

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. Write any two definitions of management.
2. Name four basic management skills.
3. State the basic tenets of classical perspective on management.
4. What is HR perspective on management?
5. Distinguish between strategic and tactic planning.
6. What are planning premises?
7. Point out the characteristics of committee.
8. Briefly state the nature of staffing.
9. What do you mean by multiple control system?
10. State the meaning of career management.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

All questions carry equal marks.

11. Analyse the historical forces shaping the discipline of management.
12. Describe the functions of management of NGOs.
13. Discuss the steps involved in planning of NGOs.
14. What is departmentation? Explain its bases.
15. Explain the terms 'training' and 'development' stating their significance.
16. What are the techniques of control of NGOs?
17. Discuss the nature and scope of international management.
18. Explain the scope of career management.

NGO ACCOUNTING AND DOCUMENTATION

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Define accounting. State its purposes.
2. What are the limitations of financial statement?
3. State the features of Tally.
4. Enumerate the various types of groups in Tally.
5. How are vouchers displayed in Tally?
6. What are the uses of 'Ratio analysis'?
7. Write a note on 'Cash flow summary'.
8. From the following, pass journal entries.
 - (a) Anward started business with a capital of Rs. 2,00,000

- (b) He purchased furniture and fittings Rs. 75,000
 - (c) Purchased goods on credit Rs. 1,00,000
 - (d) Sold goods for cash Rs. 60,000
9. Pass necessary adjustment entries for the following adjustments :
- (a) Wages outstanding Rs. 5,000
 - (b) Insurance prepaid Rs. 7,000
 - (c) Interest on accrued on investments Rs. 2,000
 - (d) Commission received in advance Rs. 500.
10. The following are the details related to common man club, Prepare receipts and payments a/c :

	Rs.
Opening balance of cash	20,000
(1.4.2008)	
Subscriptions received	40,000
Carrom Board purchased	1,000
Sale of old materials	750
Wages paid	500

