

PERIYAR UNIVERSITY
PERIYAR PALKALAI NAGAR
SALEM – 636 011.



PERIYAR INSTITUTE OF DISTANCE EDUCATION
(PRIDE)

MASTER OF ARTS IN SOCIAL WELFARE ADMINISTRATION

REGULATIONS AND SYLLABUS
(Effective from the Calendar Year 2015 and thereafter)

Paper I
INTRODUCTION TO SOCIAL WELFARE ADMINISTRATION

Unit I: Introduction: Meaning and Definitions - Nature and Scope – Purpose and Significance – Principles and Functions of Social Welfare Administration - Historical Development of Social Welfare Administration at Global and National level.

Unit II: Basic Administration Process: Organization, planning, policy formulation, personnel administration, communication, decision making, authority, coordination, budgeting, office management, community interpretation, education and evaluation.

Unit III: Social Administration at the Central level: Ministry of Social Justice and Empowerment, Department of Social Welfare, Central Social Welfare Board: Structure, Functions and Role.

Unit IV: Social Administration at State level: State Department of Social Welfare, Directorate of Social Welfare, State Social Welfare Board organization: Structure, Functions and Role.

Unit V: Social Administration at District and Panchayat level: District Administration, Municipal Corporation, Municipality, Block, Panchayat: Structure, Functions and Role. NGOs.

References:

1. Patti, R. (1989). Social Welfare Administration, Engle wood Cliffs: Practice –Hall
2. Chaudhari, D. Paul (1983) – Social Welfare Administration, Delhi: Atma Ram & Sons.
3. Goel, B.B. – Project Management: A Development Perspective, New Delhi: Deep & Deep Publication.
4. Goel, S.L. & Jain R. K. (1988) – Social Welfare Administration: Theory and Practice, Vol.- I & II, New Delhi: Deep and Deep Publications.
5. Newstrom, John W. & Davis, Keith (2003) – Organizational Behaviour, Tata Mc Graw – Hill.
6. Patti, R. (1983) – Social Welfare Administration in India, Eaglewood Cliffs: Prentice – Hall.
7. Robbins, Stephen P. (2003) – Organizational Behaviour, Delhi: Pearson Education.
8. Sachdeva, D.R. (1992-93) – Social Welfare Administration, Allahabad: Kitab Mahal.
9. Salanin, S. (Ed.) – Social Administration, New York: The Howorth Press.

Paper II
INDIVIDUAL AND SOCIETY

Unit I: Society: Meaning; characteristics; functions; types of societies – Tribal, rural, urban – characteristics, individual and society – relationship. Social structure, social organisation.

Unit II: Social Institutions: Marriage – meaning, types, functions – changes. Family – meaning, types, functions - Changes in structure and function; kinship – meaning, characteristics, functions, changes. Economy: Meaning, types of economy, functions of economy; Modern political institutions, legislative violations, liberty, justice, equality, power – activity. Concept of welfare state – Religion – meaning, types, role, functions – modern religious institutions.

Unit III: Socialisation and social control: Socialisation: meaning, process and mechanism. Agencies of Socialisation. Problems of Socialisation, Social Control: Meaning, nature, agencies of social control – custom, tradition, religion, morality, law, education and public opinion.

Unit IV: Social stratification and Groups: Social groups – Types. Society – class, caste, creed, untouchability. Rural – urban – tribal communities – characteristics. Cultural, social, economic changes in all the three communities. Rural migration and tribal unrest in India.

Unit V: Social change: Factors of social change – social change process in India. Components of social change. Social change and social development. industrialisation, urbanisation, modernisation. Westernisation, globalisation, liberalisation, secularisation. Social change and social development.

References:

1. Bottomore, T.B. (1962). Sociology – A guide to problems and Literature, London: Allen and Unwin.
2. Day, P.R. (1987). Sociology in Social Work Practice, London, Macmillan Education.
3. Dube, S.C. (1955). Indian Village, London: Routledge & Kegan Paul.
4. Furer Halmendarf, C.V. (1982). Tribes in India: The Struggle for Survival, Delhi: OUP.
5. Johnson, H.M. (1978). Sociology – A Systematic Introduction, Mumbai: Allied Publishers Private Limited.
6. Kapadia, K.M. (Ed.). (1959). Marriage and Family in India, Mumbai: OUP.
7. Srinivas, M.N. (1966). Social Change in Modern India, Mumbai: Allied Pub.
8. Maciver, R.M. and Page, C.H. (1985). Society – An Introductory Analysis, Chennai: Macmillan India Ltd.

Paper III

RESEARCH METHODOLOGY

UNIT: I - Introduction to Social Welfare Administration Research: Meaning, Definitions and objectives of Social Science Research. Need and Importance of Social Science Research - Steps in scientific investigation. Facts, Concepts and Theory. Social welfare administration research, meaning, objectives, functions and limitations, scope of social welfare administration research in India.

Unit II: Research Problem, Design and Hypothesis: Research problem: Identification, Review of Literature -Formulation of research problem: Objectives, Variables -Framing Research Questions –Hypothesis: Definition, Characteristics of Good hypothesis -Statement of Hypothesis and its role in research –Research Design –Types of Research Design: Exploratory, Descriptive, Diagnostic, Explanatory and Experimental.

Unit III: Sampling: Universe of Study –Need for Sampling in Research –Census Vs Sample Surveys –Sample Size -Sampling Methods: Probability and Non-probability -Probability Sampling Methods: Simple Random, Systematic, Stratified Random, Cluster, Area -Non-Probability Sampling Methods: Purposive, Snow ball, Accidental, Quota –Errors in Sampling.

Unit IV: Data Collection and Processing: Sources and Types of Data – Primary and Secondary, Objective and Subjective, Qualitative and Quantitative. Quantitative Methods: Interview, Questionnaire -Qualitative Methods: Observation, Focus Group Interviews, Oral History, Narratives, Content Analysis, Case Study -Triangulation -Data Processing: Coding, Data entry, Editing and Tabulation -Data Analysis, Interpretation and Drawing Inferences.

Unit V: Diagrams and Report Writing: Diagrammatic representation of data: Frequency tables, Line graphs, Pie charts and Bar diagrams -Use of Computers: Excel and SPSS. Research Report: Structure and Contents –Requisites of a good report -Referencing: Bibliography and footnotes

References:

1. Babbie Earl. (2008), The Basics of Social Research, Printed at Thomson Higher Education, USA
2. Biber Sharlene N.H and Leavy Patricia (2011). The Practice of Qualitative Research, Second Edition, Sage Publication, Los Angeles
3. David A de Vaus, Research Design in Social Research, Sage, New Delhi, 2005.
4. Eric L Einsprunch, An introductory Guide to SPSS for Windows, Sage, New Delhi, 2005.
5. Kothari, CR, Research Methodology –Methods and Techniques, New Age International (P) Limited Publishers, New Delhi, 2004.
6. Leonard Cargan, Doing Social Research, Rawat Publications, Jaipur, 2008.
7. Sotirios Sarantakos, Social Research 3rdEdition, Palgrave Macmillan, New York, 2005.
8. Miller DC and Neil J Salkind (2002), Handbook of Research Design and Social Measurement 6thEdition, Sage, California.
9. Wilkinson and Bhandarkar, Methodology and Techniques of Social Research, Bombay: Himalaya, 2009.

Paper IV
SOCIAL POLICY AND PLANNING

Unit 1: Basic concepts of Social Policy: Concept, nature, scope, principles of social policy. Sources of social policy: ideology, public opinion, constitution, Social policy, welfare policy and economic policy similarities, and differences. Social policy and Constitutional Provisions, i.e. directive principles of state policy and fundamental rights.

Unit 2: Process and Social Policy: Social policy formulation structure and processes, major determinants in social policy formulation, Social policy implementation-Role of different agencies and major problems of implementation, remedies, Policy implementation, monitoring and evaluation. Process of social policy formulation, contribution of research, role of interest groups, problem of conflict of interests and its solution.

Unit 3: Approaches and Models of Social Policy: Approaches to social policy- unified, integrated and sectoral; different models of social policy and their applicability to the Indian situation: individual welfare model, achievement performance model, institutional redistributive model. Relationship between Social policy and social development.

Unit 4: Social Planning: Definition, nature, scope, principles, process and models of social planning, Indian federal structure and social planning. Social policy and welfare planning centralization, decentralization. Inter-relationship between social and economic planning; linkage between social policy and planning – planning as an instrument and source of policy.

Unit 5: Machinery and Process of Planning: Levels of social planning- centre, state, district and block levels; Planning Commission (Niti Aayog) and State Planning Boards- organization, structure and functions; coordination between centre and state. Monitoring and evaluation of planning; the problems of co-ordination, centralization and needs for decentralization; Panchayat Raj and people participation. Social planning in Five Year Plans.

References:

1. Bose, A.B. – Social Welfare Planning in India, New Delhi: ECAEF (Mimeo.)
2. Bulmer, M. et. al. (1989)- The Goals of Social Policy, London: Union Hyman.
3. Chakraborty, S. (1987) – Development Planning- Indian Experience, Oxford: Clarendon Press.
4. Dandekar, V.M. (1994) – Role of Economic Planning in India in the 1990s & Beyond, Economic and Political Weekly, Vol. XXIX, No.24, 1457-1464.
5. Dasgupta, N.B., J.L. Raina, H.M. Jauhari & Others – Nehru’s Planning in India New Delhi: Concept Publication Co.
6. Ganapathy, R.S. & Others (1985) – Public Policy and Policy Analysis in India, Delhi: Sage Publications.
7. Ghosh, A. (1992) – Planning in India: The Challenge for the Nineties, New Delhi: Sage Publications.
8. Gupta, S. P. (1993) – Planning and Liberalization, Economic and Political Weekly, Vol.- XXVIII No. 43, Oct. 23, 2349-2355.
9. Huttman, E.D. (1981) – Introduction to Social Policy, New York: McGraw Hill.

Paper V
SOCIAL LEGISLATION

Unit I: Social legislation: concept, meaning, definition, needs and scope. Social legislation as an instrument for social control, social change, social justice, social defense and social reform. Historical account of social legislation in India. Indian constitution: importance, fundamental rights and directive principles of state policy, Indian constitution and social legislation.

Unit II: Law for the Protection of Human Rights: Meaning of human rights. Need for human rights legislation. Major provisions of the law for the protection of human rights. Structure, functions and powers of National and State Human Rights Commissions.

Unit III. Deterrent and Reformatory Law: Major provisions in Indian Penal Code related to family violence, murder, suicide, rape. Probation of Offenders. Meaning of Counseling and non-cognizable offences and conditions and procedures for bail. Meaning, Importance and Procedures for First Information Report (FIR).

Unit IV: Justice System: Agencies of the justice system: police, judiciary, correctional systems, their structure and functions. Structure and jurisdiction of courts: district and sessions courts, high court, Supreme Court. Distinction between civil and criminal courts. Consumer courts. Special courts/tribunals. Concepts of Probation, Bail and Parole.

Unit V: Legal aid for poor and disempowered: Concept, legal provisions and programmes for legal aid. Lok Adalat. Judicial activism and Public Interest Litigation (PIL): problems related to legal aid programme and PIL.

References:

1. Acharya, Basu Durga Das :Introduction to the Constitution of India, New Delhi : Prentice Hall of India Pvt. Ltd., (7th.Edition)
2. Ahuja, Ram: Criminology, Jaipur : Rawat Publications
3. Biju, M. R (2005) Human Rights in a Developing Society, New Delhi : Mittal Prakashan
4. Diwan, Paras & Diwan, Peeyush (1994) Child and Legal Protection, New Delhi : Deep & Deep Publications.
5. Flavia (1997) Give us this Day, Our Daily Bread, Procedures and Case Law on Maintenance.
6. Gaikwad, P. E. (2004) Law Basic Concepts, Pune : YASHADA.
7. Galanter, Marc (1992) Law and Society in Modern India, Delhi : Oxford University Press.
8. Gangrade, K. D. Social Legislation in India (Vol-1 & Vol.2), Delhi : Concept Publishing Company.
9. Gaur K. D. (2004) A Text Book on the Indian Penal Code, Delhi: Universal Law Publication Co. Ltd.
10. Kant, Anjani (1997) Women and the Law, New Delhi : APH Publication Corporation.
11. Mathew, P. D. (1993) Constitution of India Simplified, New Delhi : Indian Social Institute.
12. Pradhan, V. P. The Indian Constitution, New Delhi :Ombudsman Publishing House, (1st Edition).

Paper VI

SOCIAL DEVELOPMENT

Unit I: Social Development: meaning, concept, indicators; goals, assumptions and Factors of Social Development. Basic needs in Social Development. Components of social development. Problems of social development. Approaches to development. Development indicators.

Unit II: Development and its Models: The historical and social context of development, before and after independence, Development under five year plans. Ideologies and Models of social development: Charity Oriented model, Institutional model, Push model, Input model, Gandhian and Nehruian model.

Unit III: Economic development: meaning and indicators. Characteristics of under developed, developing and developed countries. Theories of economic development- Rostow's stages of economic growth and balanced growth theory. National Income concepts: GNP, GDP, NNP, PCI, PI, OI.

Unit IV: New economic policy: Globalization – its impact on developing societies. World bank, WTO, IMF – Its role and impact on developing societies. NGOs and social development. Changing strategies and trends in voluntary development organizations. Social empowerment. Social Entrepreneurship: Concept and practice. Social Inequalities: nature, causes and extent. Poverty in India: concept of absolute, subjective and relative poverty. Causes of poverty, Current poverty alleviation programmes.

Unit V: Regional, Sustainable and Human Development: Regional Development. Imbalanced regional development. Sustainable development: Definition, pre-requisites, features. Sustainable development : components, strategies and approaches. Areas of sustainable development , strategies for withdrawal. Concept of Human Development, Definitions. Human Development in Indian Scenario.

References

1. Kulkarni, PD: Social Issues and Development (Uppal Publishing House, New delhi-2000)
2. Sinha RK and Das DK: Development Paradigms: Indian Development Experience(Deep and Deep Publishers, New Delhi-2000)
3. Singh,S: Social Development in India (Radha Publishers, New Delhi-1991)
4. Kumar H: Social Work, Social Development and Sustainable Development (Regency Publications, New Delhi-1997)
5. Rao, DB (Ed.): World Submit for Social Development, 1998.
6. Abdul Kalam and Ranjan YS: India2020 (Viking Penguin India, New Delhi-1998)
7. Gore MS: Social Aspects of Development(Rawat Publications, New delhi-2001)
8. Dereze Jean and Amartya Sen: Indian development(Oxford University Press, New Delhi-1999)
9. Sapru RK: Development Administration (Deep and Deep Publications, New Delhi-1989)
10. Boase AB: Social Welfare Planning in India (Bangkok, ESCAPE,1970).

Paper VII
WELFARE OF VULNERABLE GROUPS IN INDIA

Unit I: Introduction: The Concept, Definitions and Meaning of Vulnerability. Social, Economic and Cultural Vulnerable Population in India: Women, Children in Conflict with Law and difficult circumstances, Youth, People with Disability and Elderly.

Unit II: The Problems and issues associated with Women and Children: Women: Health and Nutritional Issues, Dowry, Sex Determination, Domestic Violence, Sexual Harassment, Trafficking. **Children:** Health and Nutritional Issues, Child Labour, Child Trafficking, Children in Conflict with Law, Child Marriage.

Unit III: The Problems and issues associated with Youth, People with Disability and Elderly: Youth: unemployment, unrest and crime. **People with Disability:** Discrimination and Exploitation. **Elderly:** problems of the aged in relation to family, social relations, employment, retirement, monetary, health and use of free time.

Unit – IV: Legislations for the Protection, Welfare and empowerment of Women and Children: Women – Dowry Prohibition Act-1986, The Pre-Natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act-1996, Protection of Women from Domestic Violence Act – 2005, The Sexual Harassment of Women at work Place (Prevention, Prohibition and Redressal) Act – 2013. National Commission for Women. **Children –** Child Labour (Prohibition and Regulation) Act – 1986, Juvenile Justice (Care and Protection) Act – 2000, the Child Marriage Restraint Act, 1929, Protection of Children Against Sexual Offenses Act - 2012, Right of Children to Free and Compulsory Education Act – 2010. National Commission for Protection of Rights of Children.

Unit V: Legislations for the Protection, Welfare and empowerment of Youth, People with Disability and Elderly: Youth: Developmental Programmes for Youth: Nehru Yuva Kendra, NCC, NSS, Employment & Guidance Services. National Policy for Youth, National Commission on Youth. **People With Disability:** Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act – 1995. **Elderly –** Maintenance and Welfare of Parents and Senior Citizens Act - 2007.

References:

1. Asha Rani. (1986). Children in Different situation in India – A Review, Bombay, Tata Institute of Social Sciences.
2. Bhargava Vinita. (2005). Adoption in India, New Delhi, Sage Publications.
3. Government of India. (1992). A Commitment to the Child Women and Child Development, Dept. of Plan of Action.
4. Kantha Amod and Varma. (1993). Neglected Child – Changing Perspective, New Delhi, Prayas Juvenile Aid Centre, R.M.

5. Venkatesan. S. (2004). Children with Developmental Disabilities, New Delhi, Sage Publications.
6. Bali . P. Arun (2001) Care of the Elderly in India. Shimla, Indian Institute of Advanced Studies.
7. Dandekar, Kumudini. (1996). The Elderly In India, New Delhi, Sage Publications.
8. Desai, Murli and Raju Siva.(2000). Gerontological Social Work in India - Some issues and Perspectives. Delhi, BR Publishing
9. Dey, A. B (Ed.) (2003). Ageing in India: Situation Analysis and Planning for the Future. New Delhi / WHO and AIIMS.
10. Indira Jaiprakash. (1999). Aging in India, A report submitted to World Health Organization, Geneva.

Paper VIII
WELFARE OF MARGINALIZED AND UNDER PRIVILEGED PEOPLE IN INDIA

Unit I: Introduction: The Concept, Definitions and Meaning of Marginality and Under Privileged. Social, Economic and Culturally Marginalized and Under Privileged Population in India: **Marginalized:** Ex-Prisoners, Migrants, Immigrants and Ethnic Minorities, People infected with HIV/AIDS and People affected by Disaster. **Under Privileged:** Schedule Caste, Schedule Tribes and Other Back Ward Communities.

Unit II: The Problems and issues associated with Marginalized Groups: Ex-Prisoners: Social Stigma, Unemployment. **Migrants:** Health, Housing, Unemployment, Social Insecurity. **Immigrants and Ethnic Minorities:** Social Insecurity, Unemployment, Housing, Health. **People infected / affected with HIV/AIDS:** Social discrimination, Health issues. **People affected by Disaster:** Disability and Displacement.

Unit III: The Problems and issues associated with Under Privileged: Schedule Caste and Schedule Tribes – Untouchability, Poverty, Landlessness, Educational backwardness, Indebtedness and Bonded Labour, Atrocities, Unemployment, Health and Nutritional Issues. **Other Back Ward Communities -** Poverty, Unemployment, Indebtedness, Educational backwardness, Health and Nutritional Issues.

Unit IV: Legislations for the Protection, Welfare and empowerment of Marginalized Groups: Ex-Prisoners: Probation of Offenders Act 1958, Prison Reform Bill 1996. **Migrants:** Inter-State Migrant Work Man (Regulation of Employment and Conditions of Service) Act 1979. **Immigrants and Ethnic Minorities:** National Commission for Minorities. **People infected with HIV/AIDS:** Services by National Aids Control Organization. **People affected by Disaster:** Disaster Management Act, 2005; National Disaster Management Authority.

Unit V: Legislations for the Protection, Welfare and empowerment of Under Privileged: The Schedule and the Schedule Tribes (Prevention of Atrocities) Act 1989, National Commission for Schedule Caste and Schedule Tribes, National Commission for Other Backward Classes. Mandal Commission and Reservation Policy.

References:

1. Michael, S.M. (1998) Dalits in modern India, Sage Publications: New Delhi.
2. Eggy, Ominn. (1908) Understanding disability: A lifespan approach, Sage Publication: New Delhi.
3. Malli Gandhi & V.Lalitha (2009). Tribes Under Stigma. Serials Publications: New Delhi.
4. Garg VK (2010) caste and Reservation in India, Alfa Publications: New Delhi.
5. Mamta Yadav (2010) Dalits and Human Rights, Omega Publications: New Delhi.
6. Nanganna A and Umamohan CH (2011) Tribal Development Programmes and Social Transformation, Discovery Publishing House Pvt. Ltd.: New Delhi.
7. Ranjam Kumar Biswas (2008). Casteism and Basic Issues, Mahaveer & Sons: New Delhi.
8. Sharma VK (2007) Caste, Class and Society, Book Enclave: Jaipur.

Paper IX
HEALTH AND HEALTH POLICY IN INDIA

UNIT I: Concept of Health, Diseases and Well-Being: Health and public health: Meaning, components, determinants of health. Illness and Disease. Nutrition and malnutrition. Wellbeing and Quality of life. Health as an aspect of social development, Health status indicators and mapping in the community.

Unit II: Introduction to Hospitals: Introduction to Health Care and Health Care System in India. Hospitals : Concept, Services and Functions . Types of Hospitals: Govt., Private, Single/ Super Specialty, Trust, Nursing Homes, Profit & not for profit Hospitals. Public-Private Partnership in Health Care

Unit-III Common Diseases in India: Communicable diseases, Symptoms Preventions and Management of T.B, Leprosy, Malaria, STD and AIDS. Non Communicable diseases, Symptoms Preventions and Management of Diabetic Cancer, Hypertension and Cardiac Diseases Epilepsy –Causes, Types and Treatment, Social Factors in Epilepsy. Health scenario of India: epidemiology and etiology of major communicable and non communicable diseases.

Unit IV: Healthcare Services and Community Health: Structure of healthcare services in India: Primary, secondary and tertiary level healthcare structure and their functions. Primary healthcare: Availability, affordability and accessibility of healthcare services. Role of Voluntary Organizations in Primary Health Care. Community Health: Meaning, relevance, needs assessment, developing mechanisms for people’s participation. Health Education: Meaning, Objectives, Principles and methods of Health Education

Unit V: Policies and Programmes: School Health Programme. Need and Organization of Health Programmes in school: Anganwady, Balwady, Mid-day meals. Immunization Programme. Health Programmes specific to India. National Rural Health Mission. Legislations in India governing Health Care. Family Planning- Meaning, Types and Relevance in Indian Context Millennium Development Goals. Health planning in the country - Five year plans. National Health Policy, 1983 & 2002.

References:

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| Baru, R.V. | 1998 | <i>Private Health Care in India: Social Characteristics and Trends.</i> New Delhi: Sage Publications. |
| Burman, P. & Khan, M.E. | 1993 | <i>Paying for India’s Health Care.</i> New Delhi: Sage Publications. |
| Oak, T.M. (ed.) | 1991 | <i>Sociology of Health in India.</i> Jaipur: Rawat Publications. |
| Park, K. | 2005 | Textbook of Prevention and Social Medicine (18 th edition). Jabalpur: Banarsidas Bhanot. |
| Hiramani, A.B. | 1996 | <i>Health Education: An Indian Perspective.</i> New Delhi: B.R. Publishing Corporation. |

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Development in India. New
Delhi: Oxford University Press.
*Health Policy and Systems
Development.* Geneva: WHO.

8. QUESTION PAPER PATTERN FOR ALL PG COURSES

Time : 3 Hours

max. Marks – 100

PART A – 5 X 5 = 25

(Answer all questions)

(Two questions from each unit with internal choice)

PART B -5 X 15 =75

(Answer all questions)

(Two questions from each unit with internal choice)