

GENERIC ELECTIVES (GE-4): MANAGEMENT OF CIVIL SOCIETY ORGANIZATION

Credit distribution, Eligibility and Pre-requisites of the Course

| Course title & Code | Credits | Credit distribution of the course | | | Eligibility criteria | Pre-requisite of the course |
|---|----------|-----------------------------------|----------|---------------------|-----------------------------|-----------------------------|
| | | Lecture | Tutorial | Practical/ Practice | | |
| MANAGEMENT OF CIVIL SOCIETY ORGANIZATION GE 4 SW 212 | 4 | 3 | 1 | 0 | 12th Pass | NIL |

Learning Objectives

The Learning Objectives of this course are as follows:

- Develop an understanding about civil society organizations
- Learn the process of establishing civil society organizations
- Acquire skills and competencies in managing civil society organizations

Learning outcomes

At the end of the semester the students will be able to

- Able to develop conceptual understanding about civil society organizations
- Capable to learn overall procedure of establishing civil society organizations
- Develop skills in managing civil society organizations and formulating, implementation, monitoring and evaluating of development project

SYLLABUS OF GE-4

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| Unit I: Conceptual Framework of Civil Society Organizations (CSO) Unit Description: This unit will give an opportunity to the students to understand the concept of civil society organizations and voluntary initiatives in India. | 15 Hours |
| Subtopics: <ul style="list-style-type: none"> • Historical development of voluntary initiatives in India • Civil society organizations: Concept, characteristics, nature, types and forms | |

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| <ul style="list-style-type: none"> • Civil society sector: critical assessment of needs in contemporary context, interface between government and CSOs | |
| Unit II: Establishing an NGO Unit Description: This unit will give an opportunity to the students to learn the process of establishing an NGO. | 15 Hours |
| Subtopics: <ul style="list-style-type: none"> • Salient features of legal provisions: The Societies Registration Act, 1860; The Indian Trusts Act, 1882; The Charitable & Religious Trusts Act, 1920; Religious Endowment Act, 1863; and The Companies Act, 1956, FCRA Act, 1976 • National policy on voluntary sector, Registration and formation of an NGO, National policy on voluntary organisations • Legal compliances and Taxation requirements | |
| Unit III: Management of NGOs Unit Description: This unit will give an opportunity to the students to learn the management of Non-governmental organizations. | 15 Hours |
| Subtopics: <ul style="list-style-type: none"> • Organizational Planning: Vision, mission, goals, formulation of objectives, strategies and manpower/human resource planning • Management and functions of NGOs: Recruitment, selection, induction, placement, training, employee remuneration and motivation • Organizational environment, work culture, leadership, coordination and employee discipline | |
| Unit IV: Project Implementation, Monitoring and Evaluation Unit Description: This unit will engage students in learning formulation, implementation, monitoring and evaluation of development projects. | 15 Hours |
| Subtopics: <ul style="list-style-type: none"> • Developing projects on different issues: Types, stages, factors • Project implementation: Mobilization of resources, fund raising and grant-in-aid • Project monitoring and evaluation | |

Practical component (if any) - NIL

Essential Readings

- Abraham, Anita. (2011). Formation and Management of NGOs. Delhi, India. Universal Law Publishing Co.
- Bhatia S.K. (n.d.). Training & Development. New Delhi: Deep & Deep Publication Pvt. Ltd.

- Chandra, S. (2001). NGO: Structure, Relevance and Functions. New Delhi: Kanishka Publishars.
- Chowdhary, S. (1990). Project Management. Delhi: Tata McGraw-Hill.
- Coley, S.M. & Schein, C.A. (1990). Proposal Writing (Sage Services Guides). New Delhi: Sage Publication.
- Dadrawala, N.H. (2004). The Art of Successful Fund Raising. New Delhi: CA.
- Edwards, Michale R. (2002). The Earthscan Reader on NGO Management. London: Alan Fowler.
- GOI (2018): Foreign Contribution (Regulation) Act, 2010 along with rules and regulations, BARE Act. Universal Publications, New Delhi.
- Horton Douglas & Anastasia A. (2003). Evaluating Capacity Development. Canada: International Development Research Centre.
- Indian Center of Philonthropy, (2002). Investing in Ourselves: Giving & Fund Raising In India, New Delhi: Sampradan
- Jackson, J.E. (1989). Evaluation for Voluntary Organisation. Delhi: Information and News Network.
- Levis, David (2001). The Management of NGO Development Organization: An Introduction. London: Routledge.
- Mukherjee, K.K. (1999). A Guide Book for Strengthening Voluntary Organization. Ghaziabad, India: Gram Nivojana Kandra.
- Nabhi Board of Editors (2020): Nabhi's Handbook for NGOs. New Delhi: Nabhi Publications.
- Naik, B. M. (1985). Project Management: Scheduling and Monitoring. Delhi: Vani Educational Book.
- Norton M. & Murray C. (2000). Getting Started in Fund Raising. Sage Publication Pvt. Ltd.
- Padaki, V. & Vaz, M. (2004). Management Development and Non-Profit Organisation. New Delhi: Sage Publication.
- Pamecha, V.K. (2012). Project Proposal Formulation & Funding of NGOs & NPOs in India. New Delhi: Jain Book Agency.

- Sankaran & Rodrigues. (1983). Handbook for the Management of Voluntary Organisation.' Madras: Alpha Publications.
- Verma R.B.S. & Singh, Atul Pratap. (2005). Manav Sansadhan Vikas Evam Prabandhan Ki Rooprekha (Hindi). Lucknow, India: New Royal Book Company.

Suggested Readings

- PRIA. (2001). Defining Voluntary Sector in India: Voluntary Civil or Non-profit. New Delhi: Participatory Research in Asia- PRIA.
- PRIA. (2001). NGOs in India: A Critical Study. Delhi: PRIA.
- Save the Children. (2006). Toolkit: A Practical Guide to Planning, Monitoring, Evaluating and Impact assessment. London, UK: Save the Children.

Note: Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.