

DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)

ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

BSW

(2020 – 23)

SEMESTER - V

ACADEMIC YEAR - (2022-23)

V Semester BSW (2020 - 23)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	5B09BSW IX SOCIAL WELFARE ADMINISTRATION	SREEPARVATHI . I	6
2.	5B10BSW X PANCHAYATH RAJ SYSTEM	Ft. SOJAN P J	6
3.	5D01BSW V SOCIAL WORK CONCEPTS AND PRACTICES	AISHWARAYA THOMAS	2
	Name of Class Incharge SREEPARVATHI I		

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	Research	Open Course	Panchayath Raj System	Library
2	Social Welfare Administration	Panchayath Raj System	Open Course	Panchayath Raj System	Research supervision
3	Social Welfare Administration	Social Welfare Administration	Library	Panchayath Raj System	Research
4	Social Welfare Administration	Research	Library	Panchayath Raj System	Social Welfare administration
5	Social Welfare Administration	Research	Panchayath Raj System	Research supervision	Research

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

SEMESTER- V

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, 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	Date	Session	Topic
1	06-06-2022 To 10-06-2022	1	Definition and Meaning of Social Welfare Administration
		2	Concept of social welfare Administration and welfare
		3	Planning, Organising, Staffing

No of Weeks	Date	Session	Topic
		4	Directing, Coordinating
		5	Reporting and Budgeting
2	13-06-2022 To 17-06-2022	6	Social security measures
		7	Pension schemes
		8	Health Insurance Schemes
		9	EPF, ESI
		10	EPF, ESI
3	20-06-2022 To 24-06-2022	11	Old age Pension
		12	Old age Pension
		13	Widow Pension
		14	Widow Pension
		15	Widow Pension
4	27-06-2022 To 01-07-2022	16	Functions of ministry of Social justice and Empowerment.
		17	Functions of ministry of Social justice and Empowerment
		18	Program's of ministry of social Justice And Empowerment
		19	Program's of ministry of social Justice And Empowerment.
		20	Central & State level
5	04-07-2022 To 08-07-2022	21	CSWB
		22	CSWB and State Advisory Boards
		23	Voluntary Organisations
		24	Acts for Registration
		25	Acts for Registration
6	11-07-2022 To 15-07-2022	26	I Internal Examination
		27	I Internal Examination
		28	I Internal Examination
		29	I Internal Examination
		30	I Internal Examination
7	18-07-2022 To 22-07-2022	31	Societies Registration act 1860
		32	Societies Registration act 1860
		33	Societies Registration act 1860
		34	Societies Registration act 1860
		35	Class test
8	25-07-2022	36	The Travancore- Cochin Literary
		37	The Travancore- Cochin Literary

No of Weeks	Date	Session	Topic
	To 29-07-2022	38	The Travancore- Cochin Literary
		39	Seminar
		28 July	Karkidaka Vav
9	01-08-2022 To 05-08-2022	40	Scientific and Charitable Societies Registration act 1955
		41	Scientific and Charitable Societies Registration act 1955
		42	Scientific and Charitable Societies Registration act 1955
		43	Indian Trust Act
		44	Indian Trust Act
10	08-08-2022 To 12-08-2022	08 August	Muharam
		45	Presentation
		46	Presentation
		47	Presentation
		48	Presentation
11	15-08-2022 To 19-08-2022	15 August	Independance Day
		49	Presention
		18 August	Sree Krishna Jayanthi
		50	Section 25 Companies Act
		51	Section 25 Companies Act
12	22-08-2022 To 26-08-2022	52	Functions of NGO's Farmer Producer Companies.
		53	Functions of NGO's Farmer Producer Companies.
		54	Co-operative Societies Registration Act
		55	Co-operative Societies Registration Act
		56	Fund Raising Strategies
13	29-08-2022 To 02-09-2022	57	Fund Raising Strategies
		58	UN Agencies - WHO
		59	UN Agencies - WHO
		60	UN Agencies - WHO
		61	UNICEF
14	05-06-2022 To 09-09-2022	05 September	ONAM VACATION
		06 September	ONAM VACATION
		07 September	ONAM VACATION
		08 September	ONAM VACATION
		09 September	ONAM VACATION
15	12-09-2022 To 16-09-2022	62	UNICEF
		63	UNICEF
		64	UNDP
		65	UNDP
		66	UNDP

No of Weeks	Date	Session	Topic
		67	ILO & FAO
16	19-09-2022 To 23-09-2022	68	ILO & FAO
		69	ILO & FAO
		21 September	Sree Narayana Guru Samadhi
		70	Non governmental Organisations
		71	Red Cross
		72	World Vision
17	26-09-2022 To 30-09-2022	73	II Internal Examination
		74	II Internal Examination
		75	II Internal Examination
		76	II Internal Examination
		77	II Internal Examination
		78	II Internal Examination
18	03-10-2022 To 07-10-2022	79	OXFAM
		04 October	Maha Navami
		05 October	Vijaya Dashami
		80	Action Aid
		81	US Aid
		82	OISCA International
19	10-10-2022 To 14-10-2022	83	Help Age India
		84	Revision
		85	Revision
		86	Revision
		87	V Semester University Examination
		88	V Semester University Examination
20	17-10-2022 To 21-10-2022	89	V Semester University Examination
		90	V Semester University Examination

Subject Code:	5B10BSW
Subject Name:	PANCHAYATH RAJ SYSTEM
No. of Credits:	4
No. of Contact Hours:	
Hours per Week:	6
Name of the Teacher:	Ft. Sojan P J

Semester V
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 Panchayathi 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 – GramaPanachyath (GP), Block Panchayat (BP), and DistrictPanchayath (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 Samithi, 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	06-06-2022 To 10-06-2022	1	Democratic Decentralisation
		2	Democratic Decentralisation
		3	Democratic Decentralisation
		4	Democratic Decentralisation
		5	Concept and meaning of Democratic decentralisation
2	13-06-2022 To 17-06-2022	6	Concept and meaning of Democratic decentralisation
		7	Concept and meaning of Democratic decentralisation
		8	Concept and meaning of Democratic decentralisation
		9	Concept and meaning of Democratic decentralisation
		10	Gandhian concept Gramaswaraj
3	20-06-2022 To 24-06-2022	11	Gandhian concept Gramaswaraj
		12	Gandhian concept Gramaswaraj
		13	Gandhian concept Gramaswaraj
		14	Gandhian concept Gramaswaraj
		15	Class Test
4	27-06-2022 To	16	Historical evolution of Panchayath Raj in India
		17	Historical evolution of Panchayath Raj in India
		18	Historical evolution of Panchayath Raj in India

No of Weeks	Dates	Session	Topic
	01-07-2022	19	National level committees in the evolution of PR
		20	Balwantrai Mehta, Ashok Mehta, Singhvi committee
5	04-07-2022 To 08-07-2022	21	Balwantrai Mehta, Ashok Mehta, Singhvi committee
		22	73 rd and 74 th Constituional Amendments for PanchaythRAj
		23	73 rd and 74 th Constituional Amendments for PanchaythRAj
		24	73 rd and 74 th Constituional Amendments for PanchaythRAj
		25	Class test
6	11-07-2022 To 15-07-2022	26	I Internal Examination
		27	I Internal Examination
		28	I Internal Examination
		29	I Internal Examination
		30	I Internal Examination
7	18-07-2022 To 22-07-2022	31	Three tier Panchayathi Raj Institutions in Kerala
		32	Rural local bodies- Grama Panchayath
		33	Rural local bodies- Grama Panchayath
		34	Rural local bodies- Grama Panchayath
		35	Block Panchayath
8	25-07-2022 To 29-07-2022	36	Block Panchayath
		37	Block Panchayath
		38	District Panchayath
		39	District Panchayath
		28 July	Karkidaka Vav
9	01-08-2022 To 05-08-2022	40	Presentation
		41	Presentation
		42	Presentation
		43	Presentation
		44	Presentation
10	08-08-2022 To 12-08-2022	08 August	Muharam
		45	Urban local Bodies- Municipality and co-operation
		46	Urban local Bodies- Municipality and co-operation
		47	Election Process of PRI's
		48	Election Process of PRI's
11	15-08-2022 To 19-08-2022	15 August	Independance Day
		49	Structure of PRI's
		18 August	Sree Krishna Jayanthi
		50	Function of PRI's
		51	Revenue Sources
12	22-08-2022	52	Various Standing Committees and there functions

No of Weeks	Dates	Session	Topic
	To 26-08-2022	53	Various Standing Committees and there functions
		54	Peoples Participatory Planning Process in PRI's of Kerala Grama Sabha
		55	Peoples Participatory Planning Process in PRI's of Kerala Grama Sabha
		56	Ward development Samathi
13	29-08-2022 To 02-09-2022	57	Karam Samathis (Task Groups)
		58	Development seminar
		59	DPC
		60	State Level Advisory committee- its role & functions.
		61	KILA
14	05-06-2022 To 09-09-2022	05 September	ONAM VACATION
		06 September	ONAM VACATION
		07 September	ONAM VACATION
		08 September	ONAM VACATION
		09 September	ONAM VACATION
15	12-09-2022 To 16-09-2022	62	Major challenges and issues in decentralised governance in Kerala
		63	Major challenges and issues in decentralised governance in Kerala
		64	Panchayath Extension to Scheduled areas
		65	Panchayath Extension to Scheduled areas
		66	Panchayath Extension to Scheduled areas
		67	Panchayath Extension to Scheduled areas
16	19-09-2022 To 23-09-2022	68	PSEA Context of its Emergence
		69	PSEA Context of its Emergence
		21 September	Sree Narayana Guru Samadhi
		70	PSEA Context of its Emergence
		71	Seminar
		72	Provisions of PESA
17	26-09-2022 To 30-09-2022	73	II Internal Examination
		74	II Internal Examination
		75	II Internal Examination
		76	II Internal Examination
		77	II Internal Examination
		78	II Internal Examination
18	03-10-2022 To	79	Provisions of PESA
		04 October	Maha Navami
		05 October	Vijaya Dashami

No of Weeks	Dates	Session	Topic
	07-10-2022	80	Major issues and challenges in its implementation
		81	Major issues and challenges in its implementation
		82	Class Test
19	10-10-2022 To 14-10-2022	83	Revision
		84	Revision
		85	Revision
		86	Revision
		87	V Semester University Examination
		88	V Semester University Examination
20	17-10-2022 To 21-10-2022	89	V Semester University Examination
		90	V Semester University Examination

Subject Code:	5D01BSW
Subject Name:	Social Work Concepts and Practices
No. of Credits:	2
No. of Contact Hours:	
Hours per Week:	2
Name of the Teacher:	Aishwaraya Thomas

Semester V
Generic Elective Course
5D01BSW: Social Work Concepts and Practices

Objective: To learn basic concepts in social work and its practice

Course Outcomes:

On successful completion of the open course the student

1: acquires a basic knowledge of Social Work as a discipline and vocation

2: is inspired to connect the chosen discipline and actual social work thus serving the purpose of an open course.

3: acquires basic social work skills which can be developed further into vocational standards

Contents:

Module 1 Definition and meaning of social work

Module 2 Methods of Social Work- Primary and Secondary

Module 3 Principles of Social Work

Module 4 Skills required for a Social Worker

Module 5 Social Work in various settings

Reference

Annette, G. (1960). Interviewing Its Principles and Methods. New York: Family service Association of America.

Charles, Z. (1991). The Practice of Social Work (10th Edition ed.). Belmont, California: Wads Worth Publishing Compan.

Chowdhry, P. D. Introduction to Social Work-History, Concept, Methods and Fields. Delhi: Atma Ram & Sons.

Freidlander, W. A. (1977). Concepts and Methods of Social Work. New Delhi: Prentice Hall of India.

Freidlander, W. A. (1967). Introduction to Social Welfare. New Delhi: Prentice Hall of India.

Kay, L. S. (1997). Social Work Education: Today and Tomorrow. Jaipur: Book Enclave.

Krogsrud, D. B. (2002). Social Work: An Empowering Profession. Allun ad Bacon.

Madan, G. R. (2000). Indian Social Problems-Social Disorganization and Reconstruction. New

Delh: Allied Publishers Limited

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	06-06-2022 To 10-06-2022	1	Definition and meaning of social work
		2	Definition and meaning of social work
2	13-06-2022 To 17-06-2022	6	Primary methods of social work
		7	Primary methods of social work
3	20-06-2022 To 24-06-2022	11	Primary methods of social work
		12	Primary methods of social work
4	27-06-2022 To 01-07-2022	16	Primary methods of social work
		17	Secondary methods of social work
5	04-07-2022 To 08-07-2022	21	Secondary methods of social work
		22	Secondary methods of social work
6	11-07-2022 To 15-07-2022	26	I Internal Examination
		27	I Internal Examination
		28	I Internal Examination
		29	I Internal Examination
		30	I Internal Examination
7	18-07-2022 To 22-07-2022	31	Principles of social work
		32	Principles of social work
8	25-07-2022 To 29-07-2022	36	Principles of social work
		37	Principles of social work
		28 July	Karkidaka Vav
9	01-08-2022 To 05-08-2022	40	Presentation
		41	Presentation
10	08-08-2022	08 August	Muharam
		45	Principles of social work

No of Weeks	Dates	Session	Topic
	To 12-08-2022	46	Principles of social work
11	15-08-2022 To 19-08-2022	15 August	Independance Day
		49	Skills required for a social worker
		18 August	Sree Krishna Jayanthi
		50	Skills required for a social worker
12	22-08-2022 To 26-08-2022	52	Skills required for a social worker
		53	Skills required for a social worker
		56	Skills required for a social worker
13	29-08-2022 To 02-09-2022	57	Skills required for a social worker
		58	Development seminar
14	05-06-2022 To 09-09-2022	05 September	ONAM VACATION
		06 September	ONAM VACATION
		07 September	ONAM VACATION
		08 September	ONAM VACATION
		09 September	ONAM VACATION
		66	Social work in various settings
		67	Social work in various settings
16	19-09-2022 To 23-09-2022	68	Social work in various settings
		69	Social work in various settings
		21September	Sree Narayana Guru Samadhi
		70	Social work in various settings
		71	Social work in various settings
		72	Social work in various settings
17	26-09-2022 To 30-09-2022	73	II Internal Examination
		74	II Internal Examination
		75	II Internal Examination
		76	II Internal Examination
		77	II Internal Examination
		78	II Internal Examination
18	03-10-2022 To 07-10-2022	79	Revision
		04 October	Maha Navami
		05 October	Vijaya Dashami
		82	Class Test
		87	V Semester University Examination
		88	V Semester University Examination

No of Weeks	Dates	Session	Topic
20	17-10-2022 To 21-10-2022	89	V Semester University Examination
		90	V Semester University Examination