

Reg. No.:

M 14051

Name :

Third Semester M.S.W. Degree Examination, Dec. 2007
Paper – XIV : SOCIAL WORK ADMINISTRATION

Time: 3 Hours

Max. Marks: 80



PART - I

Answer **any six** questions. **Each** answer should not exceed **75** words. **All** questions carry **equal** marks.

Write short notes on :

1. Accounting and auditing.
2. Duties and liabilities of a trustee.
3. Fund raising.
4. Public administration.
5. Registration of a society.
6. Steps in policy formulation.
7. Decentralization of authority.
8. Memorandum of association.
9. Span of control.

(6×3=18)

PART - II

Answer **any five** questions. **Each** answer should not exceed **200** words. **All** questions carry **equal** marks.

10. Define the concept "organization" and enumerate its basic characteristics.
11. Discuss the key elements in social welfare policy.
12. Distinguish between administration and management. Give examples.
13. Write a note on Societies Registration Act, 1860.

14. Explain the process of office maintenance in an organization.
15. Write a note on 'Health Policy' in India.
16. What are the merits and demerits associated with organizations registered as charitable societies and trusts.
17. Write a note on 'zero based budget'. (5×6=30)

PART – III

Answer **any two** questions. **Each** answer should not exceed **900** words. **Each** question carries **16** marks.

18. Prepare A model by law for registering a new NGO.
19. Describe the importance of keeping good public relations by a welfare agency. What are the various methods one should adopt to establish good public relations.
20. How will you organize a fund raising campaign for a welfare agency. (2×16=32)