



Code	Subject Title	Cr. Hrs	Semester
SOCW-309	Social Management	3	VI
Year	Discipline		
3	Social Work		

OBJECTIVES:

1. To acquaint the student with the concept of Social welfare policy planning and administration
2. To familiarize the student with the government's development plans and with the processes and methods of social planning
3. To provide the students the importance of administration and enable them to learn skills and techniques of administration and supervision roles.

CONTENTS:

- 1) Social welfare administration
 1. Definition meaning and scope of social welfare administration
 2. What is administration
 3. Who are administrator
 4. Nature and functions of administration
 5. Administration process (planning, organizing leading and coordination and controlling decision making)
 - a. Planning**
 - 1) why plan
 - 2) planning process
 - 3) types of plans
 - 4) objective setting
 - 5) forecasting
 - 6) steps in planning
 - 7) principles of planning
 - b. Organizing**
 - 1) definition, nature and purpose of organizing
 - 2) process of organizing
 - 3) steps for organizing
 - 4) principles of organizing
 - 5) what is an organizing
 - 6) characteristics of organization
 - 7) formal and informal organization
 - 8) classification of organization
 - 9) meaning & definition of authority
 - 10) sources of authority
 - 11) types of authority
 - 12) delegation and decentralization of authority
 - c. Leading**
 - 1) Definition, meaning, importance
 - 2) Administrator versus leader



- 3) Theories of leadership
 - Trait theories
 - Behavioral theories
 - Contingency theories
 - Transformational theories

d. Staffing

- 1) Definition, meaning, importance
- 2) Recruitment:
- 3) Job description,
- 4) Job specification,
- 5) Training
- 6) Motivation theories
- 7) Retirement, Pension and other benefits

e. Supervision: Definitions, goal, aspects and functions of supervisor, supervision vs. inspection

f. Controlling

- 1) Definition and meaning
- 2) Controlling process

g. Budgeting

- 1) Definition, meaning and scope
- 2) Types of budgeting

h. Decision making

- 1) Meaning and definition of decision making
- 2) Steps in decision making
- 3) Decision making styles: Directive, Analytical, Conceptual and Behavioral
- 4) Management by objective (MBO) definition, advantages and disadvantages.

Recommended Books:

1. Donnison, D.V. Social Policy and Administration: London Allen & Unwin.
2. Jenkins, s. (ed.) Social Security in International perspective. New York, Columbia University Press.
3. Khan, Alfred J. Studies in Social policy and planning, New York. Russell Sage Foundation.
4. Government of Pakistan 5 year Development Plan, Islamabad Planning and Development.
5. Morris Rober, Feasible Planning for Social change; New York, Columbia University.
6. Alcock, P., Social Policy in Britain, London, MacMillan Press.
7. Ali, s. Nation Building, Development & Administration: 3rd World Perspective. Lahore. Aziz Publishers, 1978.
8. Brown, A & Bourne, I. The Social Work Supervisor. Buckingham. Open University Press, 1996.
9. Bulmer, M. Social Science & Social Policy. London. Allen and Unwin Ltd., 1986.
10. Hill, M. Social Policy (5th Edition). Oxford & Blackwell Publications Ltd., 1997.
11. Lepawsky, A. Administration: The Art & Science of organization & Management. New York, Alfred A. Knopf, 1952.
12. Levin, P. Making Social Policy. Buckingham. Open University Press, 1997.



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13. The World Bank. World development Report, New York, Oxford Publications.
 14. Stephen P. Robbins – The Administrative Process, prentice Hall Inch. Englewood Cliffs, New Jersey.
 15. Organizational Behaviour, Stephen P. Robbins San Diego State University
 16. Qadir, Ali. Policy Advocacy: A Framework for Social Change in Pakistan. An Exploratory Research Study. Pakistan Lead. 1998.
 17. Robert Adams: Social Policy for Social Work Palgrave Houndmills, Basingstoke, Hampshire, New York, 2002.
 18. Mohammad Khalid: Social Work Theory and Practice With Special Research to Pakistan (3rd Edition) Kifayat Academy Educational Publishers, Karachi 2001.
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