

DEPARTMENT OF POPULATION STUDIES**APOPVAC01- NGO's Management and Development****Learning Objectives**

The students will be able

To understand the evolution of the non-profit sector into the fastest growing sector of our economy

To provide managerial training and most relevant skills.

To develop an understanding of management techniques and leadership skills for enhancing the effectiveness of non-profit organizations.

Course Outcomes

After completion of the course, the students will be enable to

- Understand the procedures for registration of NGOs
- Enhance the knowledge on the fundamentals of accounting
- Gain perspectives on the management, financial, leadership

Unit 1

Concept and Structure of NGOs, Importance of NGOs, Registration of NGOs, Bye –Laws /Memorandum of Associations and Registrations, Sources of funding for Management of NGOs.

Unit 2

National, International Government and Non-Governmental Agencies, Role of NGOs: Education, Women Empowerment, Development, Family Planning, Population Activities, Health, Reproductive and Child Health Programme and AIDS.

Unit 3

Project Preparation: Guidelines for drafting a Project. Planning: nature, purpose, steps, types, merits and demerits .Organizations and Staffing.

Unit 4

Book Keeping: Definition, objectives and systems; Types of Account; Accounting for Non-Profit Organizations: Receipts and Payments of Accounts, Income and Expenditure Account; Balance Sheet; Maintenance of Project Accounts

Unit 5

Monitoring: Formulation of objectives; Designing a monitoring systems; Participatory monitoring process; Reporting: ongoing and the completed project. Evaluation of Projects: types, procedures and processes; Participatory evaluations. Evaluation and reporting of an ongoing/ completed project; Participatory Rapid Appraisal (PRA) ; Management Information System (MIS).

Text books:

Allen Fowler (editor) and ChikkuMalunga (editor) NGO Management,2010
The Earthscan Companion, New Delhi

David Lewis NGO Management and Development,2014. Roulledge, New Delhi

Michael J. Worth Nonprofit Management. Principles and Practice,
Sage Publications, Inc., 2008.

Pandey and Devandra Prasad. 2009.Development and Management of NGOs. Adayayan Publishers Private Limited, New Delhi.

Suggested Readings:

Pandey and Devandra Prasad. 2009. Development and Management of NGOs. Adayayan Publishers Private Limited, New Delhi.