



Kalahandi University

Bhawanipatna

COURSES OF STUDIES

MASTER OF SOCIAL WORK

(MSW)

[Semester pattern]

Published by:
Kalahandi University, Bhawanipatna
Dist-Kalahandi, Odisha

COURSE STRUCTURE

[There are 16 Theory Papers and 4 Practical papers (including dissertation in the last semester). All theory and Practical papers including Dissertation Carry 50 marks each]

	Paper Name		Marks
SEMESTER-I	P-I	Basic Social Science Concepts	40+10
	P-II	Origin and Development of Social Work	40+10
	P-III	Indian Social Structure	40+10
	P-IV	Basic Computer Application (Practical based approach)	40+10
	PR-I	Basic Computer Application	50
SEMESTER-II	P-V	Social Work Research and Quantitative Analysis	40+10
	P-VI	Social Problem and Social Development	40+10
	P-VII	Social Work Methods	40+10
	P-VIII	Social Exclusion and Inclusion – Ideology and Practices	40+10
	PR-II	Learning Social Work Through Participatory Fieldwork Approach) Summer Internship	50
SEMESTER-III	P-IX	Ideology and Ethics of Social Work	40+10
	P-X	Social Security, Legislation and Rights	40+10
	P-XI	Inclusive Development – A Gender Perspective	40+10
	P-XII	Vulnerable Group Management – Children, Aged and Tribals	40+10
	PR-III	Micro Level Study on Social Exclusion & Vulnerable group	50
SEMESTER-IV	P-XIII	Social Work Administration & Management	40+10
	P-IV	Corporate Social Responsibility	40+10
	P-V	Civil Society and NGO	40+10
	P-VI	Rural Development & Reconstruction	40+10
	PR-IV	Dissertation	50
		Total Marks	1000

DETAIL SYLLABUS

[Questions (Long and Short) will be set on Unit Pattern i.e. one question with its alternative will come from each unit covering all the units in the process]

SEMESTER - I**Paper-I BASIC SOCIAL SCIENCE CONCEPTS**

[This course exposes the learner to the common concepts used in social sciences]

Unit-I: Basic Concepts: Meaning and characteristics of Society, Community, Institution, Association, Social groups,

Unit-II: Concept of Culture: Meaning, characteristics & Function, Acculturation, Enculturation, Cultural lag, Cultural relativism, Culture & personality

Unit-III: Social Stratification: Basis of stratification, Status and Role, Caste system in India, Social mobility. Caste, Class and Power in India,

Unit-IV: Social Processes: Meaning and Significance, Associative and Dissociative Processes, Cooperation, Accommodation, Competition & Conflict.

Unit-V: Social Change: Meaning and Characteristics, Basic ideas about Functionalist and Conflict Theories of Social Change, Technology and social change, Education and social change

Recommended Books:

Bottomere, T., Sociology – A Guide to Problems & Literature.

Kar Parimal B. - Sociology

MacIver, R.M. and Page C. Society - An Introductory Analysis.

Shankar Rao C.N. – Sociology

Sharan Raka – A Hand book of Sociology

Vidya Bhushan & Sachdeva – An Introduction to Sociology

☆☆☆☆☆

Paper-II ORIGIN AND DEVELOPMENT OF SOCIAL WORK

[This course aims at introducing the learners to a critical inquiry into the developmental history and ideologies of social work, both in India and the west.]

Unit-I: Social work: Definition, objectives, principles, philosophies and scope, A brief history of the development of Social Work as an academic discipline. Social welfare - Meaning, scope and objectives, Social action - Meaning & Process, Social security.

Unit-II: Evolution of Social Work in India: Socio-religious reform movement, Bhakti movement, Christian missionaries, Gandhian social work, Professionalization of social work in India.

Unit-III: Social Work Education: Content, training, supervision, problems and challenges, Legal Aid, Social Advocacy and Role of social worker,

Unit-IV: Social Change & Development: Planned development and social change, Process and Impact of Industrialization, Modernization, Globalization and Liberalization

Unit-V: Social Work and Social Development: Social and Human Development, Development and Progress, Population and Development, Social Ideals of Indian Constitution, Relationship between social Development and social work, Role of social workers in promoting social change.

Recommended Books:

Banerjee, G.R. Papers on Social Work on Indian Perspective. Bombay: Tata Institute of Social Sciences.

Banka, J.A., The Society of Social Movement.

Boehm. W., Objectives of Curriculum on Social Work on Education.
 Das Gupta (ed.), Towards Philosophy of Social Work.
 Friedlander, W.A., Introduction to Social Work.
 Friedlander, W.A., Social Work, Concepts & Methods.
 Gokhale, S.D. (ed.), Social Welfare, Legend & Legacy.
 Gore, M.S. (ed.), Encyclopaedia of Social Work in India. WIS. I & II.
 Gore, M.S., Social Work & Social Work Education.
 M.S.A. Rao (ed.), Social Movement in India.

☆☆☆☆☆

Paper-III INDIAN SOCIAL STRUCTURE

[Through this course, the learner will be given basic idea about the Indian Social Structure, its elements, functioning and Change which will help them in effectiveness of social intervention.]

Unit-I: Unity in Diversity: Factors of diversity (Caste, Language & Religion), Factors of Unity.

Unit-II: Family & Kinship: Family-Meaning and definition, Types, Function & Change.

Kinship - Meaning and definition, Types, Function & Change.

Hindu Marriage - Meaning and Aims, Types, Rules of Mate selection, Hindu Marriage Act 1955

Family, Marriage and Kinship among the tribes (general ideas only)

Unit-III: Marriage: Hindu Marriage: Meaning and Aims, Types, Rules of Mate selection, Hindu Marriage Act 1955

Tribal Marriage - Meaning and Aims, selection of mate (general ideas only)

Unit-IV: Marriage among Minorities:

Mislim Marriage – Aims, Conditions, Types and Divorce.

Chistian Marriage - Aims, Mate Selection, Process and Divorce.

Unit-V: Social Change and Transformation: Sanskritization, Industrialization & Modernization, Rural and Urban Continuum, Urbanization

Recommended Books:

Ahuja Ram- Indian Social System
 Denle, Y.B., Caste, Religion & Politics in India.
 Jena & Mohanty – Indian Society
 Kar P. K – Indian Society
 Kapadia K. M. – Marriage and Family in India
 Shankar Rao C, N – Sociology of Indian Society
 Sharma K. L. – Indian Society, NCERT Pub
 Srinivas, M.N. Social Change in India

☆☆☆☆☆

Paper-IV BASIC COMPUTER APPLICATION

[Practical based approach – No separate written test will be conducted for this paper. This paper will be evaluated at the time of Practical Test either through oral or through written questions]

[The course aims to introduce the learners to the basic functioning and use of Computer and Information Technology as well as Internet.]

Only elementary working knowledge on Computer will be given.

Unit-I: Basic Computer Concepts: Computer Process: Input, Processing, Output: History & evolution of computers; Different use of computer.

Input Devices: Keyboard. Mouse, Scanner, Sound, USB Devices.

Processing: Processors, memory (RAM, ROM); disks (Hard. Floppy and CD ROM).

Output Devices: Monitor and display types; printers (DMP, Inkjet and Laser); sound/speakers.

Unit-II: Disk Operating Systems: Storage Procedures: Files and Directories. File names.

Disk Operating System (DOS) Basic and essential DOS commands - Copy, Format, Delete. Rename, Change/Make/Remove Directory, Check Disk, Type and Clear Screen; Windows Operating System Concept of Windows & multi-tasking, Desktop, Taskbar, starting the mouse/keyboard, menus and submenus, files and folders, shutting down.

Unit-III: Word Processing: Basic Word Processing Functions: Creating a document; Editing (delete, move, copy, insert) Search and replace: Checking Spelling and Grammar, Formatting.

Advanced Word Processing Functions; Using tables, Graphics and graphs; Headers, footers and footnotes: Creating Tables of Contents, Mailing lists and Mail Merge; Printing,

Unit-IV: Data Processing: Basic data Processing Functions: Spreadsheets: data sheets; and spreadsheet statistical functions (frequencies, percentages, mean, mode, median, chi-square, etc), Graf and Chart

Unit-V: The Internet: Communication Basics: Modems and communication software; Electronic communication internet Basics: What is the Internet; Communication over the Internet.

World Wide Web: Navigation on the Web: Using Links; Filling information and connecting researches in the WWW.

E-mail: Understanding Email; Addresses; Sending / Receiving email; Netiquette; Professional Mailing lists;

Recommended Books:

Sinha, P.K. and Priti Sinha. 2003. Computer Fundamentals. BPB.

V Gupta. 2006. Comdex Computer Course Kit. Dreamtech.

Bureau;s Computer Application Part 1 and 2, Pustak bhawan, BBSR

Malhotra, T.D. Information Technology, Kalyani Publication

Social Work Practicum-I (Basic computer application)

☆☆☆☆

SEMESTER - II

Paper-V SOCIAL WORK RESEARCH AND QUANTITATIVE ANALYSIS

[The purpose of this course is help the learner to acquire skills to comprehend, use and explain research as service provider and carry out small projects to collect data to organize service and test the effectiveness of social intervention.]

Unit-I: Scientific Method - Its nature, Objective and characteristics; nature of social phenomena; Application of the scientific method to the social phenomena.

Unit-II: Designing the Research: Research Designs - their types (exploratory, descriptive, diagnostic and experimental); steps involved in conducting research under each design. Hypothesis: Definition, types, sources, features, Report writing

Unit-III: Methods of Data Collection: Observation, Interview, Questionnaire, Case Study, Content Analysis, Focus group discussion, Participatory Rural/Rapid Appraisal (PRA and RRA).

Unit-IV: Statistical Measures – Its use and limitations in social work research, Measures of Central Tendency (Mean, Median, Mode), Measure of Dispersion (Mean deviation and Standard deviation).

Unit-V : Statistical Analysis – Correlation & Regression.

Test of Hypothesis - Chi-Square Test, T-Test.

Tabular, Diagrammatic and Graphic presentation of data.

Recommended Books:

Danda, Ajit, Research Methodology in Anthropology. New Delhi: Inter-India.

Young, Pauline, Scientific Social Survey and Research.
 Mukerjee, Neela, Participatory Rural Appraisal and Questionnaire Survey.
 Goode and Hart, Methods in Social Research.
 Kassam and Mustafa, Participatory Researcher.
 Wilkinson and Bhandarkar, Methodology and Techniques of Social Research
 Sirkin, R. Mark., Statistics for the Social Sciences, Sage Publications, New Delhi, 1995.
 Saxsena H C, Elementary Statistical methods
 Ghosh M , Research Methods in Social Sciences

☆☆☆☆☆

Paper-VI SOCIAL PROBLEM AND SOCIAL DEVELOPMENT

[This course provides a critical and analytical framework to understand social problems, development process and current issue, pertaining to different parts of the world, with specific reference to India.]

Unit-I: Social problem: Concept and meaning, Social structure and Anomie, Approaches to social problems – functionalist & Marxist,

Social Development: Concept and indicators of social development, Models of social development: Socialistic, capitalistic, mixed economy,

Unit-II:Poverty – The concept, Measure of poverty, Causes, Consequence (vicious cycle), Poverty mitigation strategies

Unit-III:Casteism – The concept, Causes of casteism, Present trend of casteism, Nature of casteism, Strategies to tackle casteism.

Unit-IV:Communalism – The concept, Historical development, Causes of communalism, Nature of communalism, Strategies to tackle communalism.

Unit-V:Problem of AIDS – HIV and AIDS, Causes and nature, Preventive and curative methods, AIDS and Society.

Recommended Books:

Ahuja Ram, Social Problem in India
 Beteille, Andre, The Backward classes & the New Social Order.
 Beteille, Andre, Social Inequality
 Bottomere, T., Sociology – A Guide to Problems & Literature.
 Gore, M.S. Some Aspects on Social Development.
 Kar P. K., Indian Society
 Murthy, M.V. (ed.). Aspects of Social Development.
 Rao C. N. Shankar, sociology of Indian Society

☆☆☆☆☆

Paper-VII SOCIAL WORK METHODS

[This course provides a conceptual framework to assist the learner in integrating various methods for social work practice so as to carry out planned intervention.]

Unit-I: Participatory Method: Meaning, nature, scope and need of participatory approaches to development of the weaker section, including the excluded. Debates about participation and empowerment and the role of NGO's in a sustainable development.

Unit-II: Case work: Concept, objectives and principles, Phases of case work process. Case work tools and techniques: Home visit, Resource mobilization, Referral Service, Case work relationship.

Unit-III:Social group work: Definition, Philosophy and objectives, Principles of Group work method, Group process, Leadership: Styles and Functions.

Unit-IV:Social group work practice in various fields: Objectives, programme media, worker's role, Family service agency, Youth services.

Unit-V:Community organization: Concept, principles and the process, Types of leaders and their role in community organization, Recording in community Organisation, Role of community worker.

Recommended Books:

Loye, Grece L., Group Experience and Democratic Values. New York: the Women's Press.

Kunepka, Gisela, Social Group Work, A Helping Process. New Jersey: Prentice Hall.

Liften, Walter M., Working with Groups. New York: Willey & Sons.

Louine, H. Bluementhol, Administration of Social Group Work.

Trecker, H.B., Social Group Work Principles and Practices. New York: Association Press.

Aurthur, H., Community Organization and Planning.

Dunham, Arthur, Community: Welfare Organization Principles and Practice.

Gangrade, K.D, Community Organization in India.

Himan, Community Organization and Planning.

Murphy, Community Organization Practice.

Ross G. Murray et.al., Cases in Community Organization.

Wayne McMillan., Community Welfare Organization.

☆☆☆☆☆

Paper- VIII SOCIAL EXCLUSION AND INCLUSION –IDEOLOGY AND PRACTICES

[The paper shall provide an understanding of social exclusion and related concepts to the students.]

Unit-I: Social Exclusion: Concept, Meaning and forms of social exclusion, who is socially excluded and why this matter, Role of culture in social exclusion.

Unit-II: Cases of Social Exclusion: SC, ST, Religious minorities, Children, Women, Aged, Physically and mentally challenged people.

UNIT-III: Specific areas of Social Exclusion and marginalization: People affected by HIV/AIDS, Displaced people of mega development projects, Caste system, inequality and social exclusion, Social exclusion and exploitation, Reducing poverty by tackling social exclusion.

UNIT-IV: Inclusive Policy: Current policies of protective discrimination, Anomalies and diverse views on Reservation policy. Public policies to reduce social exclusion, Panchayati Raj and women empowerment,

UNIT-V: Constitutional safeguards: Convention on the Rights of the Child, The Child Labour (Prohibition & Regulation) Act., Right to Education, Protection of Women from Domestic Violence Act 2005, The Sexual Harassment of Women at Workplace (PREVENTION, PROHIBITION and REDRESSAL) Act, 2013.

Recommended Books:

Thorat, S., Social Exclusion in India. Oxford

DFID Report. Tackling Poverty by Reducing Social Exclusion

Rao C. N. Shankar, Sociology of Indian Society

Ahuja Ram, Social Problem in India

☆☆☆☆☆

Social Work Practicum-II (Learning Social Work through Participatory Fieldwork Approach) Presentation will be made through Power Point followed by Group discussion and viva.

Summer Internship for at least 40 work hour . A certificate to that effect obtained from the organization need to be submitted along with a brief report **[Non credit Requirement]**

☆☆☆☆☆

SEMESTER - III**Paper- IX IDEOLOGY AND ETHICS OF SOCIAL WORK**

[This course aims at helping the learners to understand fundamental objectives of social work profession, its values and ethics]

Unit-I: Contemporary Ideologies on Social Change: Introduction, Neo-liberalism and Globalization, Post-modernism, Feminism, Multiculturalism.

Unit-II: Contemporary Ideologies of Social Work Profession: Marginalization of vulnerable groups and limitations of professional social work, Social work values, Personal attributes of a social worker.

Unit-III: Social work ethics: Concept and philosophy ethics, Ethical responsibilities in social work, Ethical decision-making and dilemmas in micro and macro social work practice.

Unit-IV: Concept of Social Justice: Its relationship with Social legislation. Social Work Profession and Human Rights, Role of social worker in promoting social legislation and social justice.

Unit-V: Social Policy and Social Justice: Development debate, Development and Displacement with reference to Human Rights, Appropriate Development, role of social workers to prevent environmental degradation,

Recommended Books:

Banks, S. 1995. Ethics and Values in Social Work: Practical Social Work Series. London: Macmillan Press. Ltd.

Desai, M. 2000. Curriculum Development in History of Ideologies for Social Change and Social Work. Mumbai: Social Education and Practice Cell.

Kothari, S. and H. Sethi. 1991. Rethinking Human Rights. New Delhi: Lokayan.

Pereira, W. 1997. Inhuman Rights: The Western System and Global Human Rights Abuse. Mapusa. Goa: The Other India Press

Reamer, F.G. 1995. Social Work Values and Ethics. New York: Columbia University Press.

Keiler, Stephen L., Uprooting and Social Change.

Fernandes, Walter & Thakria, Enekshi G., Development, Displacement and Rehabilitation.

☆☆☆☆☆

Paper- X SOCIAL SECURITY, LEGISLATION AND RIGHTS

[This course aims at helping the learners to understand the concept of Social Security, its need, dimensions and implementation of Social Security measures]

Unit-I: Social Legislation in a Welfare State: Social Justice as an essential basis of social legislation. Social legislation in a welfare state with special reference to India: concepts and objectives.

Overview of the Indian Legal System: The Constitution of India, concept of Social Justice; its relationship with social legislation, Social justice Cell and Legal Aid. Concepts: of civil rights. Human Rights and issues of social justice.

Unit-II: Personal Laws and Public Interest Litigation: Social legislation and personal laws; salient features, implication and nature of changes affected by laws in regard to: a). Marriage, divorce and maintenance of spouses and children and b). Rights of inheritance and succession.

Laws protecting interests of women, children and weaker sections: Salient features, social Implications and, limitations of legislation in regard to: prohibition of dowry, prevention of immoral trafficking of women and girls, minority guardianship and adoption, removal of untouchability and protection of civil rights.

Unit-III:Legal Provisions: Laws relating to environmental protection, Legal protection of consumers, Consumer Protection Act, Monopolies and Restrictive Trade Practice Act, Laws on registration of societies, trusts, cooperatives and non-profit companies, Right To Information(RTI).

Unit-IV:Social Security Legislation and Measures: Social security: concept, definition and objectives; Social security measures in India - evolution and salient features, Role of ILO in social security-establishment of minimum standards. Social security legislation in regard to compulsory health insurance, Maternity Benefits and Maternity Benefit Act. Social security measure for unemployment and old age in organized and unorganized sectors.

Unit-V: Law and Security: Legislation regarding provident fund, pension, gratuity and relevant provisions in Industrial Disputes Act.

Social Security in unorganized sector - schemes, drawbacks and difficulties of implementation.

Assessment of existing social security measures.

Concept or Public Interest Litigation: its differences from ordinary litigation, its impact and relevance to Indian Society.

Recommended Books:

Gangrade, K.D., Social Legislation in India (2 vols); Delhi, Concept Publishing House, 1976.

Diwan Paras, Modern Hindu Law, Allahabad Law Agency, 1985.

Subramaniam, S. Human Rights-International Challenges, Delhi, Manas Publication. 1997.

Saraf, D.N. (ed), Social Policy, Law and Protection of Weaker sections of Society, Lucknow, Eastern Book company. 1984.

Sarma, A.M., Labour Welfare and Social Security, New Delhi, Himalaya Publishing House 1997.

ILO, Introduction to Social Security; Geneva, ILO, 1984.

Mongia, J N., Reading in Indian Labour and Social Welfare, Delhi, Atma Ram Rao and Sons, 1980.

Human Rights Documents. U.N.

Human Development Report - UNDO. 2002. Deepening Democracy in a fragmented World.

Care & Welfare, UNDP-Ref. Human Development Report - 1997/8.

☆☆☆☆☆

Paper- XI INCLUSIVE DEVELOPMENT – A GENDER PERSPECTIVE

[This course aims at providing the learners a basic understanding of Inclusive Development from a Gender Perspective]

Unit-I: Culture & Gender : Cultural constructs of Gender, Gender bias: language. Culture and Theory, Gender in the Indian / Orrisan Context, Gender and Sexuality, Representation of the Body, Gender Production and Reproduction, Masculinity reconsidered.

Unit-II:Status of Women's Issues & Challenges: Status of women, Patriarchy and Gender inequality in India,: Indicators of Women's position - Demographic profile, Education, Health, Employment and work, Property rights, Political participation.

Unit-III:Crime Against Women: Rape, Kidnapping, Female infanticide, Domestic Violence, Sexual Exploitation, Bride burning , Girl Child Abuse, Exploitation of Women at work place

Unit-IV:Feminism In Indian Culture: Feminism, Feminist Movements and Empowerment, Women's agency and culture, Feminism Reformulated, Women and Institution, Women in Religious Resurgence, Entertainment, Tourism and Consumer Industry.

Unit-V:Engendering The Development Agenda: Gender in development. Gender and development, issues of marginalization. Paradigm shift from welfare to empowerment. Role of women's organizations and voluntary action in women's development. Recent Constitutional and Legal safeguards.

Recommended Books:

Dubey, Leela and Palkiwala, Rajni (eds) 1990, Structure and Strategies; women, Work and Family. New Delhi; sage.
 Omvedt, Gall 1990, Violence against Women; New movements and New Theories in India, New Delhi;
 Nehal, Ashraf, 1997. Crime against women. New Delhi: Common wealth Publisher
 Caiman. Leslie J. (ed) 1992, Towards empowerment; women and movement politics in India, San Francisco; West view Press.
 Papola T. S and A.N. Sharma (eds) 1999: Gender and Empowerment in India Danish Distributions.
 Ram Ahuja, Violence Against Women.
 Ram Ahuja, Social Problems in India..

☆☆☆☆☆

Paper- XII VULNERABLE GROUP MANAGEMENT – CHILDREN, AGED AND TRIBALS

[This course aims at helping the learners to understand the vulnerability of categories like Children, aged and Tribes and their management]

Unit-I: Children and Vulnerability : Situation of children in India, Child labour in India, Street children, Impact of poverty and drought on children, Child domestic workers, Overburdened school-going children, Children in slums, Plight of the girlchild in India, Juvenile Delinquency

Unit-II: Children and Protection : Physical punishment and emotional abuse of children, Strategy to address corporal punishment, UN Convention on the Rights of the Child, National Policy for Children, Integrated Child Protection Scheme, Right To Education.

Unit-III: Aged and Vulnerability : Aged, Definition and meaning, biological and Social Ageing, Ageing in a cultural context, Industrialization, modernization and Ageing. Demographic transition and ageing, Problem faced by aged in India, Measures and future trend.

Unit-IV: Tribal and Vulnerability : Tribal situation in India, Forest-tribe interaction, Deforestation and its impact on tribal population, Tribal rights on forest and land, Problems of indebtedness & land alienation among tribals, Industrialization and Tribal displacement.

Unit-V: Policy Towards Tribal Inclusion: Causes of tribal unrest and Discontent, Approaches to Tribal Development (Isolation, Assimilation and Integration, Sustainable Tribal development, Sub-plan approach for tribal development, Constitutional safeguards for the Scheduled Tribes, Role of State and NGOs to protect and promote the tribals.

Recommended Books:

Matthew Cotton et al. 2001. An Introduction to Working with Children. New York:Palgrave
 Verhellen, E. Understanding Children's Rights.
 Pfeffer, G and D.K. Behera. 1996. Contemporary Society: Childhood and Complex Order. New Delhi: Manak.
 Prout, Allan. 1998. Theorizing Childhood. Cambridge: Polity Press
 Behera, D.K. 1998. Children and Childhood in our Contemporary Societies. New Delhi: Kamla-Raj Enterprises
 Qvortrup, J. et. al (eds.). Childhood Matters, Social Theory, Practice and Politics.
 Pramanik, Rashmi. 2007. Overburdened School -Going Children. New Delhi: Concept
 Ahuja Ram, Social Problem in India
 Furer-Maimendrof, C.V. 1982. Tribes of India: The Struggle for Survival. Delhi: Oxford University Press
 Singh, Ajit, Tribal Development in India. Delhi: Amar Prakashan.
 Chaudhuri, B. Tribal Development in India. Delhi: B.R. Publishing.
 Rao C. N. Shankar, Sociology of Indian Society
 Ram Ahuja, Social Problems in India.

☆☆☆☆☆

Social Work Practicum-III (Micro Level Study on Social Exclusion & Vulnerable group)

Presentation will be made through Power Point followed by Group discussion and viva. This may be done individually or through group task. Separate schedules for this will be created by the teacher concerned.

☆☆☆☆☆
SEMESTER- IV

Paper- XIII SOCIAL WORK ADMINISTRATION & MANAGEMENT

[This course is to support the learners on the concept of social work administration and management.]

Unit-I: Administration : Concept of administration, Social work administration and management, Basic meaning and distinction between concepts of Welfare administration, Public administration and Business administration.

Unit-II: Administrative Mechanism: Principles and techniques: Planning, organizing, staffing, directing, budgeting and controlling.

Unit-III: Social Welfare Administration : Government agency as a wing of government department of social welfare, Social Welfare administration at Central and State level (Odisha).

Unit-IV: Voluntary Agencies: Voluntary agencies meaning, Fund raising, Public relations, Legal provisions, Problems of voluntary Agencies.

Unit-V: Administration of Voluntary Agencies: Administrative structure of a voluntary agency; General body, Executive committee/Board of management / Directors, Secretary

Recommended Books:

Atwater, P., Problems of Administration in Social Work.

Elwood Street, Social Work Administration.

Kulkarni, P.D., Central Social Welfare Board.

Paul Chowdhury, D. Social Welfare Administration.

Rath, S.N. Development of Welfare State in Orissa.

Reed Ella, W. Social Welfare Administration.

☆☆☆☆☆

Paper- XIV CORPORATE SOCIAL RESPONSIBILITY

[This course shall provide exposure to the students on an emerging area of social work in India. It will help the students to learn more about scope, need and significance of corporate social responsibility.]

Unit-I: What is CSR: Social Responsibility, Corporate Social Responsibility, Scope of CSR, Need and Significance of CSR, Carroll's Model of CSR (Pyramid of CSR).

Unit-II: CRS Rationale: Interest Groups Related to CSR, Why Social Responsibilities of Corporate Sectors (arguments for and against it), Drivers of CSR, Tools of CSR, and Benefits of CSR.

Unit-III: CRS Policy: Designing a CSR policy, Factors influencing CSR policy, Managing CSR in an organization, Social auditing,

Unit-IV: CRS Initiatives: Global Recognitions of CSR- ISO 14000, SA 8000, AA 1000, Codes formulated by UN Global Compact, UNDP, Global Reporting Initiative. Indian initiative towards CSR.

Unit-V: CRS Perspectives: Global Perspective of CSR, CSR in India, CSR Activities in Odisha carried out by different corporate giants and their outcomes, Case studies (Vedanta/Sterlite Foundation, MCL, HINDALCO) for better understanding of each aspect and practicalities of CSR

Recommended Books

Bradshaw, T. and D. Vogel. 1981. Corporations and their Critics: Issues and Answers to the Problems of Corporate Social Responsibility. New York: McGraw Hill Book Company.

- Brummer, J.J. 1991. Corporate Responsibility and Legitimacy – An Interdisciplinary Analysis, Westport, CT: Greenwood Press.
- Cannon, T. 1992. Corporate Responsibility (1st ed.) London: Pitman Publishing.
- Grace, D. and S. Cohen 2005. Business Ethics: Australian Problems and Cases. Oxford: Oxford University Press.
- Reddy, Sumati and Stefan Seuring. 2004. Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.



Paper- XV CIVIL SOCIETY AND NGO

[This course is designed to help the learners to understand the meaning, working and Role of Civil Society and NGOs]

Unit-I: Civil Society: Meaning, nature, Scope and promise / potential, Role of Civil society organization. Civil society and Government, Civil Society and NGO.

Unit-II: Conceptual Framework & History Of Development: Voluntary action-individual and collective. Voluntary Organizations, Non-government Organizations, Management Organizations, Changing Concepts of Voluntary Action and Organizations. Models and approaches on volunteerism.

Unit-III: Facades of Voluntary Action: Voluntary action in different stages of development of society, (pre and post independence efforts with case illustrations), Gandhian constructive programme organization. Changing social realities: Voluntary action and organizations, Role of a professional social worker in voluntary action and organization.

Unit-IV: Goal, Structure and Functioning of Voluntary Organisations: Function and Goals; Emerging trends, Organizational structure and laws governing Organization, Leadership: Nature and types. Process of formation of organization. Principles of working, Partnership with Government. Government schemes for Welfare, development and environment

Unit-V: NGO Management and Social Work: Resource mobilization, funding agencies, type and patterns of funding. Project Planning: Project selection, project formulation and project Implementation.

Management of programmes, personnel, resources and office. Budgeting, auditing, maintenance of records, organization of meetings. Reporting and documentation.

Recommended Books:

- Choudhary, D. Paul: Voluntary action in social welfare and development.
- Choudhary D. P. Profile of voluntary action in social welfare development.
- Fernandes W. Voluntary Action & Government Control Indian social Institute, New Delhi.
- Frenda, M. Voluntary Association and Local Development, Young India Foundation, New-Delhi, 1985.
- Kulkarni V.M, Voluntary Action in a Developing Society, IIPA. New Dehi.
- Trpathi, P.M. Voluntary Action for alleviating rural poverty: report of the Seminar on Role of Voluntary Agencies in Rural Development, August 25-27.1981, NIPCCD.



Paper- XVI RURAL DEVELOPMENT & RECONSTRUCTION

[This paper will give necessary knowledge to work for the development of rural communities.]

Unit-I: Rural Socio-Economic Structure: Rural Demography, Rural Poverty, Changing Rural Communities: Change in Knowledge, Attitude and Practice, Rural-urban continuity and contrast.

Unit II: Rural Community Development : Definition, Concept, philosophy, objectives and Scope. Approaches to Rural Community Development, Principles of Rural Community Development, Latest Models of Community development.

Unit III: Rural Development Management: Process of Management, Project Dimension, Identification and Formulation. Rural Social Services: Health Care, Education, Family Welfare Services. Rural Social Development:

Unit IV: Rural Reconstruction: Education and Training of Rural Women, Health and Nutrition of Rural Women, Development of Rural Children.

Unit V: Rural Development Programmes: Minimum Needs Programmes, Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Swarnajayanti Gram Swarozgar Yojana (SGSY), Integrated Child Protection Scheme (ICPS), National Rural Health Mission (NRHM), Prime Minister's Rozgar Yojana (PMRY) – Objectives, strategies, organization and Administration.

Recommended Books:

Siddiqui, H.Y. (ed.). 1984. Social Work and Social Action. New Delhi: Harman Publications

Awasthy, Indira. 1982. Rural Women of India. New Delhi: B.R. Publishing Corporation.

Brahamanda et al (1987), Dimensions of Rural Development in India, Himalaya Publishing Work, Bombay.

Chowdhry Paul D. (1978), New Partnership in Rural Development, M. N. Publishers, New Delhi.

Chaturvedi H R Mitra S K (1982), Citizen Participation in Rural Development, Oxford and IBH Publishing House, New Delhi.

Dak J. M. (1982), Social Inequalities and Rural Development, National Publishing House, New Delhi.

Mehta S. R. (1984), Rural Development Policies and Programmes, Sage Publications Pvt Ltd., New Delhi.

★ ★ ★ ★ ★

Social Work Practicum-IV – Dissertation

★ ★ ★ ★ ★