

MSWE306 : ADMINISTRATION OF WELFARE AND DEVELOPMENT SERVICES

Objectives:

1. To acquire knowledge of the basic process of registering, managing and administrating Welfare Agencies in the context of social work profession.
2. To acquire skills to participate in management and administrative process and programme delivery
3. To develop the ability to see relationship between policy and programmes, analyse the process as applied in specific settings and specific programmes.
4. To gain knowledge on policy analysis and policy formulations and to study social policies, plans, legislations and programmes so as to be able to interpret, enforce and challenge them
5. To understand critically the concept, content/indicators of social development

UNIT I : Social Policy & Planning

1. Social policy & Social Planning : Concept, definition, meaning
2. Characteristics and scope of Social planning.
3. Structure and processes of planning in India

UNIT – II : Service Agency as Social Agency

Composition - Human Groups, Physical Aspects and Operational Constituents.
Administrative Skills for social work and specific aspects of Agency Supervision

UNIT – III Social Welfare Administration

1. Social Welfare Administration : concept, purpose, principles,
2. Executive committee and General body; functions (Goal Setting, Policy making, Planning, Directing, Staffing, Communication, Budgeting, Public relations, Reporting and Monitoring and Evaluation and Annual report);
3. Management of human resource;
4. Fund raising techniques;
5. Administration of government departments: Central and State Social Welfare Board, Governmental schemes on Social Welfare

UNIT – IV Social Legislations

1. Child Labour (Prohibition & Regulation) Act
2. Laws related to Divorce & Maintenance
3. Hindu Adoption & Maintenance Act
4. Suppression of Immoral Traffic Act,
5. Dowry Prohibition Act
6. Medical Termination of Pregnancy Act
7. Scheduled Caste & Scheduled Tribes (Prevention of Atrocities) Act 1986

References

1. D. Paul Choudhary (1949) Voluntary effort in Social Welfare and Development, New Delhi, Siddharth Publisher Ltd.
2. Gangrade K.N. (1986) Social Work and Development, New Delhi, Northern Book Centre.
3. Goel S.L. & R. K. Jain (1988) Social Welfare Administration vol. New Delhi Deep & Deep Publication.
4. Khandwall P.N. (1988) Social Development A role for the Organizational Science New Delhi, London, Sage Publications.

5. Prasad Rajeswar (1982) Social Administration, New Delhi Publishing House.
6. Gupta Sumitra (1989) Social Welfare in India, Allahaba Chugh Publishing Co.
7. Jacob K.K. (1989) Social Policy in India.
8. Sachdeva D.R. (1993) Social Welfare administration, Allahabad, Kitab Mahal.
9. Bare Acts of the Laws mentioned above.