

PRINCIPLES OF NGO MANAGEMENT

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL the questions.

Each question carries equal marks.

1. Define 'Management'.
2. List out different types of management.
3. What are the salient features of human resource perspective?
4. What are the different types of plans?
5. Define 'Premising'.
6. How to organise the vertical structure of an organisation?
7. What is called 'line and staff relationship'?



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N. H. O. N. G. T.

8. How are managers selected?
9. What are the various control techniques followed in management?
10. Define and explain Career Management.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

Each question carries equal marks.

11. Discuss the functions of different types of management.
12. Explain the contemporary extensions that have taken place in management.
13. Explain the planning process in management.
14. Discuss the goal-setting and planning as a part of organization process.
15. Discuss the need for training and developing managers.
16. Describe how the multiple control systems operate in management?

17. Explain management issues emerging in recent times.

18. Write short notes on the following :

- (a) Manager's role.
 - (b) Organizational policies.
 - (c) Methods of control.
 - (d) Strategic management.
 - (e) Lateral structure.
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NGO ACCOUNTING AND DOCUMENTATION

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL the questions.

All questions carry equal marks.

1. Distinguish journal from ledger.
2. Highlight the objectives of double-entry system of book keeping.
3. What is error of omission?
4. State the meaning of proforma invoice.
5. Why adjusting entries are made in the preparation of final accounts?
6. How will you prepare purchase voucher under Tally?

7. Enter the following transactions in columnar cash book of Mr. Narendran :

1997	1997
Jan. 1 Cash	Jan. 14 Bought office
balance	equipment less 5%
Bank	trade discount and
4 Sold goods	paid by cheque
for cash	800
8 Paid into bank	18 Received from a
4,500	debtor who was allowed
10 Paid Raman	a discount of Rs. 20
by cheque	20 Purchased goods
3,000	for cash
	800
	25 Paid salaries in cash
	1,200

8. Journalise the following transactions of M/s. Radha and Sons :

	Rs.
2000	
Jan. 1 Business started with	
Rs. 2,50,000 and cash	
deposited with bank	1,50,000
3 Purchased machinery on	
credit from Ram	50,000
6 Bought furniture from	
Ramesh for cash	25,000
12 Goods sold to Krishnan	22,500

18. The following particulars relate to Gymkhana Club for the year 2002 :

	Rs.		Rs.
To balance b/d	600	By salaries	1,245
To subscriptions :		By stationary	240
arrears	24	By rates and taxes	360
current	1,266	By telephone	60
advance	48	By investments	750
	1,338	By advertisements	105
To profit from canteens	900	By postage	100
To miscellaneous	45	By sundries	350
To sale of old newspapers	112	By balance c/d	270
To dividends	485		
	<u>3,480</u>		<u>3,480</u>

You are required to prepare on Income and Expenditure Account and Balance sheet after making the following adjustments :

(a) There are 450 members each paying annual subscription (token amount) of Rs. 3 ; Rs. 27 being an arrears for 2001 at the beginning of this year.

(b) Stock of stationary on 31st Dec. 2001 was Rs. 30 ; on 31st Dec. 2002 Rs. 54.

(c) Cost of building is Rs. 6,000 ; Depreciate @ 5%.

