

## CERTIFICATE IN NGO MANAGEMENT

Term-End Examination

December, 2009

01317

## BMS-002 : MANAGEMENT FUNCTIONS

Time : 2 hours

Maximum Marks : 50

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*Note : Attempt any five questions. All questions carry equal marks.*

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1. (a) What do you understand by term 'ledger' ?  
(b) What is trial balance? What are its advantages ? 5x2=10
2. Explain the following : 5x2=10
  - (a) Key factors involved in budget preparation
  - (b) Essential features of Receipts and Payments Accounts
3. Explain the concept of 'Social Marketing' giving example. 10
4. Explain the term 'literacy' and discuss its importance in development of a nation . 10

5. Explain the application of Gantt chart for project scheduling. 10
6. Write brief notes on the following 5x2=10
- (a) Project management success factors
  - (b) Objectives of Project Management Information System (PMIS)
7. What information should be included by the fund raiser in the project proposal ? Explain 10
8. Why is it necessary for NGOS to generate income internally? Explain. 10

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