



(Pages : 2)

E – 5181

Reg. No. :

Name :

**Second Semester M.S.W. Degree Examination, October 2018
(2014 Admn. Onwards)**

SW 2.2.3. : ADMINISTRATION OF HUMAN SERVICE ORGANIZATIONS

Time : 3 Hours

Max. Marks : 75

PART – A

Answer **all** questions of the following in **not** more than **50** words : (10×2=20 Marks)

1. Social Administration.
2. HSO – Types
3. Levels of Management.
4. Staffing.
5. MoA.
6. Bye Laws.
7. Performance Appraisals.
8. MIS.
9. Formal organizations.
10. Grievance Redressal.

PART – B

Answer **any five** questions of the following in **not** more than **300** words. Each question carries **5** marks. (5×5=25 Marks)

11. Point out and explain the duties of a social work administrator.
12. What are the characteristics features of an educational organisation ?

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13. How reporting is done in a HSO ? Explain.
14. What do you mean by induction ? How do you practice it in a HSO ?
15. How would you assess the performance of a HSO employee ?
16. List out and explain the basic functions of Management in HSOs.
17. What are the salient features of Trust Act ? Explain.
18. Critically analyse how accounting and auditing is being carried out by HSOs.

PART - C

Answer **any two** questions in **not** more than **1200** words : (2x15=30 Marks)

19. Explain various principles of social work administration.
 20. How do you register a HS organization under the Societies Registration Act ?
 21. What is Office Management ? Discuss its principles and practices.
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