

Definitions

Administration, Development Administration, Social Administration & Social Welfare Administration & Social Work Administration



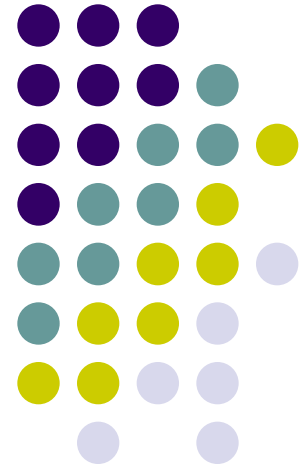
SWRK 4013: Social Welfare Administration

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CONTENTS



Definitions of:

- Administration
- Development Administration
- Social Administration
- Social Welfare Administration
- Social Work Administration

Definitions: Administration



- Administration is “a process of defining and attaining the objectives of an organization through a system of coordinated and cooperative effort. – ***Herman Stein, 1965***”
- “The function of administration is to ‘**carry out**’ or ‘**execute**’ or ‘**implement**’ policy decisions, or to coordinate activity in order to accomplish some common purpose, or simply to achieve cooperation in the pursuit of a **shared goal.**” – ***Herbert Kaufman***”
- Administration is defined as “ the guidance, leadership and control of the efforts of a group of individuals toward some common goal... The work of an administration can be divided into the following basic processes: planning, organizing, assembling, directing and controlling.” – ***William H. Newman, 1963***”

Definitions: Administration



- The word '**Administration**' encompasses the efforts required to initiate and guide the entire series of agency procedures. Included are the determination of the ends or objectives of the agency, procurement and organization of the means or resources necessary to achieve those ends, the conception and effective carrying through of plans that best utilize available resources to achieve the desired objectives, and finally, evaluation of the effectiveness and efficiency of the effort and its impact on the shaping of new or modified objectives. – *Blum & Leonard*

Definitions: Administration



- Administration is the process of setting objectives and establishing policies, creating and maintaining an organisation, making plans and carrying them out, and evaluating the results. It is an inclusive process, shared by everyone in an organization It is a cooperative function, a pervasive function. Everyone participates in it; everyone is effected by it. – **Ray John, 1963**
- Administration may be defined as the determination and clarification of function; the formulation of policies and procedures; the delegation of authority; the selection and training of staff; and the mobilization and organization of all available and appropriate resources to the end that the purposes of the agency may be fulfilled – **Leonard Mayo**

Definitions: Administration



- Administration is a process of direction, oversight, coordination and stimulation in an agency designed to carry out some agreed purpose with economy and effectiveness in the means employed (material and personal) and with all possible regard for the claims of the individuals involved. ***Ordway Tead***
- It is concerned with the interrelated factors of structure and function. She defines administration as “ a process and method by which objectives of a programme are transformed into reality through a structure and a mode of operation that make possible the coordinated and unified work of people in the movement toward the defined objectives – ***Arlien Johnson***

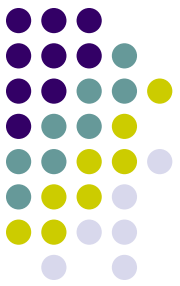
Definitions: Administration



- The term administration is used with various meanings. It is sometimes used broadly as to be virtually synonymous with “operation”, as is the administration of public welfare; in other cases it is restricted to the meaning of “management” - **Arthur Dunham**
- “The administrative process seeks to mobilize the total resources of the agency to the end that its purposes are translated into efficient and effective service” - **Arthur Kurse**

Definitions

Development Administration



- **Development administration** refers to the administration of development programmes, to the methods used by large scale organizations, notably government, to implement policies and plans designed to meet developmental objectives ... (and to the improvement of development capacities) - **Riggs, 1970**
- ... persistent trends running through the evolution of the subject include a concern with the creation, maintenance and strengthening of organizational and administrative capacity – as an instrumentality of the development process – to facilitate efficiency, responsiveness, accountability and equity ... **Luke, 1986**

Definitions

Development Administration



- Development programmes, policies and projects in those conditions in which there are unusually wide and new demands and in which there are peculiarly low capacities and severe obstacles to meeting them - **Schaffer, 1973**
- “The function of development administration is to assure that an appropriately congenial environment and effective administration support are provided for delivery of capital, materials, and services where needed in the productive process—whether in public, private, or mixed economies” (**Gant 1979**).

Definitions

Social Administration



- Social Administration is the study of development, structure and practices of social services. – **D. V. Donnison**
- Social Administration is concerned with the study of the welfare system, and particularly the govt. sponsored social services. – **Forder**
- "Social Development Policy, complementary to economic and political development policies, aims at provision of opportunities to individuals, families, groups and communities for their self and social development. Social Administration finds the means of delivering services and goods to persons and families for availing such opportunities. It also tries to provide assistance and services to the socially and physically handicapped or vulnerable sections of people for ameliorating their disabilities and enabling them to stand on their own legs as far as possible. This part of social development administration is termed as social administration." (**Goel 2009**)

Characteristics of Social Administration



Characteristics of Social Administration

- Multi-disciplinary
- Statutory (welfare provisions)
- ‘Personal’ and ‘community’ centered or Public Services

In the broader sense Social Administration includes:

- Regulatory Services
- Developmental Services (*including social security*)
- Welfare Services (*provisions for special populations*)

Scope of Social Administration



The following areas constitute the **scope of social administration**:-

- Nature, purpose and scope of social services
- Evolution of social services in the context of the needs of society
- Sources of financing these services
- The content and method of social services programmes
- Legislation and standard setting
- Agencies – International/national/local/voluntary – interested in social welfare
- Planning, organizing, staffing, For delivery of these services
- citizens participation in these programmes
- Aspects of social services – health, education, social welfare, etc.
- Social Policy & Social Action

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THANKS

