



M 16947

Reg. No. :

Name :

Third Semester M.S.W. Degree Examination, November 2009
Paper – XIV : SOCIAL WORK ADMINISTRATION

Time: 3 Hours

Max. Marks: 80

PART – I

Answer **any six** questions. **Each** answer should not exceed **100** words. **All** questions carry **equal** marks.

Write short notes on :

1. Public administration
2. Staffing
3. Human relations model
4. Theory Y
5. Memorandum of Association
6. Policy formulation
7. Public relations
8. Panchayati Raj
9. Trusts.

(6×3=18)

PART – II

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

10. Explain the procedure of registering a voluntary organization.
11. Discuss the features of ICDS.
12. Explain the methods of fund raising in voluntary organizations.
13. What are the main provisions under persons with disabilities Act ?
14. Explain the programmes of Central Social Welfare Board.

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15. What are the policies and programmes for the elderly in India ?
16. What is budgetting ? Prepare a budget to start a child guidance clinic.
17. What are the principles and practices of office management ? (5×6=30)

PART - III

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

18. Explain the administrative process of an N.G.O.
19. Explain the administrative structure and functions of Kerala State Social Welfare Department.
20. Discuss the programmes implemented by Govt. of India for the empowerment of women. (2×16=32)