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Reg. No. :

Name :

Second Semester M.S.W. Degree Examination, August 2013
SW 2.2.2 : ADMINISTRATION OF HUMAN SERVICE ORGANIZATIONS

Time : 3 Hours

Max. Marks : 75

PART - I

Answer **any five** questions. **All** questions carry **equal** marks. Answer should **not** exceed **300** words.

1. Explain the functions of CAPART.
2. Define MIS. Highlight the significance of MIS in HSO administration.
3. Discuss the role and functions of SSWAB.
4. Write notes on training and induction in personnel management.
5. What is planning ? What are the types and procedure of planning in HSOs ?
6. Explain the procedure to register an organisation under Indian Trusts Act.
7. Explain the different committees and sub committees in an organization.
8. Briefly explain the personnel relations in HSO. (5×6=30 Marks)

PART - II

Answer **any three** questions. **Each** answer should **not** exceed **1200** words.

9. Explain in detail the office management procedures in HSOs.
10. Write an essay on financial management of HSOs.
11. Explain the administrative process with examples drawn from your field work experience.
12. 'CSWB has created an impetus on the social welfare services and administration in the post independent India'. Critically comment.
13. Write an essay on the types and characteristics of HSOs in India. (3×15=45 Marks)