

Ordinances and Syllabus
of
**Post Graduate Diploma in Management of
Non-Governmental Organizations**

(Self-financing mode)

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Ordinances and Syllabus of Post Graduate Diploma in Management of Non-Governmental Organizations

Rationale

The NGO's since the last two decades, due to their unique vision and perspectives of a just, equitable and sustainable society have gained prominence as agents of social and economic change. This increasing recognition has also heightened the demand for increased professionalism. The actions, the frames of reference, the demands for better results and transparent governance requires a massive investment in developing human resources. The developing countries do have their own unique needs and cultural identities. This must be understood and addressed while building the managerial traits in its human resources. Importing the required managerial competence from the developing economies may not be a feasible strategy. This programme, being in the developing country makes an attempt to address this uniqueness. It is, therefore, a unique cause to attend for those interested in working on the social and economic agenda, with NGO's.

Objectives

The aim of the course is to impart knowledge, develop skills and create suitable attitudes and behavior patterns required for effective provision of social and welfare services.

Duration : One Year

Number of Seats: 30 (Thirty)

Eligibility

Any graduate in any stream of any recognized University in India and abroad.

Admission Process

The students will be admitted to this course on the basis of merit to be judged according to the marks obtained by them in Bachelor's Degree Examination (if need be after scaling). The rules relating to reservation for different categories such as SCs, STs, OBCs, Ex-Servicemen, Freedom Fighter, Handicapped, University Employees and their Wards and College Teachers and their Wards as also the weight-age given to Outstanding Sportsmen, NCC. etc. as applicable to University of Lucknow in accordance with the policy of State Government shall apply mutatis mutandis.

Course Content

The Curriculum will be divided into two parts: - (1) Theory Papers, and (2) Project Report
There shall be four theory papers of 100 marks each and Project Based Viva-Voce Examination of 100 marks, as per details given below:

(1): Theory Papers

Paper-I: Non-Governmental Organizations and Civil Society

Paper-II: Management of NGO's

Paper-III: NGO's: Legislation, Agencies & Programmes

Paper-IV: NGO's: Financial & Project Management

Paper V: Project Report Based Viva- Voce

(2): Project Report

Each student required shall be on the theme (to be decided in consultation with the faculty) before the commencement of the examination.

Attendance

Seventy five percent attendance shall be compulsory.

Fee

As Per University Norms.

Examination

The examination will be conducted as per scheme centrally prepared by the Controller of Examination.

However, every student admitted to this course will be required to fill up the Examination Form at the time of admission. The pass marks and division will be as per university norms.

Syllabus of PGD in Management of NGO's

Paper I Non-Governmental Organizations & Civil Society

Unit-I

NGO's: Definition, Concept, Objectives & Types
Genesis and Present Status of NGO's
Role of NGO's
History of NGO's in India
NGO's Movements in Other Countries

Unit-II

Concept of Civil Society
Role of Civil Society in Social Change
Social Movement in India: Women's Movement, Dalit's Movement, Peasant Movement and etc.

Unit-III

Human Rights: Definition, Concept & Scope
National Human Rights Commission
Right to Information
Gender Equality: Status & Issues

Unit-IV

Media: Definition, Concept & Scope
Media Management
Role of Electronic Media in Social Change
Role of Print Media in Social Change

Books Recommended

1. Elliot, C.M. (Ed.) Civil Society and Democracy Oxford University Press, New Delhi.
2. Tandon, R. and Mohanty, R. (Ed.), Does Civil Society Matter ? Sage Publication, New Delhi .
3. Srivastava, M. Human Rights and Media, Atlantic Publication, New Delhi.
4. Pruthi, R.K. Establishing and Managing Global Civil Society, Arise Publishers & Distributors, New Delhi.
5. Goel, O.P. (Ed.) Strategic Management and Policy Issues of NGO's Isha Books, New Delhi.
6. Sarkar, A.K., NGO's the New Lexicon of Health Care, Concept Publishing Company, New Delhi.

Paper-II Management of NGO's

Unit-I

Management: Definition, Nature, Scope & Significance
Levels of Management
Functions & Principles of Management
Role of a Manager
Managerial Skills

Unit-II

Organization: Definition, Nature, Types & Structure
Leadership: Definition, Objectives, Types & Function
Traits of People Centered Leadership
Motivation: Definition, Types & Significance.

Unit-III

Planning: Concept, Objectives, Scope & Significance
Limitations of Planning
Steps in Planning
Meaning of Authority, Responsibility & Accountability
Centralization & Decentralization: With Special Reference to NGO's

Unit-IV

Team Building: Concept & Significance
Role of Effective Team Building in Management of NGO's
People's Participation: Concept, Meaning and Objectives
Role of People's Participation in Community Development
Understanding Self: Formulation of Self Concept, Dimension, Component,
Self Assessment Analysis & Action Plan

Books Recommended

1. Prasad, L.M. Principles and Practice of Management, S. Chand & Sons, New Delhi.
2. Mamoria, C.B. Personnel Management, Himalaya Publishing House, Mumbai.
3. Tyagi, A. Organisational Behaviour, Tata Me Graw Hill Publishing Co., New Delhi.
4. Mukherjee, A. Participating Learning Action. Concept Publishing Company, New Delhi.
5. Vellivel, S.K. Participation and Sustainable Development: Theory and Practice in Government and NGO's Vetri Publishers, New Delhi.

Paper - III
NGO's: Legislation, Agencies & Programmes

Unit-I

Societies Registration Act, 1860
Charitable Endowments Act, 1890 (with Charitable Endowments (Central) rules 1942
Cooperative Societies Act, 1912
Company Act, 1956 (Some Relevant Part)
Indian Trust Act, 1882

Unit-II

FCRA: Foreign Contribution Regulatory Act
Income tax Act 1961: Nature and scope of Section 10
Income Tax Exemption: Under Sections 11 and 12.
Rebate under Sections 80G and 35AC of Income Tax Act.

Unit-III

UN Agencies
Donor Agencies
Other International Agencies
World Bank, IMF and Asian Development Bank

Unit-IV

Major Schemes of the Government of India in Various Sectors
Role of NGO's and Criteria for NGO's Support

Books Recommended

1. Goswami, V.G. Labour and Industrial Laws, Central Law Agency, Allahabad.
2. Malik, P.L. Industrial, Eastern Book Agency, New Delhi.
3. Misra, S.N. An Introduction to Labour and Industrial Law, Allahabad Agency, Allahabad.
4. Aravindam, P. Team Engineering and World Class Management Wheeler Publishing, New Delhi.
5. Bene Acts.
6. UNDP Human Development Reports.
7. United Nations Report.
8. Unicef Report.
9. World Bank Report.

Minor modification in PG Diploma in management of NGO's

Paper-IV

NGO's: Financial & Project Management

Unit-I

Accounting: Concept, Meaning, Nature, Function & Accounting Equation Concept of Double Entry, Accounting Cycle, Preparation of Voucher, Journal, Ledger & Trial Balance Receipts & Payments, Balance Sheet, Income & Expenditure Account, Statement of Affairs

Unit-II

Requirement, Types of Funds, Understanding the Role of Funding Agencies Technique & Sources for Fund Raising

Tools of Financial Analysis: Ratio, Liquidity, Activity, Capital Structure, Profitability Ratio, Cash Flows Statement (AS3)

Documentation & Recording

Partnership: Concept, Types, Role & Technique

Unit-III

Cost Accounting: Elements, Classification, Allocation & Cost Sheet.

Cost Benefit Analysis

Project Management: Concept, Goals, Function, Categories, Phases, Perfect Life Cycle, System Development Cycle.

Criteria for Project Selection, Identification of Projects

Technical, Commercial, Economical & Financial Management Appraisal

Unit-IV

Network Technique & Scheduling: PERT, CPM, GERT

Project Control: Process, Function Auditing / Examination. Causes for Failure, Risk in Project, Process, Project Termination

PLA / PRA: Meaning, Process & Significance

Monitoring & Evaluation

Books Recommended

1. Maheswari, S.N., Introduction to Accountancy, Vikas Publication.
2. Agarwal, M.L. Cost Accounting, Sahitya Publication.
3. Maheshwari S.N. and Maheshwari S.K. Advanced Accountancy Vikas Publication (Vol. I & II) 9th Edition.
4. Gupta, S.P., Management Accounting, Sahitya Publication.
5. Sukla and Grawal, Advanced Accounts Vol. I & II S. Chand Publication V. Sharma K.R., Project Management National Publishing House.
6. Singh, Preeti, Investment Management Security Analysis and Portfolio Management, Himalaya Publishing House.
7. Chandra, P. Projects, Planning, Analysis, Selection, Implementation and Review, Tata Mc. Graw Hell Publishing Co. Ltd. 4th Edition.
8. Berkun, S. The Art of Project Management O'reilly Publication.
9. Burke, R. Project Management, John Willey & Sons, England.