

CENTRAL UNIVERSITY OF HIMACHAL PRADESH

[Established under the Central Universities Act 2009]

PO Box: 21, Dharamshala, District Kangra - 176215 (HP)

www.cuhimachal.ac.in

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:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. 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 715

Course Name: NGO and Social Work

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: The course is designed to:

- How to form & Register an NGO
- To introduce the students to NGO Sector.
- To introduce the Basic Concepts of NGOs.
- To provide an overview of NGOs.
- To provide basic managerial skills of NGO.
- To equip the students for formation of NGO.

Evaluation Criteria:

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment(CIA) : 25%
 - a. Project Proposal: 10%
 - b. Presentation: 10%
 - c. Assignments: 5%

Course Contents:

UNIT - I: NGOs – An Introduction, Concepts and Functions (8 Hours)

- Concepts, Typology of Non Governmental Organization.
- Functions and Roles of Non Governmental Organizations.
- Problem Definition
- Problem Solving.

UNIT - II: Societies, Trusts and Companies (10 Hours)

- How to register a Society.
- Matters included in Bye - Laws of a Society.
- Matters included in Rules & Regulations.
- Duties & Liabilities of Trustees; Income Tax-Exemptions & FCRA

UNIT - III: Project Proposal and its Evaluation **(10 Hours)**

- Strategy: Vision / Mission Statements, Differentiation and Organizational Alignment.
- Best Practice Case Study.
- Strategy Formulation.
- Proposal Writing
- Mechanics of Proposal Writings, General Lineation for Formulation of Project Proposals.

UNIT – IV: Budgeting **(6 Hours)**

- Definition, Purpose and Preparation of a Good Budget.
- Guiding Principles of Budgeting.
- A Good Budget –Desirability, Feasibility, Possibility, Continuity and Impact.

UNIT – V: Fund Raising **(8 Hours)**

- Principles of Fund Raising.
- Searching & Role of Fund Raiser.
- Factors affecting Fundraising.

Prescribed Text Books:

1. Accenture - Stiftung, Germany, School of Communication Management, International University in Germany, Bruchsal, The Banyan, India. (2009) Strategic Research and Political Communications for NGOs: Initiating Policy Change. New Delhi, Sage Publications India Pvt. Ltd.

Suggested Additional Readings:

2. Fr. Emmanuel S. Fernando (2001), Project From Problems, Emmanuel Sylvester., Mumbai.

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Course Code: SWR 714

Course Name: Corporate Social Responsibility

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

- Understand the concept and philosophy of Corporate Social Responsibility.
- Develop understanding of Social Responsibility of Management to owners, employees, consumers and community.
- Develop understanding of business ethics and ethical decision making.
- Understand the local and global issues in management of Corporate Social Responsibility.
- Develop skills and aptitude for establishing industry-community linkages.

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%
 - Quiz/Class Test: 05%
 - Home Assignments: 10%
 - Presentations: 10%

Course contents:

UNIT I: Business Ethics & Corporate Social Responsibility (10hours)

- 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 (10hours)

- 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 and CSR

UNIT III: Social CSR & Multiple Role of Stakeholders (10hours)

- 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 (10hours)

- Programmes & 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 and Professionals in CSR

UNIT V: CSR & Sustainability (10hours)

- 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:

1. Idowu, S. O., Capaldi, N., Zu, L., & Das, G. A. (2013). *Encyclopedia of corporate social responsibility*. Berlin: Springer.
2. Aras, G., & Crowther, D. (2010). *A handbook of corporate governance and social responsibility*. Farnham, Surrey, England: Gower.
3. Crowther, David, & Aras, G. (n.d.). *Introduction to corporate social responsibility*. Butterworth-Heinemann.

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Course Code: SWR 706
Course Name: Practice in Medical Social Work
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 Objective: Having successfully completed this course, a student should be able:

1. To understand the basic concepts of Medical Social Work in Hospital Settings.
2. To orient Social Work students towards Methodological Assistance in Medical Social Work.
3. To orient learners to the field of Medical Social Work in Hospital Settings.
4. To understand the Role and Function of Medical Social Worker into various settings.

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%
 - a. Case & Topic Presentation: 10%
 - b. Assignment: 10%
 - c. Class Test / Quiz : 5%

COURSE CONTENTS:

Unit I: Definition, Nature, Skills, Methods and Importance of Medical Social Work (8 Hours)

- Medical Social Work – Definition and Importance
- Nature, Need & Scope of Medical Social Work in India
- Roles and Responsibility in Medical Hospital Setting
- Skills Require in Social Work

Unit II: Health and Health Problems (8 Hours)

- Health and Disease: Philosophy of Health
- Social, Preventive and Community Medicine
- Common Communicable Diseases: Tuberculosis, Malaria, Lifestyle & Slim disease and STD.
- Psycho-physiological Illness: Digestive System Diseases, Asthma and Migraine

- Leprosy, Epilepsy and Disability

Unit III: Health Care Services and Health Planning:

(8 Hours)

- Mother and Child Health Services
- Immunization
- Health Care Services Delivery system and Prevention Levels
- Health Programmes, National Health Policy and Health Planning in India

Unit IV: Community Health and Social Work

(8 Hours)

- Community Health
- Role of Social Worker in Community Health Programmes
- International Health and Health Education
- School Health Programmes
- Health Planning and Management

Unit V: Epidemiology

(8 Hours)

- Epidemiology
- Uses of Epidemiology
- Cohort Study: Prospective and Retrospective Studies
- National & International Health Organisations

Prescribed Text Books:

1. Jha. Jainendra K., (2009). *Encyclopedia of Social Work* (Vol- 4), New Delhi: Anmol Publications.
2. Park, K. (2005). *Textbook of Preventive and Social Medicine*. 18th Ed, Jabalpur: Barnarsidass Bhanot Publications.
3. Sarafino Edward P. et al. (2011) *Health Psychology*. 7th Ed., New Delhi: Wiley India Publications.

Supplementary Books:

1. Jerrold, R. Brandell, (2010). *Theory & Practice in Clinical Social Work*. New Delhi: Sage Publication.
2. Figley, C. R. (2012). *Encyclopedia of trauma: An interdisciplinary guide*. Thousand Oaks, Calif: SAGE.

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Course Code: SWR 702
Course Name: Management of Development and Welfare Services
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 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:

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

Course Contents:

UNIT - I: Social Welfare Administration

(8 Hours)

- Social Welfare Administration: Meaning and Concept
- Scope and Principles of Social Welfare Administration
- Essentials of Social Welfare Administration
- Organization: Meaning, Nature and Design

UNIT - II: Structure of Social Welfare Administration

(8 Hours)

- Welfare Administration at different Levels
- Public Administration
- Personnel Administration
- Differences between Public and Social Welfare Administration

UNIT - III: Components of Administration

(10 Hours)

- Planning
- Organizing and Staffing
- Directing and Coordinating
- Reporting and Budgeting
- Evaluation and Feedback

UNIT –IV: Strategies and Mechanism of Administration

(8 Hours)

- Decision Making
- Role of Communication in Administration
- Johary Window and Social Work Communication
- Coordination and Communication: IPC & IEC

UNIT - V: Public Relation

(8 Hours)

- Awareness advertising
- Public Relations and Networking
- Social Marketing

Text books:

1. Goel S.L.;Jain,R.K., Social Welfare Administration Vol.2,Deep &Deep Publications: New Delhi 1998.
2. Chowdhry, D Paul, Social Welfare Administration, Atma Ram & Sons: Delhi, 1962.

Reference Books:

3. Bhattacharya Sanjay, (2008), Social Work: An Intergraded Approach, New Delhi, Deep & Deep Publications.
4. Bean, Philip, Approaches to Welfare, Routledge & kegan Paul:London, 1983.
5. Prasad, Rajeshwar, Social Administration, Shree Publishing House: Delhi 1982.
6. Encyclopaedia of Social Work in India, Publication Division GOI: New Delhi 1968, Vol I Pg.110-118 (Communication), Vol III Pg 210-235 (Social Administration).
7. Sanjay Bhattacharya , Social Work Administration and Development, Rawat Publications, New Delhi.

