

Programme: MSW

Course Title: SOCIAL WELFARE ADMINISTRATION

Course Code: SWTC-406

Number of Credits: 2

Effective from Academic Year: 2022-2023

<u>Course prerequisite:</u>	Registration in the MSW Programme at Goa University or its affiliated colleges	
<u>Objectives:</u>	<ol style="list-style-type: none">1. The course will introduce the administrative structures, processes and procedures in an organization2. Provide knowledge and skills in the use of different management techniques in human service organizations.3. Provide understanding of policies and procedures involved in establishing and maintaining NGO and the management skills,4. Discuss schemes and programmes of the State and Central government.	
<u>Content:</u>	Module I: Social Welfare Administration Definition, Principles and scope, democratic nature of social welfare administration. Delegation, decentralization, and participation. Management by objectives as applied to social welfare administration.	6 hours
	Module II: Administration of Voluntary Organizations Legal procedures for establishment of NGOs – Trust and Society and their differences. Formation of Trust and Society. Registration procedure for NGO– Societies Registration Act, Indian Trust Act, Foreign Contribution Regulation Act, Tax Reliefs under various Acts (12A, 80G, 35AC), Office Procedure and Documentation – Documents of trust and society. Contents of Memorandum of Association (MOA), Importance of by-laws, Registration under Company's Act. Difference between public and private trust; Function and responsibilities of governing board, committees and office bearers, Project Management – Basic Concepts of Project Management, Project identification, Project life cycles and success factors. Corporate Social Responsibility implementation	14 hours
	Module III: Developmental Administration Public Welfare Programs. Responsibility of state for welfare program. Structural arrangement of public welfare system in India – Central, State, District and Local. Process of Community	5 hours

	<p>Participation in social welfare programs – National Literacy Mission 2009, JNNURM Pradhanmantri Gramina Sadak Yojana, Sampurna Gramina Rojgar Yojana. National Rural Employment Guarantee Scheme, Swarna Jayanti Gramswa Rojagar Yojana, Planning and Development. NITI Aayog and National Development Council, State and District planning.</p> <p>Module IV: Social Work Administration in Goa Welfare Programmes in Goa – Social Welfare Department, Tribal Welfare, Rural Development Agency, Women and Child Department, Educational Schemes, Welfare Programmes in Panchayat, etc.</p>	5 hours
<u>Pedagogy:</u>	Classroom learning with help of powerpoint, task and classroom assignments, group discussions and presentations, field visits and workshops	
<u>Recommended Readings:</u>	<p>BalsaraJal F. 1984. <i>Perspectives on Social Welfare in India</i>. Chand Co. Ltd., New Delhi.</p> <p>Bhattachary, S. (2009). <i>Social Work Administration and Development</i>. New Delhi: Rawat Publications</p> <p>Chowdhury Paul D. 1979. <i>Social Welfare Administration</i>. Atma Ram Sons. Delhi.</p> <p>Coulshed, V. (1990). <i>Management in Social Work</i>. London: Palgrave.</p> <p>Goel S.L. 1988. <i>Social Welfare Administration VOL 1 and .2: Theory and Practice</i>. Deep and Deep Publications.</p> <p>Garain, S. 1998. <i>Organizational Effectiveness of NGOs</i>. Jaipur: University Book House.</p> <p>Kohli A.S., and Sharma S.R. 1996. <i>Encyclopaedia of Social Welfare and Administration Vol. 1-7</i>. Anmol Pub. Pvt. Ltd., New Delhi.</p> <p>Lauffer, A. 1977. <i>Getting the Resources, You Need</i>. New Delhi: Sage Publications.</p> <p>Lauffer, A. 1977, <i>Understanding Your Social Agency</i>. London: Sage Publications.</p> <p>Lawler, J., Bilson, A. (2010). <i>Social Work Management and Leadership: Managing Complexity with Creativity</i>. United Kingdom: Routledge.</p>	

	<p>Lewis, D. (2007). <i>The Management of Non-governmental Development Organizations</i>. United Kingdom: Routledge.</p> <p>Luthans, Fred. (1990). <i>Organizational Behaviour</i>. Boston, Irwin McGraw Hill.</p> <p>OECD. (2003). <i>Local Economic and Employment Development the Non-profit Sector in a Changing Economy</i>. France: OECD Publishing</p> <p>Skidmore, R. (1983). <i>Social Welfare Administration: Dynamic Management and Human Relations</i>. London: Prentice Hall</p>
<u>Additional Readings</u>	<p>Citizen's Charters, Government of Goa of Social Welfare Department, Tribal Welfare Department, Rural Development Agency, Women and Child Department, Educational Department, Directorate of Panchayat</p> <p>Garain, S., <i>Towards a Measure of Perceived Organizational Effectiveness in Non-Government Organization</i>. Mumbai: Indian Journal of Social Work, 54 (2)</p> <p>Tandon, R. (2002). <i>Identity and Its Challenges for the Voluntary Sector in India</i>. New Delhi: PRIA</p>
<u>Learning Outcomes</u>	<p>Students will understand the important elements in administration of social welfare organisations and acquire skills to participate in management and administrative processes for service delivery</p>