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 I   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 II   Social Welfare Administration

Meaning of social welfare administration,

Definition, principles and characteristics, Process of administration: Elements (POSDCORB) Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting.

Social welfare administration at national, state, and local levels: CSWB (Central Social Welfare Board), Directorate of Social Welfare - Welfare of Specially Challenged, Women and children, Aged-Grants for NGOs/government from Central and State

Unit III   Procedure and registration

Registration - Relevant sections of Societies Registration Act -1860, Indian Trust Act –1882 and Companies Act – 1956, Cooperatives Societies Act 1912, FCRA-1976
Document of registration, Memorandum of association and bye-laws Rules and procedures, Overall policy

Unit IV   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 V   Nature and concept of Project Formulation and Management

Participatory Study, Assessment of Situation (Situation Analysis), Felt Need identification, Cause and Effect Analysis, Problem Statement, Stakeholder Analysis.
General and Measurable Objectives, Analysis of alternative ways of achieving the objectives and choice of alternatives
Force Field Analysis, Programme Evaluation Review Technique (PERT Chart),
Project formulations, implementation, monitoring and evaluation Recording, auditing and accountability

Course Outcome:	• Enables students to apply the concept of social welfare and social welfare administration in practice
	• Critically examine the process of establishing and maintaining social welfare organization
	• Applying knowledge and skills to participate, register and manage social welfare organization
	• Appraise the functioning of programmes and project management

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