

**BHARATHIAR UNIVERSITY,COIMBATORE-641 046**

**B.S.W (Bachelor of Social Work) with Diploma in NGO Management (CBCS Pattern)**

(For the students admitted during the academic year 2008-2009 and onwards)

**SCHEME OF EXAMINATIONS : CBCS PATTERN**

Part	Study Components	Course Title	Ins. hrs / week	Examinations				Credits
				Dur.Hrs	CIA	Marks	Total	
<b>SEMESTER –I</b>								
I	Language-I		6	3	25	75	100	3
II	English-I		6	3	25	75	100	3
III	Core I – Introduction to Social Work		5	3	25	75	100	4
III	Core II – Man and Society		5	3	25	75	100	4
III	Allied Paper I : Fundamentals of Counselling		6	3	25	75	100	5
IV	<b>Environmental Studies #</b>		2	3	-	50	50	2
<b>SEMESTER –II</b>								
I	Language-II		6	3	25	75	100	3
II	English-II		6	3	25	75	100	3
III	Core III – Methods of Social Work		5	3	25	75	100	4
III	Core IV – Human Growth and Development		5	3	25	75	100	4
III	Allied Paper II : Women and Development		6	3	25	75	100	5
IV	<b>Value Education – Human Rights #</b>		2	3	-	50	50	2
<b>SEMESTER –III</b>								
I	Language-III		6	3	25	75	100	3
II	English-III		6	3	25	75	100	3
III	Core V– Human Rights, Social Justice and Social Work		4	3	25	75	100	4
III	Core VI – Indian Social Problems (Rural and Urban)		4	3	25	75	100	4
III	Allied : III - Entrepreneurial Development		5	3	25	75	100	5
IV	<b>Skill based Subject 1 (Diploma) : Project Management</b>		3	3	25	75	100	3
IV	<b>Tamil @ /Advanced Tamil # (or)Non-Major Elective–I: Yoga for Human Excellence # / Women’s Rights #</b>		2	3	75		75	2
<b>SEMESTER –IV</b>								
I	Language-IV		6	3	25	75	100	3
II	English-IV		6	3	25	75	100	3
III	Core VII – Social Work Research and Social Statistics		4	3	25	75	100	5
III	Core VIII – Field Work Practical (Observation Visits and Rural Camp)		4	3	40	60	100	5
III	Allied : IV Computer and Office Automation		5	3	25	75	100	5
IV	<b>Skill based Subject 2 (Diploma):Fundamentals of Accounting</b>		3	3	25	75	100	3
IV	<b>Tamil @ / Advanced Tamil # (or) Non-major elective -II : General Awareness #</b>		2	3	75		75	2

<b>SEMESTER –V</b>							
III	Core IX – Social Welfare Administration	7	3	25	75	100	4
III	Core X – Disaster Management	7	3	25	75	100	4
III	Core XI – Field Work Practicals – Placement	8	3	40	60	100	5
III	<b>Elective-I</b> – Social Legislation	5	3	25	75	100	5
IV	<b>Skill based Subject 3 (Diploma)</b> <b>Population, Society and Environment</b>	3	3	25	75	100	3
<b>SEMESTER –VI</b>							
III	Core XIII – Community Development	6	3	25	75	100	4
III	Core XIV - Social Work in Hospitals	6	3	25	75	100	4
III	Core: Field Work/Practicals – Block Placement	5	3	40	60	100	4
III	<b>Elective-II</b> – Social Work in Industries	5	3	25	75	100	5
III	<b>Elective –III</b> - Social Work : Family and Child Welfare	5	3	25	75	100	5
IV	<b>Skill based Subject 4 (Diploma)</b> <b>Community Programmes and NGO’S</b>	3	3	25	75	100	3
V	<b>Extension Activities @</b>	-	-	-	-	50	1
<b>Total</b>						<b>3600</b>	<b>140</b>

@ No University Examinations. Only Continuous Internal Assessment (CIA)

# No Continuous Internal Assessment (CIA). Only University Examinations.

<b>List of Elective Papers (Colleges can choose any one of the paper as electives)</b>		
<b>Elective – I</b>	A	<b>Social Legislation</b>
	B	<b>Social Policy *</b>
	C	<b>Corporate Social Responsibility *</b>
<b>Elective – II</b>	A	<b>Social Work in Industries</b>
	B	<b>Correctional Social Work *</b>
	C	<b>Social Work with Aged (Gediatric Social Work) *</b>
<b>Elective - III</b>	A	<b>Social Work : Family and Child Welfare</b>
	B	<b>Youth Welfare *</b>
	C	<b>School Social Work *</b>

\* Syllabus yet to be submitted

## **INTRODUCTION TO SOCIAL WORK**

### **UNIT I**

Basic concepts – social work: meaning, definitions, objectives and functions – Social welfare: meaning, scope and objectives - social service: meaning, difference between social service and social work - concept of social reform- social action – social security.

### **UNIT II**

Religious thoughts of India – Hinduism- Christianity, Supreme Values of man, Modern Indian social thinkers: Swami Vivekananda, Gandhiji, Ambedkar and E.V.R

### **UNIT III**

Basic values of human life, Philosophy of social work, professional ethics, skills, roles and functions of social worker.

### **UNIT IV**

Historical development - Social work in the West and in India. Voluntary Social work and role of Non Governmental social welfare Agencies.

### **UNIT V**

**Methods and Fields of social work** : Casework, group work, community organization, social action, social work research and social welfare Administration - **Fields of social work**: Labour welfare, Medical and Psychiatric social work, community development, correctional social work, Youth welfare and school social work.

### **References:**

- |                    |  |
|--------------------|--|
| Gangrade, K. D     | Dimensions Of Social Work, Marwah Publications, New Delhi                      |
| Gore, M.S (1965)   | Social Work and Social Work Education, Asia Publishing House                   |
| Kadushin           | Supervision in social work<br>Rawat publications, Jaipur                       |
| Mishra.P.D         | Introduction to Social Work,Sage,New Delhi.                                    |
| Paul Chaudry       | Introduction to Social Work, Atma Ram & Sons,                                  |
| Rameshwari Devi    | Social work practices  |
| Ravi Prakash       | Mangal Deep Publications, Jaipur   |
| Shaikh Azhar Iqbal | Principles and practices of social work<br>Sublime publications, Jaipur, India |
| Subhedar. I.S      | Field work training in social work<br>Rawat publications Jaipur and New Delhi  |

## MAN AND SOCIETY

### UNIT I

Concept of Society. Individual and Society. Basic Elements- Group, Community, Institution and Association- - Complexity of Indian Society - Demographic Characteristics of Indian Society. Demographic variables and Malthusian Theory.

### UNIT II

Socialization: concept, Importance and Functions. Agencies of Socialization.  
Culture : concept, Characteristics – Influence on Individuals, Cultural Conflict, Impact of Cultural Change – Cultural lag.

### UNIT III

Indian family system: Marriage - forms, functions, changes in mate choice and ceremonies. Family - forms, Characteristics, functions and contemporary changes. Conflict, break down, adjustments.

### UNIT IV

Caste system: Characteristics, Traditional Varna system, theories . Modern Trends of Caste System in India. Social Stratification – Definition and Characteristics. Caste and Class.  
Social Control – meaning , Characteristics , Agencies of social control- social sanctions.

### UNIT V

Welfare state: Concept, need, characteristics- India as a welfare state- Social Change: Definition, concept, types and theories of social change in India. Gender roles and inequalities.

### References:

Ahuja Ram , (1999)

Social Problems in India, Rawat  
Publication, Jaipur.

Sankar Rao. K.N. (2000),

Sociology, S.Chand & Company Ltd, New  
Delhi.

Bhusan, Vidya & Sachdeva. D.R., (1995)

An Introduction to  
Sociology, Kitabmahal, Allahabad.

**Other References:**

- |   |  |
|---|--|
| Elliot And Merrill<br>Ghurye, G.S. Caste,<br>Prakashan<br>Jayaraman, Raja | Society And Culture, Prentice Hall Inc<br>Class And Occupation, Bombay, Popular  |
| Kapadia K.M   | Caste And Inequality In India, New<br>Delhi, Hindustan<br>Family Marriage In India, New Delhi,<br>Oxford University<br>Press   |
| Mac-1ver And Page   | Society, An Introductory Analysis,<br>London, Macmillan  |
| Madan G. R<br>Nagpaul, Hans   | Indian Social Problems, Vol 1 11<br>Study Of Indian Society, A Sociological<br>Analysis Of Social Welfare And Social<br>Work Education, S. Chand & Co. New<br>Delhi. |
| Natarajan, S,   | Century Of Social Reforms, Bombay,<br>Asia Publishing<br>House   |
| Prabhu, Radharinath   | Hindu Social Organization, Bombay,<br>Popular Prakashan  |

**FUNDAMENTALS OF COUNSELLING**

**Unit I**

Meaning and definition of the term counselling – Goals and objectives of counseling – scope of counselling.

**Unit II**

Counselling and Guidance – Counseling and psychotherapy Counselling and advice – counselling and direction – Counselling and assistance – Counselling as profession.

**Unit III**

Psychoanalytical model and behaviour modification and counselling.

**Unit IV**

Factors influencing counselling relationship; namely, social, emotional, religion, sex, age, etc – Basic principles and processes of counseling .

**Unit V**

Counselling with different Groups- skills , roles & Functions of the counsellor .

### References ;

1. Narayana Rao - Counseling psychology
2. Pandit J.L - The orld of work (Orient Longmans, Madars , 1970)
3. Shertzon and Stone - Fundamentals of counseling
4. Fuster J.M - Per onal counseling
5. Wallis J.H - Counselling and social Welfare London routledge and kegan paul, 1970
6. Tobber E.L - Introduction to Counselling New **Yark Graw Hill Ltd. 1959.**

## METHODS OF SOCIAL WORK

### UNIT I

Social case work – definition , objectives, scope , principles and process (study , Diagnosis and intervention)- roles of a case worker.

### UNIT II

Social group work – definition, objectives and scope, types of groups and group processes – Group work process - roles of a group worker.

### UNIT III

Community organization – definition , objectives and scope, principles and processes - roles of a community organizer.

### UNIT IV

Indirect methods of social work – social work administration Basic administrative practices – social legislation - importance for social work practice.

### UNIT V

Social action and its importance for social work practice . social work Research – meaning, aims, objectives and scope.

### References:

- 1) M S Gore - social work Education Asia publishing House 1969.
- 2) Gisala konpka - Social group work – A helping process New Jercy : Prentice Hall
- 3) Fred Milson - Skills in Social group work
- 4) Norman polusky - social work Research Chicago : The university of Chicago press
- 5) Gangrade K D - Community organization in India Bombay : Popular Prakasahn
- 6) Hamilton , Gorden - Theory and practice of social case work New York : Columbia university press
- 7) Govt. of India, Social - Its role in social welfare New Dehli : Publications Legislation Division Goal SI & Jain social

## **HUMAN GROWTH AND DEVELOPMENT**

### **UNIT I**

Meaning of Growth and Development, Developmental tasks, Developmental stages:. Conception, pregnancy and Delivery.

Infancy : Major adjustments of Infancy

Babyhood : Emotional behavior in baby hood- Hazards of Baby hood

Early childhood : Emotional and social behavior

Late childhood : Emotional and social behavior

### **UNIT II Puberty**

Causes and age of puberty- body changes at puberty- effects of puberty changes: Developmental tasks of Adolescence.

### **UNIT III Early and Late Adulthood**

Developmental task of early adulthood- Vocational, marital, social adjustments- late adulthood – adjustments to parenthood.

### **UNIT IV Middle age**

Developmental tasks of middle age- social adjustment- adjustment to physical changes- vocational and marital hazards of middle age

### **UNIT V Old Age**

Characteristics of old age – developmental tasks of old age, adjustments to retirement- adjustment to loss of spouse – Life hazards of old age.

### **References:**

- |                     |  |
|---------------------|--|
| Bhatia H R (1972 )  | Abnormal Psychology - Bombay- Oxford IBH Publications.             |
| Coleman J C (1978 ) | Abnormal Psychology And Modern Life, Bombay - Tarapuriwala         |
| Hurlock E B (1975)  | Developmental Psychology   |
| Munn (1969)         | Introduction To Psychology-Bombay Oxford- IBM Publication          |
| Morgand King (1975) | Introduction To Psychology, New Delhi<br>Tata Mcgraw Hill Co. Ltd. |
| Kuppuswamy B        | Child Behaviour And Development                                    |
| Linda L David Off   | Introduction To Psychology   |

## WOMEN AND DEVELOPMENT

### UNIT I

Women and development – their roles in family – community and society – status of women – values with reference to Indian women.

### UNIT II

Women and family – Family structures – Women’s roles in decision making in the family.

### UNIT III

Problems of women – child marriage, dowry , female infanticide, and foeticide educational backwardness, deserted and divorced women , prostitution – trafficking – rape – women and media- Empowerment of women.

### UNIT IV

Working women – women employment – working women and their problems – women in Industry – women in agriculture – women and self employment.

### UNIT V

Women and Health – health services – Food and Nutrition - Education – Family welfare - Women and laws.

1. Medical Termination of pregnancy Act, 1971.
2. Equal remuneration Act,1976.

Central and State Government Welfare programmes for women.

### References:

1. Mazumdar, V (ed) : women in changing society symbols of power , Bombay: Allied publishers
2. Desai , N and Krishnaraj, M 1987 : women and society in India. Delhi : Ajanta publishers
3. Augutine , (Ed) : Indian family in transition New Delhi : Vickas publishing house.
4. Bhasin , K and Agarwai, B 1984 : Women and Media Analysis Alternatives an Action , New Delhi , Kali for women
5. Benerjee, Nirmala : Indian women in a changing industrial scenario.
6. Gopalan C & Balasubramaniam SC : Indian council of medical research ,1963  
Hyderabad



## **HUMAN RIGHTS, SOCIAL JUSTICE AND SOCIAL WORK**

### **UNIT I**

Human rights –Meaning, concept - classification of rights- Moral rights – Legal rights- Civil rights- political rights- Human rights and Issues of social justice..

### **UNIT II**

Human rights concern- The UN Declaration of Human rights- Fundamental rights and Duties under the Indian Constitution- Directive principles of State Policy(DPSP).

### **UNIT III**

Human rights of Emerging Sectors- Children’s rights- Refugees-Indigenous people- Contemporary issues in Human rights – Female infanticide, child labour ,bonded labour. Dalit and Human rights.

### **UNIT IV**

Women rights – Problems of women- child marriage, rape, torture, dowry, wage disparities in agricultural and Industrial sectors, gender bias- Empowerment of women. Role of Government and Nongovernmental organization in solving women problems.

### **UNIT V**

Role of social work(Voluntary organization) in relation to Human rights. National Human rights commission, State human rights commission, Human rights court- Public Interest Litigation(PIL), Legal Aid, lok adalats, role of advocacy, role of social action..

### **References:**

Biswal Tafan	2003	Social work and Human rights: New Delhi: Rawat
Hobhouse L.T	1922	Elements of social justice, London: Allen and Unwin.
Jagannadhan .V.	1978	Administration and social Change, New Delhi. Uppal.
Malhotra . M. (ed)	1992)	Anthropology of development, Mittal publications, New Delhi,
Paramahamsa V.P.K.	1984	Rural transformation: Readings, Hyderabad: National Institute of Rural Development,
Richard B Brandt (Ed)	1962	Social justice, Prentice - hall, Inc, N J 1962
Sivagami Paramasivam	998	Human rights – A study, Salem: Sriram Computer prints and offset.
Varma	1980	Reservation, India, Law and the Constitution,Allahabad: Chugh.

### **INDIAN SOCIAL PROBLEMS ( Rural & Urban)**

**UNIT I**

Social Problem-Concept-Meaning-Characteristics-General Causes-Effects-Remedial measures- Social organization-Social disorganization -Family disorganization- Individual disorganization-Deviant Behavior-meaning-types.

**UNIT II**

Rural social problems-Concept-Meaning-Illiteracy-Poverty-Unemployment-Untouchability-Exploitation and Bonded Labour-Caste dominance and Communal riots.

**UNIT III**

Urban social problems-Concept –Meaning- Problems of Socialization and Isolation-Juvenile delinquency- Child Labour-Prostitution-Alcoholism-Drug addiction –STD and AIDS-Problems of Housing and Slums.

**UNIT IV**

General Social Problems-Vagrancy-Beggary-Corruption-Issues related to consumer Protection-Environmental Pollution-Dowry and Divorce-Suicide-Crime Terrorism.

**UNIT V**

Problems of Vulnerable Groups-Physically handicapped-Mentally handicapped-Problems of the destitute and Elderly-Role of Social Worker-Voluntary Organizations.

**References:**

- |                      |        |   |
|----------------------|--------|---|
| Agarwala S N (ed)    | (1992) | India's Population Problem<br>Bombay: Asia                                      |
| Bhattachary          | (1994) | Social Problems in India, Issues and Perspectives, New Delhi: Agency.           |
| Chandra S            | 1983)  | Sociology of Deviation in India<br>New Delhi: Allied .                          |
| Elliot & Merrial     | 1980   | Social Disorganization.   |
| Mamoria C            | 1989   | Social Problems (Indian) Vol I & Vol II<br>Bombay: Allied Publishers.           |
| Madan GR             | 1986   | Indian Social Problems Vol  |
| Nanavanthi & Anjaria | 1990   | Indian Rural Problems.<br>Bombay: Vira & Compan.                                |
| Ram Ahuja            | 1993   | Social Problems in India<br>Jaipur: Rowat .                                     |
| Robbins A.J          | 1957   | Mental Hospitals in India and Social Work Services, Delhi School of Social Work |
| Usha Bhatt           | 1963   | The Physically Handicapped in India<br>Bombay: Popular,                         |

**UNIT I**

Concept of entrepreneurship- Definition, characteristics and functions of entrepreneur-types of Entrepreneur- Need for training and development- EDP- Phases of EDP- Development of women Entrepreneurs and rural Entrepreneurs.

**UNIT II**

Institutional finance to entrepreneurs –SFCs- SIDCs- SPCOT- commercial Banks- UTI- Small Industries Development Bank.

**UNIT III**

Special Agencies for entrepreneurs- DICs- SIDO-NSIC-SISIs-Indian Investment Centre- Khadhi and Village Industries Commission.

**UNIT IV**

Incentives and subsidies- Subsidy scheme for selected categories of Industries- subsidy for feasibility report /studies, Exemption from power cut, concessional power tariff, concession in water Royalties, interest free sales tax loan, stamp duty exception, special concession for SC and ST entrepreneurs

**UNIT V**

Industrial Sickness- causes and consequences of Industrial sickness, corrective measures- Government policies for small scale enterprises.  
Project identification - meaning and classification of project- project formulation – concept, significance and elements of project formulation – Evaluation and project report.

**References:**

Khanka S.S	1999	Entrepreneurial development New Delhi: S.Chand.
Paramjeet Kaur	1994	Women entrepreneurs, New Delhi: Blaze.
Saravanavel .P	1987	Entrepreneurial Development, Chennai: Esspeekay.
Srinivasan. N.P.	1999	Entrepreneurial Development New Delhi: S.Chand.

## **DIPLOMA IN NGO MANAGEMENT**

### **DIPLOMA PAPER – I : PROJECT MANAGEMENT**

#### **Unit – I**

Project Management: concepts, tools and techniques; The Project manager: Manager's role and functions; Project preparation: Guidelines for drafting a Project.

#### **Unit – II**

Planning: nature, purpose, steps, types, merits and demerits; Organising: nature, purpose departmentation, span of control, delegation, centralization and decentralization.

#### **Unit – III**

Staffing: nature and purpose, components of staffing; Controlling: concepts and methods; Coordinating: need, principles, approaches for effective coordination

#### **Unit – IV**

Monitoring: Formulation of objectives; Designing a monitoring system; Participatory monitoring process; Reporting ongoing and the completed project.

#### **Unit – V**

Evaluation of projects: types, procedures and processes; Participatory evaluation: Evaluation and reporting of an ongoing/completed project; Participatory Rapid Appraisal (PRA); Management Information System (MIS).

#### **Suggested Readings**

1. Nagarajan K. 2001. *Project Management*. New Delhi: New Age International.
2. Desai, Vasant. 1997. *Project Management*. Mumbai: Himalaya Publishing House
3. Singh, Narendra. 1998. *Project Management and Control*. Mumbai: Himalaya Publishing House.
4. Terry, G. *Principles of Management*.
5. Karmakar, K.G. *Rural Credit and Self Help Groups: Micro Finance*.
6. Narayanasamy, N. et al. 2001. *Suya Uthavi Kulukal Melanmai* (Tamil). Gandhigram: Gandhigram Rural Institute.

## **SOCIAL WORK RESEARCH AND SOCIAL STATISTICS**

### **UNIT I**

Social work research : meaning, objectives, functions, types and limitations – identification of the area for research: selection and formulation of problems – formulation of assumptions – hypothesis: meaning, characteristics of a good hypothesis, sources and types of hypothesis – review of literature.

### **UNIT II**

Research design: definition and importance of research design – types of research design: qualitative, quantitative, exploratory, diagnostic and experimental – steps involved in conducting a research.

### **UNIT III**

Social survey: definition, objectives and scope – case study – historical study – comparative study – participatory research: nature and significance.

### **UNIT IV**

Sources and types of data: primary data: observation – interview schedule – questionnaire – pretest and pilot study – sociometry – secondary data: personal documents, public documents – classification of data and analysis – research report – format and types.

### **UNIT V**

Sampling and level of measurement : definition and types of universe – sampling designs: probability sampling: simple random, systematic, stratified, cluster, proportionate and disproportionate sampling – non-probability sampling methods: purposive, judgment, quota snowball sampling – Average: arithmetic mean, median, mode – Dispersion: mean deviation, standard deviation – use of computer for statistical analysis.

### ***References:***

- |                        |      |   |
|------------------------|------|---|
| Devadas P.Rajammal     | 1969 | A Handbook on methodology of Research, Coimbatore : Vidyalaya.  |
| Goode William and Hatt | 1952 | Methods in social Research, Newyork: McGraw Hill.               |
| Gupta S.C              | 1984 | Fundamentals of Statistics, Bombay, Himalaya.                   |
| Kothari C.R            | 1998 | Research Methodology Techniques and Trends, New Delhi: Printer. |
| Ramachandran P.        | 1999 | Survey Research for Social Work, Bombay: TISS.                  |
| Young P.V              | 1956 | Methods of Social Survey and Research, USA:Prentice Hall.       |

## COMPUTER AND OFFICE AUTOMATION

### UNIT I

Introduction to computers- definition, evaluations, generations, types of computers- Analog, digital and hybrid and special purpose, micro mini, main frame computers.

### UNIT II

Hardware, block diagram of computer, I/O devises, memories –primary –RAM, ROM, EPROM, EEPROM, secondary storage devises.

### UNIT III

Software, definition, categories – System, Applications, Programming Languages, Packages, O.S- Evolution, Single users Vs Multi users, Time sharing Multi Program, Multi tasking, Multi processing, basic commands of MS –DOS &UNIX /NOVELL.

### UNIT IV

Problem Solving through basic algorithms, Flow chart, Symbols, Simple algorithms to illustrate the problem solving technique. Basic language- constant, variables, key words, built in functions, control statements, arrays, subscripts, user-defined functions and sub programmes.

### UNIT V

M.S WORD – basics, using of text, word editing techniques, using templates.  
M.S Power point – basics-, editing text, adding subordinate points, Running an Electronic slide show.  
MS Excel- entering data, selecting ranges, creating graphs.  
Use of Inter Net Explore.

### *References:*

Texaliny. R.K (1998):

P.C Software for Windows made Simple.  
New Delhi: Tata Mc Graw Hill

## DIPLOMA IN NGO MANAGEMENT

### DIPLOMA PAPER – II : FUNDAMENTALS OF ACCOUNTING

#### **Unit – I**

Book keeping: Definition, objectives, systems; Book of Accounts: Day book, Ledger accounts; Recording of Transactions: kinds of accounts; Rules for debit and credit.

#### **Unit – II**

Trial Balance: meaning, objectives, scope, preparation, error and rectification; Proforma Invoice; Stock Register.

#### **Unit – III**

Final Accounts and Balance Sheet: Definition, objectives and preparation of trading accounts; Profit and Loss Account and Balance Sheet.

#### **Unit – IV**

Accounting for Non-Profit Organisation: Receipts and Payments Account, Income and Expenditure Account; Balance Sheet; Maintenance of Project Account.

#### **Unit - V**

Accounting Information System: meaning and importance, end users; Financial Statements: limitations, rearrangement and modification, Accounting vs. Reporting formats; Preparation of Reports: Statement of Accounts, Statement of Inventory, Cash Flow Summaries.

#### **Suggested Readings**

1. Krishnaswamy, O.R. 1980. *Cooperative Account Keeping*. New Delhi: Oxford and IBH Publishing Co.
2. Maheswari, S.N. 1993. *Financial Accounting* New Delhi: Vikas Publishing House.
3. Grewaal, T.S. *Introduction to Accountancy*. New Delhi: S. Chand & Sons.
4. Gupta, R.L. *Advance Accounting*. Vol. I. New Delhi: S. Chand & Sons.

## SOCIAL WELFARE ADMINISTRATION

### **UNIT I**

Social welfare administration – Concept –Definition –objectives, principles and scope of social welfare administration.

### **UNIT II**

Administration process – planning, organizing, staffing, direction, Coordination, reporting, budgeting, decision making.  
Leadership and communication.

### **UNIT III**

Personnel administration –concept –definition –Staff selection –orientation- placement – staff morale – supervision – evaluation – public relations – fund raising.

### **UNIT IV**

Voluntary social welfare organizations: Structure – functions and problems of voluntary organizations in India – Role of voluntary organizations in planned social change – Functioning of Boards and Committees.

### **UNIT V**

Central Social Welfare Board and state social welfare advisory board, Departments of social welfare at the centre and state levels – Programmes, Activities, functions, Aiding process.

### References:

- |                      |      |   |
|----------------------|------|---|
| Batattacharia sanjay | 2006 | Social work administration and development, NewDdelhi, Rawat.           |
| Choudry .D. Paul     | 1991 | : Voluntary social welfare in India, New Delhi, sterling.               |
| Choudry D.Paul;      | 2000 | Social Welfare Administration, Lucknow, Atmaram and sons                |
| Friedlander.W.A      | 1958 | Introduction to social welfare New Delhi., Prentice Hall.               |
| Gangarde,Y.D.        | 1978 | Social Legislation in India Vol I andII, New Delhi, concept .           |
| Goel .S.L& Jain R.K: | 1998 | Social Welfare Administration (Vols I&II)                               |
| Kulkarni.P.D         | 1978 | The central social welfare Board New Delhi: Asia.                       |
| Pandey S.K.          | 2007 | Social welfare Administration, New Delhi, Mahaveer and sons             |
| Rameshwari Devi      | 2001 | Social welfare Administration, Jaipur, Mangal deep publication, Jaipur. |
| Sachdeva :D.R.       | 1978 | Social Welfare Administration in India, Allahabad, Kitab Mahal.         |



## **DISASTER MANAGEMENT**

### **UNIT I**

Disaster-meaning, concept-Natural Disaster- floods, earthquake, draught, volcanoes, forest fires, coastal hazards, and landslides.

### **UNIT II**

Manmade Disaster-Chemical and Industrial Accidents, Accidental explosions, Bomb blast, nuclear disasters, Pollutions.

### **UNIT III**

Factors influencing Natural and Manmade disaster-political, economic, social, cultural,  
Ideological, Ecological, institutional, scientific and technological. Disasters and Development-causes and consequences.

### **UNIT IV**

Disaster Management-Control plan, emergency preparedness. Disaster management cycle-Post disaster review, results of exercises, prevention , mitigation, preparedness. Intervention of State in Disaster.

### **UNIT V**

Role of Voluntary organization in Disaster Management, Social Work intervention in Disaster-resource mobilization, working with other professionals,

### **References:**

Indu Prakash (1994)

Disaster Management  
Rashtra Prahari Prakashan.  
Sahibad, Gaziabad.

Narayan B. (2000)

Disaster Management  
A.P.H. Publishing Corporation,  
New Delhi.

## **DIPLOMA IN NGO MANAGEMENT**

### **DIPLOMA PAPER – III : POPULATION, SOCIETY AND ENVIRONMENT**

### **Unit – I**

Components of population change: Fertility and Mortality: concepts, definitions, data sources, basic measures, influencing factors, levels and trends; Migration: concepts, definitions, types, identifying migrants, levels and trends.

### **Unit – II**

Social consequences of demographic change: Changes in fertility, mortality and migration, marriage, family, kinship, lifestyle and society; Social legislation and social change.

### **Unit – III**

Population and socio-economic changes: inter-relationships, Social consequences of demographic changes: beggary, prostitution, crimes, juvenile delinquency, dowry, poverty, illiteracy and unemployment, urbanization and the growth of slums; unhygienic environment and unhealthy conditions.

### **Unit – IV**

Ecology and Environment: Definition, meaning, importance and need; Ecosystem: relationship between man and environment; Over population; Environmental Deterioration: Air pollution, water pollution, noise pollution and solid waste disposal; Resource depletion.

### **Unit – V**

Sustainable development: concepts and meaning; Agenda for sustainable development – a paradigm shift; Strategies and Agencies for sustainable development.

### **Suggested Readings**

1. Bhenda, Asha A. and Kanitkar, Tara K. 2001. *Principles of Population Studies*. Mumbai: Himalaya Publishing House.
2. Mishra, Bhaskar D. 1980. *An Introduction to the Study of Population*. Madras: South Asian Publishing Pvt. Ltd.
3. Bose, Ashish. 1970. *Population in India's Development*. London: Allen and Unwin.
4. Nam, Charles. 1968. *Population and Society*. Boston: Houghton Mifflin Co.
5. United Nations. 1978. *The Determinants and Consequences of Population Trends*. New York: Department of Economics and Social Affairs.
6. Peterson, William. 1970. *Population*. New York: Macmillan.
7. Chandrasekhar, S. *Infant Mortality, Population Growth and Family Planning in India*. London: George Allen and Unwin.
8. Dubey, R.M. 1981. *Population Dynamic in India*. New Delhi: Chung Publication.
9. Bhargya, Gopal (ed.). 1981. *Urban Problems and Policy Perspective*. New Delhi: Abinavy Publication, 1981.
10. United Nations. *Methods of Measuring Internal Migration ST/SAO/Series AA/47*

## **COMMUNITY DEVELOPMENT**

### **UNIT I**

Origin and development of community development : Meaning, need, early experiments: - Srinikethan, Marthandom and Gurgaon. Pilot projects: - Nilokehri experiment, Firka Scheme, Extension: Principles and methods.

### **Unit II**

Rural community development - concept, principles, need-programmes : IRDP, ITDP, TRYSEM, Swarna jayanthi Gram Swarozgar Yojana, Rural Housing Schemes, NRCP, Rural Sanitation Programme, Watershed Development, role of NIRD and SIRD.

### **Unit III**

Local self government- Local self-government in ancient India, during Mugal and British period. Panchayat Raj system, Role and function of village president, chairman, BDO. Constitutional (73<sup>rd</sup>) amendment, state legislation strengths and weakness.

### **Unit IV**

Urban community : Urban - meaning, classification and characteristics. Slum: - meaning and types. Tamilnadu slum clearance Board, Tamilnadu housing board, Chennai Metropolitan development authority.

### **Unit V**

Urban community development: Urban community development: Meaning, need, principle, Urban Programmes, IUDP, UBS, Swarna jayanthi shahari Rozgar Yojana, Urban self-employment schemes. Development of Women and Children in Urban Areas (DWCUA). District Rural Development Agency (DRDA), Land Reforms Schemes, National Social Awareness Programme (NSAP), Employment Assurance Scheme (EAS).

### **References:**

- |                                  |  |
|----------------------------------|--|
| Bhadouria and Dua 1986           | Rural development strategies and Perspectives; Delhi, Anmol.                                     |
| Bose, Ashian 1974                | Studies in India's Urbanization 1901 to 1971, New Delhi, Tata Mcgraw Hill.                       |
| Cedric Payn 1990                 | Housing and Urbanization: A study of India, New Delhi, Saye .                                    |
| Centre for urban studies (1978 ) | Urban planning and Development Authorities, Newdelhi, Indian Institute of Public administration. |
| Dahama O.P ( 1988 )              | Urban development in India, New Delhi: Inter India.  |

Desai and Devadas Pillai ( 1970 )	Slums and urban development, New Delhi: Ashish.
Dube, K.K.(2000)	Urban development in India, New Delhi India.
Dubey M.K. (2000)	Rural and urban development, New Delhi, Common wealth.
Mohanty B. (1993 )	Municipal system in India, New Delhi, Ashish.
Rjeswar dayal (1962)	Community development programmes in India Allahabad, kitab mahal.
Ram K. VERMA 1996	Development Infrastructure for Rural Economy, jaipur, prit well.
Sharma, R.N.1975	Textbook of urban sociology, meerat, Rajhans.
Singh, Dr	Panchayat Raj and Rural Organization, Allahabad: Charugh.
Sivani, N.V.1966	Urbanization And Urban India, New Delhi:Asia.
Thohu, M and Om prakash 1989	Integrated Rural Development, (vol.1-1V) Bangalore: Sterling.
Thundipara Jacob, Z,(1993)	Uurban community Development, New Delhi : Rawat.

#### **USEFUL PUBLICATIONS (1999-2000) :**

The first edition of **India Rural Development Report-1999** brought out by NIRD focuses on the theme of "Regional Disparities in Development and Poverty". This is a maiden effort to comprehensively analyze various facets of rural development: agriculture, labour, infrastructure, gender and environment to capture the variations in development at sub-state level covering all the 78 National Sample Survey Regions across the country.

**Vasundhara – an anthology of land resources in India**, compiled by Department of Land Resources.

The **Wastelands Atlas of India**, the first of its kind, by the Department of Land Resources, in collaboration with the National Remote Sensing Agency (NRSA), Hyderabad, represents an important landmark in the ongoing efforts aimed at identifying the nature and extent of wastelands/degraded lands. For the first time, an authoritative figure of 63.85 million has been provided for the extent of Wastelands in the country, grouped into 13 categories. In percentage terms this accounts for 20.17% of total geographical area.

**Annual Report** of the Ministry.

## **SOCIAL WORK IN HOSPITALS**

### **UNIT I**

Hospital – meaning –definition, nature and functions of hospital- classification of hospitals-based on objectives, based on ownership, based on system of medicine and based on the size of hospitals.

### **UNIT II**

Different departments required in a hospital- out patient – in patient services- emergency care – laboratory facilities required – dietary services – Medico legal cases.

### **UNIT III**

Hospital Administration- Meaning, nature and scope. Human resource management in Hospitals- selection, promotion, transfer, performance appraisal, working hours, leave rules, safety, salary and wage policies, training and development.

### **UNIT IV**

Record management in hospitals – essentials of records management- content of medical record- advantages of record keeping- use of computers in Hospital.

### **UNIT V**

Use of social work method in Hospital setting – Role and functions of medical social worker in hospital setting- Importance of team work in a hospital

### **References:**

Banjamin Robert,etal	1983	Hospital Administration New Delhi: Prentice.
Goal S.L	1981	Health care Administration New Delhi: Sterling.
Rabick & Jonathan,etal	1983	Hospital organization and Management London: Spectrum.

## **DIPLOMA IN NGO MANAGEMENT**

### **DIPLOMA PAPER –IV: COMMUNITY PROGRAMMES AND NGOs**

#### **Unit – I**

Social Enterprise: history, role, importance, need and relevance; Role of NGOs in population activities: health, education, empowerment and development; Self Help Groups: concepts, objectives, origin; Formation of Self Help Groups: principles, need and stages in the formation, criteria for membership; Guidelines for the formation of Self Help Groups.

#### **Unit – II**

Community Health: meaning, definition, health as a fundamental right; Public health; Personal and Environmental Hygiene; Communicable and Non-communicable diseases; prevention and control; Indicators of Health; Public Health Organisation.

#### **Unit – III**

Nutrition: concepts, processes, types of food; Nutrients: functions and sources; Balanced diet: Malnutrition Deficiency diseases; prevention and control; Applied Nutrition Programmes.

#### **Unit – IV**

Health Care: Concepts, health care services, Primary Health Care, present level of health care; Health Education: principles and means; National Health Programmes: ICDS, Balwadi and Anganwadi programmes; Expanded Programme of Immunization, National Programme for the control of blindness; STD control programme, National AIDS control programme.

#### **Unit – V**

Population Programmes: National Family Welfare Programme: Meaning, objectives, need, evaluation; India Population Project: Minimum Needs Programme; Project Funding; Procedures and processes involved, selection criteria for funding of NGOs; Coordination with Government/Co-financing Donors/Nodal Agencies – Direct Funding and channelised funding, experience of donors and NGOs; current trends in funding.

#### **Suggested Readings**

1. Action Aid. *Annual Report 1994-95*.
2. Oxfam. *Annual Report 1994-95*.
3. *NGO: Guidelines for Good Policy and Practice*. UG: The Common Wealth Foundation.

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Elective – I	A	<b>SOCIAL LEGISLATION</b>
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**UNIT – I**

The concept of Social Legislation - Needs and Importance of Social legislation - Social Welfare & Social Change - Concepts of Social Justice - Social assistance - Social Security, Directive Principles of State Policy.

**UNIT – II**

The Hindu & Muslim laws governing marriage, divorce, adoption & inheritance.

**UNIT- III**

Social legislation relating to the physically, mentally & socially handicapped persons, SC/ST, legislations relating to the Welfare of the children & women.

**UNIT – IV**

Social legislation for amelioration of social problems such as delinquency, prostitution, dowry, beggary.

**UNIT – V**

Legislation and social work, role of social worker in promoting in social justice.

**References:**

- Agarwal.R.K. - Indian Law,Central Law Agency, Allagabad.  
Chatter Ji BB, (1971) - Minerva Associates, Calculata.  
Gangrade K.D. -(1964) Social legislation in India ,  
Impact SocialLegislation on social change.  
Sone R.K.  
Walla D.R. - Law and layman Tara Povalla and Sons  
Bombay.  
Social Legislation -  
Its role in social welfare - Government of India, New Delhi,  
Publication Division.  
Tandan .M.P.(1964) - Indian law Allagabad Association,

<b>Elective – II</b>	<b>A</b>	<b>Social Work in Industries</b>
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### UNIT I

Concept of labour – meaning, objectives, definition, characteristics, types of labour. Industry- meaning and definition – divisions and departments. Personnel functions in Industry.

### UNIT II

Labour welfare- Definition, scope, objectives, classification and principles of labour welfare- need for labour welfare, qualification, qualities and the role of labour welfare officer.

### UNIT III

Definition, concept and objectives of trade union- positive role of trade union –structure and functions of major trade unions in India. Problems and weakness of trade union.

### UNIT IV

Industrial relations – Definition, concept, need, importance, scope and objectives of Industrial relations, causes and effects of Industrial conflict-strikes, lock-out, lay-off, retrenchment, closure.

### UNIT V

Industrial social work : Meaning, concept & scope of social work in Industry. Application of social work methods in Industrial setting.

### References:

- |  |      |  |
|--|------|--|
| Basudeb Sahoo                          | 1999 | Labour movement India ,<br>Rawat publications, jaipur.                                 |
| Mamoria C B                            | 1999 | Dynamic . Of Industrial Relationship in India -<br>Bombay: Himalayas Publishing House. |
| Mirza S.Saiyadain                      | 1988 | Human Resource Management<br>Tata-Mc-Graw Hill publishing company Ltd<br>New Delhi.    |
| Punekar S.D<br>Deodhar                 | 1998 | Labour welfare trade unionism and Industrial<br>relations, Himalaya publishing house   |
| Saraswathi Sankaran<br>Subramainan K N | 1967 | Labour Management Relations In Tamil Nadu -<br>Madras: Book Agency Vol. I              |
| Subba Rao P.                           | 1999 | Essentials of Human resource and Industrial<br>Relations, Himalaya publishing House.   |
| Tripathi P.C                           | 2005 | Personnel Management and Industrial relations.<br>Sulatan chand and Sons               |
| Sharma . R.N.                          | 1993 | Labour problems social welfare and social<br>security, Jaipur: Sujeet.                 |
| Wayne F.Casico                         | 1989 | Managing the Human resources<br>Mc.Graw –Hill International Edition.                   |



<b>Elective–III</b>	<b>A</b>	<b>Social Work - Family and Child Welfare</b>
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### **UNIT I**

The concept of family - family as a social unit - the functions of family - modern family - cultural aspects and the present trends of family.

### **UNIT II**

Importance of family in the present context; Effects of Industrialisation, Westernisation, Modernisation and Urbanisation, on the family.

### **UNIT III**

The place & significance of the child in the family, major problem of children in India, child hood and its importance, the present position of children. Major problems of children in India, Child labour, Street Children Juvenile Delinquents, Female infanticide, Sexual Abuse of Children.

### **UNIT IV**

The child rearing patterns; emerging philosophy of child development, UN declaration of the rights of the child, National policy for children in India.

### **UNIT V**

Family Welfare Services, Five Year Plans or Family Welfare Services ; CSWB; child development services under the five year plan in India, National and International agencies in Family Welfare & Child Welfare.

### **References:**

- |                       |   |   |
|-----------------------|---|---|
| Anderson Michael      | - | Sociology of the family, Penguin Books.                   |
| Gokhab S.D and Sohine | - | Child in India  |
| Goode, William        | - | The Family, Prentice Hall of India, NewDelhi.             |
| Government of India   | - | Handboot of Social Welfare in India, Ministry of Welfare. |
| Govt. of India        |   | Profile of Child in India; Ministry of Social Welfare.    |
| Kumar R               | - | Child Development in India, Vol I & II.                   |
| Sumithra Gupta        | - | Social Welfare in India.                                  |
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