

SOCIAL WELFARE ADMINISTRATION

OBJECTIVES

To help students understand basic concepts and principles of social welfare administration, introduce them with administrative structures and functions of a social services unit and map out Pakistan's social welfare administration.

CONTENTS

1. Definition and Concept of Social Welfare Administration
2. Aims and Objectives of Social Welfare Administration
3. Importance of Social Welfare Administration
4. Principles of Social Welfare Administration
5. Social Welfare Administrative structure for provision of social services
 - a. The public sector
 - b. The private sector (for profit, not for profit/voluntary)
 - c. Formal Organizations
 - d. Informal Organizations
6. Social Welfare Administration in Pakistan
7. Social Welfare institutions in Pakistan
8. Functions of Social Welfare Administration
9. Planning
10. Organizing
11. Staffing
12. Directing
13. Co-ordinating
14. Reporting
15. Budgeting
16. Role of Social Welfare Officer/Administrator

RECOMMENDED READINGS

1. Abbas, R. (1969). Social welfare administration in Pakistan. Lahore: Alhamra Academy.
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11. Weinbach, R. W. & Taylor, L. M. (2014). The Social Worker as Manager: A Practical Guide to Success. Boston, MA: Pearson Education, Inc.