

CP 4.1: SOCIAL WELFARE ADMINISTRATION AND MANAGEMENT

Objectives:

1. To understand the administration of welfare organizations and NGOs
2. To understand the scope for social work in welfare organizations and NGO's
3. To impart contemporary management theory applicable to social work practice

CHAPTER-I: SOCIAL WELFARE ADMINISTRATION

1. Definition, public administration and social administration
2. Principles and functions of administration
3. Concept and components of administration(POSDCORD)

CHAPTER-II: SOCIAL WELFARE ORGANIZATIONS

1. Concept and definition of organization
2. Contents of an organization (line and staff function)
3. Main features of organization
4. Role of Government in social welfare, municipal corporation and NGOs in planned development

CHAPTER-III: REGISTRATION PROCEDURE

1. Registration, constitution and by-laws of voluntary organization
2. Procedure for registration of an agency
3. Advantages of registration

CHAPTER-IV: GOVERNANCE

1. Definition, importance and principles of governance
2. Social services and social welfare services
3. Social welfare administration at the state (SSWAB) and central social welfare board (CSWB), functions and main welfare programs

CHAPTER-V: FINANCIAL ADMINISTRATION

1. Methods and fund raising
2. Community resource mobilization
3. Grants in aid form
4. State, central Govt. and local bodies
5. Concept of Zero based budget
6. Concept of Social Audit

CHAPTER-VI: MANAGEMENT OF HUMAN RESOURCE ORGANIZATION

1. Requirement and selection
2. Allocation of responsibilities and team building
3. Constituents of social welfare organisation viz general body
4. Committees – principles and functions of effective committee

CP4.2 SOCIAL POLICY, PLANNING FOR SOCIAL DEVELOPMENT

CHAPTER-I: CONCEPT OF SOCIAL POLICY

- 1. Concept, meaning and importance of a policy**
- 2. Social Policy**
 - a. definition, meaning
 - b. importance and scope
 - c. important concepts: - i) welfare statism, ii) re-distribution, iii) democracy and accountability
 - d. Policy formulation: - i) procedure, ii)important machinery (Planning commission, Legislature, Executive)

CHAPTER-II: SOCIAL POLICY AND ECONOMIC POLICY

1. Distinction between social policy and economic policy
2. Objectives and scope of social policy
3. Evaluation of social policy in India
4. Approaches to social policy: unified approach, integrated approach, sectoral approach

CHAPTER-III: SOCIAL AND DEVELOPMENT PLANNING

1. Concept of social and development planning
2. Scope of social planning
3. Linkage between social policy and planning
4. Role of social worker in policy formulation and planning
5. Social development as a process of change
6. Concept of social development- approaches to development
7. Concept of alternative development paths and scenarios

CHAPTER-IV: IMPORTANT SOCIAL POLICIES IN INDIA *{to include relevant socio-political-economic concepts and field realities}*

1 .Children’s Policy in India

- a. Important components in the policy
- b. Important components from the UNCRC
- c. Efforts, schemes, projects and programmes as per NFYPs
- d. Legal standpoint
- e. Issues and perspectives:- i) Education, ii) Health, iii) Violation, iv) Disability
- f. Critical review of Governmental & Non-governmental efforts

2.Health Policy in India

- a. Important components of the policy
- b. WHO & Health ministry
- c. Govt. Health Services Machinery
- d. Social perspectives and Communicable diseases (to include HIV/AIDS, Polio, TB)
- e. Issues:-i) Health & Human Rights, ii) Preventive v/s curative practices/services/programmes, iii) Indigenous / colloquial practices v/s Global practices, iv) Health & gender, v) Community health
- f. Mental Health

- g. Critical review of governmental and non-governmental efforts

3. National Education Policy

- a. Important components of the policy
- b. UNICEF, Education Ministry and Ministry of HRD
- c. Fundamental rights and Education
- d. Directive Principles and Education
- e. Issues:-i) Access to education,
 - ii) Amenities, infrastructure and resources,
 - iii) Literacy v/s Education,
 - iv) Employment v/s Education,
 - v) Education & Migration (Immigration, Emigration)

4. Welfare of Weaker Sections Policy in India

- a. Important components of the policy
- b. Identifying and defining weaker sections
- c. Ministry of HRD, Social Justice & empowerment and the weaker sections
- d. Concept, importance and implementation of the Reservation Policy in India
- e. Legal standpoint:-i) Atrocities Prevention Act
 - ii) Welfare of SC/STs Act
- f. Issues and perspectives:- i) Education, ii) access to health, iii) Employment,
 - iv) Social-re-integration, v) 'Positive discrimination'
- g. Critical review of Government and Non-governmental efforts

CHAPTER –V: SOCIAL DEVELOPMENT

- a. Meaning and concept of development
- b. Theories and perspectives:-i) economic, ii) socio-cultural, iii) political, iv) legal
- c. Sustainable development v/s Economic Progress
- d. Parameters to evaluate development
- e. Social Policies and Social Development

CHAPTER- VI: CONTEMPORARY EFFORTS FOR SOCIAL DEVELOPMENT

1. Rights based approach

- a. Rights' based approach v/s welfare approach
- b. Volunteerism v/s rights' based approach v/s Welfare statism
- c. Rights of the disabled
- d. Rights of Accused
- e. Educational and Employment rights for the: HIV+, Disabled
- f. Labour Rights: domestic workers, waste & rag pickers, construction-site workers

2. Media Advocacy

3. Accountable Governance

4. Environmental movements

5. Corporate Social Responsibility

TRUCD 4.1 ENVIRONMENTAL ISSUES AND DISASTER MANAGEMENT

Objectives:

1. To develop comprehensive understanding about environment and its need of study
2. To learn about various social issues and their impact on environment
3. To develop understanding about role of social workers in disaster preparedness, mitigation, relief and rehabilitation
4. To develop knowledge about role of social workers in sustainable environmental development and disaster management

CHAPTER-I: UNDERSTANDING ENVIRONMENTAL STUDY

1. Conceptual framework (definition, natural resources, ecosystems) of environment
2. Physical, social and communal environment
3. Need of Environment education

CHAPTER-II: POLLUTION AND ENVIRONMENT

1. Conceptual framework of pollution (definition, concept of pollutants)
2. Sources and causes of pollution
3. Types of pollution
4. Role of social worker in prevention of pollution

CHAPTER-III: SOCIAL ISSUES AND ENVIRONMENT

1. Urban problems related to environment- Garbage Management, Energy, sanitation
2. Water conservation, rainwater harvesting, watershed management
3. Resettlement and rehabilitation of people
4. Environmental movements in India
5. Environment and Sustainable development

CHAPTER-IV: POPULATION AND ENVIRONMENT

1. Conceptual framework of population growth (concept, causes)
2. Impact of population on environment
3. Remedial measures to control population growth

CHAPTER-V: UNDERSTANDING DISASTERS, DISASTER RESPONSES AND MITIGATION

1. Conceptual framework of disaster
2. Types of disasters
 - a) Natural :
 - i) Major
 - ii) Minor
 - b) Manmade:
 - i) Major
 - ii) Minor
3. Prevention and preparedness-
 - a) Disaster response at various stages
 - b) Emergency supply
 - c) Early warning systems and vulnerability reduction
 - d) Disaster financing : provisions and procedure
4. Relief
 - a) Damage and needs assessment
 - b) Addressing specific needs of vulnerable group
 - c) Therapeutic and action oriented approaches for intervention
5. Rehabilitation and recovery
 - a) Planning for rehabilitation and recovery displacement and resettlement

CHAPTER-VI ROLES OF SOCIAL WORKERS AND OTHERS

1. Roles and Responsibility at various level
 - a) Role of social worker in at agency and community level
 - b) Role of Government
 - c) Role of media

1. Sugamya Bharat

Social schemes **TRUCD 4.2 GOVERNMENT AND VOLUNTARY EFFORTS FOR,
RURAL AND URBAN COMMUNITY DEVELOPMENT**

Objectives:

1. Understand the policies and programmes for community development
2. Develop knowledge about policy formation and implementation

CHAPTER-I: IDEOLOGY OF COMMUNITY DEVELOPMENT

1. Emergence / genesis of community development programmes
2. Goals of community development
3. Fields of community development
4. Barriers in development process

CHAPTER-II: RURAL COMMUNITY DEVELOPMENT PROGRAMMES

1. Integrated Rural Development Programme (IRDP)
2. Integrated Waste Land development Programme (IWDP)
3. Draught Prone Area Programme (DPAP)
4. Desert Development Programme (DDP)
5. Rural Water Supply and Sanitation Programme (RWSSP)
6. Rural Employment Programmes for Poverty Alleviation

CHAPTER-III: RURAL COMMUNITY DEVELOPMENT SCHEMES

1. Sampoorna Grameen Rojgar Yojana (SGRY)
2. Pradhan Mantri Gram Sadak Yojana (PMGSY)
3. National Rural Employment Gaurantee Scheme (NREGS)
4. Rural Housing (RH)
5. Deendayal Upaddhya Gram Jyoti Yojana
6. Sansad Adarsha Gram Yojana
7. Pradhanmantri Kaushal Vikas Yojana (Skill India Mission)
8. Mudra Yojana

CHAPTER-IV: POLICIES AND PROGRAMMES FOR URBAN COMMUNITY DEVELOPMENT

2. Policies related to urban slums
3. Policies related to urban development
4. Government program for women empowerment, child welfare, public health programs (Kayakalp Scheme, Indradhanushya Scheme) and poverty alleviation programs
5. Urban development schemes-
 - a) Jawaharlal Nehru National Urban Renewal Mission (JNNURM)
 - b) Swarn Jayanti Shahari Rozgar Yojana (SJSRY)
6. Educational schemes
- 7.

CHAPTER-V: URBAN DEVELOPMENT PROGRAMS

1. National Urban livelihood Mission
2. State Urban livelihood Mission
3. Smart City Mission
4. Swatch Bharat Mission

TRUCD 4.3 ISSUES RELATED TO TRIBAL COMMUNITIES, SCHEMES AND WELFARE PROGRAMS

LEARNING OBJECTIVES:

1. To understand the Tribal issues, tribal policies, constitutional provisions and safeguards
2. To understand the administrative structure of for tribal development at Local, State and National level and contribution of bureaucracy in tribal development
3. To understand various welfare schemes and programs designed and developed for tribal development.

TOPIC 1:- BRIEF OVERVIEW OF ISSUES OF TRIBAL COMMUNITIES

1. Social Issues: Superstitions, addiction, exploitation
2. Livelihood Issues: Poverty, Indebtedness, Land alienation, Forest, Displacement, Unemployment, Migration
3. Educational Issues : accessibility, marginalization, illiteracy
4. Health Issues: accessibility, malnutrition, reproductive health issues of women, other health issue

TOPIC 2:- LEGISLATIVE PROVISIONS FOR TRIBAL DEVELOPMENT

1. Constitutional amendments, provisions and safeguards, 89th amendment for tribal development
2. Contribution of five year plan for tribal development – 20 point program, integrated tribal development, Tribal sub plan
3. PESA Act,
4. Protection of Civil Rights 1995

TOPIC 3:- GOVERNMENT ADMINISTRATIVE STRUCTURE AND VOLUNTARY AGENCIES FOR TRIBAL DEVELOPMENT

1. Role and Functions of National Tribal development commission
2. Role and function of State Tribal development commission and District and Local tribal development departments
3. Tribal Research and Training Institute
4. Joint Forest Management Committee

TOPIC 4:- POLICY AND PROGRAMS FOR TRIBAL DEVELOPMENT

1. Approaches to tribal development – Right based , Welfare, developmental and empowerment approach
2. Tribal Policy 2004
3. Special central Assistance Program

TOPIC 5:- SCHEMES FOR TRIBAL DEVELOPMENT

1. NGO : Vocational Training Centres in Tribal Areas
2. NGO: Schemes of Strengthening education among Scheduled Tribes Girls in a low literacy Districts
3. NGO: Scheme of Development of Particularly Vulnerable Tribal Groups (PTGs)
4. NGO: Scheme of Grant in Aid to Voluntary Organizations working for welfare of STs
5. SG : Eklavya Model Residential Schools (EMRS)
6. EDU: Vocational Training Centers in Tribal Areas
7. Other Important schemes for scholarships, fellowships etc

TOPIC 6:- ROLE OF SOCIAL WORKER AND VOLUNTARY AGENCIES IN TRIBAL DEVELOPMENT

1. Role of social worker in tribal development – As Facilitator, As Coordinator, As Planner,
2. Challenges before the community worker in addressing tribal issues of tribal development

FC4.1 WORK WITH SPECIAL GROUPS SYLLBUS

Objectives:

1. To understand the meaning and concept of special groups.
2. To develop knowledge about different policies and programs for special groups
3. To understand the problems of integration with wider society
4. To develop various intervention strategies for mainstreaming of special groups

CHAPTER - I CONCEPT & DEFINITION OF SPECIAL GROUPS

1. Meaning, concept and definition of special groups
2. Special groups in the context of deprivation
3. Causes of deprivation – genetic, physical, economic, psychological, social, Cultural
4. The nature of vulnerability of Special Groups

CHAPTER - II CLASSIFICATION OF SPCEIAL GROUPS

1. Families of the convicted
2. Families affected by HIV / AIDS
3. Chronic & Acute illnesses

CHAPTER - III HISTORCIAL PERSPECTIVE OF SPECIAL GROUPS

1. A Historical perspective on support, treatment, ameliorative services and rehabilitation for special groups and society's responsibilities towards these groups

CHAPTER - IV THE CONTITUTION, THE STATE AND SPECIAL GROUPS

1. Constitutional provisions, policy, directives, legal provisions etc
2. Human right perspectives and special groups

CHAPTER - V THE CONTRIBUTION OF VARIOUS MACHINERIES

1. Governmental machinery, voluntary organizations and international agencies in the process of prevention of disability

2. Review of existing organized and unorganized services and programs for various special groups
3. Main- streaming and assimilation of special groups in society
4. Developing programmes and services for treatment, care support, rehabilitation and development of special groups
5. Understanding the societal aspect of vulnerability of special groups and developing strategies for early identification and intervention for vulnerable Persons and groups

CHAPTER - VI SOCIAL WORK INTERVENTION AND SPECIAL GROUPS

1. Development of social work intervention plans and strategies for the rehabilitation and development of vulnerable special groups
2. Promoting intervention models for mainstreaming special groups and promoting self help

4.2 Social Work in Industry and Human Resource development

Learners Objectives:

1. To study the process of Industrialization in India.
2. To get an detail understanding of Scope of Social Work in Industry
3. To gain the knowledge about role Human Resource Manager and subsystem.
4. To analyze services and social security provided for development of employees.

CHAPTER I : HISTORICAL REVIEW OF INDUSTRIALIZATION IN INDIA

1. Trade Union Movement
2. Industry as a Social Organisation
3. Organization's Administrative Structure
4. Industrial Relationship

CHAPTER II : Services in Industry and Security

1. Statutory and non statutory services
2. Social Security -a) Social insurance. b) Social assistance
c) Social Security Act : Workmen's compensation act, 1926.
Factory act – 1948.
3. Need identification and development of services
4. Human approach in industry- social responsibility in industry-
5. Employee welfare and development of social work in industry

CHAPTER III : SOCIAL WORK IN INDUSTRY

1. Industry as an organization- responsibility of social worker in industry.
2. Role of social worker in industry with reference to -:
Absenteeism,
Physical health
Mental illness,
Adjustment work environment.
Family Support Services
3. Application of social work methods in industry, social work intervention

preventive, promo motive, developmental.

CHAPTER IV: HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT

1. Definition, concept, importance and objectives of, Scope and limitation of human resource development and management
2. Role of the personnel manager, human resource planning, definition and objective.
3. Employee training, need, type and importance of training.
4. HRD – subsystem- performance appraisal, potential appraisal, organizational development.

CHAPTER V: ORGANIZATIONAL BEHAVIOR

1. Employee Attitude
2. Motivation
3. Employees Status
4. Problem of Employees
5. Communication Pattern

FC4.3 Gerontology

CHAPTER –I Concept of population Ageing-

- A) Basic concepts in Gerontology, characteristics of population ageing, determinants of population ageing, demographic transition, demographic consequences.
- B) Roles, power and status of older persons-
Historical norms and practices in different cultural, urban/rural, tribal, age and gender context.

CHAPTER –II . Older persons and Family-

- A) Changing role and relation of older person with parents ,spouse, children, children – in-laws grandchildren and others.
- B) Issues of division of property, housing and social security.
- C) Issues of neglect, abuse, violence and abandonment
- D) Intervention needs – raising family awareness and family bereavement counseling

CHAPTER –III Health of older persons –

- A) Longevity and physical health (ill health, disabilities, care giving), mental , emotional and spiritual health, sexuality in old age.
- B) Review of health policies and policies for disabled and their implementation with references to older persons.
- C) Health intervention:
Periodical check up, information and awareness about prevention of problems , recreation and creative art programs ,spiritual discourses, counseling, physical aids and access to geriatric treatment.

CHAPTER –IV Older persons and livelihood-

- A) Work participation of older persons in the organized and unorganized sectors, economic situation of older persons, age related policies and laws for education, employment , retirement ,social security and pensions.
- B) Intervention needs: retirement planning, promoting savings, investments, training and opportunities for income generation, employment exchange and sponsorship programmes .

CHAPTER –V Policy legislation and schemes for Older persons :

- A) 2010 Review of National policy for older persons (1999)
- B) Schemes for the welfare of the aged, Institutional care, day care and mobile medicare units ,Laws affecting older persons policy and plans for the older persons

CHAPTER –VI Developmental Programmes for Ageing

- A) Development Programmes for preparation for Old Age
- B) Retirement planning
- C) Programmes for preparation for understanding death and bereavement
- D) Raising family and community awareness about ageing and death

Elective 4

Corporate Social Responsibility (CSR)

Course Objective:

1. To understand Corporate Social Responsibility (CSR) - The historical perspective, Concept, Nature and present scenario.
2. To understand the policies and different approaches to CSR.
3. To understand the various fields and scope of CSR.

Chapter I – Introduction to CSR

- Corporate Social Responsibility - Historical background, Meaning, Concept,
- Corporate Social Responsibility - Nature, Need, Scope & present scenario of CSR.

Chapter II – CSR Policies

- Approaches to corporate social responsibility – philanthropic, welfare, sustainable development
- Companies Act 2013 CSR Bill
- National CSR Policy, International Policies of CSR – Millennium Development Goals relation with CSR.

Chapter III – CSR an Emerging Field

- Significance of CSR and Direct and Indirect intervention areas in the context of Sustainable Social Development.
- CSR as a Emerging field for Social Work Practice.

Chapter IV – CSR and Social Work

- CSR project management - Volunteerism, HR & Employee's engagement in CSR- for social cause,
- CSR impact assessment – Social Audit