

MSWE405: NGO MANAGEMENT

Objective

The objective of this course is to familiarize students with the concept of NGOs and civil society, its role in bringing about social change and also its various dimensions. The course would help students understand various development issues and how the knowledge related to NGO management would help in resolving these issues. It would also help the students in formulating strategies in various social contexts, in order to empower the underprivileged sections of the society. Students would also be informed about various programmes and schemes of the Government and the role of NGOs in their implementation.

UNIT I: Introduction to NGO

Concept and background, role of NGOs, types of NGOs, history of NGOs in India.

UNIT II: Voluntary Action and Civil Society

Concept of Civil Society, Role of Civil Society in Social Change, Civil Society Movement in India

UNIT – III Advocacy and Social Mobilization

Tools for Advocacy, Policy Formulation, Role of different agencies. Media Advocacy, Preparation of Advocacy kits, Public hearings, Concept and Impact of Social Mobilization, Programme Communication.

UNIT IV Laws Related to NGOs

Registration of NGOs

- (a) Society Registration Act
- (b) Bombay Public Trust Act and Foundation Act
- (c) Companies Act

Income Tax Act

Incentives given by the government to NGO for the promotion of NGO Activities. Taxation of NGOs, Tax exemptions V/S 11 and 12 Incomes entitled for exemption Income Applied to charitable or religious purposes, donations deductible under Section 80G, conditions for deduction under Section 80G.

Income Tax Exemption available to NGOs under:

- (i) Section 35A of Income Tax Act.
- (ii) Section 80G

Tax deduction at source; liability to deduct tax at source, payment on which TDS is to be deducted, rates of TDS when TDS is not deducted.

FCRA

Foreign Contribution Regulatory Act Introduction, defining foreign contribution, foreign source, prohibition of receiving foreign contribution by certain persons, FCRA Registration procedure, obligations under FCRA Registration. Documents to be submitted for registration organizations to which the act is applicable.

UNIT V Project Management

- Project designing; Community needs assessment; developing a conceptual model; developing a logical framework; project goals; project objectives; project activities; project indicators
- Writing Concept Papers, Proposal writing;
- Project budgeting and accounting;

- Project monitoring;
- Project evaluation; stages in the process of programming, preparation and execution of evaluation; guide to
- procedures and methodology of evaluation

UNIT VI Fund Raising

- Introduction to Fund Raising
- Fund Requirements & Types of Funds (Donors Management, Membership, Donations, Grants)
- Understanding the role of funding agencies
- Techniques & sources of fundraising
- Sustainability

References

1. NGO Management : The Earthscan Companion, Alan Fowler, Chiku Malunga, Earthscan Publishers, 2010
2. Management of Non-Governmental Developmental Organisations (2nd Edn), David Lewis, Routledge Press, 2001.
3. International Non-Governmental Organisations, Lyman Cromwell White, Rutgers University Press, 1951
4. Principles of NGO Management, Phiroshaw Camay, Anne J. Gordon, CORE, 1997.
5. Fund Raising, Julie Haydon, Macmillian Education Australia, 2006
6. Project Management, Dennis Lock (9th Edn), Gower Publishing Ltd., Hampshire, UK, 2007
7. The AMA Handbook of Project Management, P. C. Dinsmore, , American Management Association, 2010