

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

SUBJECT CODE : SW/MC/AD54

B.S.W. DEGREE EXAMINATION, NOVEMBER 2007
SOCIAL WORK
FIFTH SEMESTER

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

SECTION – A

ANSWER ALL QUESTIONS. EACH ANSWER SHOULD NOT EXCEED 50 WORDS : **(10 x 3 =30)**

1. Define Public Administration.
2. Mention three essential objectives of communication.
3. What is social services?
4. What is Team development?
5. Mention the means of Publicity.
6. What is a Budget?
7. Write any five functions of the Boards and committees.
8. Define: Public Relation.
9. Define: HRD.
10. What is social planning?

SECTION – B

ANSWER ANY FIVE QUESTIONS. EACH ANSWER SHOULD NOT EXCEED 300 WORDS : **(5 x 6 =30)**

11. Explain the use of computers for office procedures.
12. Discuss the meaning and methods of appraisal and supervision.
13. Describe the different steps involved in decision-making.
14. Explain the scope of social welfare administration.

15. Explain the components of HRD.
16. What is Fund-raising? Write a note on Fund-raising methods.
17. Explain the values and Principles of social welfare administration.

SECTION – C

ANSWER ANY TWO QUESTIONS. EACH ANSWER SHOULD NOT EXCEED 1200 WORDS : (2 x 20 =40)

18. Bringout the historical development of social welfare administration in India.
19. Explain in detail how an Non-Governmental Organisation should register under Indian Trust Act?
20. Explain the structure and functions of CSWB.
21. Analyse the role of communication and team development in enhancing the performance of employees in an organisation.

