

## PRINCIPLES OF NGO MANAGEMENT

Time : Three hours

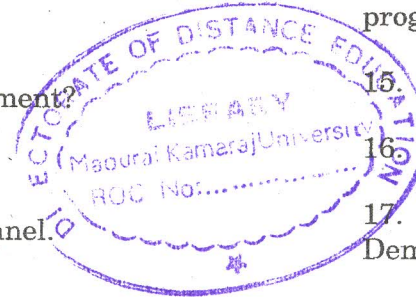
Maximum : 100 marks

### PART A — (10 × 4 = 40 marks)

Answer ALL the questions.

1. How would you define the term management?
2. Explain Management as a science.
3. What is meant by Business Management?
4. Explain unity of Command.
5. Define stability of Tenure of Personnel.
6. What are the objectives of planning?
7. Explain the functions of lower level management.
8. What do you mean by Recruitment?
9. List out various techniques of Control.
10. "Co-ordination is the essence of Management" - Explain.

11. What are the differences between Management and Administration?
12. Is Management an Art or Science?
13. Discuss the different levels of Management.
14. Explain the different kinds of training programmes.
15. Explain the factors that determine span of control.
16. Discuss the various types of Communication.
17. Distinguish between Autocratic leadership and Democratic leadership.
18. Write short notes on the following :
  - (a) MBO
  - (b) Supervision
  - (c) SWOT analysis
  - (d) Administration
  - (e) Departmentation.



7

P.G.D. in  
NGO Mgmt

## NGO ACCOUNTING AND DOCUMENTATION

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

All questions carry equal marks.

1. What is book keeping?
2. What do you mean by accounting?
3. What are the branches of accounting?
4. What do you mean by materiality principle?
5. What are the types of ledgers?
6. Write short note about tally?
7. Write the importance of Ratio Analysis.

Journalize the following transactions :

- 1.2.2001 Bought a cycle for office for Rs. 1,400 cash
- 2.2.2001 Sold goods on credit to Deva Rs. 400.
- 28.2.2001 Paid for advertisement in "The Hindu" Rs. 500.



	Rs.
Salaries	6,000
Purchases	53,000
General expenses	2,200
Capital	—
Cash at bank	24,100
Sundry debtors	23,500
Wages	11,800
Postage and Telegrams	100
Advertising	910
Printing and Stationery	620
Cash on hand	520
Land and Buildings	65,000
Furniture	1,200

18. Given :

Current Ratio : 2.8

Acid-test Ratio : 1.5

Working Capital : Rs. 1,62,000.

Find out :

- (a) Current Assets.
- (b) Current Liabilities.
- (c) Liquid Assets.

