SEMESTER- V

DEPARTMENT OF Social Work
Category I

[UG Programme for Bachelor in Social Work (Honours) degree in three years]

> **DISCIPLINE SPECIFIC CORE COURSE -13 (DSC-13) – : ADMINISTRATION OF WELFARE AND DEVELOPMENT SERVICES**

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
ADMINISTRATION OF WELFARE AND DEVELOPMENT SERVICES DSC 13	4	3	0	1	12th Pass	NIL

Learning Objectives
The learning objectives of this course are as follows:
- To understand concept, principles and components of social welfare administration.
- To develop understanding of social welfare administration as a method of social work profession.
- To acquire competence in implemenatation of social welfare and development services.

Learning Outcomes

At the end of the semester, the student will be able to
- Evalaute the process and implementation of social welfare administration in government and non-government organizations.
- Demonstrate the practical aspects of registration of social welfare organizations.
- Utilize their skills in human resource management and prepare fund raising proposal.

SYLLABUS OF DSC-13
Unit I : Introduction to Social Welfare Administration   15 Hours

Unit Description: This unit will provide a conceptual understanding and components of social welfare administration.

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Subtopics:

- Concept, nature and components of social welfare administration
- History of social welfare administration
- Principles of social welfare administration

Unit II: Structures and Processes   **15 Hours**

Unit Description: This unit will introduce the students to the basic structure and process of registration for the NGOs, Trust, Civil society.

Subtopics:

- Central and State Social welfare boards, Ministry of Women and Children, Directorate of Social welfare.
- Registration of social welfare organizations: Societies Registration Act, Indian Trust Act, Companies Act, Cooperatives Act
- NGOs and GOs as service providers

Unit III: Organization of Human Services   **15 Hours**

Unit Description: This unit will help to learn about the various methods of funding and as well as process of decision-making and communication in social welfare administration.

Subtopics:

- Management of human service organizations, Fund-raising, Grant-in-aids, Resource mobilization, Social marketing
- Decision making processes, Role of communication in administration
- Group processes in welfare administration

Practical component   **30 Hours**

Unit IV: Application of Social Welfare Administration

Unit Description: This unit will focus on the application aspects of implementation of fund-raising strategies and service providing procedures.

Subtopics:

- Project Proposal: Fund Raising Campaign (any one)
- Case study: Practice of Social Welfare Administration in different settings.
- Project Report: Observe and evaluate the functioning of NGOs or Government Organizations (any one)

Essential Readings:

- Bhattacharya, S (2006) Social Work Administration & Development, New Delhi: Rawat Publications

- Goel, S.L. & Jain, R.K (1988).Social Welfare Administration, Vol. I and II. New Delhi: Deep Publication.

- Kaushik, A. (2012) Welfare and Development Administration in India, Global Vision.New Delhi: Publishing House. p.p.1-41,181-206.

- Kettner, P. M., Moroney, R. M., &Martin, L. L.(2017) Designing and Managing Programs: An Effectiveness based Approach (5th Ed.). Thousands Oaks, CA: Sage Publications

- Padaki, V. &Vaz, M.(2004)Management Development and Non-profit Organizations, New Delhi: Sage publications.

- Palekar, S.A.(2012) Development Administratio. New Delhi: PHI Publications

- Patti, R.J.(2008) The Handbook of Human Service Management.USA: Sage Publications

- Siddiqui, H.Y (1990).Social Welfare in India, New Delhi:Harnam Publications.

Suggested Readings:

- Chandra, S.(2001) Non-Governmental Organizations: Structure, Relevance and Function. New Delhi: Kanishka Publishers

- Goel& Kumar (2004) Administration and Management of NGOs, New Delhi : Deep and Deep publication.

- Naidu, S.P. (1996).Public Administration Concept and Theorie. New Delhi: New Age International Publishers.

- Norton. M. &Culshaw.M.(2000).Getting Started in Fund Raising.New Delhi: Sage Publications.

- Verma R.B.S. (2014). Introduction to Social Administration.Delhi: Shipra Publications, 1-42, 72-184,

Note: Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.

Credit distribution, Eligibility and Prerequisites of the Course

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
SOCIAL ACTION AND MOVEMENTS DSC 14	4	3	0	1	12th Pass	NIL

Learning Objectives

The Learning objectivs of this course are as follows:
- To understand conceptual issues in defining social action and social movements.
- To learn various theoretical perspectives on social movements.
- To understand various conventional and contemporary approaches to social action and movements.

Learning outcomes

At the end of the semester the students will be able to

- Describe conceptual issues related with social action and movements

- Evaluate the approaches of social action and its relevance to social work profession

- Critically appraise various social movements and their impact on Indian social structure.

SYLLABUS OF DSC- 14

Unit I : Basic Concepts of Social Action and Social Movements   15 Hours

Unit Description: This unit will provide a conceptual understanding of meaning, goals and scope of social action and movements.

Subtopics:
- Concept, definitions, scope and relevance of social action
- Models of social action, Strategies, and skills for social action
- Social Movements: Concept, nature, component and stages.

Unit II: Social Work and Social Action   15 Hours

 Unit Description: This unit will introduce students to the basic fundamentals of social action for various types of professional social work practice.

Subtopics:
- Critical Social Work practice: conscientisation and critical awareness
- Radical social work practice
- Structural Social Work practice

Unit III: Approaches of Social Action   **15 Hours**

Unit Description: This unit will focus on various approaches to social action. It will help students to develop a perspective and take an approach as suitable to the situation.

Subtopics:
- Anti-oppressive social work practice
- Paulo Friere and Saul Alinskey's contribution to Social Action
- Gandhian contribution to social action –Stages and tactics

Practical component   **30 Hours**

Unit IV: Interface between social movements and social work

Unit Description: This unit will focus on the application and practice-based approach where students will learn to integrate theory and practice of social action into real life situation.

Subtopics:
- Project report on any one of following movements : Feminist movement, J.P movement, Anti corruption movement, Water Movement in India.
- Project report on any one of the socially disadvantage groups: SC & ST, Dalits, indigenous movements, LGBTQIA+
- Project Report on any one of the environmental movements: Narmada Bachao Andolan , Tehri, Chipko Andolan

Essential Readings:

- Alinskey, S. (1989) Rules for Radicals: A Practical Primer for Realistic Radicals.New York : Vintage Books,.

- Bailey, R& Brake, M. (1975) Radical Social Work, London:Edward Arnold,. pp 1-11, 53-61, 76-95.

- Freire, P (2005) Pedagogy of the Oppressed.New York : Continuum,. pp 43-100 110

- Katherinevan W., Laura K., & Cindy J.(2012) Confronting Oppression, Restoring Justice: From Policy Analysis to Social Action. USA: CSWE Press

- Khinduka S.K. & Coughlin, B. J (1975) A Conceptualisation of Social Action.The Social Review, 49(1), 1-14.

- Porta D.D. & Diani, M. (Eds) (2015). The Oxford Handbook of Social Movements.New York: Oxford University Press

- Shah, G. (2002) Social Movements and the State,New Delhi:Sage Publications.
- Siddiqui, H.Y. (1984). Social Work and Social Action. New Delhi: Harnam Publications.
- Singh, R. (2001) Social Movements, Old and New:A post- Modern Critique.NewDelhi:Sage Publications.

Suggested Readings:

- Berger, S. &Nehring, H. (Eds.)(2017). The History of Social Movements in Global Perspective, A Survey. London: Palgrave Macmilian.
- Domeilli, L. (2002) Anti Oppressive Social Work ; Theory And Practice. Basingstoke, UK: Macmillan Publications.
- Laird, S. (2007) Anti Oppressive Social Work. London: Sage Publications.
- Lakshmanna, C. &Srivastava, R. (1990), Social Action and Social Change. Delhi: Ajanta Publications.
- Langman, M. Lee, P (Eds) (1989) Radical Social Work.Boston: UnwinHyman.
- Shabbir. M. (Eds)(2017).Ambedkar on law constitution and social justice.Jaipur: Rawat Publications .
- Singh A. (eds) (2019)Relevance of Dr Ambedkar in modern India. New Delhi: Century Publications.

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		Lecture	Tutorial	Practical/ Practice		
FIELD WORK PRACTICUM V DSC 12	4	0	0	4	12th Pass	NIL

Learning Objectives

The learning objectives of this course are as follows:
- To learn to mobilize clients/beneficiaries to utilize the services provided by the agency and improve skills in communication and networking with other organizations.
- To coordinate the services provided by governmental and non-governmental organizations in meeting the additional needs of the clients/beneficiaries.
- To learn to apply theoretical base i.e. methods, principles, approaches, models, skills and techniques while working with individuals, families and groups.

Learning Outcomes:

At the end of the semester, the students will be able to:

- Mobilize clients/beneficiaries to create awareness about needs, problems, rights, responsibilities, etc.
- Coordinate the services provided by governmental and non-governmental organizations/institutions in meeting the felt needs of the clients/beneficiaries.
- Demonstrate sensitivity towards the issues related to social justice, human rights for marginalized groups in urban and rural settings and develop skills of writing effective field work records

SYLLABUS OF DSC-15

Practical component– 100% Field work (Direct field work: 120 hours)

Tasks/Activities:
1. Perform the assigned tasks during scheduled concurrent field work. The field work agency will remain the same in an academic year. Every student will be assigned a College supervisor for personalized learning and mentoring throughout the academic year.

2. Field work includes- observation visits, orientation programmes, task-based field visits, individual conferences/ mentoring, group conference scientific or experienced based paper presentation, report writing, critical discussion of the reports, workshops, seminars and skill-oriented sessions. Direct field work hours have to be 120 hours in a semester.

3. Establish contact and develop rapport with the agency personnel& volunteers, individuals, families and groups and perform the assigned tasks during concurrent field work.

4. Work with individuals, families and groups along with volunteers, paraprofessionals/outreach workers in the agency and/or community and deal with cases (3-4), work with families (3-4) and form group/s.

5. Work with volunteers, para-professionals/outreach workers in the field work agency such as - non-governmental organisations (NGOs) or voluntary organisations (VOs) and governmental organisations (GOs); and/or community.

6. Student will perform the agency-based field work tasks assigned by the respective Agency Supervisor.

7. Regular reporting to all concerned persons (both at agency and college level) during scheduled field visits, meetings and supervisory/individual conferences to seek regular guidance. Minimum 80% of attendance is required in each components of field work.

8. Prepare daily report in prescribed format and submit to the college supervisor on weekly basis. Prepare learning plan, agency/community profile in a timely and appropriate manner to both the College and Agency Supervisor. Students will engage in 3 hours of report writing per week.

9. The students must get the reports checked during the scheduled Individual Conference (IC) with the college supervisor on weekly basis. Attend Group conferences (GC), prepare group conference paper in consultation with college supervisor, thus learning the roles of presenter, chairperson, and recorder. The individual mentoring (IC & GC) to students by the college supervisor will include 1 hour per week.

10. Attend skill development workshops in which the values, principles, methods, techniques, tools etc. are translated into practice skills, i.e. "learning by doing". The skill workshop will target: (i) Role Plays; (ii) Use of motivational songs and other interactive visual media; (iii) Preparation for street plays including script writing/street theatre; (iv) Simulation exercises; (v) Films screening; (vi) Practice

of counselling techniques; (vii) Practice of participative techniques; (viii) Communication; (ix) Mock interviews; and (x) Strategic planning for advocacy.

11. Organize programme with organizations/community by using programme media and prepare a report on community dynamics including - demography, power structure, diversity/identity (gender, age, occupation, linguistic etc.). Mobilize community resources and develop network/linkages in implementation of programmes.

12. Attending five-days 'Rural Camp' for exposure about the socio-economic, political, cultural situations and problems of rural life. The rural camp will be organized under the guidance of the faculty members. Attending rural camp is compulsory and performance of the students will counted towards the final award of marks in field work evaluation.

13. The students are required to submit self-evaluation report in the prescribed format for term end examination. Field work practicum follows continuous evaluation by the supervisor.

Students shall invest 60 hours out of class/field for the purpose of writing report of the field work separately.

Essential Readings

- Bhanti, R. (1996). *Field Work in Social Work Perspective*. Udaipur: Hiamanshu Publications

- Brown, S.C. & Gloyne, E.R. (1966). *The Field Training of Social Workers: A Survey*. London: George Allen and Unwin Ltd

- Dash, B.M. & Roy, S. (2020). *Field Work Training in Social Work*. London: Routledge

- Doel, M., Shardlow, S. M., & Johnson, P. G. (2011). *Contemporary Field Social Work: Integrating Field and Classroom Experience*. Thousand Oaks, CA: Sage.

- Garthwarf, E. (2005). *The Social Work Practicum*. Boston: Pearson Education.

- Roy, S. (2012). *Field Work in Social Work*. Jaipur: Rawat Publication

- Singh, R. R. (1985). *Field Work in Social Work Education*. New Delhi: Concept Publishing Company.

- Singh, A.P. & Girotra, T. (2018). *Case Records in Social Work*. Lucknow, India: Rapid Book Service.

- Singh, A.P. (2017). *Strengthening Field Work in Social Work Education*. Lucknow, India: Rapid Book Service.

- Subhedar, I. S. (2001). *Field Work Training in Social Work*. New Delhi: Rawat Publications.

Suggested Readings

- Verma, R.B.S. & Singh, A.P. (2013). *Standard Manual for Field Work Practicum in Social Work.* Lucknow, India: New Royal Book Company.
- Tsui, M. S. (2005). *Social Work Supervision: Contexts and Concepts.* New Delhi: Sage Publications.

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