**BPHES’**

**CSRD Institute of Social Work and Research
Ahmednagar, Maharashtra**

 ***Teaching Plan***

* Course Explanation
* Learners Objectives
* Expanded description
* Teaching methods
* Assignments and evaluation
* Class schedule and readings
* Reading list

***Course Summary***

**Course Number: G-10**

**Course Title: Administration and Management of development Organization**

**Semester & Year: II**I- 2018-19 (MSW Grant in Aid and MSW Non Grant Divisions)

**Instructor: YogeshKudale (Assistant Professor)**

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**Course Explanation:**

The present course is designed to enable students to get knowledge about administration and management of development organization. The course is trying to make student familiar to Government machinery and its functions, financial management and accounting of Govt.,NGO and private organizations. Student can also learn to how make a Project proposal. Also this course will help students to improve administrative and managerial skills, knowledge, abilities to work in various set ups.

**Learner Objectives:**

1. To understand the administration and management of Welfare organizations and NGOs

2. To develop the understanding the needs of administrative machinery and its enforcement

3. To develop the understanding good governance and management practices in government and NGO sectors

4. To develop the understanding the application of administrative and managerial skills.

**Expanded Description:**

This Course is designed to provide basic learning’s of of organization, formation of organization its nature and types and Administration and Management of Govt. and NGO. It will enhance the skills of students related to Administration and management.

The course is divided into five basic units in which first unit having focus on organization, nature of organization and types. Also this unit depicts about Administration of residential and non residential institutes, function of state and central social welfare board, National Commission for SC STs, MahilaAyog. This unit make students familiar with above concepts.

Second unit of this course is based on three tier system of Administrative machinery of Government i.e Local, state and central level. Also this unit speak about various departments of Government and their functioning. This will help students to know about who’s who from the government departments and their role and functions.

The third unit gives knowledge about Administration and Management, difference between Public Administration, Social welfare Administration, Governance and Good Governance, Core functions of administration POSDCoRB etc. The Human Resource Management, leadership, team building, leadership, and decision making etc. concepts helps Students to acquire theoretical knowledge and basic managerial skills required for the Social Workers

Financial management is one of the most important tasks which have to be performed in the different organizational settings. Hence for better understanding of financial management the fourth unit describes income and expenditure, profit and loss account, cash books, legers, principal and process of audit and inspection. Students also will have knowledge about Social Audit.

The fifth unit involves Project management which can help students how to prepare project proposal, planning, logical framework and evaluation of the projects.

They utilise their gained knowledge and skills where they will observe issues pertaining to administration and management of development organization.

Eventually while working in the field students will able to use acquainted skills and techniques of this course.

**Teaching Methods**

This course will be taught with a combination of teaching methods such as lectures with audio visual aid, group discussion, Individual assignments, and group presentations by students. Also will arrange guest lectures from govt. officials.

The course contents will discussed in the class through games,screening of documentaries for their learning about the course.

**Assignments and Evaluation**

The criterion for evaluation of the course is as follows:

***Term End University Examination (External): 50 marks***

* Que. 1. Essay type questions: write any one of the two (15 marks)
* Que. 2. Short essay type questions: attempt any two out of four (2 x 10 = 20 marks)
* Que. 3. Short note: attempt any threeout of six (3 x 5 = 15 marks)

***Internal assessment: 50 marks***

* Mid term internal test (written): 25 marks
* Group assignment – 15 marks
* Individual assignment: 10 marks

Mid term internal test will be conducted in the second half of the term which gives the students an experience of undergoing external examination. The date of the examination is already given in the academic calendar and is also available on the institute’s website. It checks the theoretical understanding of the students on the course and their ability to present their understanding logically. It also gives the students to familiarise with the term end examination format.

**Individual assignment**

Individual assignment is based on syllabus. General structure of individual assignment is definition of the given topic from syllabus, importance, nature, scope, related areas, objectives, methods, process and concluding remarks.The students need to submit a hand written write up having at least 10 references in APA format.

**Last date for submission of individual assignment in the office: 8th October 2018**

**Group Assignment: presentation**

Presentations are based on the Class room teaching, assignment given to students. Students are required to prepare presentation in a group. With the view to boost the feeling of the peer learning there would a critical discussion will be held at the end of the presentation. Students have to submit handwritten write up in the groups.

**Groups for group presentation and group assignment:**

**Total 5 groups will be formed with 6 to 14 students in each.**

**Last date for submission of group assignment: 8thOctober 2018**

***Rule for class room Attendance***: In case of a student’s remaining absent for two consecutive lectures, he has to get written permission from the program coordinator to attend the lectures, if he remains absent for more than three lectures, he needs to take the permission from the director to sit in the classroom. However in spite of getting the permission, this cannot be counted for assessing participation in the classroom. A person remaining absent on health ground, he needs to produce the certificate in the office to attend the lectures however this cannot be counted in the exam marks.

**Policy on Incomplete and Late Assignments**

It is expected that assignments will be completed at times given to the students and displayed on the notice board and also the seminars should be given at that time only. If you have a situation arise that may prohibit you from completing the assignment or giving the seminar on time, any request for delay of an assignment/presentation must be done ***in advance***of the due date (at least two days) on an assignment/or presentation. Approved delays will not affect the marks. Any unapproved delays or assignments completed, presentation requested after an approved delay date will not be entertained. In this case you will not be awarded any marks. For the seminar presentation, you are required to show the presentation to teacher and hard copy of the same should be handed over to the teacher and students. Without getting the approval from the teacher you are not supposed to give the seminar, in this case this will be treated as equal to not giving the seminar. In case of written test, if the student meets with unavoidable obstacles to preventing him from attending the scheduled exam then the student should discuss the circumstances with the teacher first then with the programme coordinator and finally with the director for the request for reappearing for the exams or submitting the assignment in compensation with the exam, the director is the final authority to determine in this regard. In this case written permission should be sought from the Director and same should be produced to course teacher.

**Class Schedule Monday to Saturday 9.0 am to 9.50**

**Week One: 23July to 28 July 2018 – Introduction to the course**

* Explain the learners’ objectives
* Explain the course structure and teaching plan
* Introduce the reading materials.
* Explain the internal and external evaluation
* Explain the assignment plan

**Week Two 30 July to o4th Aug. - Unit-1**: **Organization, Govt. NGO, NPOs and Civil Society Organization**

* Concept of Organization
* Nature and Types

**Week Three 06th Aug. To 11th Aug. - Unit-1**: **Organization, Govt. NGO, NPOs and Civil Society Organization**

* Characteristic of Human service Organization & Social Welfare
* Organizational Design and Structure
* Administration of Residential and Non-residential Institutions for women, Children, and weaker sections of Society

**Week Four 13th Aug.18 Aug-- Unit-1**: **Organization, Govt. NGO, NPOs and Civil Society Organization**

* Central Social Welfare Board and State Social Welfare advisory Boards
* Indian Council for Child welfare
* MahilaAayog: at the centre and state
* National Commission for backward classes, National Commission for SC’s and ST’s

**Week Five 20th Aug. To 25th Aug -- Unit-1**: **Organization, Govt. NGO, NPOs and Civil Society Organization**

* National Human Rights Commission
* Public Private Partnership Models
* Role of Civil Society Organization in Social Policy and Programme Implementation.

**Reading required:**

* *Dalton E. McFarland, Personnel Management theory and Practice, The Macmillan company Collier-Macmillan Limited, London, 1969 (p- 123-140, 217-230)*
* *Harold Koontz, Cyril O’Donnell, Essentials of Management, TATA McGraw-Hill Publishing company Ltd. New Delhi, 1976 (p-262-296)*
* *.B. Singh, Administrative System in India, APH Publishing Corporation New Delhi, 1998*
* *Harold Koontz, Cyril O’Donnell, Essentials of Management, TATA McGraw-Hill Publishing company Ltd. New Delhi, 1976*
* *Sharma P. N. New Horizons in Social Welfare Administration (2nd revised and Enlarged edition) Bharat Book Centre, Lucknow, 2013. (p. 166-222)*

**Week Six 27th Aug. To 01st Sept. 2018 Unit 2- The Administrative Machinery in India**

* Administrative Machinery at centre and state
* MCI,RCI,NDC
* State level organizations, Ministries, Commissionrates, Department and Directorates,Department and Directorates
* District Collectors office its role in emergency situations and Development Programs.

**Week Seven 03rd Sept. To 08th Sept. 2018 Unit 2 The Administrative Machinery in India**

* Rural: ZP, PanchayatSamiti, Grampanchayt
* Urban: Municipal Corporation, Municipal Council and Nagarpalika
* Charity commissioner and statutory Authority vis-avis-Obligations of Registered welfare organization.

**Reading Required:**

* *Verma B. M., Social Justice and Panchayati Raj, A Mittal publication new Delhi, 2002 (p-87-147)*
* *Sharan Parmatma, Modern Public Administration, Meenakshi Prakashan, Meerut. (p- II-1-88, 248-350)*

**Week Eight 10th Sept. To 15th Sept.2018 – Unit-3. Administration and Management**

* Concept of Administration and Management
* Public administration,

**Week Nine 17th Sept. To 22nd Sept.2018 –– Unit-3. Administration and Management**

* Social welfare administration
* Social Work
* Administration of Social services

**Week Ten 24th Sept. To 29th Sept 2018 –Unit-3. Administration and Management**

* Functions of Administration
* POSDCoRB

**Week Eleven 01st Oct. To 06th Oct 2018 –Unit-3. Administration and Management**

* Basic Administrative and Managerial skills for Social work professionals and Practitioners
* Governance and Good Governance
* Concept and Meaning of Accountability

**Week Twelve 08th Oct to 13th Oct 2018 – Unit-3. Administration and Management**

* Human Resource Management
* Leadership, Team Building
* Decision Making, Communication
* Motivation and Morale

**Reading Required:**

* *Sharma P. N. , New Horizons in Social Welfare Administration (2nd revised and Enlarged edition) Bharat Book Centre, Lucknow, 2013. (p. 42-105, 487-500, )*

 **(***These topics will be covered by the teacher mainly with lectures by using PPT, Black Board taking review of field work and observation visits to observation home and adoption Centre to understand the relevance theory to practice***)**

**WeekThirteen 15th To 20th Oct 2018 – Unit 4 Financial Management and Administration**

* Financial Management & Administration and Management of the Organization.
* Methods of Fund Raising, Community Resource Mobilization

**WeekFourteen 22nd to 27th Oct 2018 – Unit 4 Financial Management and Administration**

* Grant in aid from State, Central Government and Autonomous Body
* Maintainance and Supervision of account Keeping, Income expenditure, Profit and loss, Social Audit
* **Required Reading:**
* *Sharan Parmatma, Modern Public Administration, Meenakshi Prakashan, Meerut (p-183-228)*
* *Reddy P.N, Appannaiah H.R. and V. Narayanan, Financial Management,(2nd Edi.) Himalay Publishing House, Delhi, 1992. (p. 1-57)*

**Week Fifteen 29th to 10th Nov 2018 Unit-5**: **Project Management**

* Project Management, Preparing Project Proposal
* Project Cycle, Planning, Logical Frame analysis and Matrix and Monitoring financial management of Projects
* Evaluation of the Project: Tools and Techniques

***(This topic will be taught by and expert from outside***)

***Required Reading***:

* *Nanda G.L., Plans and Prospects of social Welfare in India, 1963. (p. 216-226)*
* *Goel S.L. Shalini Rajneesh, Public Personnel administration, theory and Practice, Deep and Deep Publications Pvt. Ltd. New Delhi. (p. 557-580)*

***Readings:***

* *Sharma P. N. , New Horizons in Social Welfare Administration (2nd revised and Enlarged edition) Bharat Book Centre, Lucknow, 2013.*
* *Goel S.L. Shalini Rajneesh, Public Personnel administration, theory and Practice, Deep and Deep Publications Pvt. Ltd. New Delhi.*
* *U.B. Singh, Administrative System in India, APH Publishing Corporation New Delhi, 1998*
* *Harold Koontz, Cyril O’Donnell, Essentials of Management, TATA McGraw-Hill Publishing company Ltd. New Delhi, 1976*
* *Introduction to Human Resource Management, ICFAI Centre for Management Research Road 3, Banjara Hills, Hyderabad*