



# PERIYAR UNIVERSITY

*Salem-636011*

*(Reaccredited with 'A++' Grade by the NAAC)*

**CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)**

**[CHOICE BASED CREDIT SYSTEM (CBCS)]**

**DIPLOMA PROGRAMME IN SOCIAL WELFARE ADMINISTRATION**



**OBE REGULATIONS AND SYLLABUS**

(Effective from the Academic year 2025-2026 onwards)

## Programme Structure and Curriculum

### Diploma Programme in Social Welfare Administration

#### Programme Objectives:

1. To understand the core concepts of Social Welfare.
2. To formulate Social Welfare Policies.
3. To strengthen administrative and managerial skills.
4. To advance organizational human resource management skills.
5. To prepare for advanced field work and professional practice.

Subject	Paper Title	Credit	Internal Assessment	End Semester	Total
<b>First Semester</b>					
Core – I	Social Welfare Administration in India	5	25	75	100
Core – II	Individual and Society	5	25	75	100
Core – III	Social Policy and Social Planning	5	25	75	100
Core - IV	Welfare of Marginalized and Under Privileged People in India	5	25	75	1000
Internship	Internship Report with Viva Voce	3	40	60	100
<b>Second Semester</b>					
Core - V	Social Legislation	5	25	75	100
Core – VI	Social Development	5	25	75	100
Core – VII	Programme Implementation of Social Welfare	5	25	75	100
Core - VIII	Industrial Relations and Social Welfare	5	25	75	100
Project	Project Report with Viva Voce	3	40	60	100

#### Programme Outcomes:

By the end of this Diploma programme, the students will be able to

1. Gain knowledge of Social Welfare system.
2. Understand the need of intervention to address social issues.
3. Inculcate policy formulation and implementation.
4. Collaborate with GOs, NGOs and Communities for Social Welfare activities.
5. Enhance practical problem-solving abilities.

## Scheme for Evaluation

### Internal:

<b>Approaches</b>	<b>Marks</b>
Continuous Internal Assessment (CIA)	20
Assignment (1)	5
<b>Total</b>	<b>25</b>

### External:

#### Question Paper Pattern

Time: 3 Hours

Max. Marks: 75

#### Part A (5 × 5 = 25 Marks)

Answer any five questions out of eight questions

#### Part B (5 × 10 = 50 Marks)

Answer any five questions out of eight questions

### Passing Minimum

A candidate will be declared as pass, if they secure at least **30 marks** in the End Semester Examination (ESE) for each theory paper and an overall aggregate of **40 marks** combining both external and internal assessments.

### For Internship Work

- i. Internship Report - 40 Marks.
- ii. External Viva-Voce - 60 Marks

### For Project Work

- i. Project Report - 40 Marks.
- ii. External Viva-Voce - 60 Marks



# CORE I

## Social Welfare Administration in India

**UNIT I: Introduction to Social Welfare Administration:** Definition, nature and scope of social welfare administration – Principles of Social administration welfare – Evolution and development of social welfare administration – Distinction between social service, social welfare and social work administration.

**UNIT II: Theories of Social Welfare Administration:** Emile Durkheim: Functionalism and welfare systems – Karl Marx: Conflict theory and Welfare Administrations - George Herbert Mead: Symbolic Interactionism and public perception of welfare – Pierre Bourdieu: Cultural Capital and welfare Utilization.

**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.

## **CORE 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: Socialization and Social Control**

Socialization: meaning, process and mechanism. Agencies of Socialization. Problems of Socialization, 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: Industrialization, Urbanization, Modernization. Westernization, Globalization, Liberalization and Secularization. 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.

## CORE III

### 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.

## Core IV

### 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. Hichael, 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.

**Second Semester**  
**CORE 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).

## **CORE 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 Summit for Social Development, 1998.
6. Abdul Kalam and Ranjan YS: India 2020 (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).

## CORE VII

### Programme Implementation of Social Welfare

**Unit I: Introduction to programme implementation:** Definition, concept and scope of programme implementation – Importance of programme implementation in social welfare – Difference between programme formulation and implementation.

**UNIT II: Stages of programme Implementation:** Needs assessment and target group identification – Programme planning and resource allocation – Community mobilization and participation – Execution strategies and timelines. Organization, planning, policy formulation, personnel administration, communication, decision making, authority, coordination, budgeting, office management, community interpretation, education and evaluation.

**UNIT III: Monitoring and evaluation:** Definition and importance of monitoring and evaluation – steps in monitoring social welfare programmes – tools and techniques for evaluation – feedback mechanisms and corrective measures

**UNIT IV: Programme execution and coordination:** Operationalizing Programme design – Community participation and capacity building – role of field workers and volunteers – ensuring inclusivity and gender sensitivity in implementation.

**UNIT V: Challenges in programme implementation:** Administrative and bureaucratic hurdles – Political interference and corruption – Resource constraints and sustainability issues – Ethical dilemmas in implementation.

#### References

1. Kettner, P. M., Moroney, R. M., & Martin, L. L. (2017). *Designing and Managing Programs: An Effectiveness-Based Approach*.
2. Pawar, M. S. (2014). *Social Work and Social Policy: Methods, Practices, and Techniques*.
3. UNDP Guidelines on Programme Implementation and M&E Frameworks.
4. Mikkelsen, B. (2005). *Methods for Development Work and Research: A New Guide for Practitioners*.
5. UNDP. (2010). *Handbook on Planning, Monitoring, and Evaluating for Development Results*.

## **CORE VIII**

### **Industrial Relations and Social Welfare**

**UNIT I: Introduction:** Concept, scopes and Importance of Industrial relations – Rights based to approach of welfare services – Theories of Industrial Relations: Unitary, Pluralist, and Marxist Perspectives.

**Unit II: Labour Legislation and Dispute Resolution:** Overview of Labour Laws in India (Factories Act, Industrial Disputes Act, Minimum Wages Act) - Grievance Redressal and Disciplinary Procedures - Collective Bargaining: Concept, Process, and Importance - Industrial Disputes: Causes, Types, and Settlement Mechanisms

**UNIT III: Social welfare and social security:** Social security – meaning – scope – nature and methods - Unemployment – meaning – kinds courses – measures for removing – special employment programmes in India.

**Unit IV: Labour Welfare and Social Security:** Concept and Importance of Labour Welfare - Statutory and Non-Statutory Welfare Measures - Social Security Schemes for Workers (ESI, EPF, Maternity Benefits) - Role of Welfare Officers in Industrial Units

**Unit V: Contemporary Issues and Future Directions:** Emerging Trends in Welfare Service Delivery - Digital Governance and E-Governance in Welfare Programmes - Sustainability and Community Participation in Welfare Services - Ethical Issues in Welfare Service Delivery.

#### **References**

1. Kulkarni, P. D. (2000). *Social Policy and Social Development in India*.
2. Singh, A. K. (2016). *Social Welfare Administration in India*.
3. Mamoria, C. B., & Mamoria, S. (2016). *Dynamics of Industrial Relations*.
4. Mishra, S. N. (2013). *Labour and Industrial Laws in India*.
5. Ahuja, R. (2004). *Social Problems in India*.
6. Government of India Reports on Labour Welfare and Social Security

# Project Report

## Format of the Project Report:

Each Project Report shall consist of the following sections.

- **Section I** - Preliminaries
- **Section II** - Body of the Report
- **Section III** - Annexures

### Section I - Preliminaries:

It is a formal general section and shall have following details

1. Title page
2. A Face sheet having details regarding the title of the study, name of the researcher, name of the guide, Head of the department, institution through which the study has been undertaken university and year of the work
3. Certification from the Research Supervisor
4. Declaration by the Candidate
5. Acknowledgement
6. Table of contents with page Nos.
7. List of tables, charts and graphs

### Section II - Body of the Report:

It is a formal technical section which shall consist of following chapters.

1. Introduction
2. Review of Literature
3. Methodology
4. Data presentation and Analyses
5. Major Findings and conclusion

### Section III - Annexure:

This section shall consist of all such additional information that are not disclosed in the body of the report

1. A copy of the tool/tools of data collection.
2. Additional statistical tables
3. Bibliography
4. Photographs etc.

