

SSW 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

References

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