P.G. DIPLOMA IN DIPLOMA IN SOCIAL WELFARE ADMINISTRATION

Syllabus

POST – GRADUATE DIPLOMA IN SOCIAL WELFARE ADMINISTRATION (PGDSWA)

PGDSWA-11 - INTRODUCTION TO SOCIAL WELFARE ADMINISTRATION

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PGDSWA-15 - PROGRAMME IMPLEMENTATION

POST – GRADUATE DIPLOMA IN SOCIAL WELFARE ADMINISTRATION

INTRODUCTION TO SOCIAL WELFARE ADMINISTRATION

BLOCK-I

Social welfare Administration- definition, meaning and concept . . Principles and Professional ethics of Social Welfare Administration-Emerging Trends in Social Welfare Administration.

BLOCK-II

Fields of social welfare Administration-Children, youth, women, aged, communities-Rural, Urban and Tribal Communities- characteristics and problems of the fields of social welfare administration.

BLOCK-III

Social Welfare Organisations -NGOs- introduction, concept and functions POSDCORB,, Issues in SWA, Issues in NGO Development- Need assessment, staffing, linking with external resources and target group.

BLOCK-IV

Managerial role in problem solving ,Governance and leadership, NGOs- Environment, Taxonomy, Mega and Micro-Environmental threats and opportunity and its impact.

BLOCK-V

Strategy and planning for NGOs- Elements of Strategy, SWOT analysis, PRA, Focused group discussion, survey and fact finding methods. Process of management-Planning, Organizing, Delegating, Coordinating, Core- competency and capacity building

REFERENCE

1. Freeman, Michael, Human Rights : An Interdisciplinary Approach (2002)

2. Gogia, S.P., Law relating to Human Rights (2000)

3. Gupta D.N. and Singh, Chandrachur, Human Rights and Freedom of Conscience: Some suggestions for its Development and Application (2001)

4. Lyer, Venkat (ed.), Democracy, Human Rights and the Rule of Law: Essayes in Honour of Nani Palkivala (2000)

5. Jhunjhunwala, Bharat (ed.) Governance and Human Rights (2002)

6. Nirmal, Chiranjivi J. (ed.), Human Rights in India: Historical, Social and Political Perspective (2002)

7. Paul, R.C. Situation of Human Rights in India (2000)

8. Peter, S.E., Human Rights: Perspective and Challenges (New Delhi: Lancers Books, 1994)

9. Rai, Rahul, Monitoring International Human Rights (2002)

10. Rao, D. Bhaskar (ed.), Human Rights and the Constitution: Vision and the Reality (2003)

11. Saksena, K.P. (ed.), Human Rights and the Constitution: Vision and the Reality (2003)

12. Sen, Sankar, Human Rights and Law Enforcement (2002)

13. Sinha, Manoj Kumar, Implementation of Basic Human Rights, (1999)

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ESTABLISHMENT AND ADMINISTRATION

BLOCK-I

Legal Procedures for establishment- Societies Registration Act- FCRA, Legal procedures for establishment of NGOs . Trust and Society and their differences. Formation of Trust and Society. Registration procedure for NGO. Tax Reliefs under various Acts.

BLOCK-II

Office Procedure and Documentation . Documents of trust and society. Contents of Memorandum of Association (MOA), Importance of by-laws, Registration under Company's Act. Difference between public and private trust.

BLOCK-III

Accounting, Budgeting and Resource Mobilization. Basic principles of accounting, steps in accounting, Book of Accounts, Terms used in Journal, ledger and Trial . Balance. Financial year closing Accounts for Audit . Capital Fund, Fixed Assets, Resource Mobilization, Rules regarding receipt of funds from foreign countries.

BLOCK-IV

Distinguish between social and commercial marketing. Fundamental Component of Social Marketing. Behavioral Change, Challenges for NGO Community in Social Marketing. Corporate Social Responsibility and Social Marketing.

BLOCK-V

Project Management . Basic Concepts of Project Management, Project identification, Project life cycles and success factors, Communiction skills- written and oral essential for social welfare administration.

REFERENCE

1. Freeman, Michael, Human Rights : An Interdisciplinary Approach (2002)

2. Gogia, S.P., Law relating to Human Rights (2000)

3. Gupta D.N. and Singh, Chandrachur, Human Rights and Freedom of Conscience: Some suggestions for its Development and Application (2001)

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COORDINATING AGENCIES AT NATIONAL LEVEL AND INTERNATIONAL LEVEL.

BLOCK-I

Central social Welfare Board and State Social Welfare Boards in India- History, Structure, Function, goals and achievements.

BLOCK-II

Schemes for NGOs Under various Ministries Government of India. (Ministry of Agriculture, Communication and Information Technology, Consumer Affairs, Food and Public Distribution, Culture and Tourism, Environment and Forest, Food Processing Industries,

BLOCK-III

Health and Family Welfare, Human Resource Development, Labour, Non conventional Energy Sources, Rural Development, Science & Technology, Social Justice and Empowerment - NABARD, Human Rights Commission, National and Regional Organization. NIRD, CAPART, SIRD, MSME, TN Women Development Corporation, public Welfare Program Process of Community Participation in social welfare programs.

BLOCK-IV

National Literacy Mission 2009, JNNURM Pradhanmantri Gramina Sadak Yojana, Sampurna Gramina Rojgar Yojana. National Rural Employment Guarantee Scheme,

BLOCK-V

International donor Organizations World bank, ADB,FORD Foundation Oxfam, CARE, Action Aid, Red-Cross, Rotary International, UN AIDs, Amnesty International, Transparency International, CIVICUS, Save the Children and Help-age.

REFERENCE

1. Freeman, Michael, Human Rights : An Interdisciplinary Approach (2002)

2. Gogia, S.P., Law relating to Human Rights (2000)

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ROLE OF NGOS AND SOCIAL WELFARE

BLOCK-I

NGOs and changing trends of development. State, market and third sector, Self-Help Group (SHG) and Empowerment of Women, Role of NGOs in Civil Society. Social welfare organizations and mass communications.

BLOCK-II

Post Disaster care- First Aid, Evacuation, Corpse Disposal, Rehabilitation, Sanitation, Food, Medical Care, HAM Radio. Relief and Rehabilitation. Search, Rescue, Evacuation, Refugee Camp Management.

BLOCK-III

First Aid, Cleaning Operation, Counseling for Trauma, Public Health and disease Management. Role of NGO in post Disaster Management. Co-ordination with Government Agencies.

BLOCK-IV

Health Care . Primary, Secondary and Tertiary, Major diseases in India . Malaria, TB, Leprosy, Blindness, HIV and AIDs, Bird Flue and Swine Flue and Diabetic Mellitus.

BLOCK-V

Health Education . Scope and Socio-Scientific Basis, Primary and Secondary Stage. Awareness and Communication Strategy for Health Education.

REFERENCE

1. Freeman, Michael, Human Rights : An Interdisciplinary Approach (2002)

2. Gogia, S.P., Law relating to Human Rights (2000)

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PROGRAMME IMPLEMENTATION

BLOCK-I

Project Formulation and fund raising- Proposal writing- statement of the problem, - objectives, scope of work, responsibility of the organization, strategies/Activities of implementation,

BLOCK-II

Methodology- staffing,baseline survey, awareness generation, capacity building, time schedule, Financial budget, Log Frame Analysis, implications.

BLOCK-III

Communication- Types of communication,-Intrapersonal, interpersonal, group communication, and mass communication,- horizontal and vertical communications, Traditional and modern means of communication, role of communication-written and oral- in social welfare administration.

BLOCK-IV

Reporting and Documentation-skills needed to write a good report, essentials of a good report-recording-types , documentation- importance, methods and techniques.

BLOCK-V

Project Control: Process, Function Auditing / Examination. Causes for failure, Risk in Project, Process, Project Termination ,PLA / PRA: Meaning, Process & Significance , Monitoring & Evaluation

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1. Freeman, Michael, Human Rights : An Interdisciplinary Approach (2002)

2. Gogia, S.P., Law relating to Human Rights (2000)

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