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| **Name of the Programme** | **Bachelor of Social Work** |
| **Semester** | **IV** |
| **Course Code** | **BSW-402** |
| **Nature of Course** | **Core Course** |
| **Course Title** | **Administration in Social Work** |
| **Credits** | **6** |
| **Marks** | **100** |

**Objectives:**

* To acquire knowledge of the basic processes of administration
* To study Voluntary Agency Administration
* To Study legal aspects of Social Work Administration
* To create awareness about the various social welfare programmes implemented by Central & State Governments

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| **Units** | **Name of the Unit** | **Contents** | **L** | **T** | **P** | **Marks** |
| **1** | **Welfare and Development administration** | * Social Welfare Administration: Meaning, definition, nature * Types of administration: public, social welfare and social security, * Scope, Functions & principles. | **12** | **4** | **-** | **20** |
| **2** | **Components of Administration** | * Basic administrative processes: Planning, Organizing, Staffing, Decision-making, Coordination, Communication, Monitoring, evaluation, public relations and networking * Financial and office administration: Budgeting, Fund raising, Accounting, Auditing, office procedure & reports and maintenance of files. | **12** | **4** | **-** | **20** |
| **3** | **Structure of Social Welfare Administration** | * Non- governmental organizations: Registration of Societies and Trusts; Constitution and byelaws; Societies Registration Act 1860, Indian Trust Act 1882; * Factors motivating voluntary action. National & international voluntary agencies; Problems of voluntary organizations | **12** | **4** | **-** | **20** |
| **4** | **Social Welfare Administration in India** | * National level & State level Social Welfare Department: Organizational structure, Objectives, Functions and Programmes * Personal Administration: Manpower planning, induction, training, supervision, staff welfare, service condition and staff morale, problems faced by social work organization * Laws related to personnel management | **12** | **4** | **-** | **20** |
| **TOTAL CONTACT HOURS** | | | **64** | | | **80** |
| **Note : End Semester Exam : 80 Marks, In Semester 20 Marks ( 10 In Semester Exam, 5 Presentation, 5 Assignment)** | | | | | | |

***Suggested Readings:***

* Bhattacharya, Sanjay, 2006 Social Work Administration and Development, Jaipur, Rawat Publications, Jaipur
* Banerjee, Shyamal, 1981, Principles and Practice of Management, Oxford & IBH Publishing Co. Pvt. Ltd
* Connaway R.S. & Gentry M.E. 1988 Social Work Practice, New Jersey M.E. Prentice Hall.
* Goel, S.L. and Jain, R.K 1988 Social Welfare Administration, Vol. I and II, Deep Publications,New Delhi
* Jagannadham, C 1978 Administration and social change, Uppal Publishing House, New Delhi.
* Reed, Ella W. ed., 1961 Social Welfare Administration, Columbia University Press, New York.
* Siddiqui H.Y. 1990 Social Welfare in India, Harnam Publications, New Delhi.
* Louise C. Johnson., Charles L. Schwarth 1994 Social Welfare A Response to Human Need, Allyn and Bacon, London.
* Karla, K. M, : Michael O’Melia: Brenda L. DuBois 1995 Generalist Social Work Practice: An Empowering Approach) (Allyn and Bacon, London.
* Gupta, N.S. 1979 Principles and Practice of Management, Light and Life Publications, New Delhi.
* Kabra, K.N. 1977 Planning Process in a District, India Institute of public Administration, New Delhi
* Sachdeva, D.R. 1993 Social Welfare Administration in India, Kitab Mahal, Allahabad.