



(Pages : 2)

64

C – 5163

Reg. No. : .....

Name : .....

**Second Semester M.S.W. Degree Examination, August 2017**  
**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.

**(10×2=20 Marks)**

1. What is minute of the meeting ?
2. Job analysis.
3. What is directing ?
4. Annual Report.
5. Strategic Planning.
6. Performance appraisal.
7. In-service Training.
8. Social Policy.
9. Social insurance.
10. Financial Audit.

**PART – B**

Answer **any five** questions. Answer should **not** exceed **300** words.

**(5×5=25 Marks)**

11. Write a note on Section 25 of Companies Act.
12. Explain the importance of the management function of coordination.
13. Explain the steps in decision making.
14. What are the dimensions of social protection ?

P.T.O.



15. Write a note on Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY).
16. Describe the characteristics of Management Information System (MIS).
17. Explain the concept of Long-Range Planning.
18. What is the role of sub-committees ?

PART – C

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

19. Describe the salient features of Indian Trust Act 1882.
  20. Elaborate the characteristics of a sound policy.
  21. Explain the process of Management by Objectives ?
-