



Reg. No. :

Name :

Second Semester M.S.W. Degree Examination, July 2012
SW 2.2.2 : ADMINISTRATION OF HUMAN SERVICE ORGANIZATIONS

Time: 3 Hours

Max. Marks: 75

PART – I

Answer **any five** questions. **All** questions carry **equal** marks. Answer should not exceed **300** words.

1. Define and contrast industrial management and HSO administration.
2. Explain importance and procedure of accounting and auditing.
3. Discuss the significance of human relations in organizations.
4. Write a note on maintenance of files and records in HSO.
5. Explain office management in HSO administration.
6. Explain the different rules on foreign exchange relevant for HSO.
7. What is supervision in HSO management ?
8. Highlight significance of communication in management. (5×6=30 Marks)

PART – II

Answer **any three** questions. **Each** answer should not exceed **1200** words.

9. Explain how you will register a human service organization in Kerala. Highlight the important features of relevant legislations related to it.
 10. Narrate on different strategies of resource mobilization for HSOs.
 11. Discuss the administrative process as applied in an HSO.
 12. Explain the functions and structure of CSWB and CAPART.
 13. Write an essay on personnel management in human service organizations. (3×15=45 Marks)
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