

**STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI 600 086**  
(For candidates admitted during the academic year 2004 – 05 & thereafter)

**SUBJECT CODE: SW/MC/AD54**  
**B.S.W. DEGREE EXAMINATION, NOVEMBER 2009**  
**SOCIAL WORK**  
**FIFTH SEMESTER**

**COURSE : MAJOR CORE**  
**PAPER : SOCIAL WORK ADMINISTRATION**  
**TIME : 3 HOURS** **MAX. MARKS: 100**

**SECTION – A (10 X 3 = 30)**

**ANSWER ALL QUESTIONS. EACH ANSWER SHOULD NOT EXCEED 50 WORDS :**

1. Differentiate Social Welfare administration from Public administration.
2. What are the types of fundraising?
3. List the various laws pertaining to NGO registration.
4. What is the meaning of “Minutes” in recording
5. What is Personnel administration?
6. What are the essential qualities needed for administration?
7. Who is a supervisor?
8. Write the abbreviations of the following; CSWB, LFA
9. Differentiate “Honorary” from “Voluntary”
10. What are the values of Social Welfare Administration?

**SECTION – B (5 X 6= 30)**

**ANSWER ANY FIVE QUESTIONS. EACH ANSWER SHOULD NOT EXCEED 300 WORDS:**

11. What are the different types of Files that need to be maintained in an office?
12. What are the principles of Budgeting?
13. ‘Social Work administration in part of Social work Methods’ - Justify
14. Explain Human Resource Development with an example from your fieldwork organisation.
15. What is the importance of Public relations and Publicity in Social Work administration?
16. Explain the following: 1. Policy making 2. Planning
17. What is conflict management? Bring out the importance of conflict resolution in any organization.

**SECTION – C ( 2 X 20 = 40 )**

**ANSWER ANY TWO QUESTIONS. EACH ANSWER SHOULD NOT EXCEED 1200 WORDS:**

18. Explain the Merits and Demerits of Tamil Nadu Societies Registration Act and Public trust Act.
19. What are the functions of a Committee? Explain with a relevant example.
20. ‘Social Work administration in India is still being evolved’ - Discuss
21. Bring out the organogram of your field work organisation and explain the administration structure.

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