

II SEMESTER

Paper **SWH 451: SOCIAL POLICY AND WELFARE ADMINISTRATION**

PROGRAMME OUTCOME

Course specific Objectives:

- Develop an understanding of Social policy for effective social work practice.
- Develop the capacity to develop personnel financial administration of human welfare organization.
- Understanding procedures and policies involved in establishing and maintaining social welfare organizations.

Course Content:

Unit-I

Social Policy: Definition, meaning of Social policy and social welfare policy: Trends and prospects, National policies on children. Health and education.

Unit-II

Establishment of Voluntary Organizations: Registration, different types of registration. Society, trust and co-operative society. The Society's Registration Act. 1860. Constitution and Bye laws. Rules and Procedures of registration, Non-governmental Organisation-Concept, Features, Understanding of Non-Profit Organization, Companies Act 1956, FCRA-1976; Understanding of FNGO's, MNGO's, NNGO's, INGO's , NITI Ayog and its functions.

Unit- III

Management of Human Service Organization: Human resources – executive boards committees. Professional and other staff relationship. Communication, team work, supervision. Financial resources- organizational budget. Source of finance fund raising, zero based budget. Records, audit accountability, physical resources, all activity related to acquiring, hiring and maintaining a building. Daily cleanliness and maintenance of furniture and equipment.

Unit-IV

Social Planning – Contents and Stages: Programme management –Planning overall needs, Specific needs, project formulation, eligibility criteria, evaluations procedures and records. Public relations – role of all working for the organization need for public relations accountability.

Unit-V

Administrative Structure - Administrative structure and functions of government departments in the field of public welfare, The Office of Director General for weaker sections: Department of women and child welfare, Department of Social Welfare. Practical sessions in administrative functions: Seminars on field practice agencies, administrative functions and problems.

References:

Anil Taneja (2009): Social welfare Administration in India Neha Publishers & Distributors

Anoop Kumar Bhartiya: (2009) Social Policy in India, New Royal Book Company

Madan, G.R. (2002): Indian Social Problems, Mumbai: Allied Publishers Pvt. Ltd

Mohanty, Manoranjan (2004): Class, Caste, And Gender – Readings in Indian Government and Politics, New Delhi: Sage Publication

M.K Singh (2015): Social Policy and Social welfare Administration, Vayu Education of India; First edition

Puniyani, Ram (2003): Communal Politics: Facts Versus Myths, New Delhi: Sage Publication

Sachdeva, D. R. (2000): An Introduction to Sociology, Allahabad: Kitab Mahal

Snehalathchandra (2003): NGO Management in India Kanishka Publishers

