

Department of Social Work
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Odd semester Examination 2014

Bachelor of Social Work IST semester

Time Allowed: 3 hours

Maximum Marks: 75

MODEL ANSWER

Paper: SW-101: Beginning of social work

I. Attempt all questions. Each carries equal marks. 10X2=20

1. There are 6 Methods of social work.
2. Elizabeth poor law is also known as:
(B) 43 Elizabeth
3. Social work is not a professional service. **(False)**
4. Case work is a method of social work. **(True)**
5. There aresecondary methods of social work:
(A) 3
6. Royal commission for poor describedsocial giants in his report:
(D) None of the above
7.is a client in Group Work method.
(C) A Group
8. Which one is not a characteristic of industrial society:
(C) Simplicity
9. "Society is a web of Social Relationship" said by August Comte. **(False)**
10. Which one is not an impact of industrial revolution on society:
(B) Simple Society

II: Attempt any five questions (150-200 words.)

7X5=35

- 1) Define the concept of Social Work.

Answer- In ancient times the poor, the handicapped and the weak were looked after by joint families, castes, communities and religious institutions. But with the process of development and expansion of urbanization and the growth of industrialization, ancient social security and welfare system started changing its role in relation to these needy individuals. Industrial revolution created problems that were different in types and were threatening to society having social and political significance. Malfunctioning appeared in the area of interaction between the individuals, families, group and their environment. These problems compelled the society to create social welfare agencies. Later on when it was observed that these problems required scientific outlook for proper and permanent solution, a new system of scientific assistance came into existence, i.e. Social work. Social work, unlike an early charity practice, attempts to help the individuals, groups and communities to get a clear insight into the problems that strengthens their ego to face conditions as reality and then try to improve them. at the same time social work attempts to mobilize social forces to resolve those social and economic situations that lead to ill health, mental suffering frustration and social Behaviour. **Cheney-** “Social Work includes all voluntary attempts to extend benefits in response to needs which are concerned with social relationships and which avail themselves of scientific knowledge and methods.”

Indian conference of Social Work (1957) - “Social Work is a welfare activity based on humanitarian philosophy, scientific knowledge and technical skills for helping individuals or groups or community, to live a rich and full life.”

Social work for some is (shramdan), for others it may be charity or disaster relief. Services like road structure or cleaning homes or nearby spaces will come under (shramdan). But all these are not always social work. In social work, face to face interaction of the worker and client is significant. In some instances, in addition to temporary relief, the social worker also helps in improving interpersonal dealings and adjustment troubles related to disaster and natural calamities. The type of involvement needed to deal with deeper issues and other connection troubles is described social work.

Social work has a strong scientific base. Social work for its basis, a scientific body of knowledge, though borrowed from dissimilar disciplines of social and biological sciences. Social work like any other discipline has three types of knowledge. Tested knowledge, hypothetical knowledge that requires transformation to tested knowledge. Assumptive knowledge which is practical wisdom requires transformation to hypothetical knowledge and from there to tested knowledge.

The knowledge is borrowed from sociology, psychology, anthropology, political science, economics, biology, psychiatry, law, medicine etc. All disciplines have contributed much to the understanding of human nature. Social workers create use of this knowledge to solve troubles of their clients. Social work is rooted in humanitarianism. It is —Scientific Humanism as it uses scientific base. Social work is based on sure values which when organized constitute the "Philosophy of Social Work". Social work is based on faith in the essential worth and dignity of the individual. Man is a substance of respect not because he is

rich or powerful but became he is a human being. Human nature endows the individual with worth and dignity which, every other human being has to respect.

2) Discuss the provisions of English poor law.

Answer- The Poor Law of 1601 was a codification of the preceding poor relief legislation. The statute represented the final form of poor law legislation in England after three generations of political, religious, and economic changes that required government action. The law distinguished three classes of the poor:

The able-bodied poor were described —sturdy beggars and were forced to work in the house of correction or workhouse. Those who refused to work in the house of correction were put in the stocks or in jail.

The impotent poor were people unable to work—the sick, the old, the blind, the deaf-mute, the lame, the demented and mothers with young children. They were placed in the almshouse where they were to help within the limits of their capacities. If they had a place to live, they were given —outdoor relief in the form of food, clothes and fuel.

Dependent children were orphans and children who had been deserted through their parents or whose parents were so poor that they could not support them. Children eight years and older able to do some domestic and other work were indentured with a townsman.

The Poor Law of 1601 set the pattern of public relief under governmental responsibility for Great Britain for 300 years. It recognized the principle that the local community, namely the parish, had to organize and finance poor relief for its residents. The overseers of the poor administered the poor law in the parish. Their function was to receive the application of the poor person for relief, to investigate his or her condition, and to decide whether he or she was eligible for relief.

Power of the Elizabethan Poor Law

Though there were similar reform plans advocated in Europe; it is the Poor Law of 1601, sometimes recognized as 43 Elizabeth, which was mainly influential in the development of public welfare and social work. There are many significant principles in the English Poor Law, which continue to have a dominating power on welfare legislation four centuries later. The principle of the state's responsibility for relief is universally adopted and has never been seriously questioned. It is in tune with democratic philosophy as well as with the principle of the separation of church and state. The principle of local responsibility for welfare enunciated in the Poor Law goes back to 1388 and is intended to discourage vagrancy. It stipulates that —sturdy beggars to return to their birthplaces and there seek relief. A third principle stipulated differential treatment of individuals just as to categories: the deserving as against the undeserving poor, children, the aged, and the sick. This principle is based on the theory that sure types of unfortunate people have a greater claim on the community than other types. The Poor Law also delineated family responsibility for aiding dependants. Children, grandchildren, parents, and grandparents were designated as —legally liable relatives.

The Elizabethan Poor Law was noteworthy and progressive when it was enacted. It has served as the basis for both English and American public welfare.

3) Describe Social service in India from historical perspective.

Answer- It is usually claimed that our culture, Indian voluntary institutions were recognized in ancient India. The history and development of social services in India is primarily the history of voluntary action. The roots of this can be traced to the nature, social milieu and ethos of Indian people who consider in acts of the charity of several types.

Voluntary Services, Pre-19th Century

In the pre-19th century, —it was mainly throughout the emergencies such as famine, flood, etc. that giving on a big scale as voluntary action took place outside the religious channels. The Chinese traveller Huein Tsang observes the Indian people voluntarily planted trees to provide shade to the weary travellers and, in groups, dug tanks and wells for the community. In medieval India, communities organized educational institutions, boarding, and libraries for students through collecting funds and distributed grants to hospitals, colleges and poor homes. Late in the sixteenth and seventeenth century, severe famine resulted in big-scale poverty and the kings responded generously but there was no insurgency. Throughout the 18th century poverty was dealt through traditional means that is individual philanthropy and religious charity.

Voluntary Services, Post-19th Century

In the 19th century there were three directions in which voluntary services were manifested. These were: Region of religious and spiritual tenets religious reforms, Region of customary practices, social and ritualistic social Reforms, Region of new troubles and needs that demanded a solution as a result of urbanization voluntary social work.

In the latter part of the century, enlightened religious and social leaders organized voluntary Movements such as Arya Samaj, Rama Krishna Mission, Theosophical movement and Anjuman-Himayat-I-Islam. Voluntary action got a boost in the early twentieth century when it organized itself through a formal organisation and structure in the form of registered societies. With Mahatma Gandhi in the political realm fighting against the Britishers for the emancipation of the motherland as well as for reforms in socio-economic regions, voluntary action gained unprecedented momentum. Gandhi reinforced voluntarism in the life through decentralization of political power and the empowerment of gram panchayats, which were to be totally self-governing of the central government. For him voluntarism was the key to the reconstruction of India's economic and political organization.

Throughout the last 20 years a big number of voluntary agencies have come up in India. In the post-independence period, due to the breakdown of traditional institutions, the spread of education, social reforms, inadequacy of welfare services to the needy, rehabilitation troubles, minority troubles, the welfare of SC/ST/OBC etc., a phenomenal rise in the number

of voluntary organizations is observed. India appears to be at the threshold of affecting speedy vital socio- economic changes for the betterment of its people in the new millennium.

4) Mention some of the qualities of profession in social work.

Answer- A profession is an occupation which requires a higher educational qualification- degree, diploma or certificate. Professionalization may be viewed on the socialization process by which individuals are drawn into the institutional context of particular occupations. Some of the following steps in the process of professionalization in social work are:

1) Skill based on theoretical knowledge. 2) Professional Association. 3) Extensive Period of education and institutional training. 4) Testing of competence. 5) Work autonomy. 6) Code of professional conduct or ethics. 7) Licensed Practitioners. 8) Legitimacy. 9) Mobility. 10) Individual clients. 11) Full time activity at the task. 12) Self regulation. 13) Public service and altruism. 14) Exclusion, monopoly and legal recognition. 15) Control of remuneration and advertising.

5) What are the impacts of globalization on social work? Evaluate.

Answer- As a social phenomenon, globalisation has involved the penetration of capitalist social relations into every aspect of life from the international level to the personal domain. In the process of establishing its hegemony as a profit-oriented system that places a price on everything, globalisation has spread into the arena of social work practice and education more generally. Both areas had formerly been deemed outside the market nexus. Practice had been conceptualized as more of a vocation or calling that drew upon altruistic motives in serving others. So, the profession was badly equipped to handle the commodifying impetus of globalisation on social relations.

Globalisation has internationalized social problems, their tentacles spreading into many countries giving nation-states more problems in common. Internationalization has changed the local and incorporated it into the global. For example, migration has meant that many families are now transnational, i.e., family members live in many different countries and link up with each other through extensive networks which are often invisible to the practitioner who operates on the basis of dealing with the people whom they can directly access in a particular geographical site. Social work education has not dealt effectively with this complex and complicating dimension of globalisation in practice and the new degree does not require social workers to either understand or become familiar with the international elements of their work.

Globalisation has also contributed to the internationalization of the nation-state. In this, the state assumes responsibility for ensuring that the domestic economy can compete in the international arena. As a key feature of globalizing societies, this internationalization of the state involves policymakers and politicians in supporting processes that open-up social services to market forces. For social work this means subjecting the profession to market discipline and using it as a site for capital accumulation as global corporations take advantage of investment opportunities in overseas locations. These trends have encouraged the state's withdrawal as a service provider and engaged private providers in service provision in the hopes of making a profit. These developments have commodified practice by reducing its

relational aspects and turned it into a budget-led activity in which social workers are held accountable for what they do via managerial techniques that include performance-related pay, the proceduralisation of practice and the empowerment of users through bureaucratic instruments such as complaints procedures and the Citizen's Charter.

The complex and complicated demands of globalisation require highly skilled Social Workers with a wide range of skills – communication, advocacy and the enforcement of human rights and social justice. Practitioners need to be capable of putting empowering values into practice and responding to the contradictory sets of demands that impact upon them. They also require longer periods of training to cover new areas – economics for social workers, interactional negotiating skills, political skills, accessing resource and knowledge of the international domain and legislation relevant to it. Additionally, 'race' and gender inequalities in the profession have to be eradicated and higher rates of pay introduced to attract men into frontline social work. The suspicion with which men are held if they work in some aspects of social work also has to be allayed and procedures to safeguard vulnerable 'clients' devised. Social work educators have a large agenda to meet if they are to provide education that meets the challenges of the 21st century.

6) Distinguish between social work and social service.

Answer- A social worker is someone who has got the required academic degree in the field of social work and is considered to be equipped with knowledge essential to work in all sorts of conditions. Bachelor of Social Work (BSW) and Master in Social Work (MSW) are two degrees in this field. Social work is a field of study that draws from many subjects and is considered interdisciplinary. Social work is concerned with the effort to empower and enable people. Social justice is a main priority of the social work field, and those who study it are often working with those directly affected by disenfranchisement and other complex social problems.

On the other hand, any work that is done by an individual, to improve the quality of life of others is considered as social service. Social service is not limited to just individuals and groups but even governments that are socialist in nature or even democracies do a lot of social service in the form of free education, free health care and free housing and clothing for the poor. Social services are a broadly defined field that encompasses the aim of meeting human needs. As in social services, employment opportunities for social work are diverse and in demand.

7) Enumerate the skills of a social worker.

Answer- Social work is a demanding and varied profession, often requiring a practitioner to wear many hats on any given day: adviser, therapist, caretaker, administrator, clinician and many others. Though these diverse roles might seem to require an almost limitless range of knowledge and expertise, a social worker with a well-rounded set of basic social_work skills will function well in most situations. Here are 10 skills every social worker should practice and possess:

1. Empathy

Empathy is the ability to identify with or vicariously experience another person's situation. Empathizing is both an intellectual and emotional process that makes it far easier to understand and help others solve their problems.

2. Boundary Setting

In addition to being empathetic, a social worker must also maintain the capacity to set boundaries and accept the limits of what can be accomplished during a specified period of time. Establishing boundaries and setting milestones can help set expectations that are more easily accepted.

3. Active Listening

The ability to listen carefully, ask pertinent questions and retain verbally transmitted information is vital to the counseling aspect of social work. It's how we establish trust, open doors and discover valuable details about the individuals who seek our help in understanding their unique circumstances.

4. Social Perceptiveness

In addition to receiving and processing verbal information, a social worker must be sensitive to body language, social cues, implications and cultural patterns of behavior. While some clients may clearly state their needs and work toward solutions in a focused manner, many others will find it more challenging to express themselves verbally, requiring a perceptive social worker to "read between the lines" in order to interpret the thoughts and feelings being held within.

5. Self-Awareness

Social workers routinely receive feedback on their performance from clients, supervisors and other sources, but there is no substitute for self-awareness. Being able to evaluate one's own performance and work toward improving it (while also taking valid criticism and praise into account) is an invaluable skill.

6. Organization

Social workers are often required to deal with busy schedules, heavy caseloads and gratuitous paperwork. Successfully managing and prioritizing the logistical aspects of the job can help you maximize the amount of time you'll have on your schedule to provide meaningful services to your clients.

7. Coordination

The ability to coordinate communication and action among multiple parties is a vital part of a social worker's role in connecting clients with services.

8. Persuasion

Whether it's to help a client change behavior, motivate a healthcare worker to provide service or justify coverage of expenses to an insurance provider, the ability to influence, coax or invite others to take action is invaluable to any social worker.

9. Cooperation

Just as often as gentle persuasion might solve a problem, active cooperation can provide an alternative (and sometimes more efficient) route to a mutually satisfying solution. Being able to negotiate, compromise and work well with others is essential to the coordination of efforts required in social work.

10. Relaxation and De-compression

In order to remain engaged and effective at work, it's imperative to take advantage of your personal time by focusing on and tending to your own needs. Leaving your work at the office and enjoying yourself is as important for your own well-being as it is for that of your clients.

III: Attempt any two questions.

10X2=20

1) Describe the evolution of social work in England.

Answer- In Europe, in the early Christian era, the folk tradition sustained and the faithful measured it a religious obligation to care for those members of the group who could not care for them. Religion provided the greatest motivation for charity. The church, especially the monasteries, became the centers for distributing food, medical aid and shelter. Alms were composed in the parish and distributed through the parish priest and other clergymen who knew the individuals and their situation.

Welfare Becomes a State Responsibility

The shift from church responsibility to government responsibility for relief is seen first in the restrictive legislation forbidding begging and vagrancy. In England flanked by 1350 and 1530, a series of laws were enacted, recognized as the —Statutes of Laborers, intended to force the poor to work. The decreasing power of the church and the rising tendency to shift responsibility to governmental authorities gave rise in England to a series of events which culminated in the well-known Elizabethan Poor Law of 1601.

The Elizabethan Poor Law 1601

The Poor Law of 1601 was a codification of the preceding poor relief legislation. The statute represented the final form of poor law legislation in England after three generations of political, religious, and economic changes that required government action. The law distinguished three classes of the poor: The able-bodied poor were described —sturdy beggars, and were forced to work in the house of correction or workhouse. Those who refused to work in the house of correction were put in the stocks or in jail. The impotent poor were people unable to work—the sick, the old, the blind, the deaf-mute, the lame, the demented and mothers with young children. They were placed in the almshouse where they were to help within the limits of their capacities. If they had a place to live, they were given —outdoor relief, in the form of food, clothes and fuel. Dependent children were orphans and children who had been deserted through their parents or whose parents were so poor that they could not support them. Children eight years and older able to do some domestic and other work were indentured with a townsman.

The Poor Law of 1601 set the pattern of public relief under governmental responsibility for Great Britain for 300 years. It recognized the principle that the local community, namely the parish, had to organize and finance poor relief for its residents. The overseers of the poor administered the poor law in the parish. Their function was to receive the application of the

poor person for relief, to investigate his or her condition, and to decide whether he or she was eligible for relief.

The Poor Law Revisions: 1834-1909

In 1834 a Parliamentary Commission presented a report which aimed to revise the Elizabethan and post- Elizabethan Poor Laws. Upon the basis of the committee's report legislation was enacted enunciating the following principles: Doctrine of least eligibility, Re-establishment of the workhouse test, and Centralization of control. The doctrine of least eligibility meant that the condition of paupers shall in no case be as eligible as the condition of persons of the lowest class subsisting on the fruits of their own industry. In other words, no person getting aid was to be as well off. Just as to the second principle, the able-bodied poor could apply for assistance in the public workhouse, but refusal to accept the lodging and fare of the workhouse debarred them from qualifying for any aid. Outdoor relief was reduced to an absolute minimum. As per the third principle, a central power consisting of three Poor Law Commissioners had power to Consolidate and coordinate poor law services throughout the land. Parishes were no longer to be the administrative units. Flanked by 1834 and 1909 there were numerous changes in Poor Law legislation, the cumulative effect of which was to veer the whole system absent from the principles of 1834. The mainly significant changes were those that began to develop dedicated care for sure disadvantaged groups. For instance, for dependent children district schools and foster houses were provided and for the insane and feeble-minded dedicated institutions were started. A more positive approach to the poor laws can be seen in The Poor Law Report of 1909. The report stressed curative treatment and rehabilitation rather than repression, and provision for all in the place of the selective workhouse test. If the principles of 1834 provided a framework of repression, those of 1909 may be termed as the framework of prevention.

The Beveridge Report

In 1942, Sir William Beveridge, chairman of the Inter- Departmental Committee on Social Insurance and Allied Services, presented the Committee's Report to the government. The report accentuated four major principles: Every citizen to be sheltered, The major risks of loss of earning power, sickness, unemployment, accident, old age, widowhood, maternity- to be incorporated in a single insurance, A flat rate of contribution to be paid regardless of the contributor's income, and A flat rate of benefit to be paid, also without regard to income, as a right to all who qualify.

Beveridge accentuated that the underlined social philosophy of his plan was to secure the British against want and other social evils. Everyone is entitled to benefits, which contain maternity, sickness, unemployment, Industrial injury, retirement and grant for widows. The related services are Family Allowances, National Health Services and National Assistance. The Beveridge Report of 1942 takes its place as one of the great documents in English Poor Law history --- 601, 1834, 1909, and 1942. The Report became the foundation of the contemporary social welfare legislation for UK.

2) Write a note on Gandhian social service tradition.

Answer- Any discussion in relation to the history and development of social work in India will not be complete without mentioning the contribution of Mahatma Gandhi, one of the important crusaders of social reform. He exemplified the integration of political and social reform and advocated that the country should not only be free from foreign bondage but would develop in the truest sense only if social evils do not hinder this procedure.

With the coming of Gandhiji on the scene, social reform movement took an important turn. Social reform behaviours were connected to the movement for the political independence as part of an integral socio political movement. Secondly, it became a mass movement with the participation of women and peasants and lower castes like Harijans. Thirdly, in addition to the earlier methods of creating public opinion and influencing the government policies, the new socio-political movement encouraged people to resort to direct action through their own individual and communal effort. In other words, emphasis was on social action through people themselves, like picketing, individual Satyagraha, non cooperation and insures situations even fasting unto death. It is throughout this time that an alien model of social welfare was abruptly introduced. It was totally out of tune with the social circumstances of the country at that time as well as the national heritage of social reform and social welfare. It was a model intended to meet the needs of an industrial urban society characterized through an increasingly intricate division of labour, social differentiation, and specialization of function. It was ameliorative, individualistic, connected more to the procedures of social control than to social change. The newly emerging pup of professional social workers failed to establish a link with the indigenous model of social welfare that had appeared through that time. In their quest for legitimacy they leaned, towards the pre-Gandhian social reform. Being the products of western education and belonging mostly to the new urban

Middle class, they establish greater sense of affinity with the pre Gandhians rather than with Gandhi and the post, Gandhi Sarvodaya group.

Gandhiji's value system has moulded the social policy of the government of India since the attainment of independence. His efforts are reflected in adoption of constitution guaranteeing freedom of conscience, worship, speech and expression and prohibited discrimination on grounds of religion, race, caste or sex; political-administrative consolidation of the country; progress towards a welfare state focusing on the troubles of social welfare and a thorough examination of issues associated with them.

Sarvodaya and Social Welfare

Gandhiji conceptualized social welfare as Sarvodaya meaning —the well being of all in all stages of life”. In the same time he paid special emphasis on the welfare of the lowest, humblest-underprivileged such as Harijan, women, destitute, rural folk. His constructive program nor only emphasizes the well being of all but also deals with all characteristics of individual, social and national life. Mahatma Gandhi while advocating the cause of social reform and dedicating himself to eradication of all social evils, indirectly brought in specific plans of action. He promoted inter group dealings, created favourable public opinion, launched mass programs and induced changes at a mass stage. Gandhiji's philosophy was

based on dignity and worth of individual. He whispered in the dignity of labor and the right of all people to earn a livelihood. He did not impose his views on other people, but showed understanding and love for them.

The main stay of 'Sarvodaya', accentuated the values of Swarajya and Lokniti that is people have to govern themselves in order to obtain equity and justice. This philosophy accepted that people are knowledgeable in relation to the situation and the methods to manage them given the necessary possessions. It acknowledged that they have the right to plan their own destinies and determine their life styles and appreciated that local solutions necessity be congruent with local resource realities. The Sarvodaya group whispered in social reconstruction, which was the goal of their constructive behaviors in the rural regions. Their aim was to establish an egalitarian society which was free from use of man through man. The focus of their work was the village communities, rather than marginal group of individuals suffering from destitution. Their main aim was to tackle the social troubles like practice of untouchability, which could only be realized through a radical transformation of the social order based on use. Viewed in this light, it will not be wrong to state that Gandhiji and Sarvodaya contributed in preparing groundwork for establishment of social work profession in India. He instilled values that are in row with practices, goals, philosophy and methods in the profession of social work. Though, Gandhiji's concept, priorities and techniques varied significantly with that of the professional social workers as the rural society and its troubles were highlighted more in his row and scheme of social work. Social work was not merely ameliorative and corrective but was to be geared towards transformation of the social structure for establishing egalitarian society. He did not devote much attention to the urban society. In addition to contributing the techniques of profession of social work, he combined the two goals of social work-social reform and individual adjustment. The values of social work are essentially dual; social workers being interested at one and the same time in social reform and in helping the individual adjust to his present circumstances. Gandhiji therefore played an important role in preparing the intellectual climate for the growth of professional social work in India.

3) Explain the various methods of social work.

Answer- Social work methods are:

- 1) Social case work
- 2) Social group work.
- 3) Community organization.
- 4) Social work research.
- 5) Social welfare administration.
- 6) Social Action.

The First three are recognized as direct helping methods and the last three are secondary methods or auxiliary methods. These six social work methods are systematic and planned methods of helping people.

Social case work deals with individual troubles- individual in the total environment or as a part of it. An individual is involved in the problem as he is unable to deal with it on his own, because of reasons beyond his control. His anxiety sometimes temporarily creates him incapable of solving it. In any case, his social functioning is disturbed. The case worker gets information concerning the client's total environment, discovers out the causes, prepares a treatment plan and with professional connection tries to bring in relation to the change in the perception and attitudes of the client.

Social group work is a social work service in which a professionally qualified person helps individuals through group experience so as to help them move towards improved relationships and social functioning. In group work individuals are significant and they are helped to improve their social relationships, with flexible programs, giving importance to the personality Development of the individual in group functioning and relationships. The group is the medium and through it and in it, individuals are helped to create necessary changes and adjustments.

Community Organization is another method of social work. Being made up of groups, a community means organized systems of relationships but in reality no community is perfectly organized. Community Organization is a procedure through which a systematic effort is made to improve relationships in a community. Identifying the troubles, finding out possessions for solving community troubles, developing social relationships and necessary programs to realize the objectives of the community are all involved in community organization. In this method the community can become self reliant and develop a co-operative attitude in the middle of its members.

Social Welfare Administration is a procedure through which social work services both private and public, are organized and administered. Developing programs, mobilizing possessions, involving selection and recruitment of personnel, proper organization, coordination, providing skilful and sympathetic leadership, guidance and supervision of the staff, dealing with financing and budgeting of the programs and evaluation are, some of the functions of a social worker in administration.

Social work research is a systematic investigation for finding out new facts, test old hypotheses, verify existing theories and discover causal relationships of the troubles in which the social worker is interested. In order to scientifically initiate any type of social work programs, a systematic study of the given situation is necessary, through social work research and surveys.

Social action aims at bringing in relation to the desirable changes to ensure social progress. Crating awareness in relation to the social troubles, mobilizing possessions, encouraging dissimilar sections of people to raise their voice against undesirable practices, and also creating pressure to bring in relation to the legislation are some of the behaviours of the social workers using the method of social action. It seeks to achieve a proper balance flanked by community needs and solutions mainly through individual and group initiatives and self-help behaviours.