**Course Code:**

**Course Title: Organizational Behaviour and Development**

**Total Credit: 2 Total hrs: 30**

**Course Description:** A Social worker often works/practices in organizations, or through organizations informal or formal. It is imperative that they understand organizations and learn to lead and motivate their fellow workers. This paper gives them the necessary background for performing these functions and the modules of the paper consist of conceptual, analytical knowledge.

**Course Objectives:**

1. To study the concept of organizational behavior
2. To understand the Dynamics of Organizational Behavior
3. To learn the strategies for organizational development

**Course Learning Outcome**: Students will get introduced to human behaviour at work places. It will enable the student to understand organizational dynamics and its consequences on the performance of the employees. The paper will also help students to use the knowledge about organizational behaviour to attain personal and organizational goals.

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| **Units** | **Content** | **Hours** |
| **1** | **Organizational Behaviour**  Definition, scope-, Approaches; Elements of Organizational Behavior, Hawthorne studies-classical and modern approaches to Management; Foundations of Group Behaviour-Group, Behavioural Models. Organizational culture and climate | **10** |
| **2** | **Dynamics of Organizational Behavior**  Personality, Emotions, Attitudes, Perceptions, Motivation: Types, Effects on work behavior. Leadership and Power: Leadership styles, Theories, Leaders Vs Managers, Sources of power, Power centers, Power and Politics. Job satisfaction: Influence on behavior; Organizational change, Stability Vs Change, Proactive Vs Reaction change, the change process, Resistance to change, Managing change. Stress: Work Stressors, Prevention and Management of stress, Balancing work and Life. | **10** |
| **3** | **Organizational Development**  Definition- Scope of Organizational Development- Characteristics of OD- Diagnostic phase- techniques used in the diagnostic process- OD interventions—Team Building- Survey feedback- Grid Training, Management By objectives (MBO)- T-Group Training, Structural techniques- Sensitivity Training- Effectiveness of Training | **10** |

**Essential Readings**

* Luthans, Fred. (1990). *Organizational Behaviour*, Tata McGraw Hill, New York.
* Newstrom, John W. & Keith Davis,. (1997). *Organizational Behaviour, (Human behaviour at work)* Tata McGraw Hill, NewDelhi.
* Robbins, Stephen P. *et al,.* (2001). *Organizational Behaviour*, Prentice-Hall, New Jersey

**Recommended Readings**

* Blump, M.I. & Naylor, l. C. (1968). *Industrial Psychology -Theoretical & Social Foundation*, Harper Row Publishers, New York.
* Chatterji N. R. (1969). *Industrial Psychology*, Sudha Publication, New Delhi.
* Gangadhara Rao, M., Rao, VSP, & Narayana, P.S. (1987). *Organizational Behaviour*, Konark Publishing Pvt. Ltd., New Delhi.
* Gos, & Ghorpadhe,. (1985). *Industrial Psychology*, Himalaya Publishing House, Bombay.
* Hersey, Paul & Kenneth, Blanchard. (1988). *Management of Organizational Behavior: Utilizing Human Resources*, Prentice-Hall, Englewood Cliffs, New Jersey.
* Maslow, Abraham. (1943). *A Theory of Human Motivation*, Harper & Row Publication, New York.
* Maslow, Abraham. (1943). *Motivation & Personality*, Harper & Row Publication, New York.
* McCormick, Ernest J., & Joseph Tiffin. (1974). *Industrial Psychology*, Prentice-Hall, Inc., Englewood Cliffs, New Jersey.
* Munn L. Norman., Fernald, Jr. L. Dodge.,& Fornald S. Peter. (1972), *Introduction to Psychology*, Oxford and IBH, New Delhi.
* Taylor, F. W. (1911). *The Principles of Scientific Management*, Harper & Row Publication, New York.

**Course Code:**

**Course Title: Corporate Social Responsibility**

**Total Credit: 2 Total hrs: 30**

**Course Description**: This course will familiarize the students with the concept of corporate social responsibility.  The evolution of CSR has far reaching consequences on the development sector in India.  The collaboration of companies and NGOs with the community has initiated a new paradigm of change in the country.  The students will have an overview of the theories and the frameworks developed in the area of CSR.  The paper will discuss a few prominent case studies of CSR.

**Course Objectives:**

1. To understand the concept of CSR and the theoretical underpinnings.
2. To understand the stakeholder approaches.

**Course Learning Outcome:** The student will understand the different dimensions of the concept of CSR. They will understand the theoretical framework of CSR and the legal guidelines developed to undertake CSR.

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| **Units** | **Content** | **Hours** |
| **1** | **Corporate Social Responsibility**  Defining CSR. Components of CSR, Key drivers, History and Evolution of CSR in the Indian and international context, CSR policies and Governance, Laws and Regulations | **10** |
| **2** | **Theories of CSR**  Theories of CSR: A.B Carroll, Wood, and stake holders Theories. The triple bottom line approach. Stakeholder engagement, Standards and Codes – SA 8000, the Global Compact, GRI, etc as well as international standards including ISO 26000 | **10** |
| **3** | **Stakeholders’ Engagement**  Role of NGOs in developing CSR – interaction in a multi-stakeholder context, Community involvement, investment and evaluation, Human Resource management – labour security and human rights*.* | **10** |

**Essential Reading**

* Agarwal, S. (2008). *Corporate social responsibility in India*. Los Angeles: Response.
* Visser, W. (2007). *The A to Z of corporate social responsibility a complete reference guide to concepts, codes and organizations*. Chichester, England: John Wiley & Sons.
* Werther, W., & Chandler, D. (2006). *Strategic corporate social responsibility: Stakeholders in a global environment*. Thousand Oaks: SAGE Publications.

**Recommended Reading**

* Crane, A. (2008). *Corporate social responsibility: Readings and cases in a global context*. London: Routledge.
* Baxi, C. (2005). *Corporate social responsibility: Concepts and cases : The Indian experience*. New Delhi, India: Excel Books.

**Course Name :** Social Welfare Administration **Total Hrs : 30 Hrs**

***Course Description:*** *The course covers a comprehensive study of social welfare and its administration both in the theoretical and operational aspects. It examines the concept of social welfare programmes and models including various social services and social welfare benefits available to the citizen.*

***Course Objectives:*** *This course introduces students to the field of Social welfare and its administration.*

***Course Learning Outcome:*** *The course will enable students to have a good working knowledge of the basic principles and models of Social Welfare Administration and associated programmes. Students will be able to critically reflect about the role of the Government and NGOs in Social Welfare Administration. By the end of the course students will also be able to practice and demonstrate methodical inquiry and research methods to understand the effectiveness of intervention strategies and service delivery systems by welfare agencies.*

**Unit I Social Welfare: Conceptual Framework**  **10 Hours**

*Level of Knowledge : Basic and Conceptual*

**Description:**

1. Concept, meaning and features
2. Perspectives of Social Welfare
3. Emergence of the concept in India
4. India as a welfare state
5. Development: An overview

**Unit II Social Welfare Administration (Field Exposure) 10 Hours**

***Level of Knowledge : Conceptual and Analytical***

**Description :**

1. The concept and its growing reach
2. Role of Government: Education, health, environment, women and children and livelihood promotion
3. Economic reform and social development
4. Central Social Welfare board and State Social Welfare Board
5. Challenges of Social Welfare administration - Eradication of poverty, gender equality and human rights
6. Social security programmes in select countries like USA, UK, China and India
7. New Public Management: a paradigm shift
8. Social Auditing and the role of civic society

**Unit III Social Welfare Programmes, Models and Policies** **10Hours**

*Level of Knowledge : Conceptual and Analytical*

**Description :**

1. Social Welfare Models:
2. The Familial Model
3. The Residual Model
4. The Mixed Economy Model
5. Model of State control
6. Social Welfare Programmes:
7. Health & Family welfare, marriage counseling, women and children
8. Labour Welfare
9. Old age care
10. Welfare of Disabled
11. Disaster relief
12. Community development
13. Juvenile Justice
14. Global Universal policies: Organizations such as World Bank, WHO, UNICEF, UNDP and their role

**Essential Reading:**

1. Maurice B. (1961). *The coming of the Welfare State*, London: B.T. Batsford.
2. Chaudhary D.P. (1962). *Social welfare Administration through Voluntary Agencies,* Delhi: Atma Ram & Sons.
3. Chaudhary D.P. (1966). *A Handbook of Social Welfare*, Delhi: Atma Ram & Sons.
4. Chaudhary D.P. 2013) *Social Welfare Administration*, Allahabad: KitabMahal.
5. Friendlander, W.A. (1961); *Introduction to Social Welfare*, New York: Prentice Hall Inc.
6. Sukhdher, M.M: (1975) *The concept of Welfare state: Genesis and Development,* Delhi,University of Delhi.
7. Mamoria. C.B and SK Mamoria, *Industrial Labour, Labour Welfare, and Industrial Relations in India*, Allahabad, KitabMahal.
8. Planning Commission. (2001) *Plans and Prospects of Social Welfare in India (1991-2001).* New Delhi: Govt. of India.
9. Sachdeva D.R; (2013) *Social Welfare Administration in India*, Allahabad, KitabMahal.
10. Sinha. P.K, (1980) *Social Security Measures in India,* New Delhi, Classical Publication.
11. Richard, T. (1968). *Commitment of Welfare,* London: George Allen and Unwin.
12. (1976). *Essays on the Welfare State*, London: George Allen and Unwin Ltd.

**Recommended readings:**

1. A.B. Bose, (1987*) Encyclopedia of Social Work in India*, New Delhi, Ministry of Welfare, Govt. of India.
2. A.M. Majumdar. (1964) *Social Welfare in India: Mahatma Gandhi’s Contribution*, Bombay, Asia Publishing house.
3. Aiyer .S.P, (ed.) (1979) *Perspective on the welfare state,* ,Ajmer , Sachin Publications
4. Bhattacharya, V.R. (1970) *some aspects of Social Security measures in India.,* New Delhi, Metro politan book company
5. Devi, R. and Parkash R. (1998), *“Social Work and Social Welfare Administration, Methods and Practices”,* Vol. I, Jaipur,
6. Friendlander, W.A. (1975); *International Social Welfare*, New Jersy, Prentice Hall Inc.
7. Gangrade K.D, (1975), *community organization in India,* Bombay, *Popular Prakasan.*
8. Gokhale, S.D, (ed.) (1975) *Social Welfare: Legend and Legacy,* Bombay, Popular Prakasan
9. *Government of India (1974), Towards Equality: Report of the committee on the status of Women in India,* Department of Social Welfare, Ministry of Education and Social Welfare.
10. Kulkarni, P.D: (1979) *Social Policy and Development in India*, Madras, Association of Schools of Social Work in India. Mangal Deep Publications,
11. Ministry of Health and Family Welfare, (1981) *Report of the working group on Health for All by 2000 AD*.
12. Schatz, H. A. ed. *(1970), “Social Work Administration: A Resource Book.”* New York, Council on Social Work Education,.