



## GONDWANA UNIVERSITY, GADCHIROLI

### DIRECTION NO 14 of 2025

#### **Admission of Students and Conduct of Examinations Leading to the Award of One Year Certificate Course entitled “Certificate in Social Work” under Credit System in the Faculty of Inter-Disciplinary Studies, Direction 2025”**

**Whereas,** The Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2017) (hereinafter the "Act") governs the Gondwana University, Gadchiroli (hereinafter the "University");

**AND**

**Whereas,** the National Education Policy (NEP) 2020 focuses on education and skill development as per the needs of the community. Therefore, the University is introducing one year certificate course entitled **“Certificate in Social Work”** under credit system in the Faculty of Inter-Disciplinary Studies and it will be offered by the Model Degree College, a constituent college of the University;

**AND**

**Whereas,** as per provisions of section 73(1) of the Act, an ordinance is required to frame to lay down the conditions under which students can be admitted to courses of study for award of a Certificate but since, making of an ordinance is a time consuming process and there is an urgency for introduction of one year certificate course entitled **“Certificate in Social Work”** under credit system in the Faculty of Inter-Disciplinary Studies;

Now, therefore, I, Dr. Prashant Shridhar Bokare, Vice-Chancellor of the University, in exercise of my powers under section 12(8) of the Act, do hereby issue the following Directions.

1. This Direction shall be called **“Admission of Students and Conduct of Examinations Leading to the Award of One Year Certificate Course entitled “Certificate in Social Work” under Credit System in the Faculty of Inter-Disciplinary Studies, Direction 2023”** .
2. This direction shall come into force from the date of its issuance.
3. Definitions:-In this Direction, unless the context requires otherwise, the words and phrases shall have the meaning given hereunder.
  - a) “Program” means the full time One Year Certificate Course entitled **“Certificate in Social Work”**

- b) "Application Form" means a form prescribed by the University for seeking admission to Program under this direction.
  - c) "Competent Authority" means the Authority appointed by the Vice-Chancellor, for any specific purpose of the Program under this Direction.
  - d) "Course" means a subject or a paper offered in any semester under this Program.
  - e) "Credit" refers to the weightage given to a course, in terms of the number of instructional hours per week assigned to it. In this direction one credit means one hour of teaching work or two hours of practical work.
  - f) "Credit System" means, the system in which weightage of credits is spread over to different semesters during the period of study.
  - g) 'Grade letter' is an index to indicate the performance of a student in particular course. It is the depiction of actual marks secured by a student by a letter, the Grade letters are as given in Table 3.
  - h) 'Grade point' is the weightage allotted to each grade letter depending on the range of marks awarded in a course.
  - i) "HSSC" means the Higher Secondary School Certificate (Standard XII) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by any other recognized Board.
  - j) "Qualifying Examination" means an examination on the basis of which a candidate becomes eligible for admission to this Program.
4. In order to conduct the admission process for admitting students to this Program, the Vice Chancellor shall appoint the "Competent Authority".
  5. Intake capacity, Eligibility for application, Admission fees, Curriculum, Examination fees for this Program will be as shown in Table 1 below:

**Table:1**

Sr. No.	Subtitle	Details
1	Intake Capacity	20
2	Eligibility for application	HSSC
4	Admission Fees	1880 Rupees
7	Curriculum	As specified in <b>Annexure-I</b>
8	Examination Fees	The Examination fees shall be as prescribed/ revised and notified from time to time by the University.

## 6. EVALUATION OF THE PROGRAM

The internal and university assessment of student performance shall be carrying the weightage as mentioned in the Teaching and Examination Scheme given below:



**Table 2: Teaching and Examination Scheme**

**CERTIFICATE IN SOCIAL WORK**

**Semester - I**

**A] General Education Component Credits:**

Sr. No	Subject		TeachingSchemeHrs/Week			Examination Scheme								
						Theory					Practical			
		Credits	Theory Period	Pr Period	Total Periods	Duration Hrs	Max Th. UA	Max IA	Total	Min Pass	Du Hrs	Max Mar Pr.	Min Pass Mar.	Total Marks Th.Pr.IA
1	Foundation of Social Work	5	5	-	5	3	80	20	100	40	-	-	-	100
2	Social Science Concepts and Social Work	5	5	-	5	3	80	20	100	40	-	-	-	100
3	Social Case Work	5	5	-	5	3	80	20	100	40	-	-	-	100
4	Social Group Work	5	5	-	5	3	80	20	100	40	-	-	-	100
5	Field Work Practicum	5	14	14	14	-	-	-	-	-	2	100	50	100
	Total	25	34	14	34	-	320	80	400	-	-		-	500

**Table 2: Teaching and Examination Scheme**

**CERTIFICATE IN SOCIAL WORK**

**Semester – II**

**A] General Education Component Credits:**

Sr. No	Subject		Teaching SchemeHrs/Week			Examination Scheme									
						Theory					Practical				
			Credits	Theory Period	Pr Period	Total Periods	Duration Hrs	Max Th. UA	Max IA	Total	Min Pass	Du Hrs	Max Mar Pr.	Min Pass Mar.	Total Marks Th.Pr.IA
1	NGO Management and Development		5	5	-	5	3	80	20	100	40	-	-	-	100
2	Community Organization & Social Action		5	5	-	5	3	80	20	100	40	-	-	-	100
3	Basic Social Work Research		5	5	-	5	3	80	20	100	40	-	-	-	100

4	Social Welfare Administration	5	5	-	5	3	80	20	100	40	-	-	-	100
5	Field Work Practice and Survey Report	5	14	14	14	-	-	-	-	-	2	100	50	100
	<b>Total</b>	<b>25</b>	<b>34</b>	<b>14</b>	<b>34</b>	<b>-</b>	<b>320</b>	<b>80</b>	<b>400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500</b>

a) Marks to Letter Grade & Grade Point Conversion

The marks scored by the examinees in their courses/heads of passing of the program shall be converted into Letter Grade and Grade Point as per Table given below:

**Table 3: Conversion of marks into letter grade and grade points**

Scored Marks (x)	Letter Grade	Grade Point (G) (10 point scale)
$85 \leq x \leq 100$	A+	10
$80 \leq x < 85$	A	9
$75 \leq x < 80$	B+	8
$70 \leq x < 75$	B	7
$65 \leq x < 70$	C+	6
$60 \leq x < 65$	C	5
$50 \leq x < 60$	D	4
$0 \leq x < 50$	F	0
Absent in Examination	Z	-

\*Note: As such, the lowest passing Grade in any passing head shall be 'D'.

b) Calculation of Grade Point Average (GPA)

The Grade Point Average (GPA) shall be calculated for the program and shall be evaluated as mentioned below:

$$GPA = \frac{\sum_{i=1}^n (C_i \times G_i)}{\sum_{i=1}^n C_i}$$

Where  $C_i$  is the number of credits of the  $i^{th}$  course and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course.

The percentage of marks scored based on obtained GPA can be evaluated using below given formula.

$$Percentage = (GPA - 0.75) * 10$$




## 8. Division of Passing

The Division of Passing shall be based on GPA secured by an Examinee as shown in the Table 3 below:

**Table 3: Interpretation of GPA into Division of Passing**

INTERVAL OF GPA	DIVISION OF PASSING
$GPA \geq 8.25$	First with Distinction
$6.75 \leq GPA < 8.25$	First
$6.00 \leq GPA < 6.75$	Second
$5.00 \leq GPA < 6.00$	Pass

9. Declaration of result is based on the Grade Point Average (GPA) earned towards the end of the program as given in Table 3. The names of the successful examinees passing the examination as a whole in the minimum prescribed period and obtaining prescribed number of places securing the grades as per adopted credit-grade system shall be arranged in order of merit as provided in ordinance relating to examinations in general.
10. Provisions with respect to grace marks for passing in a particular course/ head of passing and improvement of Division (Higher Class) and getting Distinction in any course shall be as per relevant Direction/Ordinance of the University.
11. An examinee who does not qualify in examination or remain absent for the examination, shall be eligible to appear in the same re-examination, on payment of re-examination fee and such other fees as may be prescribed from time to time, within 30 days from the date of result.
12. Successful examinees who secure minimum prescribed registered credits (40) for the program duration shall be entitled to receive a Certificate of one year certificate course entitled **"Certificate in Social Work"** in the Faculty of Inter-Disciplinary Studies signed by the Vice Chancellor of the University on payment of prescribed fees.
13. In the event of any query regarding interpretation/application of any provision of this direction, the Director Board of Examination and Evaluation shall refer the matter for the decision of the Dean of the Faculty of Inter-Disciplinary Studies or alternatively to the Board of Deans if found necessary.
14. For any other matter pertaining to this Program and its final award which is beyond the purview of this Direction, it shall be referred to the Vice-Chancellor and that the decision of the Vice-Chancellor shall be final and binding on all the concerned.

  
(Dr. Prashant S. Bokare)  
Vice-Chancellor

Place: Gadchiroli  
Date: 4/7/2025

# **Gondwana University, Gadchiroli**



**NEP – 2020  
Certificate Course  
Syllabus  
Of  
CSW (Certificate In Social Work)  
(One – Year Certificate Course)**



**MODEL DEGREE COLLEGE GONDWANA UNIVERSITY, GADCHIROLI**

**CERTIFICATE OF SOCIAL WORK**

**COURSE STRUCTURE**

**Semester - I**

Sl. No.	Paper Code and Title	Programme Outcome	Credit	L:T:P:
	<b>Core Course</b>	<b>500</b>	<b>22</b>	
<b>1</b>	<b>CSW1-C1: Foundation of Social Work (FSW)</b>	<b>100</b>	<b>4</b>	<b>4:0:0</b>
<b>2</b>	<b>CSW1-C2: Social Science Concepts and Social Work (SSCS)</b>	<b>100</b>	<b>4</b>	<b>4:0:0</b>
<b>3</b>	<b>CSW1- C3: Social Case Work (SCW)</b>	<b>100</b>	<b>4</b>	<b>4:0:0</b>
<b>4</b>	<b>CSW1- C4: Social Group Work (SGW)</b>	<b>100</b>	<b>4</b>	<b>4:0:0</b>
<b>5</b>	<b>CSW1- Field Work Practicum</b> (1. Orientation – 10 marks 2. Skill Laboratory – 20 marks 3. Field Work Practicum – 30 marks 4. Agency Visit – 20 5. Viva Voce Internal – 20)	<b>100</b>	<b>6</b>	<b>0:0:2</b>

**Level: Semester I**

**Course: C-1**

**Title of the Paper: Foundations of Social Work**

**Marks/Credits: 100/4**

Course Objectives	Teaching Learning Process	Learning Outcomes	Course Evaluation
<ol style="list-style-type: none"><li>1. To understand history and evolution of social work profession, both in India and the West</li><li>2. To develop insights into the origin and development of ideologies and approaches to social change</li><li>3. To develop Skills to understand contemporary reality in its historical context</li></ol>	<ol style="list-style-type: none"><li>1. Lecture</li><li>2. Assignment</li><li>3. Individual and Group Presentation</li></ol>	<ol style="list-style-type: none"><li>1. Able to understand social work as a profession</li><li>2. Able to understand various ideologies of social work</li><li>3. Able to demonstrate awareness of values and ethics of the social work profession.</li></ol>	<p>A. Semester end examination 80 marks</p> <p>B. Internal Assessment:20 marks (Assignment: 10, Assignment Presentation: 05, Class Participation: 05)</p>



## **Subject: CERTIFICATE IN SOCIAL WORK**

### **Course Outline**

#### **Unit I: An Introduction to Social Work**

1. Social Work: Concept, Meaning, Definition and Objectives
2. Social Work: Nature, Scope and Functions
3. Emergence of Social Work: UK, USA, India
4. Development of Social Work Education in India

#### **Unit II: Values and Ethics in Social Work Practice**

1. Assumptions and Values of the Social Work
2. Codes of Ethics
3. Principles of Social Work
4. Social Work and its Relation to Human Rights and Social Justice
- 5.

#### **Unit III: Social Work Profession in India**

1. Profession: Meaning Definition and Attributes
2. Professionalization of Social Work in India
3. Issues and Challenges before Social Work Profession
4. Status of Social Work Profession in India

#### **UNIT IV: Approaches and Ideologies**

1. Professional v/s Voluntary Approaches to Social Work
2. Ideology of Action Groups and Social Movements
3. Generalist Approach to Social Work Practice
4. Influence of Political Ideology on Social Welfare Policies and Programmes

*Key Words• Social Work, Values and Ethics, Professional Attributes and Social Work Practice*

**Level: Semester I**

**Course: C-2**

**Title of the Paper: Social Science Concepts and Social Work**

**Marks/Credits: 100/4**

Course Objectives	Teaching Learning Process	Learning Outcomes	Course Evaluation
1. To understand basic sociological concepts and notions of society  2. To know the basic concepts of economics and structure of economy  3. To understand the political framework for social welfare	1. Lecture method  2. Assignment  3. Individual and Group Presentation	1. Able to understand the basic sociological concepts and notions of society  2. Able to know the basic concept of economics and structure of economy  3. Able to explore the knowledge about political framework in the context of social welfare	A. Semester end examination 80 marks  B. Internal Assessment: 20 marks (Assignment: 10, Assignment Presentation: 05, Class Participation: 05)

**Course Outline**

**Unit 1: Introduction to Sociological Concepts**

1. Society, Man and Society and its Relationships.
2. Social Values, Norms, Customs, Mores and Culture.
3. Social Institutions: Family, Marriage and Religion.

**Unit 2: Notions of Society**

1. Social Process: Concept, Importance
2. Social Change: Concept, Characteristics and Factors.
3. Social Control: Concept, Importance and Agencies.
4. Socialization: Concept, Importance and Agencies.



### **Unit 3: Basics of Economics**

1. Micro: Demand and Supply
2. Macro: National Income, Inflation, Money and Banking.
3. Public Finance: Budget.
4. Economic System: Capitalist, Socialist and Mixed.

### **Unit 4: Introduction to Political Concepts**

1. State: Origin, Concept and its Organs.
2. Constitution of India and its Salient Features.
3. Fundamental Rights, Directive Principles of State Policy.

*Key Words: Society, Social Institution, Economic System and Welfare State*

## References:

- Ahuja, Ram (1997) Social Problem in India, Rawat Publishers, Jaipur
- Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi : Commonwealth Publishers
- Bhusan, Vidya & Sachdeva, D. R. (2000) An Introduction to Sociology, Allahabad : Kitab Mahal
- Crawford, K. (2004). Social Work and human development: Transforming Social Work practice. Exeter: Learning Matters
- Flippo, Osella and Katy, Gardner (2003) Contraventions to Indian Sociology, Migration Modernity and Social Transformation in South Asia, New Delhi : Sage Publication
- Gandhi P. Jagadish (1982) Indian Economy — Some Issues, Institute of Social Sciences and Research, Vellore
- Koutsoyiannis (2008), Modern Micro Economics, 2<sup>nd</sup> Edition, London: Macmillan Press Ltd.
- M.Adhikari, Managerial: Economics
- Mahajan, G. (Ed.). (1998). Democracy, Difference and Social Justice. New Delhi: Cambridge University Press
- Mohanty, Manoranjan (2004) Class, Caste, Gender — Readings in Indian Government and Politics, New Delhi: Sage Publication
- Singh, Yogendra (1997) Social Stratification & Change in India, New Delhi: Manohar Publication
- Srinivas, M.N. (1991) Indian Social Structure. New Delhi: Hindustan Publishing House.
- Stroup, H.H. (1960). Social Work Education — An Introduction to the Field. New Delhi: Urasia Publishing.



**Level: Semester: I**  
**Course: C-**

**Title of the Paper: Social Casework**

**Marks/Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
<p>1. To understand the individual, family and their problems and the social contextual factors affecting them</p> <p>2. To understand Social Casework as a method of Social Work practice</p> <p>3. To gain knowledge about the basic concepts, tools, techniques, processes and Skills of working with individuals</p> <p>4. To develop an understanding of application of case work in diverse settings</p>	<p>1. Lecture</p> <p>2. Assignment</p> <p>3. Individual and Group Presentation</p>	<p>1. Able to demonstrate familiarity with Casework processes, tools and techniques and their application in Professional Social Work Practice.</p> <p>2. Able to develop skills of Observation, Listening, Interviewing and Home Visits, Rapport Building, Resource Mobilization and Recording</p>	<p>A. Semester end examination : 80 marks</p> <p>B. Internal Assessment: 20 marks (Assignment: 10, Assignment Presentation: 05, Class Participation: 05)</p>

## **Course Outline**

### **Unit I: Introduction to Social Casework**

1. Social Casework: Concept, Nature, Scope, Objectives and Importance
2. Historical Development of Social Casework
3. Components of Social Casework (Person, Place, Problem and Process)
4. Principles of Social Casework

### **Unit II: Understanding Individuals and Problems**

1. Individual: Nature and Needs
2. Problems Faced by Individuals and Families
3. Casework Practice in different settings: Medical, School, Elderly care Homes, Correctional, and Rehabilitation Centres.

### **Unit III : Tools, Techniques and Skills of Social Casework**

1. Casework Relationship, Use of Authority and Advocacy
2. Communication: Observation, Listening, Interviewing and Home Visits
3. Recording in Casework

### **Unit III: Process of Social Casework**

1. Phases of Casework Process: Study
2. Assessment
3. Intervention, Termination
4. Evaluation
5. Follow-up

***Key Word: Social Casework, Skills in Social Casework, Process and Approaches***

## References:

- Aptekar, Herbert (1955) *The Dynamics of Casework and Counselling*, New York: Houghton Mifflin Co
- Beistek, F.P. (1957). *The Casework Relationship*. Chicago: Loyola University Press.
- Fisher, J.(1978). *Effective Casework Practice: an Eclectic Approach*. New York: McGraw Hill
- Fuster, J.M. (2005). *Personal Counselling*, Better Yourself Books, Mumbai, Eleventh Edition.
- Hamilton, G. (1956): *Theory and Practice of Social Casework*. New York: Columbia University Press.
- Hamilton, Gordon (2013) *The Theory and Practice of Social Case Work*, Rawat Publication, New Delhi
- Keats, Daphne (2002) *Interviewing – A Practical Guide for Students and Professionals*, New Delhi: Viva Books Pvt.Ltd
- Mathew, G. (1992): *An Introduction to Social Casework*. Bombay: Tata Institute of Social Sciences.
- Pearlman, H H. (1957). *Social Case Work: a Problem Solving Process*. Chicago: University of Chicago.
- Rameshwari Devi, Ravi Prakash (2004) *Social Work Methods, Practices and Perspectives (Models of Casework Practice)*, Vol. II, Ch.3, Jaipur : Mangal Deep Publication
- Richmond, Mary (1970) *Social Diagnosis*. New York : Free Press
- Sainsbury, Eric. (1970). *Social Diagnosis in Casework*. London: Routledge & Kegan Paul.
- Skidmore, R.A. and Thakary, M.G. (1982): *Introduction to Social Work*. New Jersey: Prentice Hall.
- Timms, N. (1964): *Social Casework: Principles and Practice*. London: Routledge and Kegan Paul.
- Timms, N. (1972): *Recording in Social Work*. London: Routledge and Kegan Paul.
- Upadhyay, R K. (2003). *Social Case Work: A therapeutic approach*. Jaipur: Rawat Publications



**Level: Semester: I**  
**Course: C-4**

**Title of the Paper: Social Group Work**

**Marks/Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
1. To understand the nature and types of groups 2. To understand Social Group Work as a method of Social Work practice 3. To know the basic concepts, tools, techniques, processes and Skills of working with groups 4. To develop an understanding of process of group development and group dynamics 5. To develop an understanding of application of group work in diverse settings	1. Lecture 2. Assignment 3. Individual and Group Presentation	1. Able to demonstrate familiarity with Group Work processes, tools and techniques and their application in Professional Social Work Practice 2. Able to develop skills of Facilitation, Analytical Thinking, Leadership Building, Programme Planning, Evaluation and using Programme Media in groups	A. Semester end examination: 80 marks.  Internal Assessment: 20 Marks (Assignment: 10, Assignment Presentation: 05, Class Participation: 05)

## **Course Outline**

### **Unit I: Introduction to Social Group Work**

1. Social Groups: Meaning, Characteristics and Importance
2. Types of Groups: Primary and Secondary, Open and Closed, Formal and Informal
3. Evolution of Social Group Work
4. Values of Social Group Work

### **Unit II: Social Group Work and its Practice**

1. Assumptions and Objectives of Social Group Work
2. Models of Social Group Work Practice
3. Application of Social Group Work with Different Groups: Children, Adolescents, Older Persons, Women and Persons with Disability

### **Unit III: Group Process and Dynamics**

1. Stages of Group Development
2. Group Dynamics
3. Principles of Social Group Work
4. Social Group Work Process: Facilitation, Role of Group worker, Leadership and Decision Making

### **Unit IV: Skills and Techniques of Social Group Work Practice**

1. Social Group Work Skills: Facilitation, Analytical Thinking and Leadership Building
2. Programme Planning and Evaluation
3. Use of Programme Media

*Key Words: Social Group Work, Group Dynamics, Leadership Building and Programme Planning*

## References:

- Balgopal, P.R.and Vassil, T.V. (1983) Groups in Social Work: An Ecological Perspective. New York: Macmillan.
- Brown, Allan (1994). Group Work. Hampshire: Ashgate.
- Charles D. Gravin, Lorraine M. Gutierrez, Maeda J Galinsky (2004) Handbook of Social Work with Groups, Rawat Publications.
- David Cappuzzi, Douglas R. Gross (2010) Introduction to Group Work, Fourth Edition: Mark D. Stauffer, Rawat Publications.
- Douglas, T. (1972) Group Processes in Social Work: A Theoretical Synthesis. Chicester: Johan Wiley and Sons.
- Geoffrey, L.G. andEphross, P.H. (1997) Group Work with Population at Risk. New York: Oxford University Press.
- H.Y.Siddiqui(2008) Group Work: Theories and Practices: Rawat, Publications
- Jarlath, F. Benson (1987) Working More Creatively with Groups: New York: Tavistock Publication
- Kanopka, G.(1963):Social Group Work: A Helping Process. Eaglewood Cliffs: Prentice.
- Phillips (1957) Essentials of Social Group Work Skills: New York: Association Press.
- Toseland, R.W.and Rivas, R. (1984) An Introduction to Group Work Practice. New York: MacMillian.
- Trecker, H.B. (1972) Social Group Work: Principles and Practice. New York: Association Press.
- Wilson, G. and Ryland, G. (1949) Social Group Work Practice. Cambridge: Houghton. Mifflin Company.



**MODEL DEGREE COLLEGE GONDWANA UNIVERSITY, GADCHIROLI**

**CERTIFICATE OF SOCIAL WORK**

**COURSE STRUCTURE**

**Semester II**

<b>Sr. No.</b>	<b>Paper Code and Title</b>	<b>Programme Outcome</b>	<b>Credit</b>	<b>L:T:P:</b>
	<b>Core Course</b>	<b>500</b>	<b>22</b>	
<b>1</b>	<b>CSW2-C5: NGO Management and Development (NMD)</b>	<b>100</b>	<b>4</b>	<b>4:0:0</b>
<b>2</b>	<b>CSW2-C6: Community Organization &amp; Social Action (CO&amp;CA)</b>	<b>100</b>	<b>4</b>	<b>4:0:0</b>
<b>3</b>	<b>CSW2- C7: Basic Social Work Research (BSWR)</b>	<b>100</b>	<b>4</b>	<b>4:0:0</b>
<b>4</b>	<b>CSW2- C8: Social Welfare Administration (SWA)</b>	<b>100</b>	<b>4</b>	<b>4:0:0</b>
<b>5</b>	<b>CSW2- Field Work Practice and Survey Report</b> (1. Orientation – 10 marks 2. Seminar – 10 marks 3. Field Work Practicum (Survey Report) – 50 marks 4. Presentation – 10 5. Viva Voce External – 20)	<b>100</b>	<b>6</b>	<b>0:0:2</b>

**Level: Semester- II**

**Course:C-5**

**Title of the Paper: NGO Management and Development**

**Marks/Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
<p>1. Equip students with the essential skills required for managing and leading NGOs, including project management, human resources, and organizational governance.</p> <p>2. Teach students how to monitor and evaluate the impact of NGO programs and projects to ensure accountability, transparency, and effectiveness in achieving goals.</p> <p>3. Provide students with the knowledge tools to develop long-term strategic plans that promote sustainability, growth, and lasting impact for NGOs in diverse environments.</p> <p>4. Understand the legal framework that governs NGOs, including registration, tax-exemption, labor laws, &amp; accountability requirements.</p>	<p>1. Lecture</p> <p>2. Assignment</p> <p>3. Individual and Group Presentation</p>	<p>1. Students will be able to demonstrate effective leadership and management skills in NGO settings, including strategic planning, governance, and human resource management, to ensure smooth operations and organizational growth.</p> <p>2. Students will be able to identify and establish effective partnerships with stakeholders, including communities, donors, and government entities, to enhance the impact and reach of NGO initiatives.</p> <p>3. Students will be able to apply monitoring and evaluation methods to assess program effectiveness, ensuring that NGOs achieve their intended outcomes and remain accountable to stakeholders.</p> <p>4. Students will develop the ability to effectively advocate for policy changes, influencing decision-makers and contributing to shaping public policies that align with the mission and goals of NGOs.</p>	<p>A. Semester end Examination : 80 Marks</p> <p>B. Internal Assessment : 20Marks (Assignment : 10, Assignment Presentation : 05,Class Participation 05)</p>

## **Course Outline**

### **UNIT 1 : NGOs**

1. Environment – Legal procedures for establishment of NGOs.
2. Trust and Society and their differences
3. Concept of Political, Economic, Social, Technological, Environmental and Legal (PESTLE) analysis.

### **UNIT 2 : Problems of NGOs**

1. Problem identification
2. Problems faced by NGOs
3. Managerial role in problem solving.

### **UNIT 3 : Office Procedure and Documentation**

1. Documents of trust and society
2. Contents of Memorandum of Association (MOA)
3. Importance of by-laws
4. Registration under Society registration act and Bombay Public Trust act.
5. Difference between public and private trust.

### **UNIT 4 : Schemes for NGOs Under various Ministries**

1. Government of India. - Ministry of Agriculture
2. Ministry of Tribal Affairs,
3. Environment and Forest,
4. Health and Family Welfare
5. Human Resource Development, Women and Child Development, Social Justice and Empowerment.
6. NABARD



**Level: Semester - II**

**Course: C6**

**Title of the Paper: Community Organization and Social Action**

**Marks/Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
<ol style="list-style-type: none"><li>1. To understand the fundamental concepts and components of community, community organization and social action</li><li>2. To understand the models of community organization and social action</li><li>3. To understand the relationship of community organization and social action with other methods of social work</li><li>4. To understand various social movements in India</li></ol>	<ol style="list-style-type: none"><li>1. Lecture</li><li>2. Assignment</li><li>3. Individual and Group Presentation</li></ol>	<ol style="list-style-type: none"><li>1. Able to demonstrate familiarity with community organization and social action as methods of social work profession</li><li>2. Able to develop skill of collecting and collating Information to understand community, its structure and components</li><li>3. Able to gain the experience and exposure to practice community organization and social action at micro and levels</li><li>4. Able to understand the relationship of community organization and social action with other methods of social work</li></ol>	<p>A. Semester end examination : 80 marks</p> <p>B. Internal Assessment: 20 marks (Assignment: 10. Assignment Presentation: 05. Class Participation: 05)</p>

## **Course Outline**

### **Unit I : Community**

1. Community: Concept, Meaning and Definition
2. Components and Characteristics of community
3. Functions of Community
4. Major Forms of Community: Tribal, Rural, Urban-their Features and Difference

### **Unit II: Community Organisation**

1. Community Organization; Concept, Meaning, Definition And Scope
2. Models, Principles and process of Community organization
3. Community Organization and its relationship with other methods of social work
4. Role of Community organizer

### **Unit III: Social Action**

1. Social Action: Concept, Meaning, Definition And Scope
2. Social Action and its relationship with other methods of social work
3. Principles and Strategies of Social Work

### **Unit IV: Social Movements in India**

1. Social Movements: Concept, Meaning, Definition And Scope
2. Agrarian and Peasant Movements: Anand, Sarvodaya and Bhooadan
3. Environmental Movements: Narmada Bachao Andolan, Chipko, Silent Valley and Chilka Lake
4. Dalit Movements, Women Movements, Bachpan Bachao Andolan

***KeyWords: Community, Community Organisation, Social Action and Movement***

## References:

- Cox F (1987), Community Organisation, Michigan, FE Peacock Publishers
- Gangrade K.D. (1971) Community Organisation in India, Bombay, Popular Prakashan
- Hardcastle, David A., Stanley Wenocur & Patricia Powers (1996). Community Practice: Theories and Skills for Social Workers. New York: Oxford University Press.
- Ledwith, M. (2005) Community Development a Critical Approach, New Delhi: Rawat Publications
- MacIver R. M. and Page, CH (1985), Society: An Introductory Analysis, New Delhi, Macmillan Publishers
- Marie Weil (ed.) (2005), The Hand Book of Community Practice, New Delhi, Sage Publication
- Ross M.G. (1955), Community Organisation: Theory and Principles, New York, Harper & Brot
- Shah, Ghanshyam (2004), Social Movements in India: A Review of the Literature, New Delhi, Sage
- Siddique, H.Y. (1997) Working with Communities-Introduction to Community Work. New Delhi: Hira Publications
- Siddiqui, H.Y. (1985), Social Work and Social Action, New Delhi, Harnam
- Singh, R (2001), Social Movements-Old and New: A Post-modern Critique, New Delhi, Sage
- Somesh Kumar (2002) Methods for Community Participation: A Complete guide for Practitioners, New Delhi: Sage Publication (Vistaar)
- Yadav C.P. (2007) Encyclopedia of social work and community organization. New Delhi: Anmol Publications Pvt.



**Level: Semester- II**

**Course:**

**Title of the Paper: Social Work Research/ Research in Social Work**

**Marks/Credits: 100/4**  
**C7**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
<ol style="list-style-type: none"><li>1. To gain understanding of nature and relevance of social science research and its application in the study of social phenomena</li><li>2. To learn steps and process of formulation of research design and carry out the same</li><li>3. To learn method of conducting a review of literature</li><li>4. To develop familiarity with qualitative and quantitative research methods</li><li>5. To learn how to prepare tools for collection of data</li><li>6. To learn process of data collection, organization, presentation, analysis and report writing</li></ol>	<ol style="list-style-type: none"><li>1. Lecture</li><li>2. Assignment</li><li>3. Individual and Group Presentation</li></ol>	<ol style="list-style-type: none"><li>1. Able to demonstrate ability to be able to conduct research, and to do this with an understanding of the application of different methods and tools</li><li>2. Able to develop skills of data collection, organization, presentation, analysis and report writing</li></ol>	<p>A. Semester end examination : 80 marks</p> <p>B. Internal Assessment: 20 marks(Assignment: 10, Assignment Presentation: 05, Class Participation: 05)</p>

## **Course Outline**

### **Unit I: Basic Concepts**

1. Social Research: Concept, Definition and Scope
2. Social Work Research: Concept, Definition and Scope
3. Qualitative Research, Quantitative Research and Mixed Methods

### **Unit II: Social Work Research Methodology**

1. Identification and Steps in Formulation of a Research Proposal
2. Review of Literature
3. Research Questions and Hypothesis, and Variables
4. Types of Research Designs: Exploratory, Descriptive, Experimental and Evaluation

### **Unit III: Sampling Framework and Data Collection**

1. Concept of Universe, Sample, Sampling Unit and Types of Sampling Frame-Probability and Non-Probability
2. Sources of Data: Primary and Secondary
3. Tools of Data Collection (Quantitative): Survey, Interview Schedule, Interview Guide, Questionnaire
4. Tools of Data Collection (Qualitative): Observation, In-depth Interview and Focus Group Discussion

### **Unit IV: Data Processing**

1. Processing and Presentation of Data
2. Analysis, Interpretation and Report Writing

**Key Words:** *Social Research, Social Work Research, Research Methodology and Collection and Processing of Data*

## References:

- Black, J. and Champion, D. (1976). *Methods and Issues in Social Research*. New York, N.Y.: Wiley.
- Bryman, Alan (2016). *Social Research Methods*. 5<sup>th</sup> Edition. London: Oxford University Press.
- Cook, Thomas D Cook and Reichardt, eds (1979). *Qualitative and Quantitative Methods in Evaluation Research*. CA: Sage
- Creswell, J W (1994). *Research Design: Qualitative and Quantitative Approaches*. CA: Sage Publications.
- Denzin, N.K. and Lincoln, Y.S. Eds (2017). *The Sage Handbook of Qualitative Research*. Sage
- Gupta, S.C., (2012). *Fundamentals of Statistics*. 7<sup>th</sup> revised ed., Himalaya Publishing House, New Delhi.
- Kerlinger, F. (1986). *Foundations of Behavioral Research*. New York: Holt, Rinehart and Winston.
- Kothari, C. R.,(2004) , *Research Methodology –Methods and Techniques*, 2<sup>nd</sup> ed.,
- Kumar, R., (2006), *Research Methodology*, 2nd ed., Pearson Education, New Delhi.
- Laldas, D. K., (2000), *Practice of Social Research*, Rawat Publication, New Age International (P) Ltd., New Delhi.
- Neuman, W. L. (2014). *Social Research Methods- Qualitative and Quantitative Approach*. 7<sup>th</sup> Edition. New Delhi: Pearson Education India



**Level: Semester - II**

**Course:**

**Title of the Paper: Social Welfare Administration**

**Marks/ Credits: 100/4**

**C-8**

<b>Course Objectives</b>	<b>Teaching Learning Pedagogy</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
1. To understand concept of social welfare and social welfare administration 2. To understand Structure and components of social welfare administration 3. To understand relevance of social welfare administration for social workers	1. Lecture 2. Assignment 3. Individual and Group Presentation	1. Able to understand concept of social welfare and social welfare administration 2. Able to understand the Structure and components of social welfare administration 3. Able to understand the relevance of social welfare administration for social workers	A. Semester end examination : 80 marks B Internal Assessment: 20 marks(Assignment: 10, Assignment Presentation: 05, Class Participation: 05)

## **Course Outline**

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

1. Social Welfare: Concept, Definitions, Nature and Scope
2. Social Welfare Administration: Concept, Definitions, Objectives and Nature
3. Principles, Functions and Scope of Social Welfare Administration

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

1. Social Welfare Agencies: Concept, Forms and Functions
2. Social Welfare Administration at State Level
3. Social Welfare Administration at Central level

### **Unit 3: Components of Social Welfare Administration I**

1. Planning: Concept, Definitions, Types and Objectives
2. Organization: Concept, Definitions, Types and Objectives
3. Training and Directing

### **Unit 4: Components of Social Welfare Administration II**

1. Coordination in Social Welfare Administration
2. Budget: Concept, Definitions Types
3. Recording and Documentation
4. Monitoring, Evaluation and Feedback

*Key Words: Social Welfare, Social Welfare Administration, Agencies and Components of Administration*

## References:

- Balsara Jal F., (1984). Perspectives on Social Welfare in India. New Delhi: S. Chand Co. Ltd.
- Bhattacharya, S. (2006). Social Work Administration and Development. Jaipur: Rawat Publications
- Chowdhry, P.D., (1983). Social Welfare Administration. Delhi: Atma Ram Sons
- Goel, S.L. & Jain, R.K., (1988). Social Welfare Administration: Theory and Practice, (Vol. I & II). New Delhi: Deep and Deep Publications.
- Patti, R.J., (2000). The Handbook of Social Welfare Management. New Delhi: Sage Publications.
- Rao Vidya, (1987). Social Welfare Administration. Mumbai: Tata Institute of Social Sciences.
- Sachdeva, D. R., (1998). Social Welfare Administration in India. Allahabad, Kitab Mahal.
- UNDP (2001). The Monitoring and Evaluation Framework, UNDP, Toronto: University of Toronto Press.
- Friedlander, W. A. (1976). Concepts and Methods of Social Work. New Jersey: Prentice-Hall
- Kuppaswamy, B. (2010). Social Change in India. New Delhi: Vikas Publishing House (P) Ltd.
- Somesh, Kumar (2002) **Methods** for Community Participation: A Complete Guide for Practitioners. New Delhi: Sage Publication.
- Wadia, A. & Hormasji, N. (1968). History and Philosophy of Social Work in India (2nd ed).Bombay: Allied publishers