

Course Code: SWR 411

Course Name: Social Legislations

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

- Develop understanding of the nature and scope of social legislations
- Gain overview of the legislations pertaining to social institutions, women & various vulnerable populations
- Develop perspective for using legislations for advocacy

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

Course Contents:

UNIT - I: Introduction to Social Legislations

(4 Hours)

- Indian Legislature and Judiciary
- Social Legislation: Nature and Scope
- History of Social Legislation in India

UNIT - II: Legislation and Social Institutions

(6 Hours)

- Personal laws relating to marriage, succession and adoption
- Special Marriage Act, 1956
- Family Courts Act, 1986

UNIT - III: Legislation for Protection of Women

(8 Hours)

- Dowry Prohibition Act, 1961
- Domestic Violence Act, 2005
- The Immoral Traffic (Prevention) Act, 1986
- Indecent Representation of Women (Prohibition) Act, 1986
- Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013

UNIT - IV: Legislation for Vulnerable Groups

(8 Hours)

- The Juvenile Justice (Care and Protection of Children) Act, 2015
- Maintenance and Welfare of Parents and Senior Citizens Act, 2007
- The Rights of Persons with Disabilities Act, 2016
- National Trust For Welfare of Persons With Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999
- The Scheduled Castes and Tribes (Prevention of Atrocities) Act, 1989
- Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006

UNIT - V: Social Legislation for Advocacy

(4 Hours)

- Advocacy
- Public Issue Litigation
- Legal Literacy
- Free Legal Aid
- Right to Information

Prescribed Text Books:

1. Gangrade, K.D. (2011). Social Legislations in India (2 volumes). Delhi: Concept Publishing Company Pvt. Ltd.
2. Indian Bare Acts. Delhi: Professional Book Publishers.
3. Dalrymple, J. & Boylan, J. (2013). Advocacy in Social Work. London: Sage Publications.

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Course Code: SWR 404

Course Name: Social Welfare Administration

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objective: Having successfully completed this course, a student should be able to:

- Develop understanding of social welfare administration as a method of social work profession.
- Understand various components of social welfare administration.
- Acquire competence in the administration of social welfare and development services.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment : 25%
 - a. Assignment: 05%
 - b. Group discussion: 10%
 - c. Presentation: 10%

Course Contents:

UNIT - I: Social Welfare Administration (4 Hours)

- Social welfare and development organizations: Nature, types and functions
- Social welfare administration: Meaning, history, principles and changing context
- Social Work Administration: Meaning, features and assumptions
- Distinction between business administration, social welfare administration and social work administration
- Relation of social welfare administration with other methods of social work

UNIT - II: Structure of Social Welfare Administration (5 Hours)

- Service Providers: Governmental, Private, NGO
- Administrative structures at different Levels: Central, State, District, Block & Panchayat
- Administrative structures of NGOs engaged in provision of human services
- Registration of welfare agencies: Laws relating to NGOs, Trusts, Co-operative Societies, organizations under Section-8 of Companies Act 2013, FCRA.

UNIT - III: Components of Administration (8 Hours)

- Planning, Organizing and Staffing
- Directing, Coordinating and Supervision

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- Reporting and Budgeting
- Public relations and networking
- Monitoring & Evaluation Systems

UNIT – IV: Strategies and Mechanism of Administration (6 Hours)

- Decision Making: Process and Types; need assessment
- Role of Communication in Administration
- Voluntarism and Management of Volunteers in service delivery; Beneficiary & Peoples' participation in service delivery
- Johary Window and Social Work Communication

UNIT – V: Project Formulation & Project Management (7 Hours)

- Types & nature of Projects
- Project Formulation: Steps and basic principles; Grant Writing
- Project Management: Process, Stages, strategies, skills
- Fund Raising & resource mobilisation – need, sources, ethical issues; grant-in-aid; loans

Text books:

1. Goel S.L; Jain, R.K., Social Welfare Administration Vol.2, Deep & Deep Publications: New Delhi 1998.
2. Bhattacharya, S. (2006). *Social work administration and development*. Jaipur: Rawat Publications.
3. Kettner, P. M., Moroney, R., & Martin, L. L. (2013). *Designing and managing programs: An effectiveness-based approach*.
4. Klein, K. (2013). *Fundraising for social change*. San Francisco, Calif: Jossey-Bass.

Reference Books:

5. Bean, Philip, Approaches to Welfare, Routledge & Kegan Paul: London, 1983.
6. Prasad, R. (1982). *Social administration: An analytical study of a state*. Delhi, India: Shree Pub. House.
7. Encyclopedia of Social Work in India, Publication Division GOI: New Delhi 1968,
Vol I Pg.110-118 (Communication), Vol III Pg 210-235 (Social Administration).

Reference Articles:

1. Tsui, M.S., & Cheung, F. (January 01, 2009). Social Work Administration Revisited. *Journal of Social Work*, 9, 2, 148-157.

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Course Code: **SWR 403**

Course Name: **Social Policy & Social Development** (Updated August 2015)

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory / optional work placement; literature survey / library work; data collection / field work; writing of papers/ projects /dissertation /thesis; seminars, etc.)

Course Objectives: The course is designed to

- To develop understanding of Social Policy and planning with special reference to India and their relevance to Social Work Practice.
- To develop ability to identify and analyse factors contributing to Under Development and Development.
- To provide understanding of Social, Economic and Political Justice and their implications for professional Social Work.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%
 1. Assignment: 10%
 2. Class Test: 5%
 3. Topic Presentation: 10%

Course Contents:

UNIT - I: Development & Planned Change (7 Hours)

- Planned Change - Meaning and Process
- Concept of Development and under-development
- The development debate and vulnerable groups: SC, ST and minorities
- Indicators of development
- Concept of Human Development & Human Development Index (HDI)
- Modernization and Development

UNIT - II: Social Policy (8 Hours)

- Definition and Meaning; Models of Social Policy; Comparative Social Policy
- Social Policy in a Development Context
- Historical Trajectories of Social Policy in India; Ideological bases of Social Policy
- Characteristic Features of Social Policy; From Universalism to Safety Nets
- Steps in Policy Formulation; Policy Analysis & Policy Advocacy

- Role of Social Policy in Economic Development
- Social Policy for social inclusion

UNIT - III: Social Development (5 Hours)

- Concept of Development and under-development
- Social Development – Meaning and concept
- Distinction between social and economic development
- Strategies of Development
- Sustainable Development
- Sustainable Development Goals (SDG)

UNIT – IV: Social Planning (5 Hours)

- Social Planning – Meaning and concept
- Need and Process of Social Planning
- Panchayati Raj Institutions and Gram Sabha in Social Planning
- Role of voluntary organisations & NGOs in social planning

UNIT - V: Social Development in Indian Context (5 Hours)

- Areas of Development
- Development Administration
- Development Planning; Role of Planning Commission & Niti Ayog
- Role of Social Worker as an agent of Social Change and Social Development.

Prescribed Text Books:

1. Adams, R. (2002). *Social policy for social work*. Basingstoke: Palgrave.
2. Gore, M.S. (1985). *Social Aspects of Development*. Jaipur: Rawat Publications.
3. Kennett, P. (2014). *A handbook of comparative social policy*. Cheltenham: Edward Elgar.
4. Midgley, J. (2008). Livermore, M., *The Handbook of Social Policy*, London: Sage Publications.
5. Titmus, R.M. (1974). *Social Policy*. London: George Allen & Unwin.

Suggested Additional Readings:

6. Mkandawire, P. T. (2005). *Social policy in a development context*. Basingstoke [etc.: Palgrave Macmillan.
7. Hothersall, S. J., & Bolger, J. (2010). *Social policy for social work, social care and the caring professions: Scottish perspectives*. (Social policy for social work, social care and the caring professions.) Farnham, England: Ashgate.
8. Kulkarni, P.D. (1978) *Social Policy and Social Development in India*, Madras: Association of School of Social.

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Lecture Plan

| Lectures | Topics | Prescribed Text Book | Chapter No. |
|-----------------|---|-----------------------------|--------------------|
| Lecture – 1 | Definition and Meaning of Social Work | Book – 1 | Chapter – 2 |
| Lecture – 2 | Social Change | Book – 2 | Chapter - 19 |
| Lecture – 3 | Social Development | Book – 1 & 2 | Chapter - 2 |
| Lecture – 4 | Theories of Social Change | Book – 1 | Chapter - 6 |
| Lecture – 5 | Modernization and Development | Book – 1 | Chapter - 6 |
| Lecture – 6 | Concept of Social Development | Book – 1 | Chapter - 6 |
| Lecture – 7 | Models of Social Development | Book – 1 | Chapter - 6 |
| Lecture – 8 | Strategies of Development | Book – 1 | Chapter - 6 |
| Lecture – 9 | People’s Participation | Book – 1 | Chapter – 5 & 6 |
| Lecture – 10 | Area of Development | Book – 1 | Chapter - 6 |
| Lecture – 11 | Development Administration | Book – 1 | Chapter – 6 |
| Lecture – 12 | Development Planning and Planning Commission | Book – 2 | Chapter – 13 |
| Lecture – 13 | Planning Process | Book – 1 | Chapter - 6 |
| Lecture – 14 | India at the End of Century | Book – 2 | Chapter - 7 |
| Lecture – 15 | Defining Basic Social Needs for Social Development | Book – 2 | Chapter - 10 |
| Lecture – 16 | Cultural Perspective in Social Work in India | Book – 2 | Chapter - 15 |
| Lecture – 17 | Role of Social Work Profession | Book – 2 | Chapter - 11 |
| Lecture – 18 | People’s Participation in Development. Changing Strategies and trends of Voluntary Development. | Book – 1 | Chapter –6 |
| Lecture – 19 | Mobilizing Youths for Social Development | Book – 2 | Chapter - 12 |
| Lecture – 20 | Role of Social Worker as an agent of Social Change and Development. | Book – 1 | Chapter –6 |

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Course Code: SWR 721

Course Name: Corporate Social Responsibility

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objective: Having successfully completed this course, a student should be able to:

- Understand social casework as a method of social work and appreciate its relevance in social work practice.
- Appreciate the values and principles of working with individuals.
- Acquire knowledge of different models of treatment, enhancing problem solving and growth enhancing skills and utilizing them selectively.
- Develop skills in motivational interviewing, counseling, therapeutic intervention and recording.
- Promote positive attitude towards growth enhancing and problem solving approach.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment: 25%
 - a. Assignment: 10%
 - b. Quiz / Class Test: 5%
 - c. Topic Presentation: 10%

Course Contents:

UNIT - I: Business Ethics & Corporate Social Responsibility (6 Hours)

- Business Ethics- The Changing Environment and Stakeholder Management
- Relevance of Ethics in Modern Business and Dilemmas.
- Society in transition - problems and challenges of modern management
- Corporate Social Responsibility – Overview, Concept, Evolution, Paradigm Shifts and importance of CSR

UNIT -II: CSR: Policy Perspectives & Legal Dimensions (6 Hours)

- Policies and principles of CSR – Companies Act 2013 (Sec.134 & Sec.135), DPE Guidelines 2013

- CSR and ISO 26000
- Environmental Aspects of CSR
- Corporate Governance & CSR

UNIT - III: CSR & Role of Multiple Stakeholders (6 Hours)

- The Corporate Sector as an agent of social change
- Role and social responsibilities of the company to various stakeholders – employees, consumers, neighbourhood & community at large.
- Current CSR Practices of Firms in India and Abroad

UNIT - IV: Implementation of CSR Activities (6 Hours)

- Programmes and models
- Activities under CSR (including Schedule-VII of The Companies Act 2013)
- Need Assessment Survey, Program Planning & Development
- Implementation and monitoring of CSR programs
- Role of NGOs & Professionals in CSR

UNIT - V: CSR & Sustainability (6 Hours)

- CSR sustainability.
- The CSR Process Approach; Social Audit of CSR programmes
- Community-Industry inter-relationships and linkages.
- Local and Global issues in CSR
- Case Studies

Prescribed Text Books:

1. Agarwal, S. (2008). *Corporate Social Responsibility in India*. India: Response Books-Sage.
2. Shah, S., & Ramamoorthy, V. E. (2014). *Soulful corporations: A Values-based Perspective on Corporate Social Responsibility*.
3. May, S., Cheney, G., & Roper, J. (2007). *The Debate Over Corporate Social Responsibility*. Oxford:Oxford University Press.
4. Low, K. C. P., In Idowu, S. O., & In Ang, S. L. (2014). *Corporate Social Responsibility in Asia: Practice and Experience*. Cham [u.a.: Springer].

Suggested Extra Readings:

- Idowu, S. O., Capaldi, N., Zu, L., & Das, G. A. (2013). *Encyclopedia of Corporate Social Responsibility*. Berlin: Springer.
- Aras, G., & Crowther, D. (2010). *A Handbook of Corporate Governance and Social Responsibility*. Farnham, Surrey, England: Gower.
- Crowther, David, & Aras, G. (n.d.). *Introduction to Corporate Social Responsibility*. Butterworth-Heinemann.

Course Code: SWR 717

Course Name: Social Security, Labour Welfare and related legislations

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives: The Course is designed to

- Comprehend the concept and importance of Social security and welfare.
- Describe the various Social Security laws and Legislations.
- Social and labour related Legislations

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

7. Mid Term Examination: 25%
8. End Term Examination: 50%
9. Continuous Internal Assessment : 25%
 - Class Participation: 5%
 - Home Assignments: 10%
 - Group Discussion: 10%

Course contents:

UNIT I: Social Security (10hours)

- Conceptual and Theoretical framework of Social Security
- Constituents of Social security: Social Insurance, social Assistance and Allied Schemes.
- Current Scenario of Social Security
- Growth of Social Security In India

UNIT II: Social Security Laws (10hours)

- Workmen's Compensation Act,1923
- Maternity Benefit Act,1961
- Payment of Gratuity Act,1972

UNIT III: Social Security Laws-2 (10hours)

- Payment of Wages Act,1936

- Employee's Provident Fund and Miscellaneous provision act,1972
- Employee's State Insurance Act,1946

UNIT IV: Labour Legislation

(10hours)

- Trade Union Act,1926
- Industrial Disputes Act,1947
- Contract Labour (Regulation And Abolition) Act,1970
- Child labour (regulation & Prohibition) Act, 1986

UNIT V:Labour Welfare

(10hours)

- Concept, Principles & Approaches Of Labour Welfare
- Statutory and Non-Statutory Schemes Of Labour Welfare
- Safety, security and welfare measures of Factories Act,1948:
- Role of Welfare Officer

Text Books:

- Sarma, A.M., Aspects of Labour Welfare and Social Security, Himalay Publishing House: Bombay 1996 (Acc. No. 4443)
- Goswami, V.G., Labour & Industrial Laws, Central Law Agency: Allahbad 1995 (Acc. No. 4439)

Additional Readings:

- Bhatnagar, D. (1984). *Labour welfare and social security legislation in India*. Humanities Pr
- Mishra, B.N. International Social Security System, Anmol Publication: New Delhi (Acc. No. 4587), Chapter 4 & 5 (Unit I,II & III)
- Sinha, P.K., Social Security Measures in India, Classical Publications: Delhi 1980 (Acc. No. 3023), (Unit I,II & III)

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Course Code: SWR 714

Course Name: Organizational Behaviour

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives: Having successfully completed this course, a student should be able to:

- Understand the inter relatedness of human Behaviour, its Challenges & Opportunities in Organizational settings. .
- Understand the Theoretical and Conceptual framework of the Organizational Behaviour.
- To understand the individual dynamics in the Organizational settings.
- To Study the role of leadership and group dynamics in Organizational settings.
- To understand organizational dynamics and strategic management.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

10. Mid Term Examination: 25%
11. End Term Examination: 50%
12. Continues Internal Assessment : 25%
 - a. Presentation 5%
 - b. Assignment 5%
 - c. Group Discussion 5%
 - d. Group Work 5%
 - e. Attendance 5%

Course Contents:

UNIT - I: Organizational Behaviour – An overview (8 Hours)

- Organization, Management & Organizational Behaviour
- Organizational Behaviour: Key Elements, Importance, Approaches,
- Direct and Indirect Variables of Organizational Behaviour
- Challenges and Opportunities for Organizational Behaviour

UNIT - II: Schools of Managerial Thought (8 Hours)

- Classical Theories: Administrative and Scientific Theory
- Behavioural Theories- Human Relation and Human Resource
- System Approach: Contingency, Situation approach

UNIT - III: Individual Dynamics (10 Hours)

- Perception: Process and Factors influencing perceptions
- Perceptual Disorders
- Motivation: Content & Process theories
- Motivation Techniques

UNIT - IV: Leadership and Group Dynamics (10 Hours)

- Leadership : Meaning Definition and Theories
- Leadership Styles and Techniques
- Group Theories and Types of Group
- Assets and liabilities of Group decision making

UNIT - V: Organizational Dynamics (6 Hours)

- Organizational Change: Meaning and Significance
- Resistance to change and its management
- Organizational conflict: Meaning, types and techniques
- Strategic management

Prescribed Text Books:

1. N. JohnW; D. Keith, (1999), *Organizational Behaviour*, TataMcGraw Hill: New Delhi
2. Robbins, S. P. (2008). *Organisational behaviour*. Frenchs Forest, N.S.W: Pearson Education Australia.
3. Aswathappa, K. (2010). *Organisational behaviour*. Mumbai [India: Himalaya Pub. House.
4. Aswathappa, . (2009). *Management and organisational behaviour*. Place of publication not identified: Himalayan Books.

Suggested Extra Readings:

5. Robbins, S. P. (2017). *Organizational Behaviour*. Pearson Education Limited.
6. Luthans, F. (2001). *Organizational behaviour*. Place of publication not identified: McGraw-Hill Education.
7. Mustafa, A. (2013). *Organizational behaviour*.