

CERTIFICATE IN NGO MANAGEMENT

Term-End Examination

June, 2016

BMS-002 : MANAGEMENT FUNCTIONS

Time : 2 hours

Maximum Marks : 50

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

1. (a) Enlist the documents required to form a charitable organisation under the companies Act. **10**
(b) Write the contents of memorandum of Association.
2. Under what provisions of Income Tax Act can the donors to NGOs avail tax rebates ? Explain in detail. **10**
3. Define Social Marketing. Explain the components of social marketing. **10**
4. List the Annual Financial Statements prepared by the charitable organisations. Write a note on Income and Expenditure account. **10**
5. Define a "Budget". What are the key factors involved in Budget Preparation ? **10**

6. Explain the importance of monitoring. What are the tools of monitoring ? 10
 7. Give an example of a successful fund raising campaign adopted by a charitable organisation and explain their strategy. 10
 8. What are the different methods of generating income within the organisation ? 10
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