



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

**M.A.DEGREE EXAMINATION – SOCIAL WORK**

**FOURTHSEMESTER – APRIL 2018**

**SW 4806- NGO MANAGEMENT**

**(CD)**

Date: 07-05-2018  
Time: 09:00-12:00

Dept. No.

Max. : 100 Marks

**SECTION A**

**Answer ALL questions, each answer not exceeding 50 words.**

**2 X 10=20**

1. Define Non Governmental Organisation.
2. Write the meaning of Organizational Change.
3. Give the meaning of 'Trustee'.
4. What is Organizational structure?
5. Define Book-keeping.
6. Name the types of Auditing.
7. State the meaning of Staffing.
8. What is Project Cycle management?
9. Expand: PRA, SWOT, PPP, CSR.
10. Spell out the term 'Stake holder'.

**SECTION B**

**Answer any FOUR questions, each answer not exceeding 300 words.**

**10X4=40**

11. Explain the elements of management.
12. What are the duties and responsibilities of Board in an NGO?
13. Differentiate between receipts and Payments Account and Income and Expenditure Account.
14. Write a note on Team Building.
15. Highlight the importance of maintaining reports and records in an organisation.

**SECTION C**

**Answer any TWO questions, each answer not exceeding 600 words.**

**20X2=40**

16. Discuss the salient features of Income Tax Act 1961 related to an NGO.
17. Analyze how National Policy on Voluntary sector 2007 enables voluntarism.
18. Prepare the Annual Report of your field work organisation.

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