

National Testing Agency

Question Paper Name :	Management Functions 28th August 2021 Shift 2
Subject Name :	Management Functions
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Duration :	180
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Display Marks:	Yes

Management Functions

Group Number :	1
Group Id :	94091858
Group Maximum Duration :	0
Group Minimum Duration :	120
Show Attended Group? :	No
Edit Attended Group? :	No
Break time :	0
Group Marks :	100
Is this Group for Examiner? :	No

Management Functions-1

Section Id :	94091890
Section Number :	1
Section type :	Online
Mandatory or Optional :	Mandatory

Number of Questions :	20
Number of Questions to be attempted :	20
Section Marks :	20
Enable Mark as Answered Mark for Review and Clear Response :	Yes
Sub-Section Number :	1
Sub-Section Id :	940918133
Question Shuffling Allowed :	Yes

Question Number : 1 Question Id : 9409183694 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

NGO constitution is a form of

1. Company
2. Partnership firm
3. Commission
4. Unit

Options :

94091813605. 1

94091813606. 2

94091813607. 3

94091813608. 4

Question Number : 2 Question Id : 9409183695 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

An NGO constituted as a company should disclose

1. List of volunteers
2. Name of beneficiaries
3. Name of members
4. Name of directors

Options :

94091813609. 1

94091813610. 2

94091813611. 3

94091813612. 4

Question Number : 3 Question Id : 9409183696 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

..... is mandatory for a registered NGO.

1. Memorandum of corporation
2. Memorandum of interest
3. Memorandum of understanding
4. Memorandum of association

Options :

94091813613. 1

94091813614. 2

94091813615. 3

94091813616. 4

Question Number : 4 Question Id : 9409183697 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

There are acts under which an NGO can be registered in India.

1. 2
2. 4
3. 3
4. 1

Options :

94091813617. 1

94091813618. 2

94091813619. 3

94091813620. 4

Question Number : 5 Question Id : 9409183698 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

The additional document needed by an NGO having a registered office on a rented place at the time of registration is

1. Rent agreement
2. No objection certificate
3. Lease deed
4. Affidavit

Options :

94091813621. 1

94091813622. 2

94091813623. 3

94091813624. 4

Question Number : 6 Question Id : 9409183699 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

Book-keeping deals with.....function of accounting.

1. Recording
2. Classifying
3. Summarising
4. Interpreting

Options :

94091813625. 1

94091813626. 2

94091813627. 3

94091813628. 4

Question Number : 7 Question Id : 9409183700 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

..... is included as a component of a budget?

1. Qualitative items
2. Quantitative items
3. Both 1 and 2
4. other items

Options :

94091813629. 1

94091813630. 2

94091813631. 3

94091813632. 4

Question Number : 8 Question Id : 9409183701 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

Capital budget deals with

1. Payment of routine expenses
2. Purchase of inventory
3. Purchase of assets
4. Sale of finished good

Options :

94091813633. 1

94091813634. 2

94091813635. 3

94091813636. 4

Question Number : 9 Question Id : 9409183702 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

.....is considered as the products offered by an NGO?

1. Merchandises
2. Supportive cause and solutions
3. Consultancy
4. No products

Options :

94091813637. 1

94091813638. 2

94091813639. 3

94091813640. 4

Question Number : 10 Question Id : 9409183703 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

The target market of an NGO working for women empowerment is.....

1. Neighbouring residents
2. Rural communities
3. Unemployed youth
4. Underpaid female workers

Options :

94091813641. 1

94091813642. 2

94091813643. 3

94091813644. 4

Question Number : 11 Question Id : 9409183704 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

.....activity is considered as social marketing.

1. Activities among society
2. Activities on social media
3. Activities for social cause
4. Activities for selling

Options :

94091813645. 1

94091813646. 2

94091813647. 3

94091813648. 4

Question Number : 12 Question Id : 9409183705 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

The aim of social marketing is.....

1. Increased revenue
2. Social good
3. Higher profits
4. Advertising

Options :

94091813649. 1

94091813650. 2

94091813651. 3

94091813652. 4

Question Number : 13 Question Id : 9409183706 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

Out the following..... is a prominent educational thinker.

1. Philip Kotler
2. John Dewey
3. Adam Smith
4. Alfred Marshall

Options :

94091813653. 1

94091813654. 2

94091813655. 3

94091813656. 4

Question Number : 14 Question Id : 9409183707 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

.....is true for school education according to Mahatma Gandhi.

1. Dependent on state
2. Political involvement
3. Self-sufficiency
4. English medium

Options :

94091813657. 1

94091813658. 2

94091813659. 3

94091813660. 4

Question Number : 15 Question Id : 9409183708 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

..... can be fulfilled using sustainable education.

1. High literacy rate
2. High enrolments
3. Understanding of social justice
4. Understanding of social laws

Options :

94091813661. 1

94091813662. 2

94091813663. 3

94091813664. 4

Question Number : 16 Question Id : 9409183709 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

..... can be done to achieve sustainable education.

1. Basic education for all
2. Formal education for girls
3. Only 1
4. Both 1 and 2

Options :

94091813665. 1

94091813666. 2

94091813667. 3

94091813668. 4

Question Number : 17 Question Id : 9409183710 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

The aim of project scheduling is.....

1. Cost management
2. Time management
3. Resource management
4. Workforce management

Options :

94091813669. 1

94091813670. 2

94091813671. 3

94091813672. 4

Question Number : 18 Question Id : 9409183711 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

..... is NOT critical to scheduling a project.

1. Required human resource
2. Resources
3. Time of activities
4. Cost of activities

Options :

94091813673. 1

94091813674. 2

94091813675. 3

94091813676. 4

Question Number : 19 Question Id : 9409183712 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

..... report is used to report the progress of the project.

1. Status report
2. Schedule report
3. Budget report
4. Time report

Options :

94091813677. 1

94091813678. 2

94091813679. 3

94091813680. 4

Question Number : 20 Question Id : 9409183713 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

..... report is used for reporting the timeline of activities.

1. Status report
2. Schedule report
3. Budget report
4. Time report

Options :

94091813681. 1

94091813682. 2

94091813683. 3

94091813684. 4

Management Functions-2

Section Id : 94091891

Section Number : 2

Section type : Offline

Mandatory or Optional : Mandatory

Number of Questions :	10
Number of Questions to be attempted :	10
Section Marks :	30
Enable Mark as Answered Mark for Review and Clear Response :	Yes
Sub-Section Number :	1
Sub-Section Id :	940918134
Question Shuffling Allowed :	No

Question Number : 21 Question Id : 9409183714 Question Type : SUBJECTIVE

Correct Marks : 3

Differentiate between Income and expenditure accounts.

Question Number : 22 Question Id : 9409183715 Question Type : SUBJECTIVE

Correct Marks : 3

What do you understand by cash budget?

Question Number : 23 Question Id : 9409183716 Question Type : SUBJECTIVE

Correct Marks : 3

Explain the concept of Gantt Chart.

Question Number : 24 Question Id : 9409183717 Question Type : SUBJECTIVE

Correct Marks : 3

Discuss briefly the Project Management information System (PMIS).

Question Number : 25 Question Id : 9409183718 Question Type : SUBJECTIVE

Correct Marks : 3

What are the important byelaws of the society?

Question Number : 26 Question Id : 9409183719 Question Type : SUBJECTIVE

Correct Marks : 3

Explain the concept of social marketing.

Question Number : 27 Question Id : 9409183720 Question Type : SUBJECTIVE

Correct Marks : 3

Describe the double entry book keeping system.

Question Number : 28 Question Id : 9409183721 Question Type : SUBJECTIVE

Correct Marks : 3

What is a macro environment for NGOs?

Question Number : 29 Question Id : 9409183722 Question Type : SUBJECTIVE

Correct Marks : 3

How can erroneous communication be avoided?

Question Number : 30 Question Id : 9409183723 Question Type : SUBJECTIVE

Correct Marks : 3

How is ICT important for NGOs?

Management Functions-3

Section Id :	94091892
Section Number :	3
Section type :	Offline
Mandatory or Optional :	Mandatory
Number of Questions :	7
Number of Questions to be attempted :	5
Section Marks :	50
Enable Mark as Answered Mark for Review and Clear Response :	Yes
Sub-Section Number :	1
Sub-Section Id :	940918135
Question Shuffling Allowed :	No

Question Number : 31 Question Id : 9409183724 Question Type : SUBJECTIVE

Correct Marks : 10

Explain the concept of opportunity and threat matrix with the help of examples.

Question Number : 32 Question Id : 9409183725 Question Type : SUBJECTIVE

Correct Marks : 10

List and discuss the information required by NGOs to develop a project proposal for raising funds.

Question Number : 33 Question Id : 9409183726 Question Type : SUBJECTIVE

Correct Marks : 10

What are the different techniques of budgeting? Explain those giving examples.

Question Number : 34 Question Id : 9409183727 Question Type : SUBJECTIVE

Correct Marks : 10

Explain the concept of selling with the help of examples.

Question Number : 35 Question Id : 9409183728 Question Type : SUBJECTIVE

Correct Marks : 10

Differentiate between Journal and Ledger giving examples.

Question Number : 36 Question Id : 9409183729 Question Type : SUBJECTIVE

Correct Marks : 10

List and explain different conditions under which the trusts are eligible for recognition.

Question Number : 37 Question Id : 9409183730 Question Type : SUBJECTIVE

Correct Marks : 10

How many stages are there in a project life cycle? Explain each one of them.