



Central University of Himachal Pradesh

(ESTABLISHED UNDER CENTRAL UNIVERSITIES ACT 2009)

Dharamshala, Himachal Pradesh-176215



NAAC Criterion-I

Key Indicator – 1.1.2

Approved Minutes of relevant Academic council/BOS meeting highlighting the specific agenda items relevant to the metric

1.1.2 Evidences



Department of Social Work

**Central University of Himachal Pradesh, Dehra,
Kangra**



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| S. No. | DESCRIPTION | Agenda item | Page No. |
|--------|---|--|----------|
| 1 | Approved Minutes of the 6 th BOS meeting highlighting the approval for the changes in the course codes, course titles & syllabus in the course of MSW Programme (batch 2020-22), M.Phil Programme, and Ph.D Programme dt 25/09/2021 | SW-BoS-6/06.02 SW-BoS-6/06.03 SW-BoS-6/06.04 | 5-6 |



Central University of Himachal Pradesh

(Established under Central Universities Act 1956)
DHARAMSHALA, DISTRICT KASULBA - 176219, HIMACHAL PRADESH

DEPARTMENT OF SOCIAL WORK

School of Social Sciences

Minutes of the Fifth BOS Meeting Held on 26th August 2019

The Fifth Board of Studies (BoS) Meeting of the Department of Social Work was held on 26th August 2019 at 2.00 P.M. in the Seminar Hall, at Dharamshala Campus - I, Dharamshala. The meeting formally started with a Welcome Note delivered by the Chairman & Convener of BoS Dr. Asutosh Pradhan, Head, Department of Social Work to all the members present.

The following members were present:

1. Dr. Asutosh Pradhan, Head, Department of Social Work
Chairman & Convener
2. Prof. B.K. Nagla, Subject Expert, Retd. Professor, MD University, Rohtak, Haryana.
External Member & Subject Expert
3. Prof. Ambrish Kumar Mahajan, Professor & Dean, School of Life Sciences
Member
4. Prof. Baldev Bhai Sharma, Professor & Head, Department of Journalism & Mass Communication, CUHP
Member
5. Mr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP
Special Invitee
6. Ms. Ambreen Jamali, Assistant Professor, Department of Social Work, CUHP

The deliberations held and decisions taken in the 5th BoS meeting of social work as per the scheduled agenda are as follows:

Item SW-BoS-5/19.1: Rules of Business for conduct of the meeting of Board of Studies

Decision: The rules were read and complied with (Annexure-1).

(Prof. B.K. Nagla)

(Prof. Ambrish K. Mahajan)

(Prof. Baldev Bhai Sharma)

(Mr. Shabab Ahmad)

(Ms. Ambreen Jamali)

(Dr. A. Pradhan)

5th BoS Meeting of Social Work held on 26.8.2019

Page 1 of 5

Shree Puri

Head, Department of Social Work
Central University of Himachal Pradesh
Sanku Sindhu Parisar Dehra - 177101



Item SW-BoS-5/19.2: Confirmation of the Minutes of 4th Meeting of Board of Studies

Decision: The approval/ratification of the Minutes of Fourth BoS by the School Board of the School of Social Sciences & the Academic Council was presented before the Board of Studies for information and confirmation. (Annexure-2) The same was confirmed and approved.

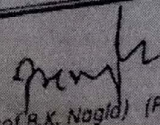
Item SW-BoS-5/19.3: Approval of the development of a new set of Course Codes and Course Titles for the Admission Year 2020-21 on the basis of CBCS model.

Decision: The new academic structure w.r.t. a new series of Course Codes, Course Titles and proposal to offer both Generic & Specialization courses from the Academic Session 2020-21 onwards was assessed and approved (Annexure-3). The new series of Course Codes has the flexibility and scope to add more courses in future as the need arises under various categories as required in the Choice Based Credit System (CBCS) Model of curricular design. The various categories as required under the CBCS pattern are as under:

- (a) Foundation Courses
- (b) Core Compulsory Courses
 - i. Theory
 - ii. Fieldwork
- (c) Core Open Courses
- (d) Elective Open Courses
- (e) Specialization Courses (Groups) or Generic Courses

Item SW-BoS-5/19.4: Approval of the offering of Specialization & Generic Degree in the Master of Social Work Program.

Decision: The Department of Social Work from the Academic Session 2020-21 shall offer a Masters degree in Social Work **with or without specialization**. Depending upon the conditions prevailing in the composition of the faculty and the expertise they have and also taking into consideration the nature of jobs available in the job market, the department may (or may not) offer specializations in its MSW Degree Programme. Further, in the spirit of the CBCS Model of curricular design and to facilitate for the


(Prof. B.K. Nagla)

(Prof. Ambrish K. Mahajan)

(Prof. Baldev Bhai Sharma)

(Mr. Shabab Ahmad)

(Ms. Ambreen Jamali)

(Dr. A. Pradhan)

5th BoS Meeting of Social Work held on 26.8.2019

spectrum of Elective Courses and/or Specialization courses on offer to form a bouquet of courses. Such a choice of courses from across various specialization groups / electives would comprise a Generic MSW Programme and the degree to be awarded on successful completion of the programme shall be MARKED AS "MASTER OF SOCIAL WORK - GENERIC" program.

- The Hon'ble Members of the Board of Studies appreciated the efforts being made by the department/university to introduce Specializations. The BoS unanimously felt and stated that specialization is the norm now-a-days. Therefore, the whole proposal was APPROVED as such.

Item SW-BoS-5/19.4: Approval of the tentative list of "Subject Experts in Social Work" for Evaluation of Field Work and Research Project Report (Dissertation).

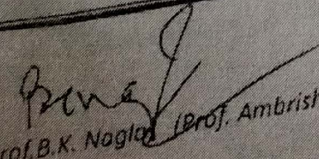
Decision: A List of External Subject Experts (Annexure-4) presented before the BoS was APPROVED in the 5th BoS meeting for conduct of Viva-voce in the courses under the categories (i) Field Work Practicum and (ii) Research Report (Dissertation). Further, the Head of the Department of Social Work is also authorized to propose the names of Subject Experts beyond the list depending on certain exigencies that may arise in due course, both administrative and otherwise in case of non-availability of an external expert mentioned in the approved list, while finalizing the dates for the conduct of the viva-voce concerned.

Item SW-BoS-5/19.4: Ratification & Approval of the Course Outline and Credits allotted in the course titled "Social Work Profession" bearing Course Code SWR 455 for implementation from 2019-20 Academic Session

Decision: The proposed course along with changes suggested in the detailed course outline/contents was ratified & approved (Annexure-5) by the BoS. The same is to be implemented for the current admission session 2019-20 as proposed.

Item SW-BoS-4/18-.6: Clarification related to Ph.D. candidates registered in the department of social work.

Issues: There have been occasions in the past when regular faculty members in the department/school have left the university on appointment to other institutions


(Prof. B.K. Nagla)

(Prof. Ambrish K. Mahajan)

(Prof. Baldev Bhai Sharma)

(Mr. Shabab Ahmad)

(Ms. Ambreen Jamali) (Dr. A. Pradhan)

5th BoS Meeting of Social Work held on 26.8.2019



समाज कार्य विभाग
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश - १७७ १०१

Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101

for 1-1-2. (Revised)

आजादी का
अमृत महोत्सव

MINUTES of the Sixth Board of Studies (BoS) Meeting to be held on 25th September 2021
(11.00 A.M.)

The Sixth Board of Studies (BoS) Meeting of the Department of Social Work was held on 25th September 2021 at 11.00AM. as per approval from the Office of the Registrar office vide office order No.: SSP/DEHRA/SOCIAL WORK/1-5/H.P.C.U./20, dated: 25.09.2021.

The following were the members of the 06th Board of Studies of the Department of Social Work which was held through online mode via Google Meet link: <https://meet.google.com/kdz-rfrm-fgg>.

1. Prof. Narayan Singh Rao, Head, Department of Social Work - Chairman & Convener
2. Prof. Narayan Singh Rao, Dean, School of Social Sciences - Member
3. Prof. Bachhraj Dugar, Vice Chancellor, Jain Vishva Bharati University Ladnun, Rajasthan. - External Member & Subject Expert
4. Prof. B.K. Nagla, Subject Expert – Retd. Professor, MD University, Rohtak, Haryana. - External Member & Subject Expert
5. Prof. Ambrish Kumar Mahajan, Dean, Department of Environmental Sciences - Member
6. Dr. Asutosh Pradhan, Professor, Department of Social Work - Member
7. Dr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP - Member
8. Dr. Girish Gaurav, Assistant Professor, Department of Sociology and Social Anthropology, CUHP - Nominee of the Hon'ble Vice-Chancellor

25.9.21

25.9.21

Asutosh Pradhan

25.09.21

25/9/21

Prof. Bachhraj Dugar, Vice Chancellor, Jain Vishva Bharati University Ladnun, Rajasthan (External Member & Subject Expert) was unable to attend the meeting.

Shabab Ahmad

Head, Department of Social Work
Central University of Himachal Pradesh
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The Minutes of the meeting of the 6th BoS meeting of Department of Social Work are as follows:

1. Item SW-BoS-6/06.01: Approval of the Minutes of the 5th BoS.

Detailed Agenda: The Minutes of the Meeting of the 5th BoS were placed for approval.

Decision: The Minutes of the Meeting of the 5th BoS were unanimously approved by the Members of the BoS.

2. Item SW-BoS-6/06.02: Approval for the changes in Course Codes, Course Titles & Syllabus (with Retrospective effect) in the courses of MSW Programme (Batch 2020-22).

Detailed Agenda:

- Subsequent to the Meeting of the 5th BoS, changes had to made in the Course Codes, Course Titles & Syllabus of the courses offered to the MSW Programme (Batch 2020-22).
- The changed Course Codes, Course Titles & Syllabus of the courses offered to the MSW (Batch 2020-22) are placed for approval with retrospective effect. (Annexure I)

Decisions:

- After deliberation on this matter, the Members of the BoS approved the changed Course Codes, Course Titles & Syllabus of the courses offered to the MSW (Batch 2020-22) with retrospective effect.
- The approval to make corresponding changes in all necessary documents related to the MSW (Batch 2020-22) including Course Registration Forms, Timetable, Examination Datesheets, Question Papers, Award Lists was also granted with retrospective effect.
- A Table was added showing the classification of courses as per Course Type. The 'Employability Courses' were also identified. The changes are shown in (Annexure D).

3. Item SW-BoS-6/06.03: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of MPhil Programme offered by the Department.

Detailed Agenda:

- Students were admitted to the MPhil Programme offered by the Department in the Academic Session 2020-21. Subsequently, changes had to made in the Course Codes, Course Titles & Syllabus of the courses of the MPhil Programme.
- The changed Course Codes, Course Titles & Syllabus of the courses of MPhil Programme are placed for approval with retrospective effect. (Annexure II)

Shashi Kumar

विभागाध्यक्ष, समाज कार्य विभाग
Head, Department of Social Work
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय
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कक्षा 10, परिसर - 177101
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S. Shukla
25.09.2021

Shashi Kumar

25/9/21

Decisions:

- a. After discussion on this matter, the Members of the BoS approved the MPhil Programme offered by the Department of Social Work with retrospective effect.
 - b. BoS approved the changed Course Codes, Course Titles & Syllabus of the courses offered to the MPhil Programme (Batch 2020-22) with retrospective effect. The approval to make corresponding changes in all necessary documents related to the students admitted in the MPhil Programme including Course Registration Forms, Timetable, Examination Datesheets, Question Papers, Award Lists with retrospective effect was also granted.
4. Item SW-BoS-6/06.04: **Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of PhD Programme offered by the Department.**

Detailed Agenda:

- a. Students were admitted in the PhD Programme offered by the Department in the Academic Session 2020-21. Subsequently, changes had to made in the Course Codes, Course Titles & Syllabus of the courses of the MPhil Programme.
- b. The changed Course Codes, Course Titles & Syllabus of the courses of PhD Programme are placed for approval with retrospective effect. (Annexure III)

Decision(s):

- a. After discussion on this matter, the Members of the BoS approved the PhD Programme offered by the Department of Social Work with retrospective effect.
 - b. BoS approved the changed Course Codes, Course Titles & Syllabus of the courses offered to the MPhil Programme (Batch 2020-22) with retrospective effect. The approval to make corresponding changes in all necessary documents related to the students admitted in the PhD Programme including Course Registration Forms, Timetable, Examination Datesheets, Question Papers, Award Lists with retrospective effect was also granted.
5. Item SW-BoS-6/06.05: **Approval of the new Course Structure and Syllabus of MSW Programme in tune with the New Education Policy (NEP)-2020 (effective from Academic Session 2021-22 onwards).**

Detailed Agenda:

- a. The New Course Structure and Syllabus of MSW Programme was designed in tune with the New Education Policy (NEP)-2020. This syllabus will be effective from the Academic Session 2021-22 onwards.
- b. The new Course Structure along with changed Course Codes, Course Titles & Syllabus of these courses are placed for approval. (Annexure IV)

6th BoS Meeting of Department of Social Work held on 25.09.2021

Discussion:

- a. The members of the Bos were informed that as per the guidelines received from the university in New Course Structure and Syllabus of MSW Programme was designed in tune with the New Education Policy (NEP)-2020. This syllabus will be effective from the Academic Session 2021-22 onwards.
- b. A detailed discussion was held on this matter. The Members appreciated the prompt implementation of the New Education Policy-2020 by the Department.

Decisions:

- a. The following suggestions were incorporated in the Course Structure:
 - i. The alphabets of Course Codes of MSW Programme was changed from 'SW' to 'MSW'
 - ii. The 'Employability Courses' were also identified.
 - b. After discussion on this matter and incorporation of the suggestions, Members of the BoS approved the new Course Structure and Syllabus of MSW Programme in tune with the New Education Policy (NEP)-2020 (effective from Academic Session 2021-22 onwards). The changes are shown in (Annexure IV).
6. Item SW-BoS-6/06.06: **Approval of the Value Added Course to be offered by the Department of Social Work.**

Detailed Agenda:

- a. As per NEP-2020 guidelines issued by the University, all the Departments/Centers of are required to offer Value Added Courses (VAC) of 20 credits apart from their discipline-specific courses in each semester.
- b. The Department proposes to launch the Value Added Course (VAC), named as, '**Emerging Areas of Social Work Practice**'. The Course Codes, Course Titles & Syllabus of the VAC to be offered by the Department is placed for approval. (Annexure V)

Decision(s):

- a. The following suggestions were incorporated in the Course Structure:
 - i. The alphabets of Course Codes of Value Added Course was changed from 'SW' to 'SWR'
- b. After discussion on this matter and incorporation of the suggestions, Members of the BoS approved the Value Added Course proposed to be launched by the Department was approved. The changes are shown in (Annexure V).

6th BoS Meeting of Department of Social Work held on 25.09.2021

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Shree Kumar
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7. Item SW-BoS-6/06.07: Approval for teaching the course on Indian Knowledge Systems (IKS) in Semester I

Detailed Agenda:

- The Department has received instructions from the University authorities to introduce a 02 Credits course on Indian Knowledge Systems (IKS) in Semester I. The content of the course will be designed and developed by a University Level Committee (which is uniform for all courses). It is proposed that BoS grants permission to the HoD, Department of Social Work to teach this course, the contents of which will be developed by the concerned committee.
- This is reported to the respected members of the BoS for consideration and approval.
- In the next BoS meeting, the Chairperson will place before the BoS, Social Work the contents of the aforementioned course.

Decision:

- The Members of the BoS approved the teaching of the course on Indian Knowledge Systems (IKS) in Semester I.

The meeting ended with the Vote of Thanks from the Chairperson.

(Chairman, BoS & Head, Department of Social Work)

Sheela Sunar
विभागाध्यक्ष, समाज कार्य विभाग
Head, Department of Social Work
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय
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Sri. Sindhu Parisar Dehra - 177101



Revised 1.1.2.

Central University of Himachal Pradesh

Sapt Sindhu Parisar-II, Dehra-Gopipur, District Kangra - 177 101, HIMACHAL PRADESH

Department of Social Work

School of Social Sciences

MINUTES of the Seventh Board of Studies (BoS) Meeting of Social Work held on 18 May 2022

The Seventh Board of Studies (BoS) meeting of Social Work was held on 18 May 2022 at 04 PM at Sapt Sindhu Parisar-II, Dehra as per the approval received from the Office of the Registrar.

The meeting was held in blended mode i.e. offline for departmental members and online mode for External Subject Experts and internal members who are stationed in other campuses of the university. The link to join the meeting through Google Meet was: <https://meet.google.com/pai-oytz-hyy>.

The following members have been invited for the Seventh BoS meeting:

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|----|--|--|------------------------------|
| 1. | Dr Shashi Punam, Associate Professor & Head, Department of Social Work, CUHP | Chairperson & Convener | Physically Present |
| 2. | Prof. Bachharaj Dugar, Vice Chancellor, Jain Vishva Bharati Institute, Ladnun, District Nagaur, Rajasthan. | External Member & Subject Expert | Unable to attend the meeting |
| 3. | Prof. B. K. Nagla, Retired Professor, MD University, Rohtak, Haryana | External Member & Subject Expert | Online Present |
| 4. | Prof. Ambrish Kumar Mahajan, School of Earth and Environmental Sciences, CUHP. | Member | Online Present |
| 5. | Prof. Asutosh Pradhan, Professor & Head, Department of Social Work, CUHP | Member | Physically Present |
| 6. | Dr Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP | Member | Physically Present |
| 7. | Dr Gireesh Gaurav, Assistant Professor, Department of Sociology and Social Anthropology, CUHP | Nominee of the Hon'ble Vice Chancellor | Online Present |

The Minutes of the meeting of the Seventh BoS of the Department of Social Work are as follows:

| | |
|-------------------------|---|
| Item SW-BoS-7.1: | Approval of Minutes of the 6th BoS (See Annexure 01) |
| Detailed Agenda: | <i>The Minutes of the Meeting of the 6th BoS were placed for perusal and</i> |



Central University of Himachal Pradesh

Sapt Sindhu Parisar-II, Dehra-Gopipur, District Kangra – 177 101, HIMACHAL PRADESH

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| | same. It also unanimously approved the Grant of One Year Extension to the MPhil students. |
| Item SW-BOS-7.10: | <p>Ratification and Approval of the following as per National Education Policy (NEP) (2020) guidelines which are currently under implementation:</p> <ol style="list-style-type: none">1. Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) of Master of Social Work (MSW) Programme2. Course Structure and Course Contents of Master of Social Work (MSW) Programme3. Course Syllabus of Master of Social Work (MSW) Programme <p>(See Annexure 09)</p> |
| Detailed Agenda: | <p>Subsequent to the Meeting of the 6th BoS, changes have been made in the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs), Course Codes, Course Titles, Course Objectives, Evaluation Pattern and Syllabus/Course Outlines of the courses offered as part of the MSW Programme in accordance with the NEP, 2020 (Effective from the Academic Session 2021-22 onwards).</p> <p>The new Programme Outcomes, Programme Specific Outcomes (PSOs), Course Codes, Course Titles, Course Objectives, Evaluation Pattern and Syllabus/Course Outlines of the courses are placed for review and approval.</p> |
| Decision: | <p>The Members of the BoS reviewed and approved the following:</p> <ol style="list-style-type: none">1. Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) of Master of Social Work (MSW) Programme2. Course Structure and Course Contents of Master of Social Work (MSW) Programme3. Course Syllabus of Master of Social Work (MSW) Programme4. The External Expert recommended that a workshop may be conducted for further improvement in the course content specially in the discipline specific course on 'Indian Traditional Knowledge System' offered by the Department. |
| Item SW-BOS-7.11: | <p>Adoption of the new Scheme of Examination for evaluation of all theory courses at the Post Graduate Level as notified vide office order number फ़ा. सं. 3-1/हि.प्र.के.वि.शै./2010/7799-7807 dated 18 November 2021 (See Annexure 09 & 10)</p> |
| Detailed Agenda: | <p>The new Scheme of Examination for evaluation of all theory courses at the Post Graduate Level was notified by the University. The same is placed for approval.</p> |
| Decision: | <p>The Members of the BoS unanimously approved the adoption of the new Scheme of Examination for evaluation of all theory courses at the Post Graduate as notified vide office order number फ़ा. सं. 3-1/हि.प्र.के.वि.शै./2010/7799-</p> |



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| | 7807 dated 18 November 2021 |
| Item SW-BOS-7.12: | <p>Ratification and Approval of the following as per amendments in the 'Ordinance No. 42: Medium of Instruction, Examination, Evaluation and Grading System for the Award of Doctor of Philosophy' vide office order number फ़ा. सं. 3-1/हि.प्र.के.वि./सा.प्र./2010/खंड-IV/6744-59 dated 18 October 2021 which are currently under implementation</p> <ol style="list-style-type: none">1. Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) of PhD Programme in Social Work2. Course Structure and Course Contents of PhD Programme in Social Work3. Course Syllabus of PhD Programme in Social Work (See Annexure 11) |
| Detailed Agenda | <p>Subsequent to the amendments in the 'Ordinance No. 42: Medium of Instruction, Examination, Evaluation and Grading System for the Award of Doctor of Philosophy', changes have been made in the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs), Course Codes, Course Titles, Course Objectives, Evaluation Pattern, and Syllabus/Course Outlines of the courses offered to the PhD Programme.</p> <p>The new Programme Outcomes, Programme Specific Outcomes (PSOs), Course Codes, Course Titles, Course Objectives, Evaluation Pattern and Syllabus/Course Outlines of the courses are placed for review and approval.</p> |
| Decision: | <p>The Members of the BoS unanimously reviewed approved the following:</p> <ol style="list-style-type: none">1. Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) of PhD Programme in Social Work2. Course Structure and Course Contents of PhD Programme in Social Work3. Course Syllabus of PhD Programme in Social Work |
| Item SW-BOS-7.13: | <p>Adoption of the new Scheme of Examination for evaluation of all theory courses at the PhD level as per amendments in the 'Ordinance No. 42: Medium of Instruction, Examination, Evaluation and Grading System for the Award of Doctor of Philosophy'. (See Annexure 12)</p> |
| Detailed Agenda | <p>The new Scheme of Examination for evaluation of all theory courses at the PhD Level was adopted subsequent to the amendments in the 'Ordinance No. 42: Medium of Instruction, Examination, Evaluation and Grading System for the Award of Doctor of Philosophy'. The same is placed for approval</p> |
| Decision: | <p>The Members of the BoS unanimously approved the adoption of the new Scheme of Examination for evaluation of all theory courses at the PhD level as per amendments in the 'Ordinance No. 42: Medium of Instruction, Examination, Evaluation and Grading System for the Award of Doctor of Philosophy'</p> |