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


UNIT – II


UNIT – III


UNIT – IV


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:

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

UNIT–III

UNIT–IV

**UNIT-V**


**Reference:**

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:


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:


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:


**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

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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.