

**SYLLABUS FOR THE SELECTION OF DISTRICT DISABLED WELFARE
OFFICER'S Posts**

UNIT I : SOCIAL WORK PROFESSION :

- **Basic Concepts and Definitions :** Social Service, Social Welfare, Social Security, Social Change, Social Development, Social Policy, Social Planning and Social Action.
- **Evolution of Social Work in India :** Social Service tradition in Indian culture, religious roots of charity and philanthropy. Beginning of Social Work education and its' development in India.
- **Social Work Values and Ethics.** Personal attributes of Professional Social Worker.
- **Professional Associations –** Goals, Values, Functions/ Roles.

UNIT II : METHODS OF WORKING WITH PEOPLE – I SOCIAL CASE WORK

- **Definitions and Scope.** Principles, components and the process of Social Case Work.
- Skills, techniques, tools and theories/approaches of social case work.
- **Recording –** Nature, purpose and the principles.

UNIT III : METHODS OF WORKING WITH PEOPLE –II -SOCIAL GROUP WORK

- Definitions and scope.
- Principles of group work.
- Types of groups and their characteristics.
- Process of group formation.
- Application of group work in health and school settings, family welfare, women and child welfare, disabled and senior citizens welfare.
- Recording – Nature, purpose and principles.

UNIT IV : METHODS OF WORKING WITH PEOPLE – III - COMMUNITY ORGANIZATION(WORKING WITH COMMUNITIES) AND SOCIAL ACTION

- Definitions of Community.
- Types and characteristics of community.

- Definitions, objectives and scope of the method of working with communities.
- Principles of community organization.
- Models of community organization practice.
- Practice of community organization in different settings – Institutional and non – institutional settings.
- Attitudes, skills and roles of the community organizer.
- **Social Action** – Concept, ideologies, theories, models and strategies of social action. Role of a social worker in facilitating and strengthening social action and social movements pertaining to disabled and senior citizens' welfare.

UNIT V : HUMAN GROWTH AND DEVELOPMENT

Life span, heredity and environment – Principles of growth and development, Method of studying behavior, role of heredity and environment, Social customs, traditions, values in parenting and child rearing practices, deprivation and development during stages of life span.

Pre-natal, neonatal and post-natal development and care - Early childhood - characteristics, growth and development. Early and later childhood, adolescence – Pubertal growth, hazards, lifestyle effects.

Aging: - Characteristics, mental health, hobbies and adjustments to general health, and coping with bereavement.

UNIT VI : COMMUNICATION FOR SOCIAL WORK PRACTICE

- Meaning , the importance and scope of communication. Definitions of communication, Process of communication, elements of communication, Barriers of communication.
- Effective speaking, speech preparation, techniques of effective speech.
- Types of listening, listening process, barriers in listening.
- Meaning and objectives of written communication, the process of written communication, barriers in writing.
- Audio visual aids for communication : Poster making, use of notice boards, flip charts, flash cards, photographs, pamphlets, slide shows.
- Mass communication – Television, exhibition, news paper, magazines, advertisements, radio, film, VCD/DVD, e-mail and internet.

UNIT VII : COUNSELING

- Meaning, definitions, importance and the scope of counseling in general and particular in disabled and senior citizen's welfare and rehabilitation.
- Counseling ~~situations~~ – Developmental, preventive, facilitative and crisis.
- Approaches to counseling – Person centered, rational emotive, behavioral approaches, gestalt, existential approaches, Egans three stages model, eclectic model .
- Techniques for counseling : Initiating contacts, intake, rapport establishing structure, interaction, attending behavior, observation, responding, rating and interpretation.

UNIT VIII : SOCIAL WORK WITH FAMILY AND CHILDREN

- Origin and evolution of family and marriage.
- Normative family and marriage functions and structure.
- Social changes and changes in family and marriage structure and functions.
- Single parent families, Female headed households, childless families, consensual unions, Homosexual families.
- Alternative care services for children; adoption and sponsorship.
- Juvenile in conflict with law : }
- Children in difficult circumstances : } Definition, nature and etiology,
causes and preventive measures.
- Child abuse and trafficking : } The role of family, community,
government, NGO's and mass media.

UNIT IX : DISABILITY – NATURE, PREVENTION AND ITS' REHABILITATION

- Definitions of Impairment, handicap and disability.
- Nature of Disabilities- Hearing impairment, Mental retardation and Mental illness, Locomotors, Neurological and Leprosy cured, Developmental disorders, Multiple disabilities, and Deaf- blindness.
- Preventive Measures : Primary, secondary and tertiary measures.
- Rehabilitation : History, philosophy and principles of psycho-social rehabilitation.
- Process of Rehabilitation – Assessment, planning, intervention, evaluation and follow up.

- Approaches – Therapeutic communication, Behavioral modification, Transactional analysis and Eclectic approach.
- Rehabilitation Settings : Hospital based, day care, night care, quarter way home, half way home, hostels, long stay homes, vocational guidance centre, sheltered workshops, occupational therapy centre, community based Rehabilitation, home care, inclusive education.

UNIT X : SOCIAL POLICY AND SOCIAL LEGISLATION CONCERNED WITH DISABILITY AND SENIOR CITIZENS.

- United Nations Convention on the Rights of Persons with Disabilities.
- National Policy for Person with Disabilities - 2006.
- National Health Policy - 1983.
- Mental Health Act - 1987.
- The Pre-natal Diagnostic Techniques Act - 1994 .
- Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995
- Rehabilitation Council of India Act - 1992.
- National Trust Act - 1999.
- Maintenance and Welfare of Parents and Senior Citizens Act - 2007.
- National Policy for Older Person - 1999.
- Juvenile Justice (Care and Protection) Act – 2006(amended)

UNIT XI : GERONTOLOGICAL SOCIAL WORK

- Status of the elderly in Rural, Tribal and Urban community in the context of their Socially, politically, economically, culturally and psychological emerging trends.
- The issues pertaining to elderly : health, income, family support, recreation, gender issues, property rights.
- Care settings for elderly : Hospitals, home based care, homes for the aged, nursing homes, day care centers, recreation and hobby centers, elder helpline, senior citizens forums, legal aid services.
- Policies and programmes of the Central Government and the State Government for the welfare of the senior citizens.
- Role of NGO's for the welfare of the senior citizens.

UNIT XII : ORGANIZATIONAL BEHAVIOR AND ORGANIZATIONAL DEVELOPMENT.

- Human Resource development and Management : meaning, and definitions, importance, ~~scope and objectives~~.
- Concept of Human resource planning: need, scope, importance, objectives and its components
- Organizational conflict : types and causes, resolution strategies.
- Disciplinary procedure : Positive and Negative disciplinary techniques, misconducts, domestic enquiry, principles of natural justice, KCSR and its provisions.

UNIT XIII : SOCIAL WELFARE ADMINISTRATION AND MANAGEMENT OF SERVICE ORGANIZATION

- **Welfare Administration** : Nature, concept, objectives, characteristics, strategies. Social welfare administration as a field of social work. National Policy on Voluntary Organizations - 2007.
- **Principles and functions of Social Welfare Administration** : Planning, Staffing, Budgeting, Organizing, Office Management, Supervision, Leadership, Communication, Public relationship, SWOT analysis.
- **Establishment of Non-governmental Welfare Organizations** : legal status and procedure, Societies Registration Act-1860. Karnataka Societies Registration Act-1960. Indian Trust Act-1882. Charitable and Religious Trust Act - 1920. The companies Act - 1956(section-25). Co-operative Societies Act - 1912.
- **Project Formulation and Management** : Concepts of project formulation and project management. Importance of the subject for social welfare formulators and managers. Resource mobilization and management- Cost benefit analysis – Budgeting, Accounting and Auditing. Annual Returns as per Income Tax Act - 1961, Foreign Contributions Regulations Act - 1986(Amended) .
- **Co-partnership approaches** : convergence and networking with NGO's and community based organizations – Methods, approaches and issues. Corporate Social Responsibility concerning development and welfare.

Director

Dept. for the Empowerment of Differently Abled
and Senior Citizens, Bangalore.

