



(Pages : 2)

69

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 ?

P.T.O.



E - 5181

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.
-