



K24P 1127

Reg. No. :

Name :

Second Semester M.S.W. Degree (C.B.C.S.S. – OBE – Regular)
Examination, April 2024
(2023 Admission)
MWMSW02C11 – SOCIAL WELFARE ADMINISTRATION

Time : 3 Hours

Max. Marks : 40

PART – A

Answer **any five** questions. **Each** question carries **two** marks.

1. Explain the functions of neighborhood communities in community organisation.
2. Define the term management in the context of welfare administration.
3. State how resource mobilization is important in social welfare.
4. Write a short note on the importance of Management Information Systems.
5. Define job analysis in the context of human resource management.
6. Explain the relevance of record keeping in the context of HSOs. (5×2=10)

PART – B

Answer **any three** questions. **Each** question carries **four** marks.

7. Elucidate POSDCoRB in the context of human service organizations.
8. Describe the Management Information System and its characteristics.
9. Elaborate social welfare administration as a secondary method of social work with your comments and suitable examples.
10. Describe the importance of budgeting in finance management.
11. Review the Societies Registration Act 1860 and its features. (3×4=12)

P.T.O.



PART – C

Answer **any three** questions. **Each** question carries **six** marks.

12. Critically analyse the components of finance management and state its relevance in the administration of welfare organisations.
13. Constructively elucidate the scope and role of community based organizations in community development at micro levels.
14. Write an essay critically evaluating the contributions of social welfare boards both at the central and state levels.
15. Elaborate the role and functions of an HR manager and suggest measures to improve the efficiency of HR managers in HSOs.
16. Explain the maintenance of files in office management and state the duties and responsibilities of a social worker in file management. (3×6=18)

