

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 able 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, 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 and ChikkuMalunga, 2010. *NGO Management*, The Earthscan Companion, New Delhi

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

Michael J. Worth, 2008. *Non profit Management. Principles and Practice*, Sage Publications, Inc.

Suggested Readings:

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