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**SOCIAL WELFARE ADMINISTRATION- AN OVERVIEW****Ch.Soni<sup>1</sup> and Md. Mastan Vali<sup>2</sup>****<sup>1</sup>Research Scholar, Dept. of Political Science & Public Administration,  
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**ABSTRACT**

Administration is a helpful human effort towards achieving several common goals. With the emergence of democracy and the concept of modern welfare service of state, the governmental activities have increased by leaps and bounds. Initially, the Governmental activities were mainly limited to maintain the law and order, collection of revenue and protecting the citizens from external aggression. But, nowadays, the Government has to take care of its citizens from



womb to tomb. Administration is decision making, planning the work to be done, formulating objectives and goals, working with the legislature and citizens of organization to gain public support and funds for Government programmes, establishing and revising organization, directing and supervising employees, providing leadership, communicating and receiving communication, determining work methods and procedures, appraising performance, exercising control and other functions performed by government executives and supervisors. This paper mainly focuses on the theoretical aspects of definition, concept, and features of Social Administration.

**KEYWORDS:** social Welfare,

Administration, Governmental activities, organization etc.

**INTRODUCTION**

India is a welfare State, committed to the welfare and development of its people and of vulnerable sections in particular. The preamble, Directive Principles of State Policy, Fundamental Rights and specific sections, viz., Articles 38, 39 and 46 in the Constitution of India, stand testimony to the commitment of the State to its people.

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In the context of the present day social problems, the amount of welfare services provided by the government an increasingly large number of organizations make administration very important. Social welfare schemes, services, programmes and projects are becoming more and more complex. Since it is no longer accepted that any intelligent person with good intentions can administer the welfare work, it is necessary to have a sound administration. It is more realized that social welfare programmes require qualified and trained social welfare personnel to perform social welfare functions efficiently. So it is argued that for serving the people effectively it is necessary to professionalize, as professionalization can increase the ability of social welfare personnel to solve the urgent social problems confronting in our society.

In early times, social welfare functions were performed by a few individuals or group of individuals in a manner of compassion and concern for the poor, the needy and the destitute. But in modern times, most of the countries have adopted the idea of a welfare State instead of a police State. The Encyclopedia of Social Sciences describes a welfare state as a state which takes up the accountability to provide a minimum standard of subsistence to its citizens. According to Prof. Kent remarked that a welfare state mean a state which provides extensive services to the people i.e., economic, political, social and educational life of individuals and also it provides services to individuals, right from the birth of an individual to death.

Before, talk about the meaning of social welfare administration, it is essential to know the meaning of the term administration.

### **Administration:**

Administration is a helpful human effort towards achieving several common goals. So every group activity involves administration, whether in a family, factory, hospital, university, or a government department. The word administration has been derived from the Latin words 'ad' and 'ministrare' which means to serve, 'management of affairs' or 'looking after the people'.

### **Definition of Administration:**

Herbert A. Simon defines "In its broadest sense, administration can be defined as the activities of groups co-operative to accomplish common goals."

Pfiffner defines "administration as the organization and direction of human and material resources to achieve desired ends."

L.D. White defines "the art of administration is the direction, coordination and control of many persons to achieve some purpose or objective."

E.A. Nigro defines "administration as the organization and use of men and materials to accomplish a purpose."

According to the above definitions the administration is concerned with proper organization of men and material to achieve preferred ends. It consists of doing the work or getting the work done by others collectively for common goal. Administration is the complex of Governmental activities that are undertaken in public interest at different levels such as the central, state and local level. It essentially deals with the, machinery and procedures of Government activities. It is a means by which the policy decisions are made by the political decision makers.

Administration is decision making, planning the work to be done, formulating objectives and goals, working with the legislature and citizens of organization to gain public support and funds for Government programmes, establishing and revising organization, directing and supervising employees, providing leadership, communicating and receiving communication, determining work

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methods and procedures, appraising performance, exercising control and other functions performed by government executives and supervisors. It is the action part of the Government, the means by which the purpose and goals of the Government are realized.

Administration translates the policy goals set by political decision makers, provides goods and services to people, and implements socio-economic development programmes for all round development of society.

With the emergence of democracy and the concept of modern welfare service of state, the governmental activities have increased by leaps and bounds. Initially, the Governmental activities were mainly limited to maintain the law and order, collection of revenue and protecting the citizens from external aggression. But, nowadays, the Government has to take care of its citizens from womb to tomb. It means the Government has to provide various goods and services to people from birth to death and even after that in the form of taking care of the family of deceased.

### **Social Administration:**

Social administration is concerned with the study of welfare system of government sponsored social services. The aims and objectives of social welfare, the government formulates social policies and programmes and in pursuance thereof enacts social legislation, allocates financial assistance and provides organizational and administrative linkages in the form of ministries and departments. The partnership of non-governmental organizations for the effective implementation of various social welfare programmes is also important aspect. Administration, of all the activities being undertaken in the sphere of social services and social welfare is considered as social welfare administration for fulfill the welfare activities.

Social Administration is generally referred as the study of development, structure and practices of social services. It is concerned with the study of the welfare system, and particularly the government sponsored social services. In pursuit of ideals of welfare, prosperity and protection, the modern democratic state provides numerous welfare services to its citizens which can be broadly termed as 'social welfare'. In the contemporary world, almost every country has developed social welfare services which aim at the well-being of the society. These services have become an integral part of a nation's planned development. The meaning, nature and scope of social welfare, however, vary from time to time and country to country. In India, where the society is ridden by caste prejudices economic disparities, illiteracy and narrow sectarian outlook; social welfare assumes special significance.

Social welfare administration requires optimum utilization of available resources together with active community participation, so that the ultimate goal of programmes can be achieved properly. Modern state, in a liberalized atmosphere expects social welfare agencies to earmark certain portion of their resources for survival. But there are possibilities that it would limit their capacity to achieve in quantitative and qualitative terms.

### **Definition of Social Administration:**

D.V. Donnison, defines social administration "as the study of development, structure and practices of social services."

Richard M. Titmus says "Social administration may broadly be defined as the study of social services whose object is the improvement of conditions of life of the individual in the setting of family and group relations."

Forder defines "Social administration is concerned with study of the welfare system, and particularly the government sponsored social services".



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Walter A. Friedlander defines 'administration of social agencies translates the provisions of social legislation of social agencies and the aims of private philanthropy and religious charities into the dynamics of services and benefits for humanity.

Harleigh Tracker defines social welfare administration as a "process of working with people in ways that release and relate their energies so that they use all available resources to accomplish the purpose of providing needed community services and programmes."

Arthur Dunham says "administration is the process of supporting or facilitating activities which are necessary and incidental to services by a social agency. Administrative activities range from the determination of function and policies, and executive leadership to routine operations such as keeping records and accounts and carrying on maintenance of services.

In the above definitions a number of terms are used in social welfare administration i.e., Social Service, Social Welfare Services, Social Work, Social Welfare, and Social Security. Social service means "Helping the helpless". The term "Social Service" is used to denote help by a volunteer to a group or an individual at the time of need to improve the welfare condition of a group or an individual through collective or individual action.

In Indian context, under social service activities which are provided on an extensive scale to the needy people to meet the basic needs of the people including education, housing, health, drinking water services ect., Social welfare service planned for the weaker sections of the society. This services provide to the weaker sections of the community to reach the main stream of the society. Social work means it is a method based on scientific knowledge and skills to aid the community and the individuals to improve their knowledge, capability and capacity. Social security means society furnishes security through provisions of suitable services against violation of certain right to which its members are exposed. Social security is an effort on the part of the state to provide an individual all possible assistance during the period of physical illness or distress or injury and also at the time of loss of earning on account of sickness, unemployment, maternity, disablement or death of the employee. Social security concept is broad concept. It includes social assistance, social insurance and health services. Social welfare administration includes women, children, youth, Scheduled caste & Tribes, Minorities, other Backward Classes, physically challenged persons, and economically disadvantaged groups etc..

According to the American Council of Social Work Education in its curriculum study, has given a comprehensive definition of social welfare administration. It contains, "Administration is the process of transforming community resources into a programme of community service, in accordance with goals, policies and standards which has been agreed by those involved in the enterprise. It is creative in that it structures roles and relationships in such a way as to alter and enhance the total product. It involves the problem solving process of study, diagnosis and treatment".

### **Salient Features of Social Welfare Administration:**

The salient features of social welfare administration are given below:

1. It is concerned with social objectives identification, formulation of policy and implementation of schemes. It helps to the agencies to achieve the objectives of the target community.
2. Social welfare Administration functional point of view, it consist of three aspects of social problem,
  - (1) Provision of resources, individual and social for most effective social functioning
  - (2) Prevention of social dysfunction
  - (3) Restoration of impaired social functioning.
3. Every administrative agency has a governing body to take final decision making based on its size, scope, structure and type of welfare schemes. The governing body is always represented by the

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community and its aim to serve the poor.

4. Social welfare administration requires most favourable utilization of its available resources only with active participation of the people so that the eventual goal of welfare schemes can be achieved.

5. Social welfare agencies always ensure participation of all of its members in administration of their activities and function in a co-operative manner.

6. The social welfare agencies recently recruit professionally qualified and skilled manpower and also it helps to work professional approach in the service activities.

### Social Welfare Administration in India Context:

Indian traditional view of social welfare is based on dana, daya, bhiksha, dakshina, samya-bhava, swadharma and tyaga, the essence of which are self-discipline, self-sacrifice and consideration for others. Well being of all depends on these values upheld by people individually and through community action. All the religions enjoined upon their devotees to put aside a portion of their income to be utilized for charitable purposes as that would grant them happiness in this world and salvation in the next world. The rulers of ancient and medieval period extended help to the afflicted part of the people during the emergencies i.e., earthquakes, fires, floods and other natural calamities etc.

In India, the administrative aspects the reigns of king Ashoka, Harsha, Chandra Gupta Maurya, Akbar, Sher Shah suri and Feroze Tuglak are the landmarks of administration who took care of the social needs of the people. The British government has established an administrative set-up intended mainly for maintaining law and order. During British ruling has taken some of the reforms like banning Sati and permitting widow remarriage by Acts passed in 1829 and 1856 and helped the poor respectively. After Independence, the old pattern administrative system was continued with necessary changes to suit the socio, political and economic set-up evolved. In first Five year plan, government of India created a unique administrative system consisting of an autonomous board named "Central Social Welfare Board) in 1953. In the same way, Social Welfare Advisory Boards were established at State level. This board has been to provide technical and financial assistance to voluntary organizations in way of social welfare programmes. Before 1964, the social welfare schemes were being managed by different ministries like home, education, industries, labour, industries, health etc.

The Renuka Ray committee has submitted its report and recommended the establishment of the Department of Social Security. On the basis of committee recommendations, under the Prime Ministership of Lal Bahadur Shastri established the social security department under the Ministry of Law in 1964. Under this department social welfare, khadi, backward classes and handicraft were covered. It was renamed as Social Welfare Department in 1966 and it was also located in the Ministry of Education and Social Welfare in 1971 but its importance was raised in 1979.

In 1984, its name was changed to the Ministry of Social and Women Welfare with the creation of a separate department of Women and Child Development in the Ministry of Human Resource Development. Subsequently, it was categorization and reorganization changed to the Ministry of Welfare in 1985 after that it was renamed as the Ministry of Social Justice and Empowerment. Presently, the central government has set up a full-fledged ministry and subordinate organizations to it i.e., National Institute of Social Defence, Department of Women and Child Development, National Commission for Scheduled Caste and Scheduled Tribes, National Institute for the Handicapped, Minorities Commission, National Institute of Public Co-operation and Child Development, Central Social Welfare Board etc. covered under this ministry administrative control. The Central Government also execute social welfare programmes and schemes which are financed and sponsored partly or totally to different organizations. The union and state government's administration formulate and

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implement welfare schemes and programmes on their respective territorial jurisdiction. The union territories and state governments are carrying out their welfare schemes and programmes through their Department of Social welfare and its organizations.

### **Nature of Social Welfare Administration**

There is a question i.e., social welfare administration is arts or science. There are different opinions and views regarding this and each appears to be justified in its own way. Social welfare provides itself to two usages. It stands for the development of administering the social welfare programmes. It is also an area of rational enquiry. The first is practice, the second is study. As a perform of social welfare administration is decidedly an art.

### **Social Welfare Administration as an Art**

The following points of view have been given to support that social welfare administration is an art.

#### **i) It can be acquired:**

Art is a natural gift like dance, drama, Music and painting. But natural gifts can find their best expression by proper training, without which even the best artists will die unknown. On the other hand a goldsmith shaping gold ornaments is also an example of art. It is so because they possess the following elements: personal skills, practical know-how, creativity, result orientation, constant practice aimed at perfection. In the same way, the art of social welfare administration can be acquired. Talented persons become the best administrators under proper training. Thus so far acquisition is concerned social welfare administration is also like other arts.

#### **ii) It is subjective in nature:**

A social welfare administrator with the application of knowledge and skill can make wonders by combining and bringing together with the available human and material resources to change the very fate of the nation. For instance, A sculptor performs his job with the aid of chisel and hammer. A painter contributes to art by mixing colours. Today success of every welfare programme depends on how a social welfare administrator performs the duty.

#### **iii) Practical application of knowledge:**

Art is not merely theory but putting that into practice. Similarly, social welfare administration is not merely theory but it is application also. Art is the practical application of systematic knowledge and the best knowledge can be gained by practice alone.

### **Social Welfare Administration as a Science:**

Who believe that social welfare administration is a science aspect that there are definite specific and clear principles on which day to day administration of social welfare programmes is being run and managed. Science is a systematic study of knowledge. The following points of view have been put forward to justify that social welfare administration is a science:

#### **Scientific Method of Application:**

The state of a regulation to be called a science depends on whether the scientific method of study is applicable to it. Social welfare administration can be called a science, because the scientific method of study equally is applicable to it, as in the case of other social sciences.



**Critical Examination:**

Study of evidence is the prime requisite of any scientific study and Critical examination. This is applicable also in social welfare administration.

**Universal Guidelines:**

In social welfare administration of universal principles are also applicable. All the guidelines in a similar manner, these guidelines are certainly help the administrator in proper implementation of social welfare programmes.

Thus, social administration is not an exact science but it is a science in its own way. It is also an art, because it is connected not only with formulation of general principles of social welfare schemes and programmes but also with the actual running of the administration of social welfare development.

**Scope of Social Welfare Administration:**

Since the scope of social welfare and social security is increasing day by day and more and more people are coming under the coverage of these programmes, the need for additional financial support increases. Proper and effective budgeting of social welfare is highly essential. Social welfare administration requires appropriate knowledge of human resource management. Governments are also increasingly discussing the essentiality of social welfare programmes. With liberalization, globalization and privatization, state in India is redefining its role in responding to social welfare programmes.

Basically, there are mainly two perceptions about the scope of social welfare administration i.e., the Integral view and the POSDCORB view. The following points are providing the views of two perceptions:

**Social Welfare Administration: POSDCORB View:**

This is a slight view of social welfare administration and takes into account mostly the execution of the government's welfare schemes programmes.

According to Henry Fayol the main categories of administration are: (i) Organization (ii) Command, (iii) Coordination, and (iv) Control. L. Urwick also agrees with Fayol's views. But L. Gulick has given a wonderful formula in a word 'POSDCORB' with each letter describing one technique of function. Gulick's approach is 'technique-oriented' way. POSDCORB described this way:

P: Planning

O: Organising

S: Staffing

D: Directing

Co: Coordinating

R: Reporting

B: Budgeting

**Planning:**

Planning means that is working out in broad outline the things that to be done and the methods and the methods for doing them to accomplish the purpose set for the enterprise.

**Organization:**

Organizing that is the establishment of the formal structure of authority through which work

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subdivisions are arranged, defined and coordinated for the defined objective.

### **Staffing:**

Staffing that is the total personnel function of bringing in and training the staff and maintaining favourable conditions of work.

### **Directing:**

Directing that is the continuous task of making decisions and embodying them in specific and general orders and instructions and serving as the leader of the enterprise.

### **Coordinating:**

Coordinating that is the all important duties of interrelating the various parts of the work.

### **Reporting:**

Reporting that is keeping those to whom the executive is responsible informed as to what is going on, which thus includes keeping himself and his subordinates informed through records, research and inspections.

### **Budgeting:**

Budgeting with all that goes with budgeting in the form of fiscal planning, accounting and control. POSDCORB activities are common to all large scale organizations.

Hence, the proper scope of social welfare administration should include both the views i.e. subject matter and POSDCORB.

### **Social Welfare Administration: Integral View:**

Now-a-days, due to emergence of new social problems regarding matter of social welfare administration is increasing every day. The government itself overloaded with administrative machinery of the administration to solve the problems. The scope of social welfare administration is fairly different in nature. Presently, new social problems are come forward, in this connection a new strategy needs are required to solve these problems. In this way there is need for the best utilization of available resources like human excellence and institutional, technological and financial resources in the changing context. Always, the social administration provides lot of sources to solve the social problems. According to D.R. Sachdeva social administration includes in it welfare way to identify Social Problems, Social Service, Social Security and Social Policy.

Social welfare administration requires the interdisciplinary knowledge and information, constant interaction with other social sciences to know the needs and problems of human being like philosophy, psychology, sociology, Public Administration, Political science and economics to solve their problems in appropriate manner.

Social welfare administrator needs to understand the organisational and administrative structure of Social welfare schemes and programme at every level for implementing the schemes and programmes. Likewise, it is also important to know the role and set up of nongovernmental organizations for effectively carrying out their functions.

The scope of social welfare and social security is increasing every day and more people are coming under the coverage of these schemes and programmes, the need for additional financial support requires. The knowledge of financial administration is highly essential for welfare

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administration. Consequently, social welfare administration must be trained in the techniques and ideology of financial administration. Social welfare administration requires knowledge of human resource management which includes recruitment policies, job training and classification and development, staff advancement and transfer etc. for the effective implementation for the schemes and programmes.

The welfare administrators must be conversant to utilise mass media, such as TV, radio, newspaper, brochures, books and personal contacts, to interpret their agencies' programmes to the public and reaching community members and it is also required to get associated with the government and non-governmental agencies working in the field of development process.

To Conduct Research and Evaluation Studies

Effective research and evaluation studies provide useful feedback on the impact of on-going schemes, programmes and about the different dimensions of existing social problems. Research also facilitates effective planning, policy formulation and implementation of programmes and schemes.

### **Importance of Social Welfare Administration:**

The range and volume of activities of the administration have increased several times. Industrial revolution, scientific and technological advancement, the acceptance of democratic and welfare State ideals and socialist principles and the requirement of development administration are the most important causative factors. The social welfare administration is an essential part of civilized society in view of its dominant roles in regulation. This has resulted in the emergence of social welfare state.

At the same time, it should be pointed out the social welfare administration is an instrument of social change social welfare administration plays a substantial role in eradicating untouchability and lessening social tensions and conflicts. The administrative welfare machinery itself consists of people belonging to different religions, castes and groups who work unitedly in discharging their responsibilities. It must also be pointed out that the prevailing trends in society also effect the administration.

### **CONCLUSION:**

This paper has been provided a basic understanding of social welfare administration regarding concepts, definitions, nature and scope. The analysis of meaning and features of social welfare administration has provided deep understanding of the functions. In this connection, it helps us to understand the proper and effective implementation of the welfare scheme, programmes and development process.

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