



## GONDWANA UNIVERSITY, GADCHIROLI

### DIRECTION NO 25 of 2023

#### **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"**

**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**

**A] General Education Component Credits:**

Sr. No	Subject	Examination Scheme												
		Teaching Scheme Hrs/Week				Theory					Practical			Total Marks Th.Pr.IA
		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.	
1	A) Foundation of Social Work B) Social Science Concepts and Social Work	5	5	-	5	3	80	20	100	40	-	-	-	125
2	A) Social Case Work B) Social Group Work	5	5	-	5	3	80	20	100	40	-	-	-	125
3	A) Psychology and Social Work B) Community Organization & Social Action	5	5	-	5	3	80	20	100	40	-	-	-	125
4	A) Social Welfare Administration B) Field Work Practice and Survey Report	5	5	-	5	3	80	20	100	40	-	-	-	125
5	Field Work Practicum	5	14	14	14	-	80	20	100	40	2	175	-	175
	<b>Total</b>	<b>25</b>	<b>20</b>	<b>14</b>	<b>34</b>	<b>-</b>	<b>400</b>	<b>100</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>175</b>	<b>-</b>	<b>675</b>



**B] Skill Development Component Credits:**

Sr. No.	Practical	Teaching Scheme (Hrs/Week)			Credits	Examination Scheme					
		Th	Pr.	Total		Duration (Hrs)	Max. Marks		Total Marks	Min. Passing Marks	
							Internal Assessment	University Assessment		Th.	Pr.
1	Project	-	10	10	5	-	125	NIL	125		
2	OJT	-	36	36	10	-	200	NIL	200		
					15		325	-	325		

Note:

Th=Theory; Pr = Practical; PR=Project; INT=Internship IA = Internal Assessment UA = University Assessment.

**Credit Calculations:** (1) One credit would mean equivalent of 15 periods of 60 minutes each for Theory. (2) For practical /project /internship/Field work, the Credit Weightage for equivalent hours shall be 50% of that for theory. (3) The strength of Batch of Practical /Workshop / internship / Field visit / Project shall be 20. (4) 10 contact hours equals to 3 credits per semester and 6 credits for two semesters viz one year duration for Project/Field Visit/Industrial Training/Internship

\*On Job Training

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: 1 / 11 / 2023

**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. Fields of Social Work (Introduction)

#### **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
5. Fields of Social Work (Introduction)

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

## **Course Outline**

### **Unit 1: Introduction to Sociological Concepts**

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

### **Unit 2: Notions of Society**

1. Social Process: Concept, Importance and Types.
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, Cost, Production, Revenue and Market.
2. Macro: National Income, Inflation, Money and Banking.
3. Public Finance: Public Revenue, Expenditure, Debt, and Budget.
4. Economic System: Capitalist, Socialist and Mixed.

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

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

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

## References:

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- Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi : Commonwealth Publishers
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- H.H. (1960). Social Work Education — An Introduction to the Field. New Delhi: Urasia Publishing.



**Level: Semester: I**  
**Course: C-3**

**Title of the Paper: Social Casework**

**Marks/Credits: 100/4**

Course Objectives	Teaching Learning Process	Learning Outcomes	Course Evaluation
<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

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. Concept of Social Role, Functioning and Coping
4. Casework Practice in different settings: Medical, School, Elderly care Homes, Correctional, and Rehabilitation Centres.

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

1. Casework Relationship, Use of Authority and Advocacy
2. Communication: Observation, Listening, Interviewing and Home Visits
3. Rapport Building and Resource Mobilization
4. 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
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**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
4. Areas of Social Group Work Practice in Different Settings

### **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
4. Group Discussion, Group Counselling, Group Decision Making, and Recording in Group work

***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.
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**MODEL DEGREE COLLEGE GONDWANA UNIVERSITY, GADCHIROLI**

**CERTIFICATE OF SOCIAL WORK**

**COURSE STRUCTURE**

**Semester II**

Sl. No.	Paper Code and Title	Programe Outcome	Credit	L:T:P:
	Core Course	550	22	
1	CSW2-C5: Psychology and Social Work (PSW)	100	4	4:0:0
2	CSW2-C6: Community Organization & Social Action (CO&CA)	100	4	4:0:0
3	CSW2- C7: Basic Social Work Resrarch(BSWR)	100	4	4:0:0
4	CSW2- C8: Social Welfare Administration (SWA)	100	4	4:0:0
5	CSW2- Field Work Practice and Survey Report ( FWP&SR 2)	150	6	0:0:2

**Level: Semester- II**

**Course:**

**C-5**

**Title of the Paper: Psychology and Social 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 psychological concepts and its relevance to Social Work	1. Lecture 2. Assignment 3. Individual and Group Presentation	1. Able to understand psychological concepts and its relevance to Social Work	A. Semester end examination : 80 marks B. Internal Assessment: 20 marks(Assignment: 10, Assignment Presentation: 05, Class Participation: 05)
2. To understand the basic concepts and processes in social psychology and its relevance to Social Work		2. Able to understand the basic concepts and processes in social psychology and its relevance to Social Work	
3. To understand determinants and processes of personality development		3. Able to understand determinants and processes of personality development	
4. To understand social attitudes and psycho-social behaviour		4. Able to understand social attitudes and psycho-social behaviour	



## **Course Outline**

### **Unit I: Introduction to Psychology**

1. Psychology: Concept, Definition and Relevance to Social Work
2. Perception and Learning: Definition, Perspective and Factors
3. Motivation: Concept and Factors affecting Motivation
4. Emotion and Intelligence: Concept, Factors affecting Emotion and Intelligence

### **Unit II: Human Growth and Personality**

1. Human Growth and Development: Meaning and Stages
2. Personality: Concept and Determinants
3. Psychoanalytic Theories of Personality: Freud and Carl Jung
4. Behaviour and Humanistic Theories: B.F. Skinner and Carl Rogers

### **Unit III: Introduction to Social Psychology**

1. Social Psychology: Concept, Definition and Relevance to Social Work
2. Influence of Groups on individual behaviour
3. Social Perception and Social Cognition: Definitions, Features and Factors
4. Social Influence and Interpersonal Attraction: Definitions, Features and Factors

### **Unit IV: Social Attitude and Collective Behaviour**

1. Social Attitude: Meaning, Definition, Features and Formation
2. Collective Behaviour: Characteristics and Dynamics
3. Leadership: Meaning, Definitions, Traits and Functions
4. Stereotypes and Prejudices

***Key Words: Psychology, Human Growth, Personality and Collective Behaviour***

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**Level: Semester - II**

**Course: C6**

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

**Marks/Credits: 100/4**

Course Objectives	Teaching Learning Process	Learning Outcomes	Course Evaluation
<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, 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 Scop
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 Scop
2. Social Action and its relationship with other methods of social work
3. Principles and Strategies of Social Work
4. Models of Social Action-Popular and Elitist; Need Based and Right Based Approaches

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

1. Social Movements: Concept, Meaning, Definition And Scop
2. Agrarian and Peasant Movements: Anandkhadi, 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*



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**Level: Semester - II**

**Course:**  
**C7**

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

**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 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
4. Ethics of research

### **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 Evaluative

### **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 and Basic Statistics**

1. Processing and Presentation of Data
  2. Use of Statistics: Measures of Central tendency
  3. Measures of Dispersion: Range, Mean Deviation, Standard Deviation, Coefficient of Correlation
  4. Analysis, Interpretation and Report Writing
- (3. Need, Importance and scope of statistics)

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

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**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
4. Social Welfare Administration, Public Administration and Social Security 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
4. Social Welfare Administration at International Level

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

1. Planning: Concept, Definitions, Types and Objectives
2. Organization: Concept, Definitions, Types and Objectives
3. Manpower Planning, Recruitment and Selection
4. 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:

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