

BACHELOR OF SOCIAL WORK

SEMESTER V (CURRICULUM)

SW 512 Social Welfare Administrations

Objectives:

1. To understand fundamental aspects pertaining to administration of social Organization.
2. To enhance the skills of administration in different welfare set tings.

Unit I : Social Welfare Administration: Introduction, Meaning, definitions, objectives, Principles,

Scope and Functions – Planning, Organization, Staffing, Direction, Coordination, Recording & Budgeting- Meaning, Definition, Characteristics.

Unit II: Registration of social welfare organizations – Types of Acts, constitution and policy, organizational design and structure in its environmental context.

Unit III: Service delivery for target groups, eligibility criteria, type of service. Authority relationship and inter-personal relationships, working with boards and committees.

Unit IV: Policies and practices for personnel in organizations, volunteers, professionals, Paraprofessionals. Communication in organization- essential components, types, barriers, decision making levels and methods.

Unit V: Unit of work, time allotment, workload, responsibility, co-ordination, staff-client relation, team-work, supervision- control, directing, conflict resolution. Program management, day-to-day administration, records, and public relations.

Bibliography:

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2. Denyar, J.C: Office Administration, Plymouth, Mac Donald & Evens, 1979.
3. Friedlander, Walter A: Introduction to Social Welfare , Prentice-Hall, 1961 Englewood Cliffs, New Jersey.
4. Goel, S.L and Jain R.K: Social Welfare Administration - Theory and Practice – Vol.I.
5. Goel, S.L and Jain R.K: Social Welfare Administration - Organization and Working, Vol.II, New Delhi, Deep and Deep Publication, 1988.
6. John, Ray: Executive Responsibilities, New York, Association Press 1954.

7. Lanffer, A: Understanding your Social Agency, London, Sage Publications, 1977.
8. Mazumdar, Ammu Menon: Social Welfare in India, Bombay, Asia Publishing House, 1954.
9. Sankaran and Rodriguez: Handbook for the Management of Voluntary Organizations, Madras, Alpha Publications 1983.
10. Skidmore, R.A: Social Work Administration, New Jersey, Prentice -Hall, 1983.
11. Tyagi, A.R: Public Administration: Principles and Practices, Delhi, Atma Ram and Sons 1966.
12. Weiner, M.: Human Service Management, Illinois, the Dorsey Press, 1982.