

**CERTIFICATE IN NGO MANAGEMENT**

**Term-End Examination**

**December, 2017**

**BMS-002 : MANAGEMENT FUNCTIONS**

*Time : 2 hours*

*Maximum Marks : 50*

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

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1. List out the following :
  - (a) Documents required to form a trust.
  - (b) Contents of a trust deed.
2. Describe the following :
  - (a) Ledger
  - (b) Trial balance
3. Define Social marketing. Describe the salient components of social marketing.
4. Explain how marketing is different from selling ?
5. Explain Gantt Chart. Discuss its drawbacks.
6. What are the general guidelines for writing a project proposal ?
7. Discuss various techniques of raising funds.
8. Write short notes on any two of the following :
  - (a) Budget
  - (b) National literacy mission
  - (c) Project Management Information System (PMIS)