

Department of Social Work
Question Bank

SUBJECT: Social Welfare Administration

SUBJECT CODE: PSW807S

Staff Name: Ms. E. Sivasankari.

2Mark

1. Name any two HSO's with Human Relation Approach.
2. List the Characteristics of Human Service Organization
3. What do you mean by Staffing?
4. Define Decentralization.
5. What do you mean by Induction?
6. Write any two advantages of Networking.
7. What do you mean by Data Bank?
8. Define Budget.
9. Expand the following a) SSWB b) FCRA
10. Enlist any two acts for registration of Non-Government Organizations.
11. What is System Theory?
12. List any four NGO's working in your area.
13. What is Participation?
14. What is Delegation?
15. Define Organizational Climate
16. What is Networking?
17. What are Minutes of Meeting?
18. What is a Bye Law?
19. List the various committees for HSO's?
20. What is Monitoring?
21. What is Auditing?
22. What is Management by Objective?
23. What is Governing Board?

24. What is Manpower Planning?
25. What is Supervision?
26. What are the types of Human Service Organization?
27. What is Motivation?
28. What is Leadership?
29. Mention the any two main characteristics of Bureaucracies.
30. What is Communication?
31. What is Directing
32. What are the types of Supervision?
33. What is Budgeting?
34. Mention the Conditions of Grants Aid.
35. What are the Types of Records?
36. What is an Accounting?
37. What is the Purpose of Auditing?
38. Mention the Leave Rules.
39. Define NGO.
40. Define Personnel Administration.
41. What is Job Design?
42. What are the Types of Records?
43. What is Tax Exemption?
44. What is the Purpose of Auditing?
45. What is FCRA?
46. What is Welfare Administration?
47. What is self-governing?
48. Define Meeting

5Mark

1. Write briefly about the types of Human Service Organization.
2. Write short notes on the Administrative Process Planning & Organizing.
3. Explain the Elements of Democratic administration?

4. What are the advantages of Management by Objectives?
5. Write Short notes on the following a) Public Relations b) Organizational Climate
6. Briefly explain Budgeting as an essential Skill for Administration
7. Write Short notes on Grant in Aid.
8. Compare and contrast the HSO's registered as Trusts and Societies.
9. Explain in briefly the Functions of Governing and Committees.
10. Explain in brief the System theory for Social Welfare administration.
11. Give details of Planning in Administration
12. What is the Need for Monitoring and Evaluation?
13. Explain the Management by Objectives.
14. Explain the Need and Importance of Networking.
15. Which are the Books of Accounts to be maintained in an Organization?
16. Explain the Need for Auditing.
17. What are the Functions of Governing Board?
18. Mention the programs of State Social Welfare Board
19. Explain in detail the National Policy or Voluntary Sector (2007)
20. Explain the concept of Decentralization
21. Discuss the Types of Leadership?
22. Write note on the Importance of Manpower Planning?
23. Explain the Types of Training in HSO's?
24. Bring out the important aspects in Banking Procedures.
25. Mention the Functions and Responsibilities of Governing Board.
26. List the programme of Central Social Welfare Board for Women and Children.
27. Explain the Approaches to Organizational Management.
28. Explain the Basic Administration Process.
29. What are the Elements of Directing?
30. Explain the Organizational Structure.
31. What are the Principles of Accounting?
32. Describe the Organizational Climate in detail.
33. Explain the Two Financial Administrations.
34. Explain the Administrative Skills.

35. Explain Personnel Administration with example.
36. Give Detail note on FCRA?
37. Explain the Administrative Structure at Central, State and Local level.
38. Explain the Skills required in Administrating a Voluntary Agency.
39. Write a short an Public Relation & Networking
40. Explain the Society's Registration Act 1860.

10mk

1. Explain the approaches to Organizational Management.
2. Explain the Process of Administration.
3. Explain the Personal Administration in Service Organization.
4. Explain the Financial Administration in Service Organizations.
5. Give details of registering an Organization order Societies Registration act.
6. Critically examine the India's National Policy for Voluntary Sector, 2007.
7. Write in detail the about the Elements of Direction
8. Write an essay on Staff Welfare and Service Conditions is HSO.
9. Elaborate on Mobilization of Financial Resources for a Human Service Organization.
10. Explain in detail the organizational structure and programs of State Social Welfare Board.
11. Critically analyze the "National policy on Voluntary Sector"
12. Discuss the process and importance of Budgeting in an Organization
13. Evaluate the roles and responsibilities of 'Office Bearers' in a Non- Governmental Organization.