



Reg. No. :

Name :

Second Semester M.S.W. Examination, August 2009

(New Scheme – 2006 Admn.)

SW 2.2.2 : ADMINISTRATION OF HUMAN SERVICE ORGANISATION

Time: 3 Hours

Max. Marks: 75

PART – I

Answer **any five** questions. **Each** answer carries **six** marks. **Each** answer should **not** exceed **300** words.

1. Write a note on the importance of resource mobilization in HSO's.
2. Describe the distinguishing characteristics of a human service organisation.
3. Write a note on personal grievance handling and disciplinary procedures in an organisation.
4. Write a note on management information system.
5. Describe the various programs of CSWB.
6. Discuss the role of HSO's in developing the economy of the people.
7. Write a note on the various administrative skills required for effective administration of HSO's.
8. Discuss the importance of budgeting in HSO's. **(5×6=30 Marks)**

PART – II

Answer **any three** questions. **Each** question carry **equal** marks. Answer should **not** exceed **1250** words.

9. What are the steps involved in registering an NGO ?
10. Discuss the organisational structure, functions and programmes of CAPART.
11. Write detailed notes on :
 - a) Corporate social responsibility
 - b) Marketing of social services.
12. Discuss the importance of organisational relations in HSO's.
13. Discuss the important components of budgeting in an HSO. Give a guideline for preparing an annual budget for a destitute home for women. **(3×15=45 Marks)**
