

**FURTHER DETAILS REGARDING MAIN TOPICS OF  
PROGRAMME NO. 04/2015 (Item No. 16)**

**WELFARE FUND INSPECTOR**

***TODDY WORKERS WELFARE FUND BOARD***

**(CATEGORY No. 502/2012)**

- I. General Knowledge, Current Affairs & Renaissance in Kerala
- II. Basic Comprehension of English - assessing the person's understanding about a passage in English and grammar
- III. Basic Comprehension of **Malayalam** - assessing the person's understanding about a passage in **Malayalam** and grammar
- IV. Definition of Sociology - applications of Sociology - basic concepts in Sociology: society, community, association, institution, culture, religion, social groups, status and role, socialization, kinship, class, social control, deviance, social change.
- V. Sociology of Indian society: unity in diversity, linguistic and religious differences In India - Caste in India : characteristics, emerging changes in caste system in modern society - Caste and politics – Family: joint, nuclear - Marriage in India: religious variations, changing trends, family court, divorce, domestic violence – Contemporary issues in Indian society : communalism, regionalism, terrorism, corruption, violence against women.  
  
Kerala society: caste in Kerala, social reform movements - SNDP Yogam, KPMS. Kerala model of development - advantages and limitations social problems – Migration, Poverty, Overpopulation, Crime, Prostitution, Unemployment, Mafia, drugs and alcoholism. Environmental Challenges - Pollution, Solid Waste management. Marginalized communities in Kerala: SC/ST/OBC and fish workers.
- VI. Labour Laws - Toddy Worker's Welfare Fund Act, 1969 - Kerala Toddy Welfare Fund Board - Contract Labour (Regulation and Association) - Equal Remuneration Act 1976 - The Trade Union Act, 1926 - The Industrial Dispute Act, 1947 and means for settlement of Industrial Disputes - The Workmen's Compensation Act, 1923 -. The Minimum Wages Act 1948- Payment of Wages Act, 1936 - The Payment of Bonus Act, 1965

- VII. Community Power: structure, sources of power- Leadership; concept and types of community leaders - Community Organisation - Definition-Principles - Phases of Community organization – study - analysis - assessment discussion -organisation- Action – evaluation – modification - continuation approaches to community organization - role and skills of community organizer
- VIII. Concept: Administration, Organisation, Management, Social Administration and Social Welfare Administration-Characteristics of Human Service Organisation in Comparison with industrial, educational and health care organisations – Administrative Process: Planning-Organising - Staffing-Directing-Co-ordinating-Reporting and Budgeting - Office Management : Principles and Practices, Maintenance of files, records, Data banks- MIS. Basics of materials management like purchase procedure, inventory control, etc.
- IX. Communication - concepts and process - communication skills - principles of effective communication - Oral communication : essentials, meetings and conferences, group communications - inter personal communication - telephone talk - interviews - ethics of communication - Written communication : features, objectives, importance, structure of business letters - business enquiry execution of orders - report writing - electronic media on communication - importance of media in communication.

***NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.***