

PRINCIPLES OF NGO MANAGEMENT

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

All questions carry equal marks.

1. State the types of management.
2. Point out the characteristics of management.
3. Write briefly the historical trends in management.
4. What are the features of management science?
5. State the types of policies.
6. Mention the characteristics of groups.
7. Why is test conducted by the NGOs?
8. Write the objects of QCs.
9. What is the relationship between control and strategic planning?
10. State the tasks of career management.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Assess the role of manager in NGOs. What functions are expected from the manager?
 12. Explain the foundations of managements of NGOs.
 13. What is planning? How is making planning effective?
 14. How are vertical and lateral structure of organisation organised?
 15. Explain the various sources of recruitment.
 16. What are the characteristics of an ideal control system?
 17. Write an essay on the scope of international management in the modern era.
 18. Explain the various methods of control.
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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 are the branches of accounting?
2. Who are the external users of Accounting Information?
3. What is meant by Manual accounting? State its features.
4. How are vouchers created in Tally?
5. What are the various types of groups?
6. What do you mean by 'Funds From Operation'? How is it arrived?
7. Write a note on "Funds Flow Summary".
8. From the following, Pass Journal entries :
 - (a) Xaviour commenced business with a capital of Rs. 2,00,000
 - (b) He deposited Rs. 1,00,000 in Indian Bank
 - (c) Cash purchases Rs. 75,000
 - (d) Cash sales Rs. 50,000.

9. Pass necessary adjustment entries for the following adjustments :
 - (a) Wages due Rs. 700
 - (b) Insurance prepaid Rs. 1,000
 - (c) Commission payable Rs. 2,000
 - (d) Interest receivable Rs. 500.

10. From the following, prepare Receipts and Payments a/c.

	Rs.		Rs.
Opening balance	50,000	Entertainment	6,000
(1.4.2008) of cash		expenses	
Entrance fees	10,000	Electricity bill paid	7,000
Subscriptions		Office expenses	3,000
received	60,000	Repairs and	
Salary paid	15,000	maintenance	1,000

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Define Book Keeping. State its objects. Explain its importance.
12. What are financial statements? State the need for rearrangement and modification of financial statements.

