

**Institute of Home Science
Khandari, Agra
(Syllabus)**



**CERTIFICATE COURSE IN NGO
MANAGEMENT**

[Session: 2023-2024]

By

**Department of Extension Communication
and Management**

NATIONAL EDUCATION POLICY
Department of Extension, Communication and Management
Institute of HomeScience
Dr. BhimraoAmbedkarUniversity, Agra

Core Courses	Certificate Course in NGO Management	Marks		Total 100	Credit	CourseMapping		
		CIE	UE			EC	EPC	SDC
I	Sociology, Non Governmental Organization and Social Research Methods	25	75	100	4			
II	Management of Non-Governmental Organizations and Civil Society	25	75	100	4			
III	NGOs and project management	25	75	100	4			
IV	Project work/ Internship / Field work	25	75	100	4			

Mapping of the course to Employability/ Entrepreneurship/ Skill development:

*EC: Employability courses *EPC: Entrepreneurship course *SDC: Skill development Course

Mapping of the course to Local/ Regional/ National/ Global need:

*Loc: Local Need *Reg: Regional Need *Nati: National Need *Glob: Global Need

Programme Educational Objectives (PEOs)

Certificate Course in NGO Management

The Program Educational Objectives (PEOs) for the Certificate Course in NGO Management describe accomplishments that after certificate the student are

PEO-1: To enable students to **empower them as a social worker**

PEO-2: To enable the students about social work which includes **working for the betterment of underprivileged people**

PEO-3: To train the students **to work with NGOs**

Program Outcomes(POs)

The students of Certificate Course in NGO Management will be able to:

PO-1: The NGO Management course is specifically designed mainly to empower the students with **the managerial skills and knowledge required to start a career as a social worker.**

PO-2: It teaches students about social work which includes working for the betterment of underprivileged people. This vast sector **deals with various social issues ranging from health care, and education to community development.**

PO-3: The course provides the participants with **the necessary knowledge and skills to work in a diverse and challenging work environment along with training for a career in social work** which also includes **work in NGOs and helping government organizations by conducting studies and surveys.**

Programme Specific Outcome (PSOs)

After the successful completion of Certificate Course in NGO Management program, the students will able to:

PSO-1: The objectives of Certificate Course in NGO Management program is to enable the students to **empower the students with the managerial skills and knowledge** required to start a career as a social worker.

PSO-2: To provide the students with necessary **knowledge and skills to work in a diverse and challenging work environment along with training for a career in social work**

Certificate Course in NGO Management

Paper I: Sociology, Non-Governmental Organization and Social Research Methods

Paper II: Management of Non-Governmental Organizations and Civil Society

Paper III: NGOs and project management

Paper IV: Project work/ Internship / Field work

Paper I: Sociology, Non-Governmental Organization and Social Research Methods

Course Objective :

This course will enable the students-to understand the processes of industrialization, urbanization and socialization

UNIT – I

Sociology: meaning and definitions, origin and development of Sociology. Nature, scope and importance. Sociology its relationship with History, Economics, Political Science, Anthropology and Psychology. Challenges of Sociology. Branches of Sociology: Rural Sociology, Urban Sociology and Industrial Sociology.

UNIT – II

Social Institutions: Family: characteristic, functions, types of family – nuclear family, joint family and extended family. Changing nature of family, problems of the family, causes for breakdown of Indian joint family system: industrialization, urbanization and globalization. Marriage: forms of

marriage, types of marriage. Kinship: types of kinship, relevance and importance of kinship. Religion: origin of religion, development of religion, advantages and disadvantage of religion.

UNIT – III

Social Research: meanings, definition, nature. Aims of social research: studying the social problems, functions of society, understanding the processes – industrialization, urbanization and socialization. Types of social research: basic, action and applied research. Divisions of social research: quantitative and qualitative research.

UNIT – IV

Research Processes: theory: conceptual scheme, speculation and helps to identify the facts to be studied. Research design and sampling - Research design: meanings and definitions. Types of research design: descriptive and diagnostic, explorative and formulative, experimental. Methods and tools of data collection - Observation: meanings and definitions. Types of observation methods. Interview: types of interview, purpose of interview and uses of interview. Case study: definitions of case study. Tools of data collection: interview schedule – meanings, definitions and types. Questioner: meanings and definitions.

Unit – V

NGO and social development. Role of NGOs in civil society: development the children, empowerment of women, Self Help Groups, youth employment. Challenges of NGOs – fund raising, achieving the targets, duplication of NGOs.

Reference:

1. Ahuja, Ram. (2001). *Indian Social System*, New Delhi: Rawat Publication.
2. Ahuja, Ram. (2003). *Society in India*, New Delhi: Rawat Publication.
3. Bottomore, T.B. (1972). *Sociology: A Guide to Problems and Literature*, Bombay: George Allen and Unwin (India).
4. Fulcher and Scott. (2003). *Sociology*, New York: Oxford University Press.
5. Giddens, Anthony. (2005). *Sociology*, Polity Press.
6. Harlambos, M. (1998). *Sociology: Themes and Perspective*, New Delhi: Oxford University Press.
7. Harlambos and Holborn. (2000). *Sociology, London*: Harper-Collins.
8. Inkeles, Alex. (1987). *What is Sociology?* New Delhi: Prentice-Hall of India.
9. Johnson, Harry M. (1995). *Sociology: A Systematic Introduction*, New Delhi: Allied Publishers.
10. Maclver and Page. (1974). *Society: An Introductory Analysis*, New Delhi: Macmillan and co.
11. P. Gisbert. (2010). *Fundamental of Sociology*. New Delhi: Orient Blackswan.

courseOutcomes

This course will enable the students-

CO-1: To understand relationship of sociology with other fields

CO-2: To develop knowledge about forms of marriage and type of family and its changing nature

CO-3: To understand the processes of industrialization, urbanization and socialization.

Course Mapping

	PO1	PO2	PO3	PSO1	PSO2
CO1	1	1	-	1	1
CO2	-	1	-	-	-
CO3	2	1	2	2	2

Matching: * 0 to 30% = 1; *30% to 60% = 2; * 60% to 100% =3

Course Objective :

This course will enable the students to know about concept, methods, approaches and dimension of civil society, and registration process of NGOs

Unit-I

NGOs: meanings, definition, characteristics, Objectives and Types. Genesis, present status of NGOs and their role in social upliftment. History, origin and development of NGOs. purpose of NGOs. Aspects, issues of NGOs. challenges of NGOs: poverty reduction, child welfare and women empowerment.

Unit II

Facets of NGOs: NGOs and grass root level dimensions: tribal welfare, providing card to the needy, upliftment of illiterates, identifying the personality development, channelization the poor to reach the destination, social welfare aspects: target groups, social change.

Unit-III

Civil Society: concepts, methods, approaches and dimension of civil society. Civil society and social change; social movements and civil society. Movements Women development, Dalit issues, Peasant and agrarian issues.

Unit-IV

Registration of NGO: kind of NGOs, nature of registration, modalities of registration, purpose of registration, the Non Governmental Organizations, Trust, and Community Based Organization: the relevance, the differences, and relationships. Volunteerism and NGOs: volunteerism: nature, origin and scope. Type of volunteerism, relevance of volunteerism, voluntary action, imparting education, environmental awareness, human resource development, labor force participation and elimination of ignorance.

Unit-V

Planning process: goal setting – identifying the strength and weakness of NGOs. Team building; identifying the gap areas, initiating the process, curbing the differences and channelizing the skills. Participation activities. Action plan, group involvement, organizational commitment, selection process, training and development.

Reference:

1. Ian Smillie, John Hailey (2000). Managing For Change: Leadership, Strategy and Management in Asian NGOs. Earthscan Publications.
2. Deb Prasanna Choudhury (2011). Strategic Planning and Management of Nonprofit Organizations and NGOs Theory, Practice, Research and Cases. Asian Books
3. United Nations (2005). UN System Engagement with NGOs, Civil Society the Private Sector and Other Actors: A Compendium. United Nations, New York.

4. Ian Smillie, John Hailey (2000). Managing For Change: Leadership, Strategy and Management in Asian NGOs. Earthscan Publications.
5. Deb Prasanna Choudhury (2011). Strategic Planning and Management of Nonprofit Organizations and NGOs Theory, Practice, Research and Cases. Asian Books
6. United Nations (2005). UN System Engagement with NGOs, Civil Society the Private Sector and Other Actors: A Compendium. United Nations, New York.
7. Brinkerhoff Smith (2007). NGOs and the Millennium Development Goals. Palgrave Scholarly US
8. Rugendyke Barb Rugendyke (2007). NGOs as Advocates for Development in a Globalising World. Taylor and Francis Ltd

course Outcomes:

This course will enable the students-

CO-1: To understand the meaning, objectives and types of NGOs

CO-2: To get knowledge about grass root level dimensions of NGOs

CO-3: To know about concept, methods, approaches and dimension of civil society

CO-4: To develop knowledge about registration process of NGOs

	PO1	PO2	PO3	PSO1	PSO2
CO1	1	1	1	1	1
CO2	1	1	1	1	1
CO3	2	2	2	2	2
CO4	1	1	2	1	2

Paper – III: NGOs and project management

Course Objective

This course will enable the students-develop knowledge about project management methodology, and to develop skill of project writing.

Unit-I

Project management: meanings, definitions of project management. Nature and scope of project management. Types of project – process of project management. Planning and design. Executing, monitoring and controlling. Project controlling and project control systems.

Unit-II

Components of project management: planning, organizing, motivating, and controlling resources, procedures and protocols to achieve specific goals. Approaches in project management. Target oriented, financial involvement, social commitment and problems solving mechanism.

Unit-III

Project management methodology: Project scope and activity, planning, planning, estimation and scheduling, team management, integration management, communication management, risk management, human resource management, procurement management, time management, cost management, quality management.

Unit-IV

Phases of project management: initiation phase, definition phase, design phase, development phase, implementation phase, follow-up phase. Action – oriented, ideas of members, scientific management, financial aspect, time – management.

Unit-V

Project reporting – identification of the gap areas. Resources identification, resource mobilization, ideas generation, using the primary and secondary data. Interpretation and analyzing of data. Presentation with graphs and diagrams

Reference:

1. Kumar, R., Goel, S. L. (2005). Administration And Management Of NGOs : Text And Case Studies. Deep and Deep Publications

2. Banerjee, G. D. (2012). NGOs: Issues in Governance- Accountability- Policies and Principles. Neha Publishers and Distributors.
3. David Lewis (2014). Non-Governmental Organizations, Management and Development. Routledge Publication.
4. Goel, O.P. (2004). Strategic management and policy issues of NGOs. Neha Publishers and Distributors.
5. Ian Smillie, John Hailey (2000). Managing For Change: Leadership, Strategy and Management in Asian NGOs. Earthscan Publications.
6. Deb Prasanna Choudhury (2011). Strategic Planning and Management of Nonprofit Organizations and NGOs Theory, Practice, Research and Cases. Asian Books

course Outcomes:

This course will enable the students-

CO-1: To understand the meaning, nature and types of project management

CO-2: To get knowledge about components and approaches of project management

CO-3: To know about phases of project management

CO-4: To develop knowledge about project management methodology

CO-5: To develop skill of project writing

	PO1	PO2	PO3	PSO1	PSO2
CO1	2	2	1	1	1
CO2	2	2	2	2	2
CO3	1	1	1	1	1
CO4	2	2	2	2	2
CO5	1	1	1	1	1

Paper IV: Project work/ Internship / Field work

Course Outcomes:

This course will enable the students to develop skill of conducting field based study

	PO1	PO2	PO3	PSO1	PSO2
CO1	1	1	1	1	1

An enrolled student has to do a field study with regard to the dimensions of rural development. The original work with approximately consist of 10,000 words including tables, diagrams, and bibliography/ reference and the same should be submitted to the Head of the Department of Sociology, Periyar University for evaluation, after the completion of the theory papers in the final year of the Respective Course.

The field based study report should consists

Sl. No	Details
1.	Introduction
2.	Review of literature
3.	Methodology
4.	Data analysis
5.	Summary and conclusion
6.	Bibliography
7.	Appendix

Maximum 100 marks will be given as per the experts who evaluate the report work. The report should be submitted before the last examination of the second year without fail.

Course Outcomes:

CO1 Students will be able to do work in rural area for the development purpose

CO2 Students will be able to conduct rural development program

Course Mapping:

	PO1	PO2	PO3	PSO1	PSO2
CO1	2	2	1	1	1
CO2	2	2	2	2	2