

Agenda

- 2.1 Welcome address and purpose of BoS by Ms. Durba Dutta, Assistant Professor & Coordinator,
Department of Economics
- 2.2 Confirmation of the Agenda.
- 2.3 Discussion on-
 - 2.3.1 To discuss on introduction of maximum 20% of MOOCs/SWAYAM courses in the course structure as per UGC guidelines
 - 2.3.2 Comments and Recommendations of Academic and Industrial Experts.
- 2.4 Any other matter with the permission of the Chair
- 2.5 Concluding remarks by Dean (i/c), RSHSS
- 2.6 Vote of thanks

P. Patowari

HOD/Coordinator
Department of Social Work
Royal School of Humanities & Social Sciences
The Assam Royal Global University
Dakshin, Road 07, Guwahati 781025

Royal School of Humanities and Social Sciences
Second Meeting of Department Board of Studies (BoS)
Minutes of the Meeting

Date: 16th July 2021

Start time: 11:00 AM

Venue: Google Meet

Members Presents:

1. Prof(Dr) Dhruva Pratim Sharma, Department of Political Science, Gauhati University_(**Academic Expert**)
2. Dr. Bhupati Das, Management Professional_(**Industry Expert**)
3. Prof(Dr) Pradip Jyoti Mahanta, **Dean (i/c), Royal School of Humanities and Social Sciences**
4. Dr. Meenu Sharma, Associate Professor and HoD, Department of Public Administration_(**Member**)
5. Ms. Durba Dutta, Assistant Professor & Coordinator, Department of Economics_(**Member**)
6. Mr. Jugal Kishore Bhattacharya, Assistant Professor, Department of Economics_(**Member**)
7. Dr. Dhiraj Borkotoky, Assistant Professor & Coordinator, Department of Political Science_(**Member**)
8. Dr. Samuel Chuaungo, , Assistant Professor & Coordinator, Department of Sociology_(**Member**)
9. Dr. Susmita Hazarika, , Assistant Professor & Coordinator, Department of History_(**Member**)
10. Dr. Priyanka Patowari, Assistant Professor and Coordinator, Department of Social Work_(**Member**)
11. Dr. Kaustav Padmapati, Assistant Professor, Department of Political Science
12. Ms. Riju Devi, Assistant Professor, Department of Sociology

PROCEEDINGS OF THE MEETING

- 2.1 Welcome address and purpose of BoS by Ms. Durba Dutta

The meeting commenced with Ms. Durba Dutta, the Coordinator of the Department of Economics, extending a warm welcome to the experts and all the participants and providing an overview of the meeting's objectives. After establishing the formalities, Ms. Dutta then called upon Dr. Dhiraj K. Borkotoky to present the agenda and lead the proceedings.

- 2.2 Confirmation of the agenda

Deliberation: Dr. Dhiraj K. Borkotoky informed that the agenda was mailed to all members prior to the meeting and initiated the formal proceedings by inviting departments to present their proposed alterations or modifications to the syllabus.

Resolution: The agenda was confirmed and accepted by the Board

- 2.3 (1) Discuss on introduction of maximum 20% of MOOCs/SWAYAM courses in the course structure as per UGC guidelines

Deliberations: Dr. Priyanka Patowari, Assistant Professor & Coordinator, presented the alterations made in the **Social Work** syllabus. These alterations mainly included the

P. Patowari
HOD/Coordinator
Department of Social Work
Royal School of Humanities and Social Sciences
The Assam University
Dhekuchi, NH 37, Gauhati 781035

introduction of the new course- Integrated BSW/MSW Course (4 yrs), with no other significant changes in the syllabus. Additionally, it was noted that no MOOCS/SWAYAM courses were offered due to the absence of social work centric courses.

Resolutions:

- The Board approved the introduction of the Integrated BSW/MSW Course (4 yrs).
- No changes were proposed for the certificate course.
- The modified syllabus of departments under RSHSS will be circulated to the experts for further considerations and comments. The syllabus was shared with the Academic Expert, while efforts will be made to reach out to the Industry Expert for their input.
- Coordinators of concerned departments will send the links to SWAYAM/MOOCS courses offered by the departments to the experts for feedback and suggestions.

2.3 (2) Comments and Recommendations of Academic and Industrial Experts.

Deliberations: During the meeting, it was proposed that the syllabi of departments within RSHSS should be shared with experts before meetings to improve efficiency. Departments agreed to send modified syllabi to experts for review and feedback. The syllabus was shared with the Academic Expert, but due to non-response from the Industry Expert, it couldn't be circulated to them, a matter addressed during the meeting.

Additionally, it was decided that department coordinators would share links to SWAYAM/MOOCS courses with experts for feedback.

Resolutions:

- Modified syllabi will be shared with experts for review and feedback.
- Efforts will be made to reach the Industry Expert for their input.
- Coordinators will send SWAYAM/MOOCS course links to experts for suggestions.

2.6 Vote of thanks

Dr. Dhiraj K. Borkotoky concluded the Board of Studies (BOS) meeting on a high note, declaring it a success with in-depth discussions and valuable insights into the syllabi of various departments. With gratitude, he formally thanked all participants for their active participation and contributions to the fruitful deliberations.

The refined syllabi, incorporating suggestions from experts, will be presented in the upcoming Academic Council meeting at the university. Dr. Borkotoky expressed confidence that the collaborative efforts and inputs received will significantly enhance the quality and relevance of the academic programs offered by the university.

P. Patowari



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Royal School of Humanities and Social Sciences
Department of Social Work
Third Meeting of Board of Studies (BoS)

Agenda

- 3.1 Welcome address and introduction by Dr. Priyanka Patowari, Assistant Professor & Coordinator,
Department of Social Work
- 3.2 Confirmation of the Agenda.
- 3.3 Review of current syllabi
 - 3.3.1 Brief overview of existing syllabi for BSW and MSW Programmes
 - 3.3.2 Identify key areas for revision and improvement
- 3.4 Presentation of suggestions and recommendations by Dr. Razdan Sarim Rahman
 - 3.4.1 Overview of suggested changes for BSW-integrated and regular programmes
 - 3.4.2 Overview of suggested changes for MSW program.
- 3.5 Discussion and feedback on recommendations
 - 3.5.1 Open floor for members to discuss and provide feedback on proposed changes
 - 3.5.2 Address any concerns or questions regarding the proposed modifications
- 3.6 Any other matter with the permission of the Chair
- 3.7 Vote of thanks

P. Patowari

HOD/Coordinator
Department of Social Work
Royal School of Humanities & Social Sciences
The Assam Royal Global University
Dokuchi, NH 37, Guwahati 781035

Royal School of Humanities and Social Sciences
Third Meeting of Department Board of Studies (BoS)
Minutes of the Meeting

Date: 13th May 2022

Start time: 11:00 AM

Venue: F-403

Members Presents:

1. Dr. Razdan Sarim Rahman, Assistant Professor and Chairperson, Centre for Livelihood and Social Entrepreneurship, TISS Guwahati-Off Campus_(**Academic Expert**)
2. Dr. Priyanka Patowari, Assistant Professor and Coordinator, Department of Social Work_(**Member**)
3. Ms. Kristi Saikia, Assistant Professor, Department of Social Work_(**Member**)
4. Ms. Joyeeta Bhattacharjee, Assistant Professor, Department of Social Work_(**Member**)
5. Ms. Priyankita Priyam Thakuria, Teaching Assistant, Department of Social Work_(**Member**)
6. Ms. Moon Moon Ahmed, Registrar's Nominee

Leave of Absence:

1. Mr. T Luithuiwung Awungshi, Assistant Professor, Department of Social Work
2. Ms. Nabanita Hazarika, Assistant Professor, Department of Social Work

PROCEEDINGS OF THE MEETING

- 3.1 Welcome address by Dr. Priyanka Patowari, Assistant Professor & Coordinator, Department of Social Work

The meeting commenced with Dr. Priyanka Patowari, extending a warm welcome to the experts and all the participants and providing an overview of the meeting's objectives.

- 3.2 Confirmation of the agenda

Deliberation: Dr. Patowari informed that the agenda was mailed to all members prior to the meeting and initiated the formal proceedings.

Resolution: The agenda was confirmed and accepted by the Board

- 3.3(1) Review of current syllabi for BSW and MSW Programmes and ,
- 3.3 (2) Identify key areas for revision and improvement

Deliberation: The Board with the advice of Dr. Rahman convenes to deliberate on the above two agenda points regarding the BSW and MSW Programmes. The first point involves reviewing the current syllabi for both programmes, while the second point entails identifying key areas within these syllabi that require revision and improvement.

P. Patowari
HOD, BSW
Department of Social Work
Royal School of Humanities & Social Sciences
The Asian Royal Global University
Leikochi, Guwahati, Assam, India. Phone: 98361781035

Resolutions: After thorough deliberation, the committee resolves to undertake a comprehensive review of the existing syllabi for the BSW and MSW programmes. This review will focus on identifying key areas that necessitate revision and improvement to enhance the overall quality and relevance of the educational experience for students enrolled in these programmes. The committee will collaborate closely with faculty members, industry experts, and relevant stakeholders to ensure that the revised syllabi align with current best practices, emerging trends, and the evolving needs of the social work profession. The committee aims to finalize and implement the revised syllabi within the specified timeframe to positively impact the educational outcomes and professional development of students pursuing BSW and MSW degrees.

3.4 Presentation of suggestions and recommendations by Dr. Razdan Sarim Rahman

3.4(1) Overview of suggested changes for BSW-integrated and regular programmes

Deliberations: During the meeting guided by Dr. Razdan, several suggestions and recommendations were made regarding the syllabi for BSW-Integrated (and Regular) and MSW programs:

A. BSW- Integrated (and Regular):

- Replace PRA from module 3 of Community Development paper and incorporate fieldwork.
- Focus on community dynamics, power structure, and leadership; add Processes in CD and Rights-based Approach.
- Introduce Social Action and Social Movements paper.
- Combine the above into a new paper titled Community Organization and Social Action, integrating Paulo Freire's model and concepts from organizations working with rights-based causes.
- Reduce hours in the 1st module of Social Action from 14 to 8.
- Retain PRA in Community Organization GE (semester 2) and omit Social Action as an extra module.
- Revise readings in the core paper of Community Organization based on recommended books from GE paper.
- Shift Methods of SW papers to the 2nd semester of BSW and keep concept-based papers in the 1st semester.
- Incorporate Sustainable Development Goals in Social Policy and Planning paper.
- Revamp Social Welfare Administration paper to include FCRA.
- Add a separate module for Qualitative Research in Research Methodology paper.
- Move Project Management/Planning and Human Resource Management out of DSE and include them in core papers.
- Exchange Development Communication with HRM and make it a DSE.
- Consider Social Work and Legal Information as a DSE in the 6th semester.
- Remove micro planning and PRA from Project Management paper.
- Eliminate repetition of Social Policy and Planning in the 7th semester papers.
- Include field trips in GE courses in the syllabus.

P. Patowari
HOD/Coordinator
Department of Social Work
Royal School of Human Resource Management and Social Sciences
The Assam University
Betkuchi, NH 37, Guwanati 781035

B. MSW:

- Replicate CD paper from Bachelors in the Masters program.
- Shift Working with Individuals to the 1st semester and Social Group Work to the 2nd semester.
- Incorporate Approaches in the 2nd module of Social Work with Communities and remove repeated PRA.
- Remove methods of Social Work from Introduction to Social Work paper and focus on contemporary fields.
- Transfer Conscientization approach of Paulo Freire from Introduction to Social Work to Social Action paper.
- Include a separate unit for Qualitative Research elements in Social Work Research paper.
- Add Migration topic in Rural and Urban Community Development paper.
- Refine Governance paper by focusing on human rights violations in India and integrating UDHR components.

Resolutions:

- Revise the syllabus for BSW- Integrated (and Regular) and MSW programs based on the recommendations discussed.
- Implement changes such as incorporating fieldwork, focusing on contemporary issues, integrating qualitative research elements, and refining topics to align with current trends and standards.
- Ensure that the refined syllabi are presented and approved in the upcoming Academic Council meeting for further validation and implementation.

3.5 Discussion and feedback on recommendations

3.5.1 Open floor for members to discuss and provide feedback on proposed changes

3.5.2 Address any concerns or questions regarding the proposed modifications

Deliberations: The committee convenes to engage in a discussion and seek feedback on the recommendations related to the proposed changes in the syllabi for the Bachelor of Social Work (BSW) and Master of Social Work (MSW) programmes. This deliberation is structured into two segments: opening the floor for members to discuss and provide feedback on the proposed changes (3.5.1), and addressing any concerns or questions regarding the proposed modifications (3.5.2).

Resolution:

3.5.1: The committee agrees to open the floor for members to discuss and provide feedback on the proposed changes to the BSW and MSW syllabi. Members are encouraged to share their perspectives, insights, and suggestions to enrich the proposed modifications and ensure they meet the desired objectives.

3.5.2: Subsequently, the committee resolves to address any concerns or questions raised by members regarding the proposed modifications. A comprehensive discussion will take place to

P. Patowan

HOD/Coordinator
Department of Social Work
Royal School of Humanities & Social Science
The Assam Royal Global University
Betkuchi, NH 37, Guwahati 781035

provide clarifications, consider alternative viewpoints, and make necessary adjustments to the proposed changes as needed.

The committee acknowledges the importance of gathering diverse perspectives and feedback to refine and finalize the revised syllabi for the BSW and MSW programmes. Through open dialogue and collaboration, the committee aims to develop syllabi that reflect best practices, promote academic excellence, and meet the evolving needs of social work education.

3.7 Vote of thanks

Dr. Patowari concluded the Board of Studies (BOS) meeting on a high note on behalf of the Department of Social Work, by extending sincere gratitude to Dr. Razdan Sarim Rahman and all members of the committee for their active participation and valuable contributions during the meeting. The deliberations on the agenda points regarding the review and revision of the syllabi for the Bachelor of Social Work (BSW) and Master of Social Work (MSW) programmes were incredibly insightful and productive. Dr. Patowari expressed confidence that the collaborative efforts and inputs received will significantly enhance the quality and relevance of the academic programs.

P. Patowari

NDD/Coordinator
Department of Social Work
Royal School of Humanities & Social Sciences
The Assam Royal Global University
Dokuchi, NH 37, Guwahati 781035



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Royal School of Humanities and Social Sciences
Department of Social Work
Fourth Meeting of Board of Studies (BoS)

Agenda

- 4.1 Welcome address and introduction by Dr. Priyanka Patowari, Assistant Professor & Coordinator,
Department of Social Work
- 4.2 Confirmation of the Agenda.
- 4.3 Presentation of suggestions and recommendations by Dr. Razdan Sarim Rahman of the existing
syllabi for BSW and MSW Programmes
- 4.4 Any other matter with the permission of the Chair
- 4.5 Vote of thanks

P. Patowari
HOD/Coordinator
Department of Social Work
Royal School of Humanities & Social Sciences
The Assam Royal Global University
Betkuchi, NH 37, Guwahati 781035

Royal School of Humanities and Social Sciences
Fourth Meeting of Department Board of Studies (BoS)
Minutes of the Meeting

Date: 13th December 2022

Start time: 9:00 AM

Venue: 'D' Block Seminar Hall, 1st Floor

Members Presents:

1. Dr. Razdan Sarim Rahman, Assistant Professor and Chairperson, Centre for Livelihood and Social Entrepreneurship, TISS Guwahati-Off Campus_ **(Academic Expert)**
2. Dr. Priyanka Patowari, Assistant Professor and Coordinator, Department of Social Work_ **(Member)**
3. Ms. Kristi Saikia, Assistant Professor, Department of Social Work_ **(Member)**
4. Dr. Moses Newme, Assistant Professor, Department of Social Work_ **(Member)**
5. Ms. Joyeeta Bhattacharjee, Assistant Professor, Department of Social Work_ **(Member)**
6. Ms. Nabanita Hazarika, Assistant Professor, Department of Social Work_ **(Member)**
7. Ms. Priyankita Priyam Thakuria, Teaching Assistant, Department of Social Work_ **(Member)**

Leave of Absence:

1. Mr. T Luithuiwung Awungshi, Assistant Professor, Department of Social Work

PROCEEDINGS OF THE MEETING

- 4.1 Welcome address by Dr. Priyanka Patowari, Assistant Professor & Coordinator, Department of Social Work

The meeting commenced with Dr. Priyanka Patowari, extending a warm welcome to the experts and all the participants and providing an overview of the meeting's objectives.

- 4.2 Confirmation of the agenda

Deliberation: Dr. Patowari informed that the agenda was mailed to all members prior to the meeting and initiated the formal proceedings.

Resolution: The agenda was confirmed and accepted by the Board

- 4.3 Presentation of suggestions and recommendations by Dr. Razdan Sarim Rahman of the existing syllabi for BSW and MSW Programmes

BACHELOR OF SOCIAL WORK (BSW)

1. Deliberation: The committee discussed the discrepancy between the core elements of the GE paper "**Social Work & NGO Management**" and the core **Social Welfare Administration** paper, noting that essential aspects such as CSR were not adequately reflected.

Resolution: It was resolved to revise the Social Welfare Administration paper to incorporate core elements from the GE paper, including CSR principles. This alignment aims to provide a more comprehensive understanding of social work administration and NGO management.

P. Patowari

HOD/Coordinator
Department of Social Work
Royal School of Humanities & Social Sciences
The Assam Royal Guwahati University
Betkuchi, NH 37, Guwahati 781035

2. Deliberation: The committee deliberated on the need to reevaluate the Social Welfare Administration paper, emphasizing the necessity to break down basic administration processes into sub-components such as **HRM, Budgeting and Finance, and Accountability, Monitoring, and Evaluation (MEL)**, with an orientation starting from the bachelor's level.

Resolution: It was resolved to restructure the Social Welfare Administration paper by incorporating sub-components such as HRM, Budgeting and Finance, and MEL, with an initial orientation in the bachelor's program called MEL. Office procedures and record-keeping aspects will be reviewed for relevance and potential removal.

3. Deliberation: The committee discussed the proposal to include an **'Environment' module in the Social Welfare Administration paper**, focusing on target populations and thematic areas like livelihood, education, and sustainability.

Resolution: It was resolved to include an 'Environment' module in the Social Welfare Administration paper, divided into sections on target populations and thematic areas, to provide a holistic understanding of social work in diverse contexts.

4. Deliberation: The committee discussed the need to incorporate **networking, alliances, partnerships, and SDGs into the Human Resource Management paper** when implemented.

Resolution: It was resolved to include networking, alliances, partnerships, and a section on SDGs in the Human Resource Management paper once implemented, enhancing students' understanding of collaborative practices in social work.

5. Deliberation: The committee deliberated on restructuring the evaluation mode for Skill Enhancement Courses in the bachelor's program, emphasizing applied nature through classroom assignments, case studies, class tests, and individual presentations.

Resolution: It was resolved to adopt an applied evaluation approach for Skill Enhancement Courses, focusing on practical assignments, case studies, tests, and presentations to assess students' applied knowledge and skills.

6. Deliberation: The committee discussed renaming the bachelor's level paper to **"Working with Individuals and Family"** to better reflect its content.

Resolution: It was resolved to rename the bachelor's level paper to "Working with Individuals and Family" to accurately represent its focus on individual and family interventions in social work practice.

7. Deliberation: The committee discussed separating **Social Action and Social Research** as two distinct papers in the 5th and 6th semesters.

Resolution: It was resolved to create separate papers for Social Action and Social Research in the 5th and 6th semesters to provide in-depth coverage and understanding of these essential aspects of social work practice.

8. Deliberation: The committee discussed restructuring the **SW Research** paper into two parts focusing on **Quantitative Research and Qualitative Research** in the 5th and 6th semesters, respectively.

Resolution: It was resolved to divide the SW Research paper into two parts: SW Research - Part 1 focusing on Quantitative Research in the 5th semester, and SW Research - Part 2 focusing on Qualitative Research in the 6th semester to ensure a comprehensive understanding of research methodologies.

P. Patowan

HOD/Coordinator
Department of Social Work
Royal School of Humanities & Social Sciences
The Assam Royal Global University
Betkuchi, NH 37, Guwahati 781035

9. Deliberation: The committee discussed assigning field-based assignments in the 5th and 6th semesters focused on formulating proposals related to social problems.

Resolution: It was resolved to design assignments in the 5th and 6th semesters that involve fieldwork and require students to formulate proposals addressing social problems, enhancing their practical skills and problem-solving abilities.

10. Deliberation: The committee discussed the proposal to have students formulate proposals in the 7th and 8th semesters based on their previous fieldwork and assignments.

Resolution: It was resolved to have students formulate proposals in the 7th and 8th semesters building upon their earlier fieldwork experiences and assignments, allowing for a practical application of theoretical knowledge.

MASTER OF SOCIAL WORK (MSW)

1. Deliberation: The committee discussed including workshops, seminars, literature review, and academic writing in the 4th-semester syllabus under Project Dissertation, while excluding PRA and emphasizing pre-camp orientation.

Resolution: It was resolved to include workshops, seminars, literature review, and academic writing in the 4th-semester syllabus under Project Dissertation for comprehensive skill development. PRA will not be included in the project dissertation, and pre-camp orientation for rural camps will be emphasized.

2. Deliberation: The committee discussed scheduling fieldwork and rural camps in the second semester for both Masters and Bachelor's students.

Resolution: It was resolved to schedule fieldwork and rural camps in the second semester for both Masters and Bachelor's students to provide early practical exposure and experiential learning opportunities.

4.5 Vote of thanks

Dr. Patowari concluded the Board of Studies (BOS) meeting on a high note on behalf of the Department of Social Work, by extending sincere gratitude to Dr. Razdan Sarim Rahman and all members of the committee for their active participation and valuable contributions during the meeting. The deliberations on the agenda points regarding the review and revision of the syllabi for the Bachelor of Social Work (BSW) and Master of Social Work (MSW) programmes were incredibly insightful and productive. Dr. Patowari expressed confidence that the collaborative efforts and inputs received will significantly enhance the quality and relevance of the academic programs.

P. Patowari
HOD/Coordinator
Department of Social Work
Royal School of Humanities & Social Sciences
The Asian Royal Global University
Bekur, ... 791035



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Royal School of Humanities and Social Sciences
Department of Social Work
Fifth Meeting of Board of Studies (BoS)

Agenda

- 5.1 Welcome address and introduction by Dr. Priyanka Patowari, Assistant Professor & Coordinator,
Department of Social Work
- 5.2 Confirmation of the Agenda.
- 5.3 Curriculum modification and enhancements for the BSW Programme.
- 5.4 Any other matter with the permission of the Chair
- 5.5 Vote of thanks

P. Patowari

HOD/Coordinator
Department of Social Work
Royal School of Humanities & Social Sciences
The Assam Royal Global University
Betkuchi, NH 37, Guwahati 781035

Royal School of Humanities and Social Sciences
Fifth Meeting of Department Board of Studies (BoS)
Minutes of the Meeting

Date: 31st March 2023

Start time: 9:30 AM onwards

Venue: 'D' Block Board Room

Members Presents:

1. Dr. Razdan Sarim Rahman, Assistant Professor and Chairperson, Centre for Livelihood and Social Entrepreneurship, TISS Guwahati-Off Campus_(**Academic Expert**)
2. Dr. Jennifer Kipgen, Assistant Professor and Chairperson, Centre for Public Health, TISS Guwahati-Off Campus_(**Academic Expert**)
3. Dr. Priyanka Patowari, Assistant Professor and Coordinator, Department of Social Work_(**Member**)
4. Ms. Kristi Saikia, Assistant Professor, Department of Social Work_(**Member**)
5. Mr. T Luithuiwung Awungshi, Assistant Professor, Department of Social Work_(**Member**)
6. Ms. Nabanita Hazarika, Assistant Professor, Department of Social Work_(**Member**)
7. Dr. Moses Newme, Assistant Professor, Department of Social Work_(**Member**)

Leave of Absence:

1. Ms. Joyeeta Bhattacharjee, Assistant Professor, Department of Social Work
2. Ms. Priyankita Priyam Thakuria, Teaching Assistant, Department of Social Work

PROCEEDINGS OF THE MEETING

- 5.1 Welcome address by Dr. Priyanka Patowari, Assistant Professor & Coordinator, Department of Social Work

The meeting commenced with Dr. Priyanka Patowari, extending a warm welcome to the experts and all the participants and providing an overview of the meeting's objectives.

- 5.2 Confirmation of the agenda

Deliberation: Dr. Patowari informed that the agenda was mailed to all members prior to the meeting and initiated the formal proceedings.

Resolution: The agenda was confirmed and accepted by the Board

- 5.3 Curriculum modification and enhancements for the BSW Programme.

Deliberation:

- The committee begins by discussing the need to elaborate on the counselling component in Module IV of the paper "Working with Individuals and Family" for the BSW 1st Semester. Members exchange ideas on how to enhance this component to provide students with a comprehensive understanding of counselling techniques and skills.
- The committee deliberates on replacing the paper "Counselling Skills in Social Work" with "Project Planning and Assessment" in BSW 6th Semester. Detailed discussions ensue regarding the additional components to be added to the "Project Planning and Assessment" paper,

P. Patowari

HOD/Coordinator
Department of Social Work
Royal School of Humanities & Social Sciences
The Assam Royal Global University
Bottkuchi, NH 37, Guwahati 781035

including Programme & Projects, Analyses & Assessment, Project Implementation, and Proposal Writing. Members provide valuable insights on how these components can be effectively integrated into the curriculum to enhance students' project management and assessment skills.

- The committee addresses the suggestion to relook at the paper "Social Work and Research Methodology," with inputs to be provided by Dr. Razdan Sarim Rahman. Discussions focus on identifying areas for improvement and updating the content to align with current research methodologies and best practices in the field of social work.
- The committee discusses the addition of a component in Module IV of the NGO Management and Social Work paper, focusing on Organizational Management & Development and Emerging Issues in the Voluntary Sector. Deliberations include topics such as sustainability, carbon footprint, and green social work, as well as the allocation of teaching periods to ensure comprehensive coverage of the content.
- The committee reviews the allocation of credits and mandatory status of the "Research Project" paper in the DSE category of BSW 6th Semester. Discussions revolve around allowing students to choose one additional paper from the remaining two options, ensuring a balanced and flexible curriculum structure.

Resolution:

- The committee resolves to enhance the counselling component in Module IV of the paper "Working with Individuals and Family" for the BSW 1st Semester, incorporating comprehensive content and practical applications to enrich students' counselling skills.
- The committee approves the replacement of the paper "Counselling Skills in Social Work" with "Project Planning and Assessment" in BSW 6th Semester, along with the addition of specified components to the new paper to strengthen students' project management and assessment competencies.
- The committee agrees to relook at the paper "Social Work and Research Methodology" based on inputs provided by Dr. Razdan Sarim Rahman, with the aim of updating and refining the content to reflect current research methodologies and industry standards.
- The committee resolves to add a component in Module IV of the NGO Management and Social Work paper, focusing on Organizational Management & Development and Emerging Issues in the Voluntary Sector, with an allocated teaching period of 20 hours and appropriate adjustments made to the overall paper structure.
- The committee decides to make the "Research Project" paper mandatory with 8 credits in the DSE category of BSW 6th Semester, while also allowing students to choose one additional paper from the remaining two options to provide flexibility and diverse learning opportunities.

5.5.1 Vote of thanks

Dr. Patowari, representing the Department of Social Work, concluded the Board of Studies (BOS) meeting with a heartfelt expression of gratitude. She extended sincere thanks to Dr. Razdan Sarim Rahman, Dr. Jennifer Kipgen, and all members of the committee for their active engagement and valuable contributions throughout the meeting. The discussions and inputs shared regarding the review and revision of the syllabi for the Bachelor of Social Work (BSW) were exceptionally insightful and fruitful. Dr. Patowari conveyed a strong sense of confidence that the collaborative efforts and inputs received will significantly elevate the quality and relevance of the academic programs moving forward.

P. Patowari
HOD/Coordinator
Department of Social Work
Royal School of Humanities & Social Sciences
The Assam Royal Global University
Betkuchi, NH 37, Guwahati 781035

MSW (Master of Social Works)

Programme Structure (2018-19)

1st semester						2nd semester													
Sl. No.	Subject Code	Names of subjects	L	T	P	C	T	C	P	Sl. No.	Subject Code	Names of subjects	L	T	P	C	T	C	P
Core Subjects						Core Subjects													
1	SOW184 C101	Introduction to Social Work	4	0	0	4	4	1	1	1	SOW184 C201	Social Work Research	4	0	0	4	4	1	1
2	SOW184 C102	Society and Indian Social Issues	4	0	0	4	4	2	2	2	SOW184 C202	Social Work Practice with Communities	4	0	0	4	4	2	2
3	SOW184 C103	Human Growth and Development	4	0	0	4	4	3	3	3	SOW184 C203	Social Work Practice with Individuals	4	0	0	4	4	3	3
4	SOW184 C114	Field Work/Outdoor Activity-I	4	0	0	4	4	4	4	4	SOW184 C214	Field Work/Outdoor Activity-II	4	0	0	4	4	4	4
Ability Enhancement Compulsory Course (AECC)*						Ability Enhancement Compulsory Course (AECC)*													
5	CEN984 A101	Communicative English - I					1	1	1	5	CEN984 A201	Communicative English - II					1	1	1
6	BHS984 A103	Behavioural Science - I					1	1	1	6	BHS984 A203	Behavioural Science - II					1	1	1
Ability Enhancement Elective Course (AEEC) (Skill Based):						Ability Enhancement Elective Course (AEEC) (Skill Based):													
						7													
Elective: Discipline Specific DSE						Elective: Discipline Specific DSE													
7		DSE - 1 Issues of Northeast India and Social Work Practice					4	4	4	8		DSE - 2 1. Contemporary Ideologies of Social Work 2. Medical Social Work					4	4	4
TOTAL						TOTAL													
						2													
						2													
						4													
						4													
3rd semester						4th semester													
Sl. No.	Subject Code	Names of subjects	L	T	P	C	T	C	P	Sl. No.	Subject Code	Names of subjects	L	T	P	C	T	C	P
Core Subjects						Core Subjects													
1	SOW184 C301	Social Work Practice with Groups	4	0	0	4	4	1	1	1	SOW184 C401	Governance, Social Policy, Law and Social Work	4	0	0	4	4	1	1
2	SOW184 C312	Field Work/Outdoor Activity-III	4	0	0	4	4	2	2	2	SOW184 C412	Field Work/Outdoor Activity-IV	4	0	0	4	4	2	2
Ability Enhancement Compulsory Course (AECC)*						Ability Enhancement Compulsory Course (AECC)*													
3	CEN984 A301	Comm. Eng					1	1	1	3	CEN984 A401	Comm. Eng					1	1	1
Ability Enhancement Elective Course (AEEC) (Skill Based):						Ability Enhancement Elective Course (AEEC) (Skill Based):													
						4													
Elective: Discipline Specific DSE						Elective: Discipline Specific DSE													
5		DSE 3- Social Entrepreneurship					4	4	4	4		DSE 6 Disability Studies					4	4	4
6		DSE 4- Disaster Management					4	4	4	5		DSE 7 NGO Management					4	4	4
7		DSE 5- Mental Health and Social Work Practice					4	4	4	6		DSE 8 Community Health					4	4	4

Project Dissertation						Project Dissertation						
8		Minor			4 4	7			Major			8 8
		TOTAL			2 2				TOTAL			2 2
					7 7							9 9

Prateek
 HOD, Coordinator
 Department of Social Work
 Royal Society for the Protection of Social Sciences
 The Ashoka University
 Belkuchi, Noida 201315, India

MSW

Programme Structure (2020-21)

1st semester							
Sl.No.	Subject Code	Names of subjects	L	T	P	C	TCP
Core Subjects							
1	SOW184C101	Introduction to Social Work	4	0	0	4	04
2	SOW184C102	Society and Indian Social Issues	4	0	0	4	04
3	SOW184C103	Human Growth and Development	4	0	0	4	04
4	SOW184C104	Social Work Practice with Communities	4	0	0	4	04
5	SOW184C114	Field Work	0	0	8	4	08
Elective: Discipline Specific DSE							
6	SOW184D101	1. Issues of Northeast India and Social Work Practice or 2. Computer application in Social Work	3	0	0	3	03
Ability Enhancement Compulsory Courses (AECC)							
7	CEN984A101	Communicative English-I	1	0	0	1	01
8	BHS984A103	Behavioural Science - I	1	0	0	1	01
Ability Enhancement Elective Courses (AEEC)							
Generic Elective							
Total						25	29
2 nd semester							
Sl.No.	Subject Code	Names of subjects	L	T	P	C	TCP
Core Subjects							
1	SOW184C201	Social Work Research	4	0	0	4	04
2	SOW184C202	Health and Social Work	4	0	0	4	04
3	SOW184C203	Social Work Practice with Individuals	4	0	0	4	04
4	SOW184C214	Field Work and Rural Camp	0	0	8	4	08
Elective: Discipline Specific DSE							
5	SOW184D201	1.Contemporary Ideologies of Social Work or 2. Administration and Management of Social Welfare Organizations	3	0	0	3	03
Ability Enhancement Compulsory Courses (AECC)							
6	CEN984A201	Communicative English-II	1	0	0	1	01
7	BHS984A203	Behavioural Science - II	1	0	0	1	01
Ability Enhancement Elective Courses (AEEC)							
8		AECC/SEC/-1*	2	0	0	2	02
Generic Elective							
Total						23	27

P. Patowan

HOD/Coordinator

Department of Social Work
 Royal School of Humanities & Social Sciences
 The Assam Royal Global University
 Jorhat, NH 37, Guwahati 781035

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Programme Structure

3 rd semester							
Sl.No.	Subject Code	Names of subjects	L	T	P	C	TCP
Core Subjects							
1	SOW184C301	Social Work Practice with Groups	4	0	0	4	04
2	SOW184C302	Social Policy and Planning	4	0	0	4	04
3	SOW184C303	Criminology and Correctional Justice System	4	0	0	4	04
4	SOW184C314	Field Work and Study Tour	0	0	8	4	08
Elective: Discipline Specific DSE (Specialization Community Development/Family and Child Welfare)*							
5	SOW184D301	1. Disaster Management or 2. Skills for Social Work Practitioners	3	0	0	3	03
6	SOW184D30C1	Rural and Urban Community Development	4	0	0	4	04
7	SOW184D30C2	Livelihood and Sustainable Development	4	0	0	4	04
6	SOW184D30F1	Child and Childhood in India	4	0	0	4	04
7	SOW184D30F2	Family in India	4	0	0	4	04
Ability Enhancement Compulsory Courses (AECC)							
8	CEN984A301	Communicative English III	1	0	0	1	01
Ability Enhancement Elective Courses (AEEC)							
		AEEC/SEC/-2*	2	0	0	2	02
Generic Elective							
Total						30	34

*only one specialization to be opted

P. Petowan

HOD/Coordinator
Department of Social Work
Royal School of Humanities & Social Sciences
The Assam Royal Global University
Betkuchi, NH 37, Guwahati 781035

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Programme Structure

4 th semester							
Sl.No.	Subject Code	Names of subjects	L	T	P	C	TCP
Core Subjects							
1	SOW184C401	Governance, Law and Social Work	4	0	0	4	04
2	SOW184C412	Field work (Block Placement)	0	0	4	4	08
3	SOW184C421	Project Dissertation	4	0	0	4	04
Elective: Discipline Specific DSE (Specialization Community Development/Family and Child Welfare) *							
4	SOW184D401	1. Disability Studies or 2. Peace Building	3	0	0	3	03
5	SOW184D40C1	Social Entrepreneurship	4	0	0	4	04
6	SOW184D40C2	Tribal Community Development	4	0	0	4	04
5	SOW184D40F1	Social Work with Women	4	0	0	4	04
6	SOW184D40F2	Social Work with Youth and Elderly	4	0	0	4	04
Ability Enhancement Compulsory Courses (AECC)							
7	CEN984A401	Communicative English IV	1	0	0	1	01
Ability Enhancement Elective Courses (AEEC)							
Generic Elective							
Total						24	28

*only one specialization to be opted

Semester	Total Credit
MSW First Semester	25
MSW Second Semester	23
MSW Third Semester	30
MSW Fourth Semester	24
Total credit	102

P. Petowan
 HOD/Coordinator
 Department of Social Work
 Royal School of Humanities & Social Sciences
 The Assam Royal Global University
 Betkruchi, NH 37, Guwahati 781035

The student would be assessed for efforts and progress towards task assigned in the learning process during the field work. The faculty supervisor is required to select the tasks systematically for the students. Then, the students with assistance from their respective faculty supervisor will develop a learning plan for field work that encompasses the agency/field specific activities. The students and their faculty supervisors will meet to review the students' progress and accomplishment on time to time basis during the semester and at the end of the semester. The attendance and participation in rural camp will also be included in assessment. The marks will reflect the students' achievements in terms of completion of the tasks, assignments and demonstration of proficiencies required for field work.

**Master of Social Work
Programme Structure (2021-22)**

1ST SEMESTER							
Sl.No.	Subject Code	Names of subjects	L	T	P	C	TCP
Core Subjects							
1	SOW184C101	Introduction to Social Work	4	0	0	4	4
2	SOW184C102	Society and Indian Social Issues	4	0	0	4	4
3	SOW184C103	Human Growth and Development	4	0	4	4	4
4	SOW184C104	Social Work Practice with Communities	4	0	4	4	4
5	SOW184C114	Concurrent Field Work - I	0	0	8	4	8
Discipline Specific Elective (DSE) (any one)							
6	SOW184D101	Issues of North East India and Social Work Practice	3	0	0	3	3
	SOW184D101	Computer Application in Social Work	3	0	0	3	3
Ability Enhancement Compulsory Courses (AECC)							
7	CEN984A101	Communicative English-I	1	0	0	1	1

P. Patowari
 HOD
 Department of Social Work
 Royal School of Humanities & Social Sciences
 The Assam Royal Global University
 Betkuchi, NH 37, Guwahati 781035

A7-2021-22

8	BHS984A103	Behavioural Science-I	1	0	0	1	1
Ability Enhancement Elective Courses (AECC)							
Generic Elective							
TOTAL						25	29

2ND SEMESTER							
Sl.No.	Subject Code	Names of subjects	L	T	P	C	TCP
Core Subjects							
1	SOW184C201	Social Work Research	4	0	0	4	4
2	SOW184C202	Health and Social Work	4	0	0	4	4
3	SOW184C203	Social Work Practice with Individuals	4	0	0	4	4
4	SOW184C214	Filed Work and Rural Camp	0	0	8	4	8
Discipline Specific Elective (DSE) (any one)							
5	SOW184D201	Contemporary Ideologies of Social Work	3	0	0	3	3
	SOW184D201	Administration and Management of Social Welfare Organizations	3	0	0	3	3
Ability Enhancement Compulsory Courses (AECC)							
6	CEN984A101	Communicative English-I	1	0	0	1	1
7	BHS984A103	Behavioural Science-I	1	0	0	1	1
Ability Enhancement Elective Courses (AECC)							
8		AEEC/SEC/-1	2	0	0	2	2
Generic Elective							
TOTAL						23	27

3RD SEMESTER							
Sl.No.	Subject Code	Names of subjects	L	T	P	C	TCP
Core Subjects							
1	SOW184C301	Social Work Practice with Groups	4	0	0	4	4
2	SOW184C302	Social Policy and Planning	4	0	0	4	4
3	SOW184C303	Criminology and Correctional Justice System	4	0	0	4	4
4	SOW184C314	Field Work and Study Tour	0	0	8	4	8
Discipline Specific Elective (DSE) (any one)							
5	SOW184D301	Disaster Management	3	0	0	3	3
	SOW184D301	Skills for Social Work Practitioners	3	0	0	3	3
Specialization: Community Development **							
6	SOW184D30C1	Rural and Urban Community Development	4	0	0	4	4
7	SOW184D30C2	Livelihood and Sustainable Development	4	0	0	4	4
Specialization: Family and Child Welfare **							

P. Patowari
 HOD/Coordinator
 Department of Social Work
 Royal School of Humanities & Social Sciences
 The Assam Royal Global University
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8	SOW184D30F1	Child and Childhood in India	4	0	0	4	4
9	SOW184D30F2	Family in India	4	0	0	4	4
Ability Enhancement Compulsory Courses (AECC)							
10	CEN984A301	Communicative English-III	1	0	0	1	1
Ability Enhancement Elective Courses (AECC)							
11		AEEC/SEC/-2	2	0	0	2	2
Generic Elective							
TOTAL						30	34

**** only one specialization to be opted**

4TH SEMESTER							
Sl.No.	Subject Code	Names of subjects	L	T	P	C	TCP
Core Subjects							
1	SOW184C401	Governance, Law and Social Work	4	0	0	4	4
2	SOW184C412	Field Work (Block Placement)	0	0	4	4	8
3	SOW184C421	Project Dissertation	4	0	0	4	4
Discipline Specific Elective (DSE) (any one)							
4	SOW184D401	Disability Studies	3	0	0	3	3
	SOW184D401	Peace Building	3	0	0	3	3
Specialization: Community Development							
5	SOW184D40C1	Social Entrepreneurship	4	0	0	4	4
6	SOW184D40C2	Tribal Community Development	4	0	0	4	4
Specialization: Family and Child Welfare							
7	SOW184D40F1	Social Work with Women	4	0	0	4	4
8	SOW184D40F2	Social Work with Youth and Elderly	4	0	0	4	4
Ability Enhancement Compulsory Courses (AECC)							
9	CEN984A401	Communicative English IV	1	0	0	1	1
Ability Enhancement Elective Courses (AECC)							
Generic Elective							
TOTAL						24	28

P. Patowari
 HOD/Coordinator
 Department of Social Work
 Royal School of Humanities & Social Sciences
 The Assam Royal Global University
 Betkuchi, NH 37, Guwahati 781035