

Seylledas -

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH**  
[ESTABLISHED UNDER THE CENTRAL UNIVERSITIES ACT 2009]  
PO Box: 21, DHARAMSHALA, DISTRICT KANGRA - 176215 (HP)  
[www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)

**Course Code:** SWR 407

**Course Name:** Social Group 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:** Having successfully completed this course, a student should be able to:

- Understand the place of group work in social work intervention
- Understand group work as an instrument of change/development in individual in groups
- Developing Social Group Work Skill among students.
- Understand use of programme as a tool for group development
- Develop skills to work with different stages and record the process
- Understand relevance of group in different set up

**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. Assignments: 10%
  - b. Group Work Activity: 10%
  - c. Group work Report: 5%

**Course Contents:**

**UNIT - I: Understanding Concepts of Social Group Work (8 Hours)**

- Concept and Importance of Groups
- Definition of Social Group Work
- Characteristics of Social Group Work
- History and Development of Social Group Work

**UNIT - II: Social Group Work Theories, Principles & Skills (8 Hours)**

- Theories Applicable to Group Work Practice; Psychoanalytical Theory, Learning Theory, Field Theory, System Theory & Conflict Theory
- Role of Social Worker in Skills Development.
- Skills and Distinctive Principles of Group Work

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- Social Group Work in Different Fields
- Classification of Groups; Primary Group & Secondary Group; Formal & Informal Group
- Common Interest Group, Self-help Groups, Task Group, Therapy Group, Single Session Group, Peer Group, Reference Group

**UNIT - III: Process and Techniques in Social Group Work (8 Hours)**

- Stages in Group Development: - Forming, Storming, Norming, Performing, Termination, and Evaluation.
- Role of Social Worker in Different Stages of Group Development.
- Techniques of Working with Group; Group Councelling, Group Discussion, Group Decision Making.
- Programme Media, Role Play, Individual Sessions

**UNIT - IV: Use of Programme and Dynamic of Group Process (8 Hours)**

- Programme Planning in Group Work
- Role of Social Worker in Programme Planning
- Steps in Understanding Group Process
- Communication Leadership and Its Development in Group Process
- Group Dynamics: - Interaction, Group Cohesiveness, Group Conflict, Group Culture & Group Development

**UNIT - V: Recording and Evaluation in Group Work (8 Hours)**

- Importance of Recording in Group Work
- Group Work Practice in Agencies
- Role of Social Group Worker for the Satisfaction of the Social Needs and Development of Individual and Community.
- Evaluation: Individual Growth, Group, Evaluation of the Member's Group Contribution

**Prescribed Text Books:**

1. Mishra, P.D. (2008), Social Work – Philosophy & Methods, New Delhi, Inter-India Publications.
2. Siddiqui, H.Y. (2008), Group Work - Theories and Practices, Jaipur, Rawat Publications.
3. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
4. Zastrow, C. (2010), Social Work with Groups, Jaipur, Rawat Publications.

**Suggested Extra Readings:**

1. Gravin, Charles D., Lorraie M. Gulier (Ed.) (2007), A Hand Book of Social Work with Groups, Jaipur, Rawat Publications.

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**Course Code:** SWR 434

**Course Name:** Social Work and Human Rights

**Credits Equivalent:** 2 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:** After completing this course the students will be able to:

- Develop an understanding about the scientific approach to human inquiry
- Develop an appreciation of the value and approach in research in addressing problems in the field of professional practice
- Develop attitudes and skills appropriate for research
- Acquire the skills for data analyses and research writing

**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. Presentation: 5%
  - b. Assignment: 5%
  - c. Project Work: 15%

**Course Contents:**

**UNIT - I: Social Work & Human Rights: Concepts, Nature & Scope (4 Hours)**

- Social Work and Rights
- Concept, Nature & Scope of Human Rights.
- History of Human Rights.
- State & Human Rights Theory.

**UNIT II: Regulating Human Rights (4 Hours)**

- Declaration, Covenant, Convention and Treaties
- International Covenant on Civil & Political Rights
- The Human Rights Committee
- Universal Declaration of Human Rights

**UNIT - III: Human Rights in Indian Condition (4 Hours)**

- Indian constitution and Human Rights.
- Human rights in Indian constitution: part III of constitutional provisions
- Human rights in Indian constitution: Part IV of Indian constitution.
- Role of NCW in implementing Human rights in India

**Unit –IV: Implementing Agencies in India (4 Hours)**

- Implementing Human Rights in India
- Role of NGOs for implementing Human Rights
- Role of NHRC in India
- Role of SHRC for implementing Human Rights.

**UNIT - IV: Globalization and Human Rights (4 Hours)**

- Globalization and Human Rights.
- Globalization merits and demerits.
- Migrant Labourers Developed World & Human Rights.
- Environment & Human Rights.

**Prescribed Text Books:**

1. O'Byrne, Darren (2011 3<sup>rd</sup> reprint) Human Rights: An Introduction, New Delhi, Pearson Education Ltd.
2. Reichert, E. (2003) Social Work and Human Rights, Jaipur, Rawat (Originally Published from Columbia University Press) .

**Suggested Extra Readings:**

1. Study Material from IGNOU
2. Material Published by NHRC.

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**Course Code:** SWR 498

**Course Name:** Project Formulation & Report Writing

**Credits Equivalent:** 2 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:

- To introduce the students about Project Proposal.
- To introduce the Basic Concepts & Skill for the Project Proposal.
- To provide an overview of Techniques and Skill Required.
- To equip about the ability to write good reports.

**Evaluation Criteria:**

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment( CIA) : 25%
  - a. Project Proposal:10%
  - b. One Minute Paper: 10%
  - c. Assignments: 5%

**Course Contents:**

**UNIT - I:Conceptual Understandings: Problem Statement, Vision, Mission etc. (5 Hours)**

- Steps in Selection of Problem
- Problem Statement, Identification & Formulation
- Strategy: Vision & Mission Statements, Differentiation and Organizational Alignment.
- Best Practice Case Study.
- Strategy Formulation.

**UNIT - II:Project Proposal & Some Basic Techniques (4 Hours)**

- Proposal Writing
- Mechanics of Proposal Writings
- General Lineation for Formulation of Project Proposals.
- Checklist for Project Proposal

**UNIT - III: Non-governmental organizations & Corporate Social Responsibility (4 Hours)**

- Matters included in Bye - Laws of a Society.
- Matters included in Rules & Regulations.
- NGOs &Corporate Social Responsibility

**UNIT – IV: Budgeting (3 Hours)**

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

**UNIT – V: Fund Raising****(4 Hours)**

- Ways & Means of Raising Fund
- Locating the Funding Sources
- Activities for Raising Fund

**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 701

**Course Name:** Social Work with Individual

**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:

- To study the Case Work as one of the primary method of Social Work
- To understand the client based study and interventions
- Theoretical understanding of working with individuals.

**Evaluation Criteria:**

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

**Course Contents:**

**UNIT - I: Social Case Work: An Introduction**

- Historical development of casework as a method of social work
- Meaning, concept, Objectives of social case work
- Philosophical & chief assumptions
- Components, Contribution of Mary Richmond & Friendly Visitors

**UNIT - II: Case Work Process/Principles/Theories**

- Process in case work- Intake, Study
- Assesment
- Intervention
- Termination & evaluation
- Principles of case work

**UNIT - III: Techniques and skill in Social Case work**

- Case work Relationship: Conceptual Framework
- Helping Techniques:-Interviewing , listening, Rapport building Observation, home visit, Relationship
- Supportive techniques:-Acceptance, empathy, Assurance, Facilitation, Encouragement & Reassurance
- Recording in Case work

**UNIT – IV: Understanding the client System**

- Psychoanalytical Theory
- Psychosocial Theory
- Diagnostic School and Functional School of case work
- Counseling

**UNIT – V: Therapeutic Approach to Social Case Work**

- Behaviour Modification Approach
- Problem Solving Approach
- Crisis Intervention Approach
- Electic appraoch

**Prescribed Books:**

1. Mathew, G. 2011. An Introduction to Social Casework. Mumbai: Tata Institute of Social Sciences.
2. Perlman, H.H 2011.Social Casework:- A problem-solving Process. Jaipur:Rawat.
3. Upadhyay,R.K 2010.Social Casework: A Theraputic Approach. Jaipur:Rawat

**Suggested Extra Readings:**

1. Kadushin, A, & Kadushin, G.1997. The social case work interview: A guide for human service professionals. New York: Columbia University Press.
2. Biestek, Felix P. The casework: A psychosocial Therapy. New York: Mcgraw Hills.
3. Hollis, F. 1964. Casework: A Psychosocial Therapy. New York: McGraw Hills.

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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:**

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

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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*. 18<sup>th</sup> Ed, Jabalpur: Barnarsidass Bhanot Publications.
3. Sarafino Edward P. et al. (2011) *Health Psychology*. 7<sup>th</sup> 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 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:**

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