

Department of Social Work

Master of Social Work (MSW)

II SEMESTER

Paper SWH 451: SOCIAL POLICY AND WELFARE ADMINISTRATION

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

D Unit-HI

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:

Snehalathchandra (2003)	NGO Management in India Kanishka Publishers
Ali, A.F. Iman (1992) :	Social Stratification Among Muslim-Hindu Community, New Delhi : Commonwealth Publishers
M.K Singh 2015	Social Policy and Social welfare Administration, Vayu Education Of India; First edition
Anoop Kumar Bhartiya 2009	Social Policy in India , New Royal Book Company
Bhatnagar, Ved (1998) :	Challenges to India's Integrity: Terrorism, Casteism, Communalism ,New Delhi: Rawat Publication.
Sachdeva, D. R. (2000) :	An Introduction to Sociology, Allahabad: Kitab Mahal
Desai, A. R. (1994) :	Rural Sociology in India, Bombay: Popular Prakashan.
Madan, G.R. (2002) :	Indian Social Problems, Mumbai : Allied Publishers Pvt.
Mohanty, Manoranjan (2004) :	Class, Caste, Gender – Readings in Indian Government and Politics, New Delhi : Sage Publication
Puniyani, Ram (2003) :	Communal Politics : Facts Versus Myths, New Delhi : Sage Publication.
Anil Taneja (2009)	Social welfare Administration in India Neha Publishers & Distributors