

## **Syllabus Semester - III**

**Course Title: Administration of Welfare and Development Services**

**Course Credits: 04**

**Course Learning Outcomes**

The course learning outcomes are as follows:

1. To orient students to the basic concepts of administration and management
2. To develop skills in the formulation and management of development projects
3. To acquaint students with relevance of civil society and development organizations
4. To enable students to design and operate development organizations
5. The course will build an understanding about the structure and functioning of different government organizations
6. The course will help the students to understand the process of registering the Organization under different Acts.

### **Unit I: Conceptual Understanding**

- Social Welfare Administration :Definition and Scope
- Related Concepts: Public Administration, Development Administration
- Administrative Structure of Public Organizations: MoSJE, MoWCD

### **Unit II: Principles of Administration**

- Planning, Organizing, Staffing, Directing, Decision-making, Coordination, Communication, Reporting, Budgeting, Evaluation and Feedback
- Transparency and Accountability of the Development Organization
- Unity of Command, Centralization and Decentralization, Span of Control, Delegation and Supervision, Theory X and Y

### **Unit III: Legal Avenues for Formation of Development Organizations**

- Organizational Planning: Development of Vision, Mission, Goals, Objectives and Structure, Assets and Liabilities.
- For Profit and Not for Profit Organizations
- Legislative Framework: The Societies Registration Act (1860), The Public Trust Act (1882), The Cooperative Societies Act (1912), Section 25A and Section 135 of The Companies Act (1956), Sections 12A and 80G of The Income Tax Act (1961)

### **Unit IV :Project Planning and Development**

- Proposal Formulations: Conceptual Frame, Stakeholders, Objective, Implementation Plan
- Log Frame Analysis, Cost Benefit Analysis, Risk Assessment Matrix,
- Monitoring and Evaluation
- Human Resource, Time line and Budgeting.

## **UnitV: Civil Society and Development Organizations**

- Terms of Reference(ToR)
- Documentation, Fund Raising
- Resource Mobilization, Social Marketing
- Foreign Funding: Application, Procedure and Foreign Contribution Regulatory Act (2010)

### **References/Suggested Readings/Web links:**

1. Goel,S.L.2010.SocialWelfareAdministration:Deep&Deep Publications
2. Kaushik,A.2012.WelfareanddevelopmentadministrationinIndia:AcademicFoundation
3. Rao,T.2000.OfficeOrganizationandManagement:AtlanticPublishersandDistributors
4. Rao,M.F.T.2000.OfficeOrganisationandManagement:AtlanticPublishers
5. Banerjee, G. 2001.Laws relating to foreign contribution in India: Commercial Law Publishers
6. Eade,D. 2005. Development, NGOs and Civil Society: Rawat Publications
7. Sooryamoorthy,R.&Gangrade,K.D.1989.NGOsinIndia:RawatPublications
8. Chandra,S.2007.Non-GovernmentalOrganizations: Structure, Relevance and Function: Kanishka Publishers
9. Pawar,S.B.,Ambedkar,J.B.,&Shrikant,D,2004.Non-GovernmentalOrganizationsandDevelopment:TheIndianScenarion:RawatPublications
10. Brown,W.A.2015.StrategicManagementinNon-ProfitOrganisationJones&Bartlett Learning
11. RexSkidmore.1983.SocialWorkAdministration:Dynamic.Managementand Human Relationships