

Course Code: MSW 408

Credits: 02

Course Name: Administration of Welfare Services

Credits Equivalent: 2 Credits (*One credit is equivalent to 10 hours of lectures /organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Course Objectives: The course is designed to

- Develop understanding of welfare and related concepts
- Understand various components of social welfare administration
- Understand the legislative framework for registration of various welfare organisations

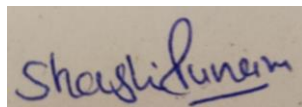
Course Outcomes: This course is offered to the students of other departments as an inter-disciplinary course. After this course the student will be in a position to understand the major concepts related to social welfare administration. They will gain an understanding of the major legislations pertaining to welfare administration in India. They will be able to register a welfare organisation and seek funds from various agencies to undertake welfare activities. They will be able to manage the various activities related with a development organisation.

Attendance Requirement:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



Course Contents:

UNIT - I: Conceptual Understanding (4 Hours)

- Social Welfare Administration: Nature and Scope
- Basic Concepts: Social Welfare, Social Welfare Administration, Social Security Administration, Social Services

UNIT - II: Components of Administration (4 Hours)

- Planning, Organizing and Staffing
- Directing, Coordinating and Supervising
- Reporting and Budgeting

UNIT - III: Structure of Social Welfare Administration (4 Hours)

- Administrative structure at Central&State Level
- Organizational Structures: Ministry of Social Justice and Empowerment (MoSJE), Ministry of Women and Child Development (MoWCD).

UNIT - IV:Legislative Framework for Formation of Development Organization(4 Hours)

- The Societies Registration Act (1860)
- The Indian Trust Act (1882)
- The Cooperative Societies Act (1912)

UNIT – V Project Planning and Development (4 Hours)

- Project Formulation: objectives and Stages
- Funding-raising, grant-in-aid

Prescribed Textbooks:

1. GoelS.L.;Jain,R.K., Social Welfare Administration Vol.2,Deep &Deep Publications: New Delhi 1998.
2. Chowdhry, D Paul, Social Welfare Administration, Atma Ram & Sons: Delhi, 1962.
3. Bhattacharya Sanjay, (2008), Social Work: An Intergraded Approach, New Delhi, Deep & Deep Publications.

Shashi Kumar

4. Bean, Philip, Approaches to Welfare, Routledge&keganPaul:London, 1983.
5. Prasad, Rajeshwar, Social Administration, Shree Publishing House: Delhi 1982.
6. Encyclopaedia of Social Work in India, Publication Division GOI: New Delhi 1968, Vol I Pg.110-118 (Communication), Vol III Pg 210-235 (Social Administration).
7. Sanjay Bhattacharya, Social Work Administration and Development, Rawat Publications, New Delhi.