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## CERTIFICATE IN NGO MANAGEMENT

### Term-End Examination

December, 2016

### BMS-002 : MANAGEMENT FUNCTIONS

Time : 2 hours

Maximum Marks : 50

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

1. (a) List the different documents required to register a society under societies Act. 10  
(b) List important clauses found in the Bye - Laws of a society.
2. What are the essential features of Receipt & Payments Account. 10
3. What is social marketing ? Distinguish it from commercial marketing. 10
4. Explain different stages of Project Management. 10
5. What are the important aspects to be considered while writing a project proposal ? 10
6. Prepare a financial budget for a old age home project. 10

7. Write short notes on : 10
- (a) Adult Education
  - (b) Women's Empowerment
8. Explain the process of claiming income tax exemption by non-governmental organisations under Income Tax Act. 10
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