



Reg. No. : .....

Name : .....

**Second Semester M.S.W. Degree Examination, August 2015**  
**SW 223 : ADMINISTRATION OF HUMAN SERVICE ORGANISATIONS**  
**(2014 Admn.)**

Time : 3 Hours

Max. Marks : 75

**PART – A**

Answer **all** questions. Answer should **not** exceed **50** words. **(10×2 = 20 Marks)**

1. 'Memorandum of Understanding - MOU'.
2. Financial Budget.
3. Induction.
4. Job descriptions.
5. Job Enrichment.
6. Decision making.
7. Data vs. Information.
8. Welfare state.
9. Social protection.
10. Management Information System.

**PART – B**

Answer **any five** questions. Answer should **not** exceed **300** words. **(5×5 = 25 Marks)**

11. What is the role of sub-committees ?
12. What is the importance of directing in administrative process ?
13. Explain the Reporting in the management process.



14. What are the elements of strategic plans ?
15. What are the purposes of Performance appraisal ?
16. Write a note on the importance of training.
17. Write a note on Pradhan Mantri Suraksha Bima Yojna.
18. What is the importance of leadership in HSO management ?

PART – C

Answer **any two** questions. Answer should **not** exceed **1200** words. (2×15 = 30 Marks)

19. Describe the salient features of any one of the societies' Registration Acts in India.
20. What is the purpose of an organizational chart ? Prepare a model organization chart for an NGO.
21. Describe the steps in the planning process and what is the importance of planning for Human Service Organization.