

**Course Name:** NGO MANAGEMENT

**Course Code:**

**Course Objectives:** To provide managerial training and skills to NGO workers. To impart the latest and most relevant skills set to a student for a career in this field.

### **Module I: Introduction of NGO Management**

- Concept, Functions and Establishment of NGO
- Legal Procedure of Establishment of NGOs
- Overview of Societies Registrations Act, India's Companies Act
- Charitable Endowment Act and FCRA
- Memorandum of Association and Bye Laws
- Tax Relief Under Various Acts

### **Module II: Result Based Management and Project Cycle Management**

- Designing and Planning a Project
- Project Monitoring and Evaluation
- Fundraising and Grant Proposals
- Principles of Good Communication and Successful Negotiations

### **Module III: Leadership and HR Development**

- Building and Leading a Team
- Conflict Resolution

### **Module IV: HR Development**

- Human Resource Management
- Human Resource Policy, Staffing and Salaries
- Staff Development

### **Module V: NGO Governance**

- Governance Concepts, Challenges, Perspectives and Ethical Concern
- Impact of Different Governance Structures
- Good Governance: Code and Accountability

## **Module VI: Coordinating agencies, Funding Agencies and Schemes**

- NABARD and Human Rights Commission
- Schemes for NGOs under the Government of India
- Project Work

### ***Reference Books:***

- Administration And Management Of NGOs : Text And Case Studies Paperback – 2005 by R. Kumar (Author), S. L. Goel (Author)
- Non-governmental Organizations: Management and Development, 3rd Edition. David Lewis. Routledge. 2015.
- Guidelines for NGOs Management in India by Snehlata Chandra