



Reg. No. :

Name :

II Semester M.S.W. Examination, June 2008
SW 2.2.2 : ADMINISTRATION OF HUMAN SERVICE ORGANISATION
(2006 admns.)

Time : 3 Hours

Max. Marks : 75

PART – I

Answer **any five** questions. All questions carry **equal** marks. Answer to a question is limited to **300** words.

1. "Planning is looking ahead and controlling is looking back". Comment.
2. Explain relevance and application of teamwork in administration.
3. Explain the procedure for the registration of an organization in India.
4. Explain the meaning and importance of public relation in the administration of an HSO.
5. Write a note on staff-client relationship in HSO administration.
6. Elucidate the Financial Management processes followed in an HSO.
7. Critically evaluate the structure of SCSWAB.
8. Elaborate on the activities of CAPART. (6×5=30 Marks)

PART – II

Answer **any three** questions. Answer to a question is limited to **1200** words.

9. Analyse the Objectives and Programmes of the Central Social Welfare Board with your critical suggestions.
10. Critically compare the characteristics of an HSO with other types of organisations.
11. Write an essay on the relevance and application of Office Management in the administration of an HSO.
12. List out the basic organisational behaviours usually manifested with an HSO.
13. Critically analyse the application of the administration process in the context of an HSO in Kerala. (15×3=45 Marks)