

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. What are the features of management?
2. Write the principles of scientific management.
3. Define policy. State its characteristics.
4. State the factors involved in decision-making.
5. Why is the departmentation necessary?
6. Mention the different types of committee.
7. What are the advantages of internal sources of recruitment?
8. State the various types of on-the-job training.
9. What is the need for controlling?
10. Give the meaning of International management.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

Each question carries equal marks.

11. Who is a manager? Discuss the functions of a manager.
12. Describe the factors responsible for slow development of management thought.
13. What is the definition of planning? Explain the different types of planning.
14. State and explain the merits and demerits of policy.
15. Give the meaning of 'Decentralisation'. Discuss the factors that determine the degree of decentralisation.
16. Define staffing. Discuss its elements and functions.
17. What do you mean by 'Control'? State and explain the various techniques of control.
18. Write short notes on :
 - (a) Career management.
 - (b) Emerging management issues.
 - (c) Planning premises.

(7 pages)

4828/NG2

MAY 2010

NGO ACCOUNTING AND DOCUMENTATION

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL the questions.

All questions carry equal marks.

1. What are the objectives of accounting?
2. What is a "Three columnar cash book"?
3. What is "Tally"? Give any two features of it.
4. Write short notes on :
 - (a) Purchase order
 - (b) Sales order.
5. Journalise the following :
 - (a) Salary paid Rs. 5,000
 - (b) Rent paid to house owner Rs. 1,000
 - (c) Credit purchases from Mr. A Rs. 2,000
 - (d) Discount received Rs. 500

6. Enter the following transactions in a simple cash book

Jan. 1	Cash in hand	22,400
5	Received from Arun	600
7	Paid rent	60
8	Sold goods	600
10	Paid to Prabhu	1,400
27	Purchased furniture	400
31	Paid Salaries	200

7. Rectify the following errors :

- (a) Purchases book is overcast by Rs. 300
- (b) Sales book has been undercast by Rs. 200
- (c) Purchase Returns book has been overcast by Rs. 75
- (d) Sales returns book has been undercast by Rs. 50.

8. From the following calculate the amounts to be shown in the income and expenditure account for the year ended 31st December 2005.

Subscription received during the year	Rs. 15,000
Subscription includes outstanding 2004	Rs. 2,000
Subscription received in advance 31.12.2004	Rs. 1,000
Subscription outstanding on 31.12.2005	Rs. 5,000

