

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 2008
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. What is meant by social welfare administration?
2. What is a voluntary organization? Give two examples.
3. What is public relations? Why is it important?
4. Expand a) N.G.O b) C.S.W.B c) F.C.R.A.
5. Mention any 3 laws relating to the management of NGO's.
6. Mention any 3 core values of social welfare administration.
7. Mention any 3 social welfare services for women.
8. What is meant by appraisal?
9. What are the different forms of communication?
10. What is a budget?

SECTION – B

(5 X 6= 30)

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

11. Explain the philosophy of social welfare and social development.
12. List the functions of the Central Social Welfare Board.
13. Explain how computers are useful for office procedures.
14. What is Stress? How is it caused? How can it be effectively managed?
15. Explain how an N.G.O. can be registered under the relevant Act.
16. Explain the different methods of fund raising for an N.G.O.
17. Explain the functions of the Directorate of Social Defense.

SECTION – C

(2 X 20 = 40)

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

18. Describe the aim objectives and administrative structure of the NGO where you have been doing your field work training.
19. Outline the basic elements of the administration in a typical NGO.
20. Explain the main principles governing social welfare administration.
21. Explain the importance of human resource development in any organization highlighting its different aspects, with due emphasis on team development.
