SOCIAL WELFARE ADMINISTRATION AND SOCIAL ACTION

ASSIGNMENT

Course Code: - BSW-131
Total Marks – 100

Note:

(i) Answer any **five** of the following questions in about **500 words** each.
(ii) All questions carry equal marks.

1. What is administration? Give two definitions of Social Administration. 20

2. "Social welfare administration promotes social work practice in administration". Discuss this statement. 20

3. Write a short note about the difference between Social Action and Social Change. 20

4. Explain why social action is considered a method of professional social work. 20

5. Define Social Legislation. State the needs and objectives of social legislation. 20

6. How will you justify the relevance of the Indian Judicial System? 20

7. Explain any two aspects of POSDCoRB. 20

8. Describe any two principles of social action given by Britto. 20

1. What is administration? Give two definitions of Social Administration. (20)

Answer

Administration means organising and directing people, money, materials and activities to achieve a common purpose. It is needed wherever several people work together, such as in a school, hospital, government department, voluntary organisation or social welfare agency. Administration is not merely the giving of orders. It involves making plans, dividing responsibilities, coordinating workers, taking decisions, maintaining records and checking whether the intended results have been achieved.

The word administration is related to the idea of service. In practical terms, an administrator helps an organisation perform its work in an orderly and useful manner. For example, a community health centre may have doctors, nurses, medicines and a building. Unless duties, working hours, supplies, outreach and records are properly organised, these resources cannot provide reliable health care. Administration turns these available resources into an effective service for people.

Meaning and main elements of administration

Administration has certain basic features. First, it is a collective activity because it brings together the efforts of different people. Second, it is goal-oriented: every organisation works towards particular objectives. Third, it involves the proper use of human and material resources. Fourth, it is a continuing process of planning, implementation, supervision and evaluation. Finally, administration requires both authority and cooperation. A decision may be taken by a responsible officer, but its success usually depends upon teamwork and communication.

Administration is found in public as well as private organisations. Public administration deals with the implementation of government policies and programmes. Private administration manages institutions that are not directly run by the government. Both require clarity of purpose, responsible use of resources and suitable methods of supervision. However, their specific aims may differ. A business often measures its performance through production and income, whereas a welfare agency mainly examines the quality, accessibility and usefulness of its services.