

PRINCIPLES OF NGO MANAGEMENT

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

1. What are the different levels of management?
2. State the principles of human relations school.
3. Explain the importance of planning in a business concern.
4. Enumerate the factors influencing decision making.
5. List out the steps involved in the organising process.
6. Distinguish between line and staff authority.
7. Narrate the factors would be considered to select a particular source of recruitment.
8. Bring out the objectives of staffing.
9. Write the basic steps in the control process.
10. What are the features of career management?

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

Each question carries equal marks.

11. What is 'management'? Discuss its features.
12. Discuss the contributions of (a) FW Taylor (b) Peter Drucker to the development of management thought.
13. Define planning. How can we make planning effective?
14. "Decision making is the primary task of management". In the light of this statement discuss the process of decision making.
15. Where the degree of decentralisation is more? Enumerate the factors affecting the degree of decentralisation.
16. Identify and briefly explain the various employee training methods used in business organisation.
17. Define 'International management'. State its features.

18. Write short notes on :

- (a) Management Vs administration.
 - (b) Committee
 - (c) Multiple control system
 - (d) Programmes.
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NGO ACCOUNTING AND DOCUMENTATION

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

1. What is Book keeping?
2. Give the Rules of Accounts.
3. How do you prepare reports through Tally?
4. State the importance of accounting.
5. What do you mean by Purchase order?
6. What is meant by Inventory? Explain.
7. What are the menu items in Tally Screen?
8. Journalize the following transactions :
 March 1 Cash purchases Rs. 30,000
 5 Paid insurance Rs. 1,000
 10. Cash Sales Rs. 7,000
 15. Interest received Rs. 1,400

9. Calculate profit or loss for the year
 Opening capital Rs. 60,000
 Drawings Rs. 5,000
 Additional capital during the year Rs. 10,000
 Closing capital Rs. 90,000

10. Prepare a trading account of a trader for the year ending 31st December 2008 from the following data :

	Rs.
Opening stock	50,000
Purchases	2,80,000
Freight and Packing on the above	20,000
Closing stock	60,000
Sales	3,80,000
Packing expenses on sales for distribution	12,000

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain the three different bases of accounting.
12. What are subsidiary books? Explain any two of them with the specimen.

