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A - 5886

Reg. No. :

Name :

Second Semester M.S.W. Degree Examination, August 2016
SW 223 : ADMINISTRATION OF HUMAN SERVICE ORGANISATION
(2014 Admn.)

Time : 3 Hours

Max. Marks : 75

PART - A

Answer **all** questions. Answer should **not** exceed **50** words. **(10x2=20 Marks)**

1. What is an agenda of a meeting ?
2. Staffing.
3. What are the merits of internal source of recruitment ?
4. Brain storming.
5. What is the meaning of compensation ?
6. Social Policy.
7. Annual Report.
8. Data vs. Information.
9. Welfare State.
10. Leadership.

PART - B

Answer **any five** questions. Answer should **not** exceed **300** words. **(5x5=25 Marks)**

11. What are the conditions to be fulfilled by an NGO for registering under section 80G of Income Tax Act ?
12. What are the advantages of a financial budget ?
13. Briefly explain the administrative process.
14. Explain different types of In-service training.

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15. What are the purpose of Performance appraisal ?
16. Write a note on Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY).
17. What is the role of sub-committees ?
18. Write a note on "Civil Society Organizations".

(PART – C)

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

19. What are the elements in a job description ? Draft a job description for a project officer in an NGO.
 20. What are the practical problems encountered in an effective planning process in Human Service Organization ?
 21. Describe the salient features of any one of the Societies' Registration Acts in India.
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