Indian Institute of Social Sciences

भारतीय सामाजिक विज्ञान संस्थान

New Delhi

PROSPECTUS

CERTIFICATE IN

SOCIAL WORK

DIPLOMA IN

SOCIAL WORK

POST GRADUATE DIPLOMA IN

SOCIAL WORK

WITH

MASTER OF SOCIAL WORK (MSW)

(Through Online/Private Mode from UGC Recognized University)

The Institute

The Indian Institute of Social Sciences (IISS), a Public Charitable Trust established at New Delhi with a view to preparing a competent cadre of experts having adequate knowledge of the social work. The Indian Institute of Social Sciences has designed a six month Certificate course in Social Work for those having No formal qualification (Read and Write), Two year Diploma in Social Work for those having 10+2 pass qualification and Two year Post Graduate Diploma in Social Work for those having a Bachelor's Degree to be conducted through correspondence for enabling the admitted students to study at home and without leaving the place of their work. All the study materials are dispatched within 30 days from the date of admission.

The Indian Institute of Social Sciences helping the aspiring students interested in getting admitted in one of the reputed and recognised universities in the Bachelors and Masters programmes.

Different vocational and job oriented courses have been located by the Indian Institute of Social Sciences offered at selected universities in India. As soon as the students apply to IISS giving their choices for getting admitted in the course they wish to opt, arrangements are made for forwarding their applications to these universities.

DETAILS OF THE COURSE:

COURSE DETAILS OF CERTIFICATE IN SOCIAL WORK

Eligibility: No formal qualification (Read and Write)
Duration: Six Month, Medium: **Hindi and English**
Fee : Rs. 4800

Paper 01: Introduction to Social Work (सामाजिक कार्य का परिचय)

&

Government Ministries and Schemes (सरकारी मंत्रालय एवं योजनाएँ)

Study materials will be provided to the admitted candidates. After the admitted students go through the entire study materials, they will be asked to submit written Project report/assignment for one paper in around 35 pages. The same will be submitted to the Indian Institute of Social Sciences as a requirement for the award of Certificate in Social Work

COURSE DETAILS OF DIPLOMA IN SOCIAL WORK

Eligibility: 10+2 in any discipline
Duration: Two Year, Medium: **Hindi and English**
Fee: Rs. 16500 per Year

FIRST YEAR

Paper 01 : Introduction to Social Work
Paper 02 : Social Research
Paper 03 : Indian Social Problems
Paper 04 : Sociology & Social Work
Paper 05 : Social Thoughts on society
Paper 06 : Social Psychology, Communication and Social Work
Paper 07 : Social Case Work and Counselling
Paper 08 : Social Group Work
Paper 09 : Social Welfare Administration and Legislation
Paper 10 : Practice In the Field of Social Work

SECOND YEAR

Paper 01 :Social Development and Social Work
Paper 02 : Community Organizations and Social Operations
Paper 03 : NGO Management
Paper 04 : Social Work with Senior Citizens
Paper 05: Research Methodology
Paper 06 : Human Rescores Management & Industrial Relations
Paper 07 : Labour Welfare and Laws
Paper 08 : Social Work – in Education
Paper 09 : Introduction to Right to Information
Paper 10 : Diploma Thesis

Study materials will be provided to the admitted candidates. After the admitted students go through the entire study materials, they will be asked to submit written assignments for all the papers in around 35 pages each paper besides preparing a Project Report / Thesis based on a topic selected by them related to the Social Work with special reference to the local problems and issues. The same will be submitted to the Indian Institute of Social Sciences as a requirement for the award of Diploma in Social Work

COURSE DETAILS OF POST GRADUATE DIPLOMA IN SOCIAL WORK

Eligibility: Graduate in any discipline
Duration: Two Year, Medium: **Hindi and English**
Fee: Rs. 16500 per Year

FIRST YEAR

Paper 01 : Introduction to Social Work
Paper 02 : Social Research
Paper 03 : Indian Social Problems
Paper 04 : Sociology & Social Work
Paper 05 : Social Thoughts on society
Paper 06 : Social Psychology, Communication and Social Work
Paper 07 : Social Case Work and Counselling
Paper 08: Social Group Work
Paper 09 : Social Welfare Administration and Legislation
Paper 10 : Practice In the Field of Social Work

SECOND YEAR

Paper 01 : Social Development and Social Work
Paper 02 : Community Organizations and Social Operations
Paper 03 : NGO Management
Paper 04 : Social Work with Senior Citizens
Paper 05 : Research Methodology
Paper 06: Human Rescores Management & Industrial Relations
Paper 07 : Labour Welfare and Laws
Paper 08 :Social Work in Education
Paper 09 : Introduction to Right to Information
Paper 10 : Post Graduate Diploma Thesis

Study materials will be provided to the admitted candidates. After the admitted students go through the entire study materials, they will be asked to submit written assignments for all the papers in around 35 pages each paper besides preparing a Project Report / Thesis based on a topic selected by them related to the Social Work with special reference to the local problems and issues. The same will be submitted to the Indian Institute of Social Sciences as a requirement for the award of Post Graduate Diploma in Social Work

Step by step method for getting admitted in Certificate/Diploma/Post Graduate Diploma in Social Work

The following is the step by step method for getting admitted in the different courses Diploma and Post Graduate Diploma in Social Work

1. Get the Prospectus and the Admission Form by contacting the Director, Indian Institute of Social Sciences, Administrative Office: Sunrise Building, Jawahar Estate, Near MCD School, IGNOU, 438 Neb Sarai, New Delhi 110068 or alternatively, download the same from the website : www.iiss.in

2. Fill up the Admission Form and send the same along with three photographs, copies of 10/ 10+2 / Graduation marks-sheet and certificate and Aadhar card along with a Bank Draft for the exact amount mentioned above based on the choice of the course in the name of “Indian Institute of Social Sciences” payable at New Delhi to the Director, Indian Institute of Social Sciences, Administrative Office: Sunrise Building, Jawahar Estate, Near MCD School, IGNOU, 438 Neb Sarai, New Delhi 110068 by Registered / Speed post only.

3. The Identity Card and the Study Materials will be dispatched to the admitted students within 30 days by Registered Book Post.

4. Admitted students will be required to submit the following for being eligible for the award of Certificate/Diploma and Post Graduate Diploma.

Those admitted in the Certificate/Diploma course will be required after going through the study materials, send the completed assignments to the Institute. The assignments will be evaluated for the award of Certificate/Diploma in Social Work.

Those admitted in the Post Graduate Diploma course will be required after going through the study materials, send the completed assignments and then submit a Post Graduate Diploma Thesis, to the Institute, by selecting a topic relevant to the local conditions and Social Work. The assignments and the thesis will be evaluated for the award of Post Graduate Diploma in Social Work.

Declaration of Results

For the Certificate in Social Work the project report/assignment paper for the one theory paper will carry 500 marks. For the Diploma in Social Work Project Report will carry 100 marks and the assignment papers for the nineteen theory papers will carry 1900 marks. For the Post Graduate Diploma in Social Work the Project Report will carry 100 marks and the assignment paper for the ninteen theory papers will carry 1900 marks. Those who secure 45% or above marks will be declared to have passed in Second Class. Those securing 60% or above in First Class. Those securing 75% or above marks will be placed in First Class with Distinction.

Award of Certificate/Diploma/Post Graduate Diploma

The Certificate in Social Work, Diploma in Social Work and Post Graduate Diploma in Social Work issued in the names of successful candidates will be despatched to them on their respective addresses by Speed Post within a month from the date of the declaration of results.

University Courses:

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Contact us:

Indian Institute of Social Sciences

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Administrative Office: Sunrise Building, Jawahar Estate,
Near MCD School, IGNOU, 438 Neb Sarai, New Delhi 110068
Website : www.iiss.in, Email : iissadmission@gmail.com,
Helpline : 7678646236