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| **Name of the Programme** | **Master of Social Work** |
| **Semester** | **III** |
| **Course Code** | **MSW-301** |
| **Course Title** | **Administration & Management of Social Welfare Organization** |
| **Nature of Course** | **Core** |
| **Credits** | **3** |
| **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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| **Unit** | **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. | 09 | 04 | - | 15 |
| **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. | 09 | 04 | - | 15 |
| **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 | 09 | 04 | - | 15 |
| **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 | 09 | 04 | - | 15 |
| **TOTAL CONTACT HOURS** | | | 52 | | | 60 |

**References**

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* 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,KitabMahal, Allahabad.