



बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsa Munda Tribal University

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

School of Social Work

Master of Social Work (MSW)

Subject Code & Name:- MSW2MCSWA3 & Social Welfare Administration and Management

Teaching and Evaluation Scheme:-

Teaching Scheme				Examination Scheme			
Credits				Component Weightage			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
4	0	0	4	50	-	50	-

Programme Name	Master of Social Work (MSW)
Semester	II
Course Code	MSW2MCSWA3
Course Title	Social Welfare Administration and Management
Course Content Type (Th. / Pr.)	Th.
Course Credit	4
Sessions	60 Hours
Total Teaching	60

Learning Objectives

1. To develop an understanding of the concepts, principles, functions, and scope of social welfare administration and management.
2. To familiarize students with the structure, organization, and administration of social welfare agencies.
3. To develop knowledge of management functions, leadership, communication, and decision-making in social welfare organizations.
4. To understand human resource management, financial administration, budgeting, and resource mobilization in social welfare agencies.
5. To develop competencies in project planning, monitoring, evaluation, documentation, and reporting.
6. To understand the role of social workers in the administration and management of government and non-governmental organizations.





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Learning Outcomes

1. Explain the concepts, principles, and functions of social welfare administration and management.
2. Analyze the structure and administration of social welfare organizations and institutions.
3. Apply management principles, leadership, communication, and decision-making skills in social welfare settings.
4. Demonstrate knowledge of human resource management, financial administration, budgeting, and resource mobilization.
5. Evaluate project planning, monitoring, documentation, and programme evaluation processes.
6. Demonstrate professional competencies required for effective administration and management in social welfare organizations.

Detailed Contents

Unit	Topic/Sub Topic	Teaching Hours
I	Unit I: Introduction to Social Welfare Administration and Management • Concept, Meaning and Scope of Social Welfare Administration • Principles and Functions of Social Welfare Administration • Social Welfare Organization: Types and Structure • Management: Concept, Principles and Importance • Role of Social Welfare Administrator	15
II	Unit II: Organizational Management and Human Resource Management • Organizational Structure and Organizational Behaviour • Leadership and Team Building • Human Resource Management • Communication and Coordination • Decision-Making and Supervision	15
III	Unit III: Financial and Project Management • Financial Administration • Budgeting and Accounting • Resource Mobilization and Fund Raising • Project Planning and Proposal Writing • Monitoring and Evaluation of Social Welfare Programmes	15





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IV	Unit IV: Social Welfare Agencies and Professional Practice • Government and Non-Governmental Organizations (NGOs) • Corporate Social Responsibility (CSR): Concept and Scope • Documentation, Recording and Reporting • Professional Ethics in Social Welfare Administration • Role of Social Workers in Administration and Management	15
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Reference Books

1. जनपथ प्रकाशन. प्रयोजना दरभास्त निरूपण प्रविधि.
2. એસ.સી. કાનાવાલા, માનવ સંબંધોનું ગતિશાસ્ત્ર. અમદાવાદ :યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ.
3. પી.સી. જૈન. સંગઠનાત્મક વ્યવહાર. સરસ્વતી પબ્લીશર્સ. જયપુર.
4. પટેલ, આનંદી. વ્યવસાયિક સમાજકાર્યના આધારસ્તંભો. વ્યાવસાયિક અભિવૃત્તિ પ્રકાશન.
5. પટેલ, આનંદી. સમાજ કલ્યાણ અને વિકાસલક્ષી સેવાઓનું વ્યવસ્થાપન. વ્યાવસાયિક અભિવૃત્તિ પ્રકાશન.
6. શાહ, ધનશ્યામ. ગુજરાતની સ્વૈચ્છિક સંસ્થાઓ. સુરત : સેન્ટર ફોર સોશ્યલ સ્ટડીઝ.
7. પટેલ, જગદીશ વી. સંગઠનનાં સિદ્ધાંતો. અમદાવાદ : યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ.
8. દસ્તૂર, બી.એન. કોન્ફીલકટ મેનેજમેન્ટ. નવભારત પ્રકાશન.
9. Singh, Krishna Kant, & Singh, Ram Shankar. (2011). *Social Work: Administration and Development*. ABD Publishers.
10. Sachdeva, Nalini. (2018). *Social Work: Administration and Development*. New Delhi: ABD Publishers.
11. Gupta, Bhuvanesh. (2012). *Social Work Administration and Development*. New Delhi: Mohit Books International.
12. Skidmore, Rex A. (1995). *Social Work Administration: Dynamic Management and Human Relationships* (3rd ed. 2007). Boston: Allyn and Bacon.





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L: Lecture, **T:** Tutorial, **P:** Practical

CCE: Continuous and Comprehensive Evaluation

The CCE (Theory) shall include components such as Mid-Semester Examination, Assignments, MCQ Quizzes, Seminars, Reflective Notes, Class Participation, Case Analysis and Presentations, Surprise/Announced Tests, Attendance, etc., or any appropriate combination of these.

PWE: Practical Work Examination

The PWE Field Work, Field Work Report, Viva-Voce, Simulation Exercises, etc.

SEE: Semester End Evaluation

