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| **Name of the Programme** | **Bachelor of Social Work** |
| **Semester** | **IV** |
| **Course Code** | **BSW-404** |
| **Nature of Course** | **Skill Enhancement Course** |
| **Course Title** | **NGO Management** |
| **Credits** | **4** |
| **Marks** | **100** |

**Objective:**

* To introduce learners the key concepts of Non-government organization.
* To facilitate learners with core knowledge, practical skills and tools to manage effectively a NGO.

**Course Contents**

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| **Units** | **Name of the Unit** | **Contents** | **L** | **T** | **P** | **Marks** |
| **1** | **Conceptual Framework and Historical Development** | * BASIC CONCEPT: Government Organisation, Non-government Organisation, Volunteer Organisation, Civil Society Organisations * Difference between Profit and Non-Profit Organizations * Historical Development of NGO’s In India | **12** | **4** | **-** | **20** |
| **2** | **Establishing an NGO** | * Farming of NGO’s, registration of societies and trust * Formulation of project proposal | **12** | **4** | **-** | **20** |
| **3** | **Basic Administration of NGOs** | * Planning, Organizing, Staffing, Directing, Co-Ordinating, Reporting and Budgeting, Monitoring and Evaluation * Training and Development * Capacity Building | **12** | **4** | **-** | **20** |
| **4** | **Resource Mobilization and Management** | * Human and Material Resource Mobilization * Fund Raising and Grant In-Aid * Project Implementation, Monitoring and Evaluation * Emerging issues in NGO Management | **12** | **4** | **-** | **20** |
| **TOTAL CONTACT HOURS** | | | **64** | | | **80** |
| **Note : End Semester Exam : 80 Marks, In Semester 20 Marks ( 10 In Semester Exam, 5 Presentation, 5 Assignment)** | | | | | | |

**Suggested readings:**

1. Abraham Anita (2011) Formation and Management of NGOs,Universal Law Publishing Co.,India.
2. Bhatia S.K. “Training & Development”,Deep & Deep Publication Pvt. Ltd.
3. Chandra,S.(2001) NGO: Structure, Relevance and Function. New Delhi:Kanishka Publishars
4. Coley,S.M. & Schein C.A.(1990) Proposal Writing(Sage Services Guides).New Delhi: Sage Publication
5. Dadrawala,N.H.( 2004) The Art of Successful Fund Raising, New Delhi:CA.
6. Edwards,Michale r,(2002) The Earthscan Reader on NGO Management, London: AlanFowler.
7. Horton Dougles & Anestasia A. (2003) Evaluating Capacity Development, International Development Research Centre ,Canada.
8. Indian Center of Philonthropy, 2002, Investing in Ourselves**:** Giving & Fund Raising InIndia, New Delhi: Sampradan
9. Jackson,J (1989) E (1989) Evaluation for Voluntary Organisation. Delhi:Information andNews Network.
10. Levis,David (2001): The Management of NGO Development organization anIntroduction, London: Routledge.
11. Mukherjee,K.K.(1999) A Guide Book for Strengthening Voluntary Organization.Ghaziabad:Gram Nivojana Kandera
12. Norton M. & Murray C.(2000) Getting Started in Fund Raising,Sage Publication Pvt.Ltd..
13. Padaki, V. &Vaz, M (2004) Management Development and Non Profit Organisation.NewDelhi:Sage Publication.
14. Pamecha V.K. (2012) Project Proposal Formulation& Funding of NGOs & NPOs inIndia, Jain Book Agency, New Delhi.
15. Planning Commission,(2007) National Policy on Voluntary Sector, Govt. of India
16. PRIA (2001) Defining Voluntary Sector in India: Voluntary Civil or Non-profit, NewDelhi.
17. Toolkit-A Practical Guide to Planning ,Monitoring, Evaluating and Impact assessment(2006), Published by ,Save Children, London,U.K