

**SARDAR PATEL UNIVERSITY**  
**Programme: MSW**  
**Semester: III**  
**Syllabus with effect from: June 2016**

<b>Paper Code:</b> PA03EMSW09	<b>Total Credits: 3</b>
<b>Title Of Paper:</b> Administration of Welfare and Development Services	

Unit	Description in detail	Weightage (%)
	<b>Learner Objectives:</b> <ul style="list-style-type: none"> <li>• Gain knowledge about organizations life cycle, governing ideas and sustainability.</li> <li>• Acquire knowledge and skills in the different aspects of management of nongovernmental organizations.</li> </ul>	
<b>1</b>	<b>Social Policy &amp; Planning:</b> Social policy & Social Planning : Concept, definition, meaning Characteristics, Objectives and Models of Social Policy Social Development through planning. Social Planning in India. Objectives, Structure, Components and approaches to planning	<b>20 %</b>
<b>2</b>	<b>Conceptual Understanding of Social Welfare Administration:</b> Welfare, Social Welfare, Welfare State: Concept and definition. Administration: Concept, Definition and the POSDCORB View. Social Welfare Administration: Concept and definition, Features and scope of social welfare administration.	<b>20 %</b>
<b>3</b>	<b>Administration of Social Welfare Activities in India:</b> History of social welfare administration in India, Principles and Nature of social welfare administration. Functions of social welfare administration, Personality Requirements of a Social Welfare Executive. Administration of government departments: Central and State Social Welfare Boards, CSWB- Historical background, mission, objectives, core competencies and services provided at different areas.	<b>20 %</b>
<b>4</b>	<b>NGO Registration in India:</b> Procedures of Formation Registration of Society/Non Government Organisation The legal frame work: Federal and State Laws applicable to charitable organizations and NGOs operating in India.	<b>20 %</b>
<b>5</b>	<b>Case studies with reference to:</b> State Social Welfare Board, Gujarat- Functions and roles Fund raising by organizations- types and methods (any national/ international organisation).	<b>20 %</b>

**Basic Text & Reference Books:**

- Social Welfare Administration: Concept, Nature and Scope, Ramesh Bharadwaj available with <http://www.ignou.ac.in/upload/Bswe-003%20Block-2-UNIT-6-small%20size.pdf>
- Goel S.L. and R.K. Jain: "Social Welfare Administration: Theory and Practice.
- Goel S.L. & Jain R.K. (1988): "Social Welfare Administration: Vol. I & II, Deep and Deep Publications, New Delhi.
- Sanjay Roy (2013), "Social Welfare Administration: Development and Prospects", Discovery Publishing House Pvt. Ltd, New Delhi.
- Sanjay Bhattacharya (2006), "Social Work Administration and Development", Rawat Publication, Jaipur.
- S.L. Goel and R.K. Jain (1987), "social Welfare Administration: Theory and Practice, Chandigarh.

