

Diploma in NGO Management

Paper I: Sociology and NGO

Paper II: Social Research Methods

Paper III: Non-Governmental Organizations and Civil Society

Paper IV: Management of NGOs

Paper V: NGOs and project management

Paper VI: Project work/ Internship / Field work

Paper I: Sociology and NGO

UNIT – I

Sociology: meaning and definitions, origin and development of Sociology. Nature, scope and importance. Sociology its relationship with History, Economics, Political Science, Anthropology and Psychology. Challenges of Sociology. Branches of Sociology: Rural Sociology, Urban Sociology and Industrial Sociology.

UNIT – II

Social Institutions: Family: characteristic, functions, types of family – nuclear family, joint family and extended family. Changing nature of family, problems of the family, causes for breakdown of Indian joint family system: industrialization, urbanization and globalization. Marriage: forms of marriage, types of marriage. Kinship: types of kinship, relevance and importance of kinship. Religion: origin of religion, development of religion, advantages and disadvantage of religion.

UNIT – III

Basic Concepts - Community: meaning and characteristic. Society and community: relationships and differences. Association: meanings and features – Institutions: primary and secondary institutions. Functions of social institutions. Role: meaning and nature. Status: definitions, ascribed and achieved status.

UNIT – IV

Social Groups: Definition, nature and scope. Types of groups: primary group: seedbed of the society, characteristic of primary groups – we feeling, oneness. Importance of primary group – neighbourhood relationship, role of family in shaping the personalities. Secondary group: meanings and definitions of secondary group, significance of secondary group - In group and out group. Pressure group – features. Reference group: nature of reference group. Formal and informal groups and its relevance.

Unit – V

NGO and social development. Role of NGOs in civil society: development the children, empowerment of women, Self Help Groups, youth employment. Challenges of NGOs – fund raising, achieving the targets, duplication of NGOs.

Reference:

1. Ahuja, Ram. (2001). *Indian Social System*, New Delhi: Rawat Publication.
2. Ahuja, Ram. (2003). *Society in India*, New Delhi: Rawat Publication.
3. Bottomore, T.B. (1972). *Sociology: A Guide to Problems and Literature*, Bombay: George Allen and Unwin (India).
4. Fulcher and Scott. (2003). *Sociology*, New York: Oxford University Press.
5. Giddens, Anthony. (2005). *Sociology*, Polity Press.
6. Harlambos, M. (1998). *Sociology: Themes and Perspective*, New Delhi: Oxford University Press.
7. Harlambos and Holborn. (2000). *Sociology, London*: Harper-Collins.
8. Inkeles, Alex. (1987). *What is Sociology?* New Delhi: Prentice-Hall of India.
9. Johnson, Harry M. (1995). *Sociology: A Systematic Introduction*, New Delhi: Allied Publishers.
10. MacIver and Page. (1974). *Society: An Introductory Analysis*, New Delhi: Macmillan and co.
11. P. Gisbert. (2010). *Fundamental of Sociology*. New Delhi: Orient Blackswan.

Paper II: Social Research Methods

UNIT-I

Social Research: meanings, definition, nature. Aims of social research: studying the social problems, functions of society, understanding the processes – industrialization, urbanization and socialization. Types of social research: basic, action and applied research. Divisions of social research: quantitative and qualitative research.

UNIT-II

Research Processes: theory: conceptual scheme, speculation and helps to identify the facts to be studied. Facts: definitions, characteristics of facts. The relationship between theory and facts. Hypothesis: meanings of hypothesis, characteristics of hypothesis, types of hypothesis – research hypothesis, abstract hypothesis and null hypothesis. Sources of hypothesis and formulation of hypothesis. Problems in testing the hypothesis.

UNIT-III

Research design and sampling - Research design: meanings and definitions. Types of research design: descriptive and diagnostic, explorative and formulative, experimental. Uses of research design. Sampling: definitions, characteristics. Probability sampling: simple random sampling – lottery method and table of random numbers. Systematic random sampling, area sampling, cluster sampling and stratified random sampling. Non-probability sampling: convenient sampling, purposive sampling, accidental sampling and snow ball sampling. Advantage and disadvantages of sampling.

UNIT-IV

Methods and tools of data collection - Observation: meanings and definitions. Types of observation – controlled observation, uncontrolled observation, participation observation and non-participant observation. Merits and demerits of observation method. Interview: types of interview, purpose of interview and uses of interview. Case study: definitions of case study. Merits and demerits of case study. Narratives: importance of narratives. Tools of data collection: interview schedule – types of interview

schedule, semi-structure, structured and unstructured interview schedule. Questioner: meanings and definitions. Mailed questioner, advantage and disadvantages of mailed questioner. Interview guide: unstructured interview schedule – road map of research.

UNIT-V

Research Procedures: Editing, Coding, Classification and Tabulation. Types of tabulation. univariable, bivariable and multi-variable tabulation. Steps to be followed in tabulation. Foot Note, bibliography and reference. Usages of diagrams and graphs in social research. Report writing: meanings, definitions and procedures of report writing.

Reference:

1. Ahuja, Ram (2001). *Research Methods*, New Delhi: Rawat Publication.
2. Goode, W.J. and P.K.Hatt (1952). *Methods in Social Research*, New York: McGraw International.
3. Seltiz, Claise et al; (1959). *Research Methods in Social Relation*, New York: Henry Holt and Co.
4. Srivastava, Prakash G.N. (1994). *Advances Research Methodology*, Delhi: Radha Publication.
5. Thakur, Devender (2003). *Research Methodology in Social Science*, Delhi: Deep and Deep Publication.
6. Young, P.V. (1988). *Scientific Social Survey and Research*, New Delhi Prentice Hall.

Paper III: Non-Governmental Organizations and Civil Society

Unit-I

NGOs: meanings, definition, characteristics, Objectives and Types. Genesis, present status of NGOs and their role in social upliftment. History, origin and development of NGOs. purpose of NGOs. Aspects, issues of NGOs. challenges of NGOs: poverty reduction, child welfare and women empowerment.

Unit II

Facets of NGOs: NGOs and grass root level dimensions: tribal welfare, providing card to the needy, upliftment of illiterates, identifying the personality development, channelization the poor to reach the destination, social welfare aspects: target groups, social change.

Unit-III

Civil Society: concepts, methods, approaches and dimension of civil society. Civil society and social change; social movements and civil society. Movements Women development, Dalit issues, Peasant and agrarian issues.

Unit-IV

Volunteerism and NGOs: volunteerism: nature, origin and scope. Type of volunteerism, relevance of volunteerism, voluntary action, imparting education, environmental awareness, human resource development, labour force participation and elimination of ignorance.

Unit-V

Registration of NGO: kind of NGOs, nature of registration, modalities of registration, purpose of registration, the Non Governmental Organizations, Trust, and Community Based Organization: the relevance, the differences, and relationships.

Reference:

1. Ian Smillie, John Hailey (2000). Managing For Change: Leadership, Strategy and Management in Asian NGOs. Earthscan Publications.
2. Deb Prasanna Choudhury (2011). Strategic Planning and Management of Nonprofit Organizations and NGOs Theory, Practice, Research and Cases. Asian Books
3. United Nations (2005). UN System Engagement with NGOs, Civil Society the Private Sector and Other Actors: A Compendium. United Nations, New York.

Paper-IV: Management of NGOs

Unit-I

Management: definitions, nature, scope and Significance. Types of management, levels of management functions and principles of management, Role of a management in imparting in Managerial Skills, personality development, social values, management ethics, organization culture. Minimizing the differences.

Unit-II

Organization: meanings, characteristics, and values. Types – classical organizations, modern organization, financial organization, political organizations and services oriented organizations. Objectives of organization, goals of organization. Size of organizations, organization climate, organization culture and organization values.

Unit-III

Leadership: meanings, definitions of leader of leaderships. Types of leadership - autocratic, authoritative, democratic and functional leadership. Theories of leadership, models of leadership, styles of leadership. Leadership and human resource development. Leadership as linking pin.

Unit - IV

Planning: concept, objectives, scope and significance. Planning process. Planning is a course of action. Types of planning, steps in planning, responsibilities in planning, centralization and decentralization of planning. Planning, development and goals: interrelatedness in NGOs.

Unit-V

Planning process: goal setting – identifying the strength ad weakness of NGOs. Team building; identifying the gap areas, initiating the process, curbing the differences and channelizing the skills. Participation activities. Action plan, group involvement, organizational commitment, selection process, training and development.

Reference:

1. Ian Smillie, John Hailey (2000). Managing For Change: Leadership, Strategy and Management in Asian NGOs. Earthscan Publications.
2. Deb Prasanna Choudhury (2011). Strategic Planning and Management of Nonprofit Organizations and NGOs Theory, Practice, Research and Cases. Asian Books

3. United Nations (2005). UN System Engagement with NGOs, Civil Society the Private Sector and Other Actors: A Compendium. United Nations, New York.
4. Brinkerhoff Smith (2007). NGOs and the Millennium Development Goals. Palgrave Scholarly US
5. Rugendyke Barb Rugendyke (2007). NGOs as Advocates for Development in a Globalising World. Taylor and Francis Ltd

Paper – V: NGOs and project management

Unit-I

Project management: meanings, definitions of project management. Nature and scope of project management. Types of project – process of project management. Planning and design. Executing, monitoring and controlling. Project controlling and project control systems.

Unit-II

Components of project management: planning, organizing, motivating, and controlling resources, procedures and protocols to achieve specific goals. Approaches in project management. Target oriented, financial involvement, social commitment and problems solving mechanism.

Unit-III

Project management methodology: Project scope and activity, planning, planning, estimation and scheduling, team management, integration management, communication management, risk management, human resource management, procurement management, time management, cost management, quality management.

Unit-IV

Phases of project management: initiation phase, definition phase, design phase, development phase, implementation phase, follow-up phase. Action – oriented, ideas of members, scientific management, financial aspect, time – management.

Unit-V

Project reporting – identification of the gap areas. Resources identification, resource mobilization, ideas generation, using the primary and secondary data. Interpretation and analyzing of data. Presentation with graphs and diagrams

Reference:

1. Kumar, R., Goel, S. L. (2005). Administration And Management Of NGOs : Text And Case Studies. Deep and Deep Publications
2. Banerjee, G. D. (2012). NGOs: Issues in Governance- Accountability- Policies and Principles. Neha Publishers and Distributors.
3. David Lewis (2014). Non-Governmental Organizations, Management and Development. Routledge Publication.

4. Goel, O.P. (2004). Strategic management and policy issues of NGOs. Neha Publishers and Distributors.
5. Ian Smillie, John Hailey (2000). Managing For Change: Leadership, Strategy and Management in Asian NGOs. Earthscan Publications.
6. Deb Prasanna Choudhury (2011). Strategic Planning and Management of Nonprofit Organizations and NGOs Theory, Practice, Research and Cases. Asian Books

Paper-VI: Project Work/ Internship/ Field work

An enrolled student has to do a field study with regard to the dimensions of rural development. The original work with approximately consist of 10,000 words including tables, diagrams, and bibliography/ reference and the same should be submitted to the Head of the Department of Sociology, Periyar University for evaluation. After the completion of the theory papers in the final year of the Respective Course.

The field based study report should consists

Sl. No	Details
1.	Introduction
2.	Review of literature
3.	Methodology
4.	Data analysis
5.	Summary and conclusion
6.	Bibliography
7.	Appendix

Maximum 100 marks will be given as per the experts who evaluate the report work. The report should be submitted before the last examination of the second year without fail.