# PAPER-III SOCIAL WORK ADMINISTRATION AND INFORMATION TECHNOLOGY

**Unit-I**
1. Establishment and registration of social welfare organizations and practices for administration under Societies Registration Trust Act; Charity and Endowment Act.
2. Management of human resources through boards, committee workshops and conference.

**Unit-II**
1. Project designing in Social Welfare Organizations : Meat principles and procedure of project formulation.
2. Utlisation of Financial resources : Grant in - Aid : Purp principles and procedure.

**Unit-III**
1. Public Relations : Need, concept, objectives and scope.
2. Research, planning and techniques of public relations, with special reference to relations with media.

**Unit-IV**
1. Administration as a group process : Leadership in Administration; Decetralisation of power.
2. Monitoring, evaluation and accountability : Presentation of reports.

**Unit-V**    **Information Technology and Computer Applications :**
1. Basic computer concepts : Computer process, Input and Output devices, Word and Data Processing.
2. Concepts of Data Base Management system (DBM) and Management Information System (MIS), systems analysis and design, project management.