

## **FOURTH SEMESTER**

### **Course Code and Title: DSC4.1. Social Welfare Administration**

#### **Course Objectives:**

- To understand concept of social welfare and social welfare administration
- To understand Structure and components of social welfare administration
- To understand relevance of social welfare administration for social workers

#### **Learning Outcomes:**

- Able to understand concept of social welfare and social welfare administration
- Able to understand the Structure and components of social welfare administration
- Able to understand the relevance of social welfare administration for social workers

#### **Unit 1: Introduction to Social Welfare**

Social Welfare: Concept, Definitions, Nature and Scope

Social Welfare Administration: Concept, Definitions, Objectives, Nature, Principles, Functions and Scope Social Welfare Administration, Public Administration and Social Security Administration

#### **Unit 2: Structure of Social Welfare Administration**

Social Welfare Agencies: Concept, Forms and Functions

Social Welfare Administration at local and State Level

Social Welfare Administration at Central level and International Level

#### **Unit 3: Process of Social Welfare Administration**

Planning, Organizing, Staffing, Directing and Coordinating: Concept, Definitions, Types and Objectives

Reporting, Budgeting, Evaluation, and Feedback: Concept, Definitions, Types and Objectives

Human Resource Management: Meaning, Concept, Objectives, Scope and Functions

Human Resource Development, Training and Development

#### **Unit 4: Skills and Techniques of Social Welfare Administration)**

Programme / Project Development

Fund Raising and Resource Management

Public Relations, Networking, Referral Services, Decision Making, Conflict Resolution

## References:

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- Chowdhry, P.D., (1983). Social Welfare Administration. Delhi: Atma Ram Sons
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- Goel, S.L. & Jain, R.K., (1988). Social Welfare Administration: Theory and Practice, (Vol. I & II). New Delhi: Deep and Deep Publications.
- Kuppuswamy, B. (2010). Social Change in India. New Delhi: Vikas Publishing House (P) Ltd.
- Patti, R.J., (2000). The Handbook of Social Welfare Management. New Delhi: Sage Publications.
- Rao Vidya, (1987). Social Welfare Administration. Mumbai: Tata Institute of Social Sciences.
- Sachdeva, D. R., (1998). Social Welfare Administration in India. Allahabad, Kitab Mahal.
- Somesh, Kumar (2002) Methods for Community Participation: A Complete Guide for Practitioners, New Delhi: Sage Publication.
- UNDP (2001). The Monitoring and Evaluation Framework, UNDP, Toronto: University of Toronto Press.
- Wadia, A. & Hormasji, N. (1968). History and Philosophy of Social Work in India (2nd ed).Bombay: Allied publishers.

## **Course Code and Title: DSC4.2. Legal System and Social Legislation**

### **Course Objectives:**

- Explain the legal system and procedures in India.
- Elaborate the various social legislation
- Discuss the processes in public interest litigation and develops skills for the same.
- Comprehend the role of the police, prosecution, judiciary and correction

### **Learning Outcomes:**

At the end of the course the student should be able to:

- Acquire information on the legal rights of people.
- Develop an understanding of the legal system and get acquainted with the process of the legal system with emphasis on functioning in India.
- Understand the role of the police, prosecution, judiciary and correction.
- Gain insight into the problems faced by the people belonging to different strata of society, in interacting with this system.
- Develop an understanding of the processes and problems of public interest litigation and legal aid to marginalize.

### **Unit-I. Social Justice, Jurisprudence and Social legislation**

**Social Justice:** Meaning, Concept, and provision for Social Justice in Indian Constitution.

**Jurisprudence:** Concept and principles of jurisprudence in India.

**Social legislation:** Meaning, definitions and concept. Social justice as an essential basis of social legislations; Social legislations in a welfare state with special reference to India.

**Rights:** Concept and definitions of Rights; types of Rights; Rights of women and children; Scheduled Castes and Scheduled Tribes;

### **Unit-II. Division of Law and Legislations**

Division of Law: Substantive Law and Procedural Law.

Legislations pertaining to Social Institutions: Marriage, divorce, maintenance of spouse, adoption. Introduction of legislations for prevention of Crime and Deviance: Indian Penal Code (relevant chapters like of Offences against Public Tranquility, of Offences affecting the Public Health, Safety, Convenience, of Decency and Morals, of Offences relating to Religion, of Offences affecting the Human Body, of Offences relating to Marriage, of Cruelty by Husband or Relatives of Husband) Legislations pertaining to women.

### **Unit-III. Criminal Justice System in India:**

Criminal Justice System in India: Police: Structure, powers and functions and their role in maintaining peace and order in the society. Prosecution: Meaning, structure, its role in criminal justice, trial participation. Judiciary: Supreme Court, High Court-Constitution of Supreme Court

and High Court: Powers and functions. Sub-ordinate Courts-District Sessions Court, Magistrate Courts, and other subordinate courts. Constitution and functions of National Human Rights Commission, Women's Commission, Minority Commission.

Constitutional Remedies – I, Habeas Corpus, Mandamus, Prohibitions, Quo Warranto, Certioraris, Injunctions

#### **Unit-IV. Correction and Correctional Laws:**

Correction and Correctional Laws: Corrective measures as per Criminal Procedure Code, Probation of Offenders Act, Juvenile Justice (Care and Protection of Children) Act.

Legal Aid : Concept of legal-aid, history of legal-aid, persons needing legal-aid, legal-aid schemes.

Lok Adalat: Concept and Practice. Public Interest Litigation: Meaning, Concept, Process and Problems. Right to Information Act-Provisions and implementation.

Role of Social Worker: Social Work intervention, need, methods

#### **References:**

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- Desai, A.E. (Ed.) 1986, Violation of Democratic Rights in India, Vol. 1.
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- Iyer, V.R.K. 1981, Law Versus Justice: Problems and Solutions, New Delhi: Deep and Deep.
- Iyer, V.R.K. 1980, Justice and Beyond, New Delhi: Deep and Deep.
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- Iyer, V.R.K., 1980, Some Half Hidden Aspects of Indian Social Justice, Lucknow: Eastern Book Company.
- Kelkar R.V. 2006., Lecture son Criminal Procedure, Lucknow, Eastern Book Company.
- Khanna, H.R., 1980, The Judicial System, New Delhi: IIPA.
- Mathew, P.D., IIP. A Legal Aid Series, Delhi: Indian Social Institute.
- McDonald. W.F.(Ed.) 1979, The Presentator, California: Berkeley : Hill
- Newman, G. 1999, Global Report on Crime and Justice, New York: Oxford University Press.
- Nirmal Anjali. 1992, Role and Functioning of Central Police Organisations, New Delhi:

## **Course Code and Title: SWP4.3. Field Work Practicum-IV (Concurrent Field Work) (Social Work Camp)**

### **Course Objectives**

- To develop work plan in consultation with agency supervisor
- To continue practicing the methods of working with individuals and groups
- To identify and utilize human, material and financial resources
- To develop process-oriented skills of working with individuals, families and groups with special reference to social support system
- To develop skills of observation, interviewing, group discussion and leadership
- To develop skills of report writing and use of supervision (both agency and faculty)

### **Course Outcomes**

- Able to understand social work interventions in different areas
- Able to prepare work plan and its execution
- Able to form small groups with different age and gender groups
- Able to apply programme media skills in social work interventions
- Able to write process oriented reports and engage in meaningful discussions during supervisory conferences
- Able to develop the ability to link theoretical learning with practical realities

### **Field Work Tasks and Activities**

#### **1. Familiarization with agency**

Client group

What problems are being focused

What services are being provided

What is the role of social worker

Network with other agencies.

#### **2. Working with group using programme Media**

Organize programme media activities

Observe group dynamics

Practice skills in group discussion, programme planning and action.

#### **3. Report writing**

#### **4. Individual conferences.**

#### **5. Social Work Camp:**

Social Work Camp shall organize for Seven days' duration in a rural / tribal setting, is expected to provide opportunities to experience rural / tribal life, analyze its dynamics, and observe the functioning of government machinery (local self-government) and voluntary organizations. Objective of the camp is to provide the student with an opportunity to acquire skills in planning, organizing, handling regulations, decision making and collectively contribute to the chosen cause in the area where camp is held. Generally, camps are held in rural / tribal areas. However, if the department so desires the camps can be organized in relief areas, (disaster) tribal areas.

**Note:**

Though it is proposed that the student's placement would be agency based in 3<sup>rd</sup> semester and 4<sup>th</sup> semester, however, if there are insufficient number of organizations for field work, then student could be placed in the community setting.

**References:**

Subedar. I. S. (2001). Field Work Training In Social Work. Jaipur: Rawat Publications Sanjoy Roy (2012), Fieldwork in Social Work, Rawat Publication, Jaipur

Columbia University. (2015), Handbook for Student Social Work Recording, School of Social Work

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Narayana Rao, S. (2002). Counseling and Guidance. Tata McGraw-Hill Publishing Company Ltd O'Hagan, Kieran, et al (2003) Competence in Social Work Practice – A Practical Guide for Professionals, London

Tata Institute of Social Sciences(1998) Field Work Manual for First Year Social Work, Tata Institute of Social Sciences, Mumbai

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Learning Outcomes based Curriculum Framework (LOCF) for Bachelor of Social Work (BSW)(2019), [https://www.ugc.ac.in/pdfnews/1366718\\_Social\\_Work.pdf](https://www.ugc.ac.in/pdfnews/1366718_Social_Work.pdf)