

HMS 5204 – SOCIAL WELFARE ADMINISTRATION

Course Objectives

- Understand the concept of social welfare and social welfare administration
- Familiarize the process of establishing and maintaining social welfare organisation
- Attaining knowledge and skills to participate in the management of social welfare organisation
- Understand programme and project management

Course Outline

Unit 1 Social Welfare

- Meaning, concept and importance of social welfare – policies and programs for scheduled castes, schedule tribes, other backward classes, displaced and disabled Social welfare organization and its management – government and voluntary Traditional forms of welfare: charity, mutual-aid, religious organizations Community support network

Unit 2 Social Welfare Administration Meaning of social welfare administration Definition, principles and characteristics

- Process of administration

Unit 3 Procedure and registration

- Registration - Relevant sections of Societies Registration Act -1860, Indian Trust Act
- –1882 and Companies Act - 1956 Document of registration
- Memorandum of association and bye-laws Rules and procedures
- Overall policy

Unit 4 Organizational Structure, Scope and Public Relations

- General body, executive committee, board of trustees, board of directors - duties and responsibilities
- Scope of voluntary organization and withdrawal of Government from social sectors Public relations – significance, tools of publicity

Unit 5 Nature and concept of Project Management

- Need identification
- Project formulations, implementation, monitoring and evaluation Recording, auditing and accountability

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