

**FORUTH SEMESTER M.S.W. DEGREE EXAMINATION, APRIL 2022  
(Regular/Improvement/Supplementary)**

**SOCIAL WORK  
FSOW4C14 - ADMINISTRATION OF HUMAN SERVICE ORGANISATIONS**

**Time: 3 Hours**

**Maximum Weightage: 30**

**Part A: Answer any *four* questions. Each carries *two* weightage.**

1. Explain basic elements in Administration.
2. Why Social Welfare administration is considered as a method of Social work.
3. Explain the structure of Ministry of Women and Child Development.
4. Analyse the functions of National Social Security Mission.
5. Give an account on the necessary skills of HR professionals.
6. Define and explain Total quality management.
7. Prepare a write up on the standard disciplinary procedures.

**(4 × 2 = 8 weightage)**

**Part B: Answer any *four* questions. Each carries *three* weightage.**

8. Analyse the relevance of Kudumbasree and other current government initiated programmes for development in Kerala.
9. Explain the scope, functions and importance of HRM in the context of social development.
10. "Employee counseling can be very well utilized by the social workers in development organisations". Substantiate with cases.
11. Prepare a short essay on the concept of Organizational Behavior in relation with the development administration.
12. Analyse the scope of Social work in enhancing job satisfaction and performance of social workers.
13. Define Organization development- process and explain how Social workers can do this.
14. Substantiate the scope of Social work methods in maintaining organizational peace.

**(4 × 3 = 12 weightage)**

**(P.T.O.)**

**Part C: Answer any *two* questions. Each carries *five* weightage.**

15. Explain the concepts and procedures of registration of societies and trusts in the light of Society's registration Act and Indian Trust Act.
16. Critically analyse the role and functions of PRIs in Social Welfare administration.
17. Prepare a detailed essay on the significance and application issues of performance appraisal in NGO.
18. Write a detailed essay on the meaning, functions and characteristics of employee relations in the context of a development organization.

**(2 × 5 = 10 weightage)**