

GUJARAT TECHNOLOGICAL UNIVERSITY

MASTER OF BUSINESS ADMINISTRATION (Global Program)

Year – II (Semester – IV) (W.E.F. January 2014)

Specialization: Rural & Agro-Based Management (RAM) - New

Subject Name: NGO Management (NM)

Subject Code: 2840702

1. Course Objectives: The MBA programme is primarily intended for the students who would like to engage as professional managers, entrepreneurs or social scientists. . The course will focus on the basic managerial concepts for establishment and manage an NGO, which will be very much useful for students those who are now planning to make a carrier into NGOs sector. This course is also designed for the potential employees at of corporate sector who, wish for professional advancement in the area of so-called Corporate Social Responsibility. This course will be helpful in creating jobs in the NGO sector and also create awareness about social problems faced by the society.

2. Course Duration: The course duration is of 36 sessions of 75 minutes each, i.e. 45 hours.

3. Course Contents:

Module No:	Module Content	No. of Sessions	Marks (70 External exam)
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I	<p>Definition of NGO, Characteristics of NGO, Role of NGOs, NGO and Voluntary Organisation (VO), Non profit organization (NPO)</p> <p>Types of NGOs by orientation: Charitable orientation; Service orientation; Participatory, Empowering orientation; NGO type by level of co-operation: Community- Based Organization; City Wide Organization; National NGOs; International NGOs;</p> <p>Various activities of NGOs. : Awareness and Services related to Health/ Education/Awareness/ Empowerment of Women and weaker sector, Environment Protection, Public Causes, RTI, Human Rights, Social values, Consumer protection etc.</p>	7	17
II	<p>Formation of a Trust or a Society, Registration, Trust Deed, MoA, Laws related to Public Trust Act, Society Registration laws, Documents required, Bye Laws / Memorandum of Association, Registration procedure, Procedure to option a license u/s 25 of the co act.</p> <p>Management of NGO: Planning, organizing, controlling, project formulation, project implementation, Decision making process in NGOs,</p> <p>Meetings of NGO, Resolutions and Minutes of Meetings, Record Keeping,</p>	7	18
III	<p>Maintaining Accounts and preparing financial statements,</p> <p>Opening of Bank Account, maintenance of account, procedure of writing accounts, Audit of NGO, Income Tax provisions for NGO, NGOs and RTI, NGOs and PIL</p>	7	17
IV	<p>Funding of NGO operations</p> <p>Internal sources, External sources with in India, outside India, Legal provisions for foreign funding, Fund raising strategies, Donation, Grant in Aid from Govt. General guidelines for raising funds</p>	7	18

V	Practical Module: Students have to study some leading Indian and prepare and present the Case Studies / Success stories of NGOs. The students may prepare the research Report on the role of CAPART, NABARD, SEWA, AKRSP, International NGOs or United Nations' agencies such as UNHCR, UNICEF, WFP, UNDP, UNFPA, UNODC, ILO, UNESCO, WHO and the World Bank and their contribution to the development of Indian NGO sector or socio economic development of India / Gujarat.	8	(20 Marks of CEC Internal Evaluation)
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4. Teaching Method: The following pedagogical tools will be used to teach this course:

- Lectures
- Case Discussions and Practical Visits to NGOs
- Audio-visual Material (Using CDs/ Clippings)
- Assignments and Presentations
- **Workshops by Rural and NGO Promoters / Managers / Experts.**

5. Evaluation:

A	Projects/ Assignments/ Quizzes/ Individual or group Presentation/ Class participation/ Case studies etc	Weightage 50 marks (Internal Assessment)
B	Mid-Semester Examination	Weightage 30 marks (Internal Assessment)
C	End –Semester Examination	Weightage 70 marks (External Assessment)

6. Text Books:

Sr. No.	Author	Name of the Book	Publisher	Edition
T1	Nabhi's Board of Editors	Nabhi's Handbook for NGOs Vol. I and II (Encyclopedia for NGOs and Voluntary Agencies)	Nabhi Publication, N. Dehli	Latest Edition

T2	Snehlata Chandra	Guidelines For NGOs Management In India	Kanishka Publishiners Distributors	Latest Edition
T3	B. R. Nanda	NGO Management: With Case Studies	Surendra publication	Latest Edition

7. Reference Books:

Sr. No	Author	Name of the Book	Publisher	Edition
R1	Santap Sanhari Mishri	NGO an introduction by	ICFAI University Press	Latest Edition
R2	J.M.Ovasdi	Management of Non Governmental Organisations - Towards a developed civil society	Macmillon Publications	Latest Edition
R3	S. Rengasamy	NGO Management Mobilizing Managing Financial Resources	Madurai Institute of Social Science	Latest Edition
R4	David Lewis	The Management of Non-Governmental Development Organizations	Routledge Publication	Latest Edition
R5	Sudeshkumar	Schemes of Central Government for NGOs A Handbook of Financial Norms for Project Budgeting	Jain Publishing House	Latest Edition
R6	V.P. Goyal	Schemes for NGOs in Development	Mangal Deep Publication, Jaipur	Latest Edition

8. Session Plan:

Session no.	Topic
1-2	Definition of NGO, Characteristics of NGO, Role of NGOs in society.
3-4	NGO and Voluntary Organisation (VO), Non profit organization (NPO)
5-7	Various activities of NGOs Awareness and Services related to Health/ Education/Awareness/Empowerment of Women and weaker sector, Environment Protection, Public Cause RTI, Human Rights, Social values, Consumer Protection etc.
8-9	Formation of a Trust or a Society; Public Trust / Private Trust and Society , Trust Deed, Memorandum of Association, Laws related to Public Trust Act, Indian Societies Registration laws
10-12	Documents required, Memorandum of Association; , Procedure of Registration of Public Trust and Society.; Procedure to option a license u/s 25 of the co act
13-14	Management of NGO: Planning, organizing, controlling, project formulation, project implementation; Decision making process in NGOs; Meetings of NGO, Resolutions and Minutes of Meetings.
15-16	Maintaining Accounts and preparing financial statements; Opening of Bank Account, maintenance of account, procedure of writing accounts,
17	Audit and Inspection of NGO
18-19	Income Tax provisions for NGO ; Obtaining of Certificates for Income Tax Rebate / Concessions
20-21	Right to Information Act, Public Interest Litigations applicable to Public Trust
22-24	Funding of NGO operations ; Internal sources of funds, External sources of Funds, Donations and Grant receipt from Governments, Individuals and other agencies with in India as well as outside India; Legal provisions for foreign funding
25-26	Fund raising strategies, Donations, Grant in Aid from Govt. General guidelines for raising funds
27	Various State and Central Government Departments / Organisations and Agencies involved in providing financial support to NGOs including Foreign

28 to 36	<p>Practical Module:</p> <p>Students have to study some leading Indian and prepare and present the Case Studies / Success stories of NGOs. The students may prepare the research papers on the role of International NGOs or United Nations' agencies such as UNHCR, UNICEF, WFP, UNDP, UNFPA, UNODC, ILO, UNESCO, WHO and the World Bank and their contribution to the development of Indian NGO sector or socio economic development of India / Gujarat.</p>
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