

Syllabi of Skill Enhancement Course “Management of Non-Government Organizations”

Four Year Under Graduate Programme (FYUGP)

SEMESTER II

Course Title : Management of Non-Government Organizations

Course Code : SEC 248

Nature of the Course: Skill Enhancement Course

Number of Credits: 3

Distribution of Marks: 80 (End-Sem.) + 20 (In- Sem.)

Objective: The objectives of the course are to:

- provide an understanding of the concepts and working of Non-Government Organisations (NGOs)
- familiarize students with the issues and challenges in opening NGOs
- provide basic managerial training to work for NGOs
- impart latest and most relevant skill set to students for a career in this field

Unit	Contents	L	T	P
I (20 Marks)	Introduction to NGO Management: Concept, Definition, Functions and Establishment of NGOs; Relationship between NGO and the Government; Legal procedure of establishment of NGOs: Overview of the Societies Registration Act, India’s Companies Act, Charitable Endowment Act and FCRA, Memorandum of Association and Buy Laws, Tax relief under various Acts; Process of Management: Planning, Organising, Staffing, delegating and coordinating.	10	1	
II (20 Marks)	Leadership for NGO Management: Building and leading a team, Human resource management, Human resource policy, staffing and salaries; Designing and planning a project: Project formulation, Project monitoring and Project evaluation; Fund raising and grant proposals, Principles of good communication and successful negotiations, Communication skills – verbal and non-verbal messages.	8	1	8
III (20 Marks)	NGO Governance: Governance concepts, Challenges, Perspectives and Ethical concern; Coordinating agencies: Funding agencies and Schemes, NABARD, Human Rights Commission, Schemes for NGOs under Government of India	8		
IV (20 Marks)	Project work/Internship	6		18

Total	30	2	26
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L: Lecture

T: Tutorial

P: Practical

MODES OF IN-SEMESTER ASSESSMENT:

(20 Marks)

- One Test = 10 Marks
- Students have to choose **any one** of the following suggested activities in a semester for their in-semester assessment. =10 Marks
 - Seminar Presentation on any of the relevant topics from the syllabus
 - Debates and Discussions
 - Poster Presentation
 - Concept note
 - Reflective Journals

LEARNERS OUTCOMES:

After the completion of this course, the learners will be able to

- take up social work as a career or join a non-government organization (NGO).
- recognize the requirements for upliftment of the under privileged and in areas like environment, health, education, social services and community development.
- manage an organization's goals and objectives, their execution, supervision.
- create awareness in society about Sustainable Development, Strategic Management and Planning, Operational Planning, Communication, Leadership, Fundraising and its types and need for Project Management.

ESSENTIAL READINGS:

1. A. Abraham, "Formation and Management of NGO's"(2003), Third Edition, University Law Publishing Co.. Pvt Ltd, New Delhi.
2. D. Lewis, "Management of Non Governmental Development Organization", (2001)2nd Edition, Routledge, Newyork.
3. P. Sundar, "Business and Community: The Story of Corporate Social Responsibility in India", Sage Publication, New Delhi
4. S . Aggarwal., "Corporate Social Responsibility in India" (2008), Sage Publication, New Delhi.
5. S. Chandra, "Guidelines of NGO Management in India", Kanishka Distributors, New Delhi.