



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

**M.A.DEGREE EXAMINATION – SOCIAL WORK**

**SECOND SEMESTER – APRIL 2018**

**SW 2813- SOCIAL WORK ADMINISTRATION**

Date: 21-04-2018  
Time: 01:00-04:00

Dept. No.

Max. : 100 Marks

**Section A**

**Answer ALL Questions.(not exceeding 50 words.)**

**(10 x 2 = 20)**

1. What is 'Staffing'?
2. Define 'Public Administration'.
3. Write any three characteristics of 'Informal Organization'?
4. What is 'Accounting'?
5. Expand: a) SSWAB b) UNDP c) STEP d) ICCW
6. What is 'Decision Making'?
7. Mention any three traditional forms of Social Welfare activities.
8. Write any two purpose of Project Proposal.
9. Write any two functions of State Social Welfare Advisory Board.
10. What do you mean by 'Budgeting'?

**Section B**

**Answer any FOUR Questions (not exceeding 300 words.)**

**(4 x 10 = 40)**

11. Write a short note on 'Financial Administration'.
12. Explain the functions of Social Welfare Administration.
13. Write a brief note on Indian Council of Child Welfare.
14. Explain the types of 'Welfare Services'.
15. Write the difference between 'Accounting and Auditing'?
16. Write a short note on the tasks carried out by an 'Office Administrator'

**Section C**

**Answer any TWO Questions (not exceeding 600 words.)**

**(2 x 20 = 40)**

16. Discuss the various policies and programmes related to Children.
17. Trace out the structure and functions of State Social Welfare Advisory Board.
18. Discuss the principles of Social Welfare Administration with suitable examples.

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