

### **III SEMESTER–(SPECIALISATION – I)-(CD)**

#### **Paper SWS 507: MANAGEMENT OF NON-PROFIT ORGANIZATIONS FOR SUSTAINABLE DEVELOPEMNT**

##### **PROGRAMME OUTCOME**

###### **Course specific Objectives:**

- To develop understanding of the evolution of administration as a science and as a method;
- To develop understanding and appreciate the utility of the administrative structures, processes and procedures in an organization;
- To acquire knowledge and skills in the use of different management techniques in human service organizations; and
- To understand policies and procedures involved in establishing and maintaining human service organizations.
- To understand theoretical understanding of development;
- To acquire knowledge of different theories, barriers and forms of development and their use in the process of social change;

###### **Course content:**

##### **UNIT-I**

**Administration of Voluntary Organizations:** Basic concepts-Administration, Organization, Management, Public Administration, Social Welfare Administration; NGOs as non-profit organizations involved in development work . Registration of NGO's and its importance-with Special reference to Trust Act 1882, Societies Registration Act 1860 and Companies Act 1956, FCRA-1976; Understanding of FNGO's, MNGO's, NNGO's, INGO's , NITI Ayog and its functions.

##### **UNIT-II**

###### **Approaches to Organizational Management:**

Vision, Mission and Goals in NGOs – Matching intervention paradigms with mission and vision - Translating vision and mission into action Management process: Vision, Planning, Organizing, Directing, Staffing, Coordination, Reporting and Budgeting. Executive boards, committees; communication, team work, and facilitating team building, training and supervision; Organizational climate, Human resource planning and training. Organizational Budget, Sources of finance, Fundraising, Records on Finance, Auditing.

##### **UNIT-III**

**Functioning of voluntary organizations:** Public Relations, Networking, Administration; writing letters, reports, conducting meetings and minutes; Social Marketing, Leadership styles suited for NGOs , Interfacing with community and community based organizations, NGO Capacity Building : Building the competencies in NGOs - Identification and Procurement of right competencies, Training and Development and Performance Appraisal. Problems and challenges for NGO's at present context.

##### **UNIT-IV**

**Development Paradigm :** -Concept on development, Basic Elements of Development- , Objectives of Development, Dimension of development, sustainable development Concept & strategies to achieve sustainable development. Globalization and development , Emerging Challenges in Development – Development Debate – Development vs. Displacement – Development Ethics – Inclusive Development– Development as Freedom – Changing paradigms of Development, understanding millennium development goal(MDG).

## UNIT-V

**Development Approach And strategies** : Right to Development - UNDP Initiatives - Development Strategy: Poverty Reduction, Employment, Health - Models of Development: Quantitative Growth Approaches - Planning and Growth Strategies in India: Priorities, Target Groups, Approaches and Methods - Liberalization, Privatization and Globalization in India-Shift in Developmental Policies and Strategies- Transition from Quantitative to Qualitative Approaches: Basic Needs Approach, Sustainable Human Development Approach, Gender Development Approach, towards new paradigm of development.

### References:

Brody, R. 2004 Effectively Manageing Human Service Organizations, Sage Publications

Kranti Rana: 2001, Peoples Participation and Voluntary Action, Kanishka Publishers, New Delhi

Lawani B. T.: 1999, NGOs in Development, Rawat Publications, Jaipur

Norton, M. & Culshaw, M.2000 Getting Started in Fund Raising. New Delhi: Sage Publications

Padaki, V. &Vaz, M.2004 Management Development and Non-profit Organizations, New Delhi,SAGE

Peter F. Drucker 2005 Manageing the Non-profit Organization, Harper Business; Reprint edition

PRIA (2001): Historical Background of Non-profit Sector in India, New Delhi: PRIA

Snehalath chandra (2003) NGO Management in India Kanishka Publishers

Weinbach, R.W. (2002): The Social Worker as Manager: A Practical Guide to Success