

STELLA MARIS COLLEGE (AUTONOMOUS)  
DEPARTMENT OF SOCIAL WORK

**SOCIAL WORK ADMINISTRATION**

**Marks : 100**  
**3 hours**

**SECTION – A**

**Answer all the questions: (50 Words)**

**10 x 2 =20**

1. Differentiate Social Welfare administration from Business administration.
2. What are the types of fundraising?
3. List the various laws pertaining to NGO registration.
4. Explain 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 is the software used for accounting?

**SECTION – B**

**Answer any FOUR questions: (600 Words)**

**4 X 10 = 40**

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

**SECTION – C**

**Answer any TWO questions: (1200 Words)**

**2 x 20 = 40**

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