

**SEMESTER** :V  
**PAPER NO** : 14  
**TITLE OF PAPER** : **SOCIAL WELFARE AND DEVELOPMENT**  
**ADMINISTRATION**  
**MARKS** : 100

**Objectives:**

- Understand concepts, principles and components of social welfare administration.
- Develop understanding of social welfare administration as a method of social work profession.
- Acquire competence in social welfare and development services.

**Course Contents:**

**Unit 1: Social Welfare Administration: An Introduction**

- 1.1: Concept and nature of social welfare and development administration
- 1.2: History and scope of social welfare and development administration
- 1.3: Practice of social welfare and development administration in different settings

**Readings:**

- Chowdhary, D.P. (1992) Social Welfare Administration in India, Deep and Deep Publication, New Delhi
- Goel, S.L. and Jain, R.K (1988) Social Welfare Administration, Vol. I and II, Deep Publication, New Delhi
- Kaushik, A (2012) Welfare and Development Administration in India, Global Vision Publishing House, New Delhi.
- Sachdeva, D.R. (1993) Social Welfare Administration in India, Allahabad, KitabMahal.
- Siddiqui, H.Y (1990) Social Welfare in India, Harnam Publications, New Delhi.
- Goel & Kumar (2004) Administration and Management of NGOs, Deep and Deep Publication, New Delhi.

**Unit 2: Administration : Principles and Functions**

- 2.1: Principles of Organisation and administration.
- 2.2 Functions of Management
- 2.3 Administration Process

**Readings:**

- Goel & Kumar (2004) Administration and Management of NGOs, Deep and Deep publication, New Delhi.
- Sachdeva, D.R. (1993) Social Welfare Administration in India, KitabMahal, Allahabad.

**Unit 3: Components of Social Welfare Administration**

- 3.1: Registration of Development Organisations
- 3.2: Resource mobilization
- 3.3: Role of communication in Administration

**Readings:**

- Goel & Kumar (2004) Administration and Management of NGOs, Deep and Deep publication, New Delhi.

- Naidu, S.P. (1996) Public Administration Concept and Theories, New Age International Publishers, New Delhi.
- Sachdeva, D.R. (1993) Social Welfare Administration in India, KitabMahal,Allahabad.(chapter II &IV)

#### **Unit 4: Development Administration**

4.1 Development Administration: Concept , scope and significance

4.2 Concept of Democratic Decentralization: District Planning and Grass Roots Planning

4.3 Bureaucracy, Bureaucrats and Politicians and their Relationship

#### **Readings:**

- Sachdeva, D.R. (1993) Social Welfare Administration in India, KitabMahal,Allahabad.
- Goel, S.L. and Jain, R.K (1988) Social Welfare Administration, Vol. I and II, Deep Publication, New Delhi.