



**SARDAR PATEL UNIVERSITY**

**Vallabh Vidyanagar**

**Reaccredited with 'A' Grade by NAAC (CGPA 3.25)**

**MASTER OF SOCIAL WORK**

**Syllabus with effect from the academic year 2021-22**

**MSW (Social Work) - Semester –II**

|                                 |   |                             |
|---------------------------------|---|-----------------------------|
| <b>Paper Code</b><br>PA02CMSW54 | <b>Paper Title</b><br>Social Welfare Administration | <b>Total Credit</b><br>Five |
|---------------------------------|---|-----------------------------|

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| <b>Course Objectives</b> | <ol style="list-style-type: none"><li>1. To understand the concepts of administration, social administration and social welfare administration.</li><li>2. To understand concept and definition, features and scope of social welfare administration</li><li>3. To understand history, principles and functions of social welfare administration</li><li>4. To acquire knowledge and skills in the different aspects of management of non-governmental organizations.</li></ol> |
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| <b>Course Outline</b> |  |                   |
|-----------------------|--|-------------------|
| <b>Unit</b>           | <b>Unit Description</b>  | <b>Weightage*</b> |
| 1                     | <b>Social Welfare Administration:</b> <ol style="list-style-type: none"><li>1. Concept and definitions of administration, social administration, welfare and welfare state.</li><li>2. Concept and definition, features and scope of social welfare administration (POSDCORB View)</li><li>3. Social welfare administration as a profession</li></ol>  | <b>20%</b>        |
| 2                     | <b>Administration of Social Welfare Activities in India:</b> <ol style="list-style-type: none"><li>1. History of social welfare administration in India,</li><li>2. Principles and functions of social welfare administration</li><li>3. Administrative structure and processes; Union, state and district Level</li><li>4. CSWB- Historical background, mission, objectives, core competencies and services provided by CSWB.</li></ol> | <b>20%</b>        |
| 3                     | <b>NGO Registration in India:</b> <ol style="list-style-type: none"><li>1. Procedures of formation</li><li>2. Registration of society/non- government organization</li><li>3. The legal frame work: Federal and state Laws applicable to charitable organizations and NGOs operating in India.</li></ol>   | <b>20%</b>        |

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| 4 | <b>Public Relations and Marketing</b><br>1. Public Relations: meaning and importance, tools and techniques, ethics, skills required for public relations. Public relations Vs advertising.<br>2. Marketing: Concept, definition, strategies and tools.<br>3. Relevance of marketing in social welfare administration<br>4. Social Marketing: Concept, approaches and tools.<br>5. Fundraising. | <b>20%</b> |
| 5 | <b>Case studies and Field Projects:</b><br>1. State Social Welfare Board, Gujarat- Functions and roles<br>2. Fund raising by organizations- types and methods (any national/ international organization).  | <b>20%</b> |

\*Units will have the same weightage in the evaluation as suggested in the course outline

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| <b>Teaching-Learning Environment</b> | The course would be taught / learnt through various means like lectures, discussions, assignments (individual & group), viva-voce, seminars, presentations, e-resources, organisational visits, and projects (class room & field) |  |
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| <b>Evaluation Pattern</b> |   |                  |
|---------------------------|---|------------------|
| <b>Sr. No.</b>            | <b>Details of the Evaluation</b>  | <b>Weightage</b> |
| 1                         | Internal Written / Practical Examination  | <b>20%</b>       |
| 2                         | Internal continuous assessment in the form of viva-voce, quizzes, seminars, assignments, attendance, case studies and field projects. | <b>10%</b>       |
| 3                         | University Exam   | <b>70%</b>       |

| <b>Course Outcomes: Having completed this course, student should be able to</b> |  |
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| 1   | Enable to appreciate the interrelationship between planning, policy and development as the ultimate objective. |
| 2   | Understand the concept of social planning and social policy.   |
| 3   | Understand concept and definition, Features and Scope of Social Welfare Administration                         |
| 4   | Know History, Principles and Functions of Social Welfare Administration  |
| 5   | Acquire knowledge and skills in the different aspects of management of non-governmental organizations          |
| 6   | Carry out projects that enable them employable and upscale their skills  |

**Suggested References:** (include reference material from where a student is expected to study the said content in APA style)

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| 1. | Alfred J. Kahn, (1969): “ <i>Theory and Practice of Social Planning,</i> ” |
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|     | Russell Sage Foundation, New York,   |
| 2.  | AVARD, (1980): <i>Block Level Planning</i> , AVARD Publications: Hyderabad,  |
| 3.  | Chowdhry, D.P. (1992): <i>Social welfare administration</i> . Atma Ram & Sons. Delhi.  |
| 4.  | Datt and Sundharam, (1995): " <i>Indian Economy</i> ", S.Chand and Company Ltd.  |
| 5.  | Devi, Rameshwari and Parkash Ravi (1998): " <i>Social Work and Social Welfare Administration, Methods and Practices</i> ", Vol. I, Mangal Deep.            |
| 6.  | Dimock, M. & Dimock. (1964): <i>Public administration</i> . Holt. New York. p. 104.  |
| 7.  | Dubey, S.N. (1 973): <i>Administration of Social Welfare Programmes in India</i> , Somaiya Publications, New Delhi.  |
| 8.  | Encyclopedia of Social Work in India Vol III (1987): <i>Ministry of Welfare</i> , Government of India, New Delhi.  |
| 9.  | Goel, S.L.& Jain, R.K. <i>Social welfare administration</i> Volume1. Deep & Deep Publications. New Delhi.  |
| 10. | Gore, M.S. (2003): <i>Social Development</i> , Rawat Publications, New Delhi.  |
| 11. | Kulkarni, (1979): " <i>Social Policy and Social Development in India</i> ", Association of Schools of Social Work in India.                                |
| 12. | Lauffer, A. (1982). <i>Grandmanship and Fund raising</i> . New Delhi: Sage Publications.   |
| 13. | Misra. S.N. (1984): <i>Rural Development Planning-Design and Method</i> , Satvakan Publications, New Delhi.  |
| 14. | Pathak S (1981): <i>Social Welfare</i> , Macmillan, Delhi.   |
| 15. | Patti. R. (1983). <i>Social welfare Administration in India</i> . Englewood Cliffs: Prentice Hall. Publications.   |
| 16. | <i>Plans and Prospects of Social Welfare in India</i> , (1963): Publications Division, New Delhi.  |
| 17. | Reddy, Y.Venugopal, (1979): <i>Multi Level Planning in India</i> , Vikas; New Delhi.   |
| 18. | Skidmore, Rex A. (1983): " <i>Social Welfare Administration: Dynamic Management and Human Relations</i> ", Prentice Hall Inc. London.                      |
| 19. | Schatz, Harry A. ed. (1970): " <i>Social Work Administration: A Resource Book</i> . " Council on Social Work Education, New York.                          |
| 20. | Slavin, Simon ed. (1978): " <i>Social Administration: The Management of the Social Services</i> ", The Heworth Press and Council on Social Work Education. |
| 21. | Sachdeva, D. (1992). <i>Social Welfare Administration in India</i> . New Delhi: Kitab Mahal.   |
| 22. | Sen, Amartya (2000): <i>Development as Freedom</i> , OUP, New Delhi.   |
| 23. | Sen, Amartya (2002): <i>India Development as Participation</i> , OUP, New Delhi.   |
| 24. | Titmus, R.M. (1958): <i>Essays on the welfare state</i> . London. Pp. 14-15.   |
| 25. | The Planning Process, (1963): <i>Planning Commission, Government of India</i> , New Delhi.   |