

DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)

ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

Department of social work

BSW

(2019 – 22)

SEMESTER – V

ACADEMIC YEAR - (2021-22)

V Semester Department of social work – BSW - (2019 - 22)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	5B09BSW: Social Welfare Administration	Shamroc Dcouto	6
2.	5B10BSW: Panchayat Raj System	Fr. Sojan Pananchikkal	6
3.	5B11BSW: Research Project Work		4
4.	5B12BSW: Field Work - Social Work Study Tour, Reporting and presentation		4
Name of class in charge:		Shamroc Dcouto	

TIME TABLE

Day	09.50 Am - 10.45 Am	10.45 Am - 11.40 Am	11.55 Am - 12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm
1	Social welfare administration	Library	Panchayati raj system	Research project work	Research project work
2	Social welfare administration	Open course	Panchayati raj system	Research project work	Research project work
3	Social welfare administration	Open course	Panchayati raj system	Research project work	Research project work
4	Social welfare administration	Library	Panchayati raj system	Research project work	Research project work
5	Social welfare administration	Library	Panchayati raj system	Research project work	Research project work
6	Social welfare administration	Library	Panchayati raj system	Research project work	Research project work

Subject Code:	5B09BSW
Subject Name:	Social Welfare Administration
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	6
Name of the Teacher:	Shamroc Dcouto

Core course

5B09BSW: Social Welfare Administration

Objectives:

- **Develop an understanding of basic concepts of administration in the agency in the frame of Social Work practice.**
- **Acquire knowledge on major social security schemes**
- **Develop ability to apply the basic principles of Social Welfare Administration of agency functioning.**

Course Outcome

The successful course completion ensures

- 1: the skill to strategically connect social welfare administration and social work practice.**
- 2: acquisition and proper use of the knowledge of social security schemes for community development**
- 3: substantial knowledge about national/international welfare agencies and voluntary/non voluntary organizations for enabling effective social work practice.**

Contents:

Module-1 Definition and meaning of SWA, concept of social welfare and social welfare administration, management functions in social welfare administration - 'POSDCORB' (Planning, Organizing, Staffing, Directing, Coordinating, and Reporting& Budgeting).

Module-2 Social security measures and Pension schemes- Health Insurance schemes, EPF, ESI, old age pension, widow pension.

Module 3 Functions and Programmes of Ministry of Social Justice and Empowerment – Central and State level, CSWB and State advisory boards

Module 4 Voluntary Organisations/Non-profit Organisations – Defining VOs/NPOs, Acts for Registration – (Societies Registration Act 1860, The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 1955, Indian Trust Act, Section 25 Companies Act), functions of VOs/NGOs Farmer Producer Companies, Cooperative Societies Registration Act, Fund raising strategies.

Module 5

National and international welfare organizations- UN Agencies (WHO, UNICEF, UNDP, ILO and FAO), Non-Governmental Organisations- Red Cross, World Vision, OXFAM, Action Aid, US Aid, OISCA International, Help Age India.

Reference

- Dev Rameshwari, R. P. (1998). Social Work and Social Welfare, Administration Methods and Practice.
- Jaipur: Mangal Deep Publications.
- Dubey, S. N. (1972). Social Welfare Policy and Social Welfare Service', Some Issues. Bombay: Tata
- Institute of Social Sciences.
- R., B. C. (1980). Introduction to Social Welfare & Social Work: Structure, Function & Process. The
- Dubey Press.
- Singh, M. Social Welfare Administration and Social Policy. Vayu Education Of India.
- Singh, R. P. (2009). Encyclopaedia of Social Welfare and Administration. Anmol Publications Pvt Ltd.
- Suresh, T. (2013). Social welfare administration and Organisational behavior. CreateSpace Independent
- Publishing Platform.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Discussion of syllabus
		2	Introduction of the concept
		3	Discussion of social work methods
		4	Defining social welfare, social service and social work
		5	Defining administration, social work administration
		6	Detailed discussion of social welfare administration
2	19-07-2021 To 24-07-2021	7	Concept of social welfare and social welfare administration -1
		20 July	Bakrid- Holiday
		8	Class test 1
		9	Concept of social welfare and social welfare administration -2
		10	Management functions in social welfare administration – introduction
3	26-07-2021	11	Discussion of Planning & organizing -1
		12	Discussion of Planning & organizing -2

No of Weeks	Dates	Session	Topic
	To 31-07-2021	13	Discussion of staffing & directing -1
		14	Discussion of staffing & directing -1
		15	Discussion of coordinating, reporting & budgeting -1
		16	Discussion of coordinating, reporting & budgeting -2
		17	Discussion of coordinating, reporting & budgeting -3
4	02-08-2021 To 07-08-2021	18	Class test 2
		19	Social security – introduction
		20	Concept and discussion of social security
		21	Organized and unorganized sector of employment – discussion
		22	Pension schemes – discussion
		23	ESI scheme discussion
5	09-08-2021 To 14-08-2021	24	EPF scheme discussion
		25	The Employee’s Pension Scheme (EPS) - discussion
		26	National Pension Scheme (NPS)
		27	Atal Pension Yojana (APY)
		28	Indira Gandhi National Old Age Pension Scheme (IGNOAPS)
		29	Vidhwa Pension Yojana
6	16-08-2021 To 21-08-2021	30	MGNREGA
		31	Group discussion – class activity
		32	Group discussion – class activity
		19 August	Moharam/Onam Vacation
		20 August	Onam Vacation
		21 August	Onam Vacation
7	23-08-2021 To 28-08-2021	23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
		28 August	Onam Vacation
8	30-08-2021 To 04-09-2021	30 August	Onam Vacation
		33	Class test 3
		34	Ministry of Social Justice and Empowerment - introduction
		35	Ministry of Social Justice and Empowerment – discussion
		36	Functions and Programmes of Ministry of Social Justice and Empowerment

No of Weeks	Dates	Session	Topic
		37	CSWB – discussion 1
9	06-09-2021 To 11-09-2021	38	CSWB – discussion 2
		39	SSWB – discussion 1
		40	SSWB – discussion 2
		41	State advisory boards – discussion 1
		42	State advisory boards – discussion 2
		43	State advisory boards – discussion 3
10	13-09-2021 To 18-09-2021	44	Class test 4
		45	Meaning of Human service Organizations
		46	Introduction to NGOs
		47	Introduction to Society
		48	Introduction to Trusts
		49	Non-profit companies
11	20-09-2021 To 25-09-2021	50	Defining VOs/NPOs
		21 September	Sree Narayana Guru Samadhi
		51	Class activity
		52	Class activity
		53	Functions of VOs/NGOs
		54	Fund raising strategies
12	27-09-2021 To 02-10-2021	55	Societies Registration Act 1860 – introduction
		56	Societies Registration Act 1860 – registration and functions
		57	The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 1955 – introduction
		58	The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 1955 - programmes
		59	Indian Trust Act - introduction
		2 October	Gandhi Jayanthi
13	04-10-2021 To 09-10-2021	60	Indian Trust Act – registration and functions
		61	Section 25 Companies Act – 1
		62	Section 25 Companies Act - 2
		63	Cooperative Societies Registration Act -1
		64	Cooperative Societies Registration Act -2
		65	Farmer Producer Companies
14	11-10-2021 To	66	Revision
		67	Revision
		68	Revision

No of Weeks	Dates	Session	Topic
	16-10-2021	14 October	Mahanavami/Study Leave
		15 October	Vijayadasami/ Study Leave
			Study Leave
15	18-10-2021 To 23-10-2021		Study Leave
		19 October	Milad-i-Sherif/ Study Leave
			Study Leave
			IV Semester University Examination
			IV Semester University Examination
16	25-10-2021 To 30-10-2021		IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
17	01-11-2021 To 06-11-2021		IV Semester University Examination
			IV Semester University Examination
		69	Instructions for class group activity
		4 November	Diwali
		70	Class test 5
18	08-11-2021 To 13-11-2021	71	Class group activity discussion
		72	Group presentation – team 1
		73	Group presentation – team 2
		74	Group presentation – team 3
		75	Group presentation – team 4
		76	Group presentation – team 5
19	15-11-2021 To 19-11-2021	77	Group presentation – team 6
		78	Group presentation – team 7
		79	Group presentation – team 8
		80	Group presentation – team 9
		81	Group presentation – team 10
		82	National and international welfare organizations – presentation summary
20	22-11-2021 To	83	National and international welfare organizations – presentation summary
		84	Class test 6
		85	Revision and question paper discussion
		86	Revision and question paper discussion

No of Weeks	Dates	Session	Topic
	26-11-2021	87	Revision and question paper discussion
		88	Revision and question paper discussion
		89	Revision and question paper discussion
21	29-11-2021 To 03-12-2021	90	Revision and question paper discussion
			Internal Examination
			Internal Examination
			Internal Examination
			Internal Examination
22	06-12-2021 To 10-12-2021		Internal Examination
			Study Leave
			Study Leave
			Study Leave
23	13-12-2021 To 17-12-2021		Study Leave
			Study Leave
			Study Leave
			Study Leave
24	20-12-2021 To 24-12-2021		Study Leave
			Study Leave
			Study Leave
			Study Leave
25			Christmas Vacation
			Christmas Vacation
			Christmas Vacation
			Christmas Vacation

Subject Code:	5B10BSW
Subject Name:	Panchayati Raj System
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	6
Name of the Teacher:	Fr. Sojan Pananchikkal

Core Course

5B10BSW: Panchayati Raj System

Objectives:

- **To understand the context, meaning and relevance of decentralized Local self-Governance in rural, urban and scheduled areas**
- **To learn the structure and functions of three tier Panchayat Raj Institutions**

Course Outcome

The social work candidate undergoing this course will

1: understand the history and process of democratic decentralization and the three tier Panchayathi Raj Institutions (PRIs) in the national and state context and would strategically connect decentralized administration and social work practice.

2: be able to connect local authorities to communities and individuals and ensure their inclusiveness in the process of development.

Contents:

Module: 1

Democratic Decentralization: Concept and meaning of democratic decentralization, concepts and principles of governance, Gandhian Concept Gramaswaraj

Module: 2

Historical evolution of Panchayati Raj in India, national level committees in the evolution of Panchayati Raj (Balwantrai Mehta , Ashok Mehta, Singhvi committees, etc.), 73rd and 74th Constitutional Amendments for Panchayathi Raj

Module: 3

Three tier Panchayathi Raj Institutions (PRIs) in Kerala: Rural local bodies – Gram Panchayat (GP), Block Panchayat (BP), and District Panchayat (DP), Transferred institutions to GP, BP and DP. Urban local bodies- Municipality & Corporation. Election Process for PRIs.

Module: 4

Structure, functions and powers of PRIs, revenue sources, various standing committees at each tier and their functions, People's Participatory planning process in PRIs of Kerala- Gram Sabha/ Ward Sabha, Ward Development

Samadhi, Karma Samithis (Task groups), Development Seminar, DPC, State level Advisory Committee - its roles and functions, KILA, Major challenges and issues in decentralized governance in Kerala.

Module: 5

PESA (Panchayat Extension to scheduled Areas): Context of its emergence, Provisions of the PESA, Major issues and challenges in its implementation.

Reference:

- M.R.Biju. (n.d.). Panchayati Raj System in India. Kaniska publication.
- Mathur, K. (2013). Oxford India Short Introductions: Panchayati Raj. Oxford.
- Mohammed, I. (2011). Panchayati Raj: System and Rural Development. D.P.S. Publishing House.
- Palanithurai, G. (1999). New Panchayati Raj System at Work: An Evaluation. Concept Publishing Company.
- Prasad, B. A. (2013). Panchayati Raj in India. Diamond Books.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	12-07-2021 To 17-07-2021	1	Panchayati Raj System - introduction
		2	Panchayat raj in india -1
		3	Panchayat raj in india -2
		4	Concept and meaning of democratic decentralization
		5	Types of Decentralization -1
		6	Types of Decentralization -2
2	19-07-2021 To 24-07-2021	7	Governance: Meaning and Structure
		20 July	Bakrid- Holiday
		8	Concepts and principles of governance
		9	Assignment Presentation
		10	Assignment Presentation
3	26-07-2021 To 31-07-2021	11	Assignment Presentation
		12	Class test 1
		13	Gandhian Concept of Gramaswaraj - introduction
		14	Village Panchayats – concepts
		15	Historical evaluation of panchayat raj in india - 1
		16	Historical evaluation of panchayat raj in india - 2
4	02-08-2021	17	Historical evaluation of panchayat raj in india - 3
		18	Local self-government during the chola period

No of Weeks	Dates	Session	Topic
	To 07-08-2021	19	Local self-government during the British rule
		20	The experiments of lord rippon
		21	India's development policy about panchayat raj
		22	National level committee in the evolution of panchayat raj
		23	Balwantrai Mehta Committee
5	09-08-2021 To 14-08-2021	24	Ashok Mehta Committee
		25	The Singhvi Committee
		26	The Constitutional 73 rd Amendment
		27	Background of 73 rd Amendment
		28	Obstacles to its passage
6	16-08-2021 To 21-08-2021	29	Review of 73 rd Constitutional Amendment
		30	Group discussion
		31	Group discussion
		32	Group discussion
		19 August	Moharam/Onam Vacation
		20 August	Onam Vacation
7	23-08-2021 To 28-08-2021	21 August	Onam Vacation
		23 August	Onam Vacation
		24 August	Onam Vacation
		25 August	Onam Vacation
		26 August	Onam Vacation
		27 August	Onam Vacation
8	30-08-2021 To 04-09-2021	28 August	Onam Vacation
		30 August	Onam Vacation
		33	Class test 2
		34	Functions and powers of Gram Panchayati
		35	Structure of Gram Panchayati
		36	Functions and powers of Gram Panchayati
9	06-09-2021 To 11-09-2021	37	Revenue sources of Gram Panchayat
		38	Panchayat Samiti: Structure
		39	Functions and powers of Panchayat Samiti
		40	Revenue sources of Panchayat Samiti
		41	Zilla Parishad: Structure
		42	Functions and powers of Zilla Parishad
10	13-09-2021	43	Revenue sources of Zilla Parishad
		44	Class test 3
		45	Urban local self-government -1

No of Weeks	Dates	Session	Topic
	To 18-09-2021	46	Financial Resources of Urban Local Bodies
		47	Functions of the Municipal Council
		48	Rural local government
		49	Income of Rural Local Governments - Municipalities – Corporations -1
11	20-09-2021 To 25-09-2021	50	Income of Rural Local Governments - Municipalities – Corporations -2
		21 September	Sree Narayana Guru Samadhi
		51	Income of Rural Local Governments - Municipalities – Corporations -3
		52	Functions of Rural local government
		53	Constitutional amendment for panchayat raj -1
		54	Constitutional amendment for panchayat raj -2
12	27-09-2021 To 02-10-2021	55	Class test 4
		56	Gram Sabha
		57	Gram Sabha: Role and Importance
		58	Mahila Gram Sabha
		59	Community participation in governance
		2 October	Gandhi Jayanthi
13	04-10-2021 To 09-10-2021	60	Assignment Presentation
		61	Assignment Presentation
		62	Assignment Presentation
		63	Assignment Presentation
		64	Assignment Presentation
		65	Assignment Presentation
14	11-10-2021 To 16-10-2021	66	Revision
		67	Revision
		68	Revision
		14 October	Revision
		15 October	Vijayadasami/ Study Leave
			Study Leave
15	18-10-2021 To 23-10-2021		Study Leave
		19 October	Milad-i-Sherif/ Study Leave
			Study Leave
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
16	25-10-2021		IV Semester University Examination

No of Weeks	Dates	Session	Topic
	To 30-10-2021		IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
			IV Semester University Examination
17	01-11-2021 To 06-11-2021		IV Semester University Examination
			IV Semester University Examination
		69	PESA (Panchayat Extension in scheduled Areas).
		4 November	Diwali
		70	Context of its emergence
18	08-11-2021 To 13-11-2021	71	Significance of PESA
		72	Issues in the implementation of PESA
		73	Challenges in its implementation for tribal self-rule
		74	PRIs
		75	Role of PRIS In Rural Governance.
		76	Various standing committees at each tier of PRS
19	15-11-2021 To 19-11-2021	77	Standing Committees in a Gram Panchayat
		78	Class test 5
		79	Standing Committees in a Block Panchayat
		80	Standing Committees in a District Panchayat
		81	Standing Committees in a Municipality
		82	Standing Committees in a Municipal Corporation
20	22-11-2021 To 26-11-2021	83	Kerala Institute of Local Administration (KILA) - intro
		84	Kerala Institute of Local Administration (KILA) - objectives
		85	Revision
		86	Revision
		87	Revision
21	29-11-2021 To 03-12-2021	88	Revision
		89	Revision
		90	Revision
			Internal Examination
			Internal Examination
22	06-12-2021		Internal Examination
			Study Leave

No of Weeks	Dates	Session	Topic
	To 10-12-2021		Study Leave
			Study Leave
			Study Leave
23	13-12-2021 To 17-12-2021		Study Leave
			Study Leave
			Study Leave
			Study Leave
24	20-12-2021 To 24-12-2021		Study Leave
			Study Leave
			Christmas Vacation
			Christmas Vacation
25			Christmas Vacation
			Christmas Vacation
			Christmas Vacation
			Christmas Vacation