Objectives:  

- To understand the meaning of Management Concepts, Principles and Process in the context of Non Profit Sector.  
- To provide knowledge on Project Management.  
- To gain insights into the Government Programmes of various Ministries and Departments.  

UNIT I  
Historical Development of NGOs, Definition, Meaning, Characteristics, Types, Voluntary Organisation, Community Based Organisation, Movements, Groups, Trusts, Civil Society Agencies, Registration of Voluntary Organisations, Certificate of Incorporation, Certificate of Commencement of Business, By-laws, Memorandum of Association, Articles of Association, Board, Trustee, Committees, Executive Committee, Adhoc Committees, Duties and Responsibilities of Office Bearers, President, Secretary, Treasurer, Vice President, Joint Secretary, Managing Trustee, Share Holders, Stake Holders, Target Groups and Partners in Development. Conduct of Meetings, Preparation of Agenda, Minutes of Meetings, Resolutions and Quorum. (10 hrs)  

UNIT II  

UNIT III  

UNIT IV

UNIT V


REFERENCES:

- Brown, Andrew, 1970 Management Development and MBO, Sonalaya Publications, Bombay
- Chandra, Snehalata, 2003 Guidelines for NGOs Management in India, Kanishka Publishers, New Delhi
- Chambers, R, 1994 The Origins and Practice of Participatory Rural Appraisal, World Bank
- Keith Davis, 1964 Readings in Human Relations, Mc Grew Hill Book
- Padaki & Manjulika, 2005 Management Development in Non-Profit Organisation, Sage Publications, New Delhi
- Roy Sam, M, 2002 Project planning and Management focusing on Proposal writing, CHAI, Secunderabad.