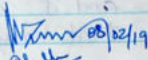


## Department of Social Work

Minutes of the meeting of the Board hold on 08-02-2019

### Members Present

1. Prof. R. Sahayaraj -  08/02/19
2. Dr. S. Arul Prasad - Bos member. - 
3. Prof. S. Benjamin Franklin - 
4. Prof. P. Paulraj - 
5. Mr. Nivek - Bos member. - 
6. Mr. Prakash - Alumni Representative - 
7. Mrs. Thangamasi (2<sup>nd</sup> year student, CD) - 
8. Mrs. Martina (2<sup>nd</sup> year student, CD) - 
9. Ms. Dheekshitha (2<sup>nd</sup> year student, HRM) - 

With a short prayer the board of studies meeting has been begun at 10:00 AM in the morning at the venue of department of social work. Dr. S. Arul Prasad, the Associate professor of Rural Development Science Department came down from Arul Anandas College, Karumathur joined the Board and helped in the process by giving recommendations in the new revised syllabus of 2018-21. There were also two alumni students and three 2<sup>nd</sup> year students from current batch participated and contributed in this meeting.

### Agenda of the Meeting:

1. To review the newly revised Syllabus of 2018-21.
2. To discuss and suggest recommendations for the betterment of the upcoming years.

Minutes in Detail :-

R. Sahayraj, Assistant Professor and Head of the Department welcomed everyone on his behalf and initiated the meeting. He read out the minutes of the previous year board meeting and it was passed by all the members present on that day.

Recommendations discussed and brought out:-

In general a recommendation came from all that our curriculum shall be framed in align with UGC-NET syllabus so that it is so helpful for the social work students who appear for the NET exam.

The second vital suggestion came from Dr. Arul prasad is that the hyperbolic format in the course objectives need to be avoided as it gives deliberate meaning to the word. For example each word capitalization in the typed sentences denotes extra meaning to the word, so it shall be avoided while typing. Also the underlining the subtopics can also be avoided.

## Semester II

### Introduction to Social Work (18 PSW 11)

#### Unit-I

Under this unit different fields of social work are recommended to be included. They are as follows: Individual and family services, Children services, gerontology, health care, mental health / clinical social work, public welfare, school social work, corrections and justice, community development and administration and management.

Under definitions the concept of social reform the contributions of social reformers in India

to recommended to be included.

### Unit - II

Under post-independent era and state activities in India :- the word "Social Work" training in India is recommended to be included.

Social Reformers can be deleted as it is there already in unit - I

### Unit - III

Under Professional Organization: International bodies of NASW, IFSW and national bodies of NPPSW, ISPSW are recommended to be included.

### Unit - IV

Charter and Indian Constitution and U.N Millennium Development Goals are recommended to be deleted.

Instead Human Right - U.N charter of 1945 and sustainable development goals (SDGs) are recommended to be replaced.

## Sociology for Social Work (18 PSW 12)

### Unit - I

Under major theoretical perspectives the word "structural functionalist" is recommended to be added.

Unit - I and Unit - II can be merged as Unit - I

Unit III can be divided into Unit II and

### Unit - III

Under social systems and institutions the Book of Shankar Rao is to be verified for the better arrangement of concepts.

## Unit - IV

Under this the class and caste systems is recommended to be deleted.

The concept of Westernization is recommended to be deleted instead it can be replaced with Liberalization and Privatization.

## Unit - V

Under Indian social problems topics such as poverty, illiteracy and caste are recommended to be deleted and issues like displacement, migration, refugees and LGBT are recommended to be replaced.

## Human Growth and Behaviour (18 PSW B)

## Unit - I

Under psychology: Definition, meaning is recommended to be added. Also the branches of psychology are also recommended to be included.

Unit I and Unit II can be merged as Unit-I

Unit III is to be moved as Unit-II

Under this the word 'Biological' developmental stages with special reference to Indian conditions is recommended to be added.

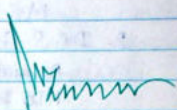
## Unit - III

Under these topics such as Learning: Nature, Definition and types, Motivation: Concept of instinct, motives for survival - meaning and definitions, characteristics of motives: Hierarchy of motives, conscious and unconscious motivation is recommended to be included.

Unit - IV

SID/ HIV are recommended to be added and small pox is to be deleted.

These are the recommendations were proposed and resolved in the meeting. And with the sincere gratitude from the Head of the Department the meeting came to an end by 2:00 PM in the evening.



Chairman, Board of Studies.

# P.G. Department of Social Work

Minutes of the meeting of the board held on 08-02-2020

Members Present :-

1. Dr. Samuel Asir Raj -

(HOD of Sociology  
M.S. University)

Samuel  
8/2/20

2. Dr. S. Atul Prasad -

Associate Professor,  
RDS Department, AAC college

Atul 8/2/2020

3. Dr. R. Sahayara -

Chairman, Board of Studies

R. Sahayara 8/2/20

4. Prof. S. Benjamin Franklin -

Benjamin Franklin 8/2/20

5. Prof. P. Paulraj -

Paulraj

The board of studies was started with a short prayer by the head of the department. He then welcomed the board members in a special way for their presence and for their continuous support.

Agenda of the meeting :-

1. To review the revised syllabus of 2018-21.
2. To suggest necessary corrections if required.
3. To add units to have more relevance.

Minutes in detail:-

Dr. R. Sahayara, Head of the department read out the minutes of the previous meeting. He then made the forum open for new suggestions.

Dr. Samuel Asir Raj, Hod of Sociology department M.S. University recommended to add a unit on "Migration". Also suggested to take up research projects on migrant labourers in Hotel industries in Tirunelveli. Further he said that now the district of Tirunelveli is filled with migrant workers from north states. And nobody knows what are their working conditions and living conditions as they are engaged almost in every industries in and around Tirunelveli district.

He also said that if the department takes up or initiates few research projects the students can be used in the process of research and it will also improve their writing skills and foster research knowledge in the field of social work.

So it was discussed to take up sector wise migrant labour study in Tirunelveli district and to publish periodically.

Dr. S. Anil Prasad added to this point recommending the staff members to start Department publications so that all these studies can be published in our own publications and it will really motivate the students to have more research knowledge.

Dr. R. Sahayraj, requested the board members to frame an outcome based objectives for the concurrent field work paper and also to frame a standard

method to evaluate ~~prodr~~ procedures for the same.

Dr. Samuel asir raj also suggested to add LGBTQI, PLHIV, Geriatric care and children issues <sup>in any unit</sup> whenever possible in the curriculum. And further suggested to meet Director General of police for prisons, Palayamkottai to check the possibility to focus prisoners family counselling.

Online courses like SWAYAM & MOOCs need to be oriented to students and motivate them to register few courses.

To teach life skills as given in the UGC websites and visit Tamil Nadu Board for Higher education for the well developed social work curriculum.

These were the recommendations & suggestions discussed and resolved by the board on that day. And the board dispersed at 1:30 PM in the noon.

 08/02/20  
CHAIRMAN, BOARD OF STUDIES.

## P.O. Department of Social Work

Minutes of the Board of Studies held on 06-08-2021

Members Present:-

1. Dr. R. Sahagaraj, chairman  
Board of studies

2. Dr. S. Arul Prasad, Associate professor

3. Mr. Nivek

4. S. Benjamin Franklin

5. P. Paulraj

Paulraj

The board of studies was started with a short prayer by head of the department. Soon after the prayer the head of the department Dr. R. Sahagaraj welcomed the board members in a special way.

### Agenda of the meeting is

1. To review the minutes of 2020
2. To suggest necessary changes for 2021-24 syllabus if required.

Minutes in detail:-

Dr. R. Sahagaraj, head of the department read out the minutes of the previous meeting. He then made the forum open for new suggestions.

|   | course code | unit | Additions                                                                                                                                                                                                                                                                                                                                                                                         |
|---|-------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 18 PSW 11   | IV   | Sustainable Development Goals (SDGs)                                                                                                                                                                                                                                                                                                                                                              |
|   |             | V    | Indigenous social work practice in India                                                                                                                                                                                                                                                                                                                                                          |
| 2 | 18 PSW 13   | IV   | Unit IV - New<br>Personal Health and Hygiene and<br>Social Psychology<br><u>Health and Hygiene</u> :- Concepts, Meaning,<br>Types of communicable and Non-communicable Diseases, Diseases due to malnutrition and deficiency;<br><u>Social Psychology</u> :- Concepts, Meaning, Social perception, Attitude formation, change and measurement, communication and Theories of collective behaviour |
| 3 | 18 PSW 23   | VI   | contemporary trends in social action                                                                                                                                                                                                                                                                                                                                                              |
| 4 | 18 PSW 38   | VI   | Unit VI - new<br><u>New Labour codes</u> :<br>The code on Wages, 2019<br>The code on Social Security, 2020,<br>The Industrial Relations Code, 2020,<br>The Occupational Safety, Health & Working Conditions code, 2020.                                                                                                                                                                           |
| 5 | 18 PSW 43   | V    | Case studies :- zoho,<br>Scope for Social work intervention,<br>Chairman, Board of Studies.                                                                                                                                                                                                                                                                                                       |

# PG Department of Social Work

Minutes of the Board of Studies held on 23-04-2022

Members present

1. S. Benjamin Franklin (HOD) -  
Chairperson of Bos



2. Mr. S. Charles -  
Assistant Professor  
Madurai Institute of Social Science  
Madurai



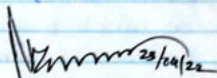
3. Rev. Fr. Motcharajan -  
The Director  
TSSS - Tirunelveli



4. Rev. Fr. Justin -  
Alumni Student



5. Dr. R. Sahayaraj -



6. Mr. P. Paulraj -



7. Mr. R. Sebastian Komi -



The Board of studies meeting started with a welcome note. The Head of the Department Mr. Benjamin Franklin greeted the members of the Board of Studies cordially and introduced them to the faculty members of the department.

### Agenda of the meeting:

1. To review the minutes of the previous Board of Studies meeting, 2021.
2. To suggest necessary changes for the syllabus 2022-2023.

### The Minutes:

As the programme started at the department premises around 10.30 a.m., Mr. Benjamin Franklin, The Head of the Department, read out the 2021 Board of Studies meeting. He then invited the board members to provide their valuable suggestions and recommendations for the curriculum development. The panel consisted of a subject expert Prof. Charles S, Assistant Professor, Madurai Institute of Social Sciences, Madurai, a field expert Rev. Fr. Molcharaman, The Director TSSS Tirunelveli and alumni Rev. Fr. Justin, 2017 passed out.

### Introduction to Social Work (21PSW11)

The subject matter expert recommended the addition of objectives for the paper.

In unit II instead of "Contribution of Indian Social Reformers to Social Welfare with special reference to Tamil Nadu", it could be modified as "Contribution of Indian Social Reformers to Social Welfare - Raja Ram Mohan Roy, Swami Vivekananda, Gandhiji, Dr. Ambedkar and EVR Periyar". The Board was of the opinion that such modification could elevate the curriculum to the national standard and will be helpful for the question setters to be specific from the broader area.

Unit II should be reduced from 12 hours to 10 hours and Unit IV to be increased from 7 hours to 9 hours.

In Unit II, under the subtopic of National bodies, NAPSWJ should be changed to NAPSWI, as it is the right term.

As Unit IV deals with the Indian Constitution, a separate topic on the Contributions of Dr. Ambedkar - the father of Indian Constitution should be added in the unit.

Keeping in mind the knowledge of the students about the current trends and the practices of Social Work in India, the Board suggested that under Unit V, the Voluntary Social Work could be changed as Practices of Social Work in India and Social Analysis.

### Sociology for Social Work (21PSW12)

In Unit V, in the topic called Indian Social Problems, "LGBT" could be modified as LGBTIQ where IQ stands for Intersexual and Queer. Also, Gender Inequality should be clubbed with LGBTIQ as it is a similar area.

The topic begging could be added as one of the Indian Social Problems.

The term delinquency should be changed to children in conflict with law.

### Human Growth and Behaviour (21PSW13)

In Unit I, The Introduction to Psychology should be introduced before Relevance of Psychology for Social Work Practice. The introduction to Psychology should contain definition, meaning, objective, historical development, relevance, scope and applicability.

## and schools of psychology.

In Unit II, after Growth and Development colon (:) should be added instead of a semicolon (;). And, under the topic developmental stages with special reference to Indian context namely physical, emotional and cognitive development should be added.

In unit III, under Theories, the names of the propounders should be mentioned; i.e. Cognitive Theory - Jean Piaget's, Psycho-Social - Eric Erikson, Psychoanalytical and Psychosexual - Sigmund Freud.

Unit I should be increased from 4 hours to 6 hours and unit II to be reduced from 10 hours to 8 hours.

Book for references: 10. WHO, 2004: The ICD - 10, the version should be updated to 2019.

## Social Work Administration and Social Legislation (ASPSWA)

In unit I, addition of Registration and formation of trust/societies/CSO, project proposal writing, Foreign Contribution and Regulations act (FCRA) and its amendments should be made in Administrative Process section so that all the students will get to know some basics of Social Work administration and Social legislation during the first year of the programme.

In unit III, under topic of Boards, Ministry and Centre for Social Welfare, Ministry of Woman & Child Development should be included. Also, Commission, Institutions, Autonomous Bodies, Foundations & Corporations could be added.

In Unit IV, 'Rural Employment Guarantee Act 2005' shall be modified as Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA 2005).

In Unit V Juvenile Justice (Care and Protection of Children) Act, 2000 shall be replaced with the newly laid Juvenile Justice (Care and Protection of Children) Act 2015.

Acts such as: The Prohibition of Child Marriage Act, 2006; Prenatal Conception and Prenatal Diagnostic Techniques Act, 1994; Rights of the persons with Disabilities, Act 2016; The Unorganised Workers' Social Security Act, 2008; The Family Courts Act, 1984; The Special Marriage Act, 1954; The Land Conservancy Act, 2009 could be mentioned specifically.

Introduce the agencies CPRA, SARFA, NCPCR, SCPCR, DCPU, Block Level and village level units.

### ICT for Social Work Practice (2IPSW32)

Under Unit V, new technology such as google forms, Cloud storage, Software such as Zotero, Socrates, Cahoot, Addons, Canvas, Renderforest should be introduced.

### Industrial Relations and Trade Unions (2IPSW37)

In this paper the Industrial Employment (Standing Orders) Act, 1946; the Trade Unions Act, 1926 and the Industrial Dispute Act, 1947 should be introduced while these Acts shall be deleted in the course called Labour legislation and Case Laws (2IPSW38).

## Labour Legislation and Case Laws (21PSW38)

In this paper, as the Government of India is planning to codify labor-related legislation into four categories based on their similarities, the Board suggested to reduce the paper accordingly into four units in the upcoming years.

In the reference section the subject matter expert recommended a book from Sri Vidya Vaidyanathan by Madras Book Publication.

He too suggested that the focus should also be given on the rules made by the Central and State Government on a particular Act.

## Corporate Social Responsibility - CSR (21PSW43)

In Unit, I, Sustainable Development Goals (SDG) should be added.

## General Recommendations

The Board recommend to add course objectives and course outcomes in the papers namely Introduction to Social Work (21PSW11), Community Organisation and Social Action (21PSW23), Rural Economy and Cooperation (21PSW33), Rural Community Development (21PSW34) and Urban Community Development (21PSW44).

The Board approved the following self-study papers, which were recommended by the department, to be conducted in the upcoming year.

- x Handling Emotions
- x Disaster Management
- x Social Entrepreneurship

- \* Syllabus should be updated on APA format guidelines, the standards used in social sciences.
- \* The reference section of the syllabus should be updated and 2- references with hyperlinks should be added.
- \* The board recommended twenty-five observation visits should be arranged for the first-year students in order to make them understand various settings in social work.
- \* For concurrent fieldwork, a separate guideline should be framed for fieldwork and fieldwork note need to be prepared.

The Board also accepted the Board Members, who were nominated by the department in its department meeting, for the next three years to be the members of the Board of Studies.

The meeting ended in a good note with vote of thanks from Prof. Paulraj at 1:30 p.m.

MINUTES BOOK  
— BOARD OF STUDIES

DEPARTMENT OF SOCIAL WORK

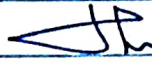
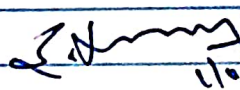
## DEPARTMENT OF SOCIAL WORK

Date of the meeting: 01.02.2025

Time: 10.00 AM - 03.00 PM

Minutes of the Board of Studies meeting

Members Present:

1. Ms. R. Muthu R. Muthu
2. Mr. S. Charles  01/02/2025
3. Mrs. Kannan C. C. Kannan  
01/02/2025
4. Mr. S. Murugan  11/02/2025
5. Mr. A. Gnana Dhiragan A. Gnana Dhiragan  
01/02/2025
6. Mr. Bharathi Natarajan M. Bharathi  
11/02/2025
7. B. Dr. A. Maria Selvam A. Maria Selvam  
01/02/2025
8. Ms. S. Anto Sumin Threse S. Anto Sumin Threse  
01/02/2025
- MS. Sweety Grace Sweety Grace  
01/02/25
- NS Essai Vani Essai Vani NS  
01/02/2025

**MINUTES OF THE BOARD OF STUDIES (BOS) MEETING**  
Department of Social Work  
St. Xavier's College (Autonomous), Palayamkottai

**Date :** 01.02.2025  
**Time :** 10.00 AM to 03.00 PM  
**Venue :** S9 Classroom - Rev. Fr. Soosai Block, St. Xavier's College, Palayamkottai

**1. Welcome and Opening Remarks**

The meeting began with a warm welcome from Ms R. Muthu, the Head of the Department of Social Work at St. Xavier's College (Autonomous), Palayamkottai. The atmosphere was infused with a sense of reverence as the session opened with a heartfelt prayer, setting a reflective tone for the gathering. Ms. Muthu warmly greeted the participants, her presence radiating enthusiasm and commitment. She eloquently outlined the meeting's key objectives, emphasizing their significance and the collective vision for the department's future. Her words resonated with the attendees, sparking a sense of purpose and collaboration among everyone present.

**2. Attendance**

**Present Members**

**1. Subject Expert**

**Mr. S. CHARLES,**  
Assistant Professor,  
PG and Research Department of Social Work,  
Madurai Institute of Social Sciences, Madurai.

**2. Subject Expert**

**Mrs. C. KANMANI,**  
Assistant Professor,  
Department of Social Work,  
Mannar Thirumalai Naicker College, Madurai.

**3. NGO Expert**

**Rev. Fr. GNANA DHINAGARAN,**  
Director, Saranalayam, Tirunelveli.

**4. Industry Expert**

**Mr. S. MURUGAN**  
AGM, State Lead, CSR,  
Suzlon Group of Companies,  
NGO Colony, Tirunelveli.

|                                |                                |
|--------------------------------|--------------------------------|
| 05. Mrs. R. Muthu,             | Assistant Professor & Head i/c |
| 06. Mrs. Anto Sumin Threse     | Assistant Professor            |
| 07. Mrs. Sweety Grace          | Assistant Professor            |
| 08. Br. Dr. A. Mariaselvam SHJ | Assistant Professor            |
| 09. Mr. M. Bharathi Natarajan  | Assistant Professor            |
| 10. Ms. N. S. Essai Vani       | Student Representative         |

### Apologies

Alumni Representative: Ms. Pon Muthu, District Coordinator, One Stop Center, Tirunelveli

### 3. Confirmation of Previous Minutes

The minutes from the previous Board of Studies meeting were carefully reviewed and confirmed, reflecting the discussions held and decisions made without any changes. Alternatively, the following amendments were proposed and accepted:

### 4. Agenda Items Discussion

#### 4.1 Curriculum Review and Updates

- **Key modifications included** list key changes such as course additions, deletions, or revisions.
- **Decision:** The proposed curriculum changes were unanimously approved / approved with modifications.

#### 4.2 Introduction of New Courses

- Details of the new courses discussed, including objectives and relevance.
- **Decision:** The Board recommended the introduction of new Course Name for the Program from effective Semester/Year details.

#### 4.3 Assessment and Evaluation Methods

- A detailed discussion was held on refining assessment and evaluation methodologies.
- Suggestions included splitting up of internal marks for both field work and research and integrating continuous assessments, adopting a strategically evaluation technique.

#### 4.4 Industry-Academia Collaboration

- Opportunities for collaboration with industry partners were explored.
- A proposal for guest lectures, internships, and collaborative research was presented.

#### 4.5 Research Initiatives and Faculty Development

- Discussion on promoting research initiatives in collaborating with various Field work agencies and attending faculty development programs either in-person or via online by the staffs.
- Recommendations included integrating the best research papers of students and publishing it in the college research magazine.
- Unpublished papers of the staffs can also be published in college research magazine.

#### 4.6 Any Other Matters

- It is recommended to conduct 3 days orientation to students before joining the course, which will focus on course nature, fieldwork. It is decided to conduct such orientation with alumni's and with NGO, Industrial Representatives.
- It is recommended to take an undertaking by both Parents and Students regarding the Course Nature.
- It is recommended to introduce dress code to students during fieldwork days, on every Monday and association related events.
  - For Men: Formal Shirt – Plain pattern -Light colour and Dark Colour Cotton pants with Formal Shoes and Belt.
  - For women: Chudi with Over coat in same manner with shoes.
  - Proper grooming should be followed. Neatly dressed up in a professional manner.
- It is recommended to maintain a resource directory listing NGO, institutions and other related agencies.
- It is recommended to sign workable MOU with fieldwork agencies with at least two activities for the year.
- It is recommended to prepare a fieldwork manual which includes the following
  - To form a fieldwork committee, headed by a Fieldwork Co -Ordinator and their roles has to be defined.
  - To ensure 25 days of fieldwork per semester as mandatory.
  - To ensure only 2 days of absence is permitted during fieldwork and it too has to be compensated.
  - To allow students to compensate for absence during fieldwork on grounds of proper reason and prior formal permission.

### It is the duty of fieldwork coordinator

- To identify organisations or agencies for fieldwork
- To prepare fieldwork correspondence
- To assign students to fieldwork agencies and to faculty supervisor
- To plan the observation, visit and get approved.
- To plan, organise and execute study tour and Rural Camp.
- To monitor the attendance of the students along with assigned Fieldwork faculty supervisor.
- To ensure proper discipline of students during fieldwork
- To assign staffs through a proper time table to monitor students on fieldwork days.
- To conduct a meeting when needed, in case of absence of students during fieldwork for more than 2 days for a valid reason and take proper decision. The student, parent of the student, student's faculty supervisor should be present for the meeting.
- To come up Resource Directory list
- To get MOU from agencies.

### Infrastructure Facilities

- Spacious Class rooms with Projectors and smart boards.
- A separate training room for the students practice for events related to academic and cultural activities at college and at Field work Agencies
- Separate storage space for submitting consolidated Field work reports, Research reports, rural camp reports, industrial visits reports, summer internship reports, Community organisation program reports and department properties.
- Separate cabins for each staff for conducting Field work and Research related discussions and other academic related discussions after class hours

### 5. Conclusion and Vote of Thanks

The Chairperson thanked all members for their valuable contributions and active participation. The meeting concluded at 2:30 p.m.

Prepared by: Assistant Professor

(M. BHARATHI NATARAJAN)

Approved by: Chairperson, Board of Studies

(DR. D. A. MARIA SELVAM)

HEAD 1/2

Department of Social Work  
St. Xavier's College (Autonomous),  
Palayamkottai - 627 002.  
Tirunelveli, Tamil Nadu, India.

