

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.

