

(C) Multidisciplinary Courses to be offered

Sl. No.	Sem	Type of Course	Name of Course	Credits	Marks
1.	I	MDC-1	Dr. Ambedkar on Democracy	3	100
2.	II	MDC-2	NGO Management	3	100
3.	III	MDC-3	Disability and Social Work	3	100

Sub Total = 09

Study Origin.com

SEMESTER- II

TYPE OF COURSE : MDC-2
 NAME OF COURSE : NGO Management
 MARKS : 100 (70+30)
 CREDITS : 3

Objectives:

- Develop an understanding about non-governmental organizations.
- Acquire skills and competence in managing NGOs.
- To develop basic understanding in entrepreneur skills.

COURSE OUTCOME :- Learning to establish and register an NGO

Course Contents:

Unit	Content	Periods
Unit I	Conceptual Framework of NGOs <ul style="list-style-type: none"> • Voluntary initiatives in India: Pre/post-independence phase • NGOs: Concept, characteristics, nature, forms • Relationship between overnment and NGOs and their interface 	8
Unit II	Establishing an NGO <ul style="list-style-type: none"> • Salient features of legal provisions: The Societies Registration Act, 1860; The Indian Trusts Act, 1882 and The Companies Act, 1956 • Registering an NGO: Formation of society and registration process under appropriate legislation • National policy on voluntary sector 	8
Unit III	Management of NGOs <ul style="list-style-type: none"> • Organizational Planning: Vision, mission, goals, formulation of objectives & strategies and manpower/human resource planning • Management and functions of NGOs: Recruitment, selection, induction & placement, training & development, employee remuneration motivation and morale • Organizational environment & culture, leadership, coordination and employee discipline 	8
Unit IV	Project Implementation, Monitoring and Evaluation <ul style="list-style-type: none"> • Project formulation: Types, stages and factors affecting • Project implementation: Mobilization of resources, fund raising and grant-in-aid • Project monitoring and evaluation 	6

Jyoti
14/6/2023

SK
14/6/2023

Reading List:**Classic Readings:**

- Edwards, M. R. (2002). *The Earthscan Reader on NGO Management*. London: AlanFowler.
- Horton, D. & Anastasia, A. (2003). *Evaluating Capacity Development*. Canada: International Development Research Centre.
- Levis, D. (2001). *The Management of NGO Development Organization: An Introduction*. London: Routledge.
- Norton M. & Murray C. (2000). *Getting Started in Fund Raising*. New Delhi: Sage Publication Pvt. Ltd.

Compulsory Readings:

- Abraham, A. (2011). *Formation and Management of NGOs*. Delhi, India. Universal Law Publishing Co.
- Kettner, P. M., Moroney, R. M., & Martin, L. L. (2017). *Designing and Managing Programs: An Effectiveness based Approach (5th Ed)*. Thousand Oaks : Sage Publications.
- Padaki, V. & Vaz, M. (2004). *Management Development and Non-Profit Organisation*. New Delhi: Sage Publication.
- Pamecha, V.K. (2012). *Project Proposal Formulation & Funding of NGOs & NPOs in India*. New Delhi: Jain Book Agency.

Additional Readings:

- Coley, S.M. & Schein, C.A. (1990). *Proposal Writing (Sage Services Guides)*. New Delhi: Sage Publication.
- Chandra, S. (2001). *NGO: Structure, Relevance and Functions*. New Delhi: Kanishka Publishers.
- Chowdhary, S. (1990) *Project Management*. Delhi: Tata McGraw Hill.
- Dadrawala, N.H. (2004). *The Art of Successful Fund Raising*. New Delhi: CA
- Mukherjee, K.K. (1999). *A Guide Book for Strengthening Voluntary Organization*. Ghaziabad, India: GramNivajanaKandera.
- PRIA. (2001). *Defining Voluntary Sector in India: Voluntary Civil or Non-profit*. New Delhi: Participatory Research in Asia- PRIA.
- PRIA. (2001). *NGOs in India: A Critical Study*. Delhi: PRIA.
- Save the Children. (2006). *Toolkit: A Practical Guide to Planning, Monitoring, Evaluating and Impact assessment*. London, UK: Save the Children.

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