

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

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 	

<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 Publishers.
- 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 Dougles & Anestasia A. (2003). Evaluating Capacity Development. Canada: International Development Research Centre.
- Indian Center of Philanthropy, (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 Kandera.
- 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.