EC I NGO's Management

Unit I.

Voluntary/NGO: History and growth of NGO's, type, role and function in social welfare programmes**.**

Unit 2.

Management   process: Concept and principles of management, planning, policy making, organising, delegation, decision making, coordination and control (Concepts and Principles**)**

Unit 3.

Organising NGO: Board, Trustees, Committees, Executives their roles and function. Laws related to NGOs Society Registration Act 1860, Trust Act, Cooperative Societies Act 1983, FCRA and related issues.

Unit 4.

Project Planning: Baseline survey, participatory project planning approach, need assessment, methodology expectations, key result areas tangible/intangible time schedule and budgeting, PRA, CPM implementation, monitoring supervision, performance   appraisal, evaluation. Report Writing: Maintenance of records, data bank, interim report, completion report.

Unit 5.

Projects and programmes: Ministry Dept of Social Welfare (Centre and Sate), Central Social welfare board, State Social Advisory Board. Related Govt. Dept and donor agencies procedure and process of availing above programmes / grants.

Reference:

1) Chandra, S, *Guidance for NGO's Management in India* Kanishka Publication, New Delhi, 2002.
2) Kanta Prasad,   *NGo's & Socio Economic Development,*   (Ed), Deep and Deep Publication, New Delhi, 1999.
3) Lawani B.T, *NGO's in Development,* Rawat Publication, Jaipure, 1999.
4) Manoranjan Mohantry ES, *Foreign aid and NGO's,* Voluntary Action Net work India, 1996.
5) Rajasekar, D, *Decentralized Government and NGO's: Issues Strategies, Ways Forward,* Concept Publication, New Delhi 1999.
6) Rajkumar Pruthi, *Manual of NGO's How to Manage,* Crest Publication , New Delhi, 2000.
7) Shivani Dhamarajan *Women's development and NGO's,*   Rawat Publications, Jaipur, 2000.
8) Shivani Dhamarajan, *NGO's Public Policy,* Kaninka Publication, New Delhi 1998.
9) Surendra K.Vettrivel, *Community Participation Empowering the Poorest Roles of NGO's,* Vetri Publication, New Delhi 1992.