

# BACHELOR OF SOCIAL WORK

## SEMESTER IV (CURRICULUM)

### SWE414.1

#### Management of Voluntary organization

##### **Unit 1: Non-Governmental Organization**

History and Concept of NGO in India, NGO Movement in India. Legislation related to NGOs in India: Indian Societies registration Act 1860, Indian Trust Act 1950, Indian Companies Act 1948, Foreign Contribution Regulation Act 1976

##### **Unit 2: NGO Types**

Voluntary organization, Charity, Community based organization, Faith based organization, civil society organization, Right based organization, Relief providing organizations

##### **Unit 3: NGO Formation:**

Process of establishment of NGO, preparation of Bye Laws and Memorandum of association. {Students have to spend 4 hours in preparation of Bye laws and memorandum of association}

##### **Unit 4: NGO Management**

Factors in NGO Management: Visioning and Envisioning as a Team, Capacity Building of Staff, Conducting Performance Appraisal, NGO Culture and Social Work Ethics. Preparation of Agenda of Meeting, Writing meeting minutes, Proceedings of meeting, Passing Resolutions, inward and outward register, Preparation of MOU, Ledgers, registers, Vouchers, Receipts and payments, Audit Report, Structure of a project

Proposal; preparation and submission of Monthly, Half yearly and Yearly reports,

##### **References**

1. Sarkar, Ashok.2008 “NGOs and Globalization”, Rawat Publication, Jaipur
2. Dharmarajan, Shivani. 2007, NGO as Prime movers, Kaniska Publication, New Delhi
3. Subedar, I.S., 2007, Field work Practice in Social work