

Name of the Programme	Bachelor of Social Work
Semester	IV
Course Code	BSW-401
Nature of Course	Core Course
Course Title	Comm. MIL/Hindi/ Alternative English
Credits	6
Marks	100

As per the Dibrugarh University Undergraduate Course.

Name of the Programme	Bachelor of Social Work
Semester	IV
Course Code	BSW-402
Nature of Course	Core Course
Course Title	Administration in Social Work
Credits	6
Marks	100

Objectives:

- To acquire knowledge of the basic processes of administration
- To study Voluntary Agency Administration
- To Study legal aspects of Social Work Administration
- To create awareness about the various social welfare programmes implemented by Central & State Governments

Units	Name of the Unit	Contents	L	T	P	Marks
1	Welfare and Development administration	<ul style="list-style-type: none"> • Social Welfare Administration: Meaning, definition, nature • Types of administration: public, social welfare and social security, • Scope, Functions & principles. 	12	4	-	20
2	Components of Administration	<ul style="list-style-type: none"> • Basic administrative processes: Planning, Organizing, Staffing, Decision-making, Coordination, Communication, Monitoring, evaluation, public relations and networking • Financial and office administration: Budgeting, Fund raising, Accounting, Auditing, office procedure & reports and maintenance of files. 	12	4	-	20
3	Structure of Social Welfare Administration	<ul style="list-style-type: none"> • Non- governmental organizations: Registration of Societies and Trusts; Constitution and byelaws; Societies Registration Act 1860, Indian Trust Act 1882; • Factors motivating voluntary action. National & international voluntary agencies; Problems of voluntary organizations 	12	4	-	20

4	Social Welfare Administration in India	<ul style="list-style-type: none"> • National level & State level Social Welfare Department: Organizational structure, Objectives, Functions and Programmes • Personal Administration: Manpower planning, induction, training, supervision, staff welfare, service condition and staff morale, problems faced by social work organization • Laws related to personnel management 	12	4	-	20
TOTAL CONTACT HOURS			64		80	
Note : End Semester Exam : 80 Marks, In Semester 20 Marks (10 In Semester Exam, 5 Presentation, 5 Assignment)						

Suggested Readings:

- Bhattacharya, Sanjay, 2006 Social Work Administration and Development, Jaipur, Rawat Publications, Jaipur
- Banerjee, Shyamal, 1981, Principles and Practice of Management, Oxford & IBH Publishing Co. Pvt. Ltd
- Connaway R.S. & Gentry M.E. 1988 Social Work Practice, New Jersey M.E. Prentice Hall.
- Goel, S.L. and Jain, R.K 1988 Social Welfare Administration, Vol. I and II, Deep Publications, New Delhi
- Jagannadham, C 1978 Administration and social change, Uppal Publishing House, New Delhi.
- Reed, Ella W. ed., 1961 Social Welfare Administration, Columbia University Press, New York.
- Siddiqui H.Y. 1990 Social Welfare in India, Harnam Publications, New Delhi.
- Louise C. Johnson., Charles L. Schwarth 1994 Social Welfare A Response to Human Need, Allyn and Bacon, London.
- Karla, K. M, : Michael O'Melia: Brenda L. DuBois 1995 Generalist Social Work Practice: An Empowering Approach) (Allyn and Bacon, London.
- Gupta, N.S. 1979 Principles and Practice of Management, Light and Life Publications, New Delhi.
- Kabra, K.N. 1977 Planning Process in a District, India Institute of public Administration, New Delhi
- Sachdeva, D.R. 1993 Social Welfare Administration in India, Kitab Mahal, Allahabad.

Name of the Programme	Bachelor of Social Work
Semester	IV
Course Code	BSW-403
Nature of Course	Core Course
Course Title	Concurrent Field Work and Rural Camp
Credits	6
Marks	100

- Focus of Field Work should be in Welfare Agencies.
- Minimum hours for Field work should be 90 hours in the semester.
- 5 to 7 days Rural Camp Need to be conducted which is a Part of Field Work.
- Must submit the Reports to concerned Supervisor/Guide.
- Must Conduct IC/GC on weekly Basis.
- In Semester = 40 Marks (Report=20, Presentation=20); Viva Voce= 60 Marks

Name of the Programme	Bachelor of Social Work
Semester	IV
Course Code	BSW-404
Nature of Course	Skill Enhancement Course
Course Title	NGO Management
Credits	4
Marks	100

Objective:

- To introduce learners the key concepts of Non-government organization.
- To facilitate learners with core knowledge, practical skills and tools to manage effectively a NGO.

COURSE CONTENTS

Units	Name of the Unit	Contents	L	T	P	Marks
1	Conceptual Framework and Historical Development	<ul style="list-style-type: none"> • BASIC CONCEPT: Government Organisation, Non-government Organisation, Volunteer Organisation, Civil Society Organisations • Difference between Profit and Non-Profit Organizations • Historical Development of NGO's In India 	12	4	-	20
2	Establishing an NGO	<ul style="list-style-type: none"> • Farming of NGO's, registration of societies and trust • Formulation of project proposal 	12	4	-	20
3	Basic Administration of NGOs	<ul style="list-style-type: none"> • Planning, Organizing, Staffing, Directing, Co-Ordinating, Reporting and Budgeting, Monitoring and Evaluation • Training and Development 	12	4	-	20

		<ul style="list-style-type: none"> • Capacity Building 				
4	Resource Mobilization and Management	<ul style="list-style-type: none"> • Human and Material Resource Mobilization • Fund Raising and Grant In-Aid • Project Implementation, Monitoring and Evaluation • Emerging issues in NGO Management 	12	4	-	20
TOTAL CONTACT HOURS			64		80	

Note : End Semester Exam : 80 Marks, In Semester 20 Marks (10 In Semester Exam, 5 Presentation, 5 Assignment)

Suggested readings:

1. Abraham Anita (2011) Formation and Management of NGOs, Universal Law Publishing Co., India.
2. Bhatia S.K. "Training & Development", Deep & Deep Publication Pvt. Ltd.
3. Chandra, S. (2001) NGO: Structure, Relevance and Function. New Delhi: Kanishka Publishers
4. Coley, S.M. & Schein C.A. (1990) Proposal Writing (Sage Services Guides). New Delhi: Sage Publication
5. Dadrawala, N.H. (2004) The Art of Successful Fund Raising, New Delhi: CA.
6. Edwards, Michale r, (2002) The Earthscan Reader on NGO Management, London: Alan Fowler.
7. Horton Douglas & Anastasia A. (2003) Evaluating Capacity Development, International Development Research Centre, Canada.
8. Indian Center of Philonthropy, 2002, Investing in Ourselves: Giving & Fund Raising In India, New Delhi: Sampradan
9. Jackson, J (1989) Evaluation for Voluntary Organisation. Delhi: Information and News Network.
10. Levis, David (2001): The Management of NGO Development organization an Introduction, London: Routledge.
11. Mukherjee, K.K. (1999) A Guide Book for Strengthening Voluntary Organization. Ghaziabad: Gram Nivajana Kandra

12. □Norton M. & Murray C.(2000) Getting Started in Fund Raising,Sage Publication Pvt.Ltd..
13. Padaki, V. &Vaz, M (2004) Management Development and Non Profit Organisation.NewDelhi:Sage Publication.
14. Pamecha V.K. (2012) Project Proposal Formulation& Funding of NGOs & NPOs inIndia, Jain Book Agency, New Delhi.
15. Planning Commission,(2007) National Policy on Voluntary Sector, Govt. of India
16. PRIA (2001) Defining Voluntary Sector in India: Voluntary Civil or Non-profit, NewDelhi.
17. Toolkit-A Practical Guide to Planning ,Monitoring, Evaluating and Impact assessment(2006), Published by ,Save Children, London,U.K