



PERIYAR UNIVERSITY

Salem-636011

(Reaccredited with 'A++' Grade by the NAAC)

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

[CHOICE BASED CREDIT SYSTEM (CBCS)]

DIPLOMA PROGRAMME IN NGO MANAGEMENT



OBE REGULATIONS AND SYLLABUS

(Effective from the Academic year 2025-2026 onwards)

Programme Structure and Curriculum

Diploma Programme in NGO Management

Programme Objectives:

1. To understand the concept and role of NGOs.
2. To explore the legal and regulatory framework governing NGOs.
3. To introduce project planning, monitoring and evaluation techniques.
4. To build fundraising and resource mobilization capacities.
5. To enhance financial and administrative skills.

	COURSES	CREDITS
First Semester		
Core – I	Introduction to Sociology and Non-Governmental Organizations	5
Core – II	NGO Management	5
Core – III	Project Management	5
Core – IV	Non-Governmental Organizations and Social development	5
Internship	Internship Report	3
Total		23
Second Semester		
Core - V	Non-Governmental organizations and Social Change	5
Core - VI	Interpersonal Communication skills for NGO Personnel	5
Core - VII	Introduction to social welfare administration	5
Core - VIII	NGO's and Women Development	5
Project	Project Report	3
Total		23

Programme Outcomes:

By the end of this Diploma programme, the students will be able to

1. Demonstrate a Clear Understanding of NGOs and Their Roles.
2. Interpret and Apply Legal and Regulatory Requirements
3. Design and Manage Development Projects.
4. Develop and Implement Fundraising Strategies.
5. Pursue Professional Opportunities in the Development Sector.

Paper- I

Introduction to Sociology and Non-Governmental Organizations

Unit-I: Introduction to sociology:

Sociology: Meaning, Definition, Nature, Scope of Sociology – Emergence of Sociology – Importance and Relevance of sociology in society – Relationship of sociology with other social sciences: Economics, history, anthropology and Political science.

Unit-II: Basic concepts in sociology

Society- Nature, Characteristics – Community – Nature, Elements , Characteristics – Associative Processes – Cooperation, Accommodation and Assimilation – Dissociative processes- Competition and conflict. Social groups – Primary, secondary group and reference groups.

Unit-III: Social research – Meaning and definition of social research: steps in scientific methods: Qualitative and Quantitative techniques in social research – Research problem – Types of research design. Methods of data collection- observation, interview, case study, content analysis, Focus group discussion. Tools; Interview guide, interview schedule, questionnaire, pilot study and pretest.

Unit-IV: Concept of NGO's – Meaning- Need for the NGO's in society – Importance of NGO's – Historical roots of NGO's in India – Types of NGO's – NGO's and social change – Different kind of Challenges faced by NGO's

Unit-V: Social development – Role of NGO's in social development - Volunteerism and NGO – Contribution of NGO's in sustainable development aspects – Environment, health, education and gender equality.

References:

- 1) Vidya Bhushan and Sachdeva. 1999. Introduction to Sociology, New Delhi, Kitab Mahal
- 2) Rao, C.N. 2002, Sociology, Primary Principles, Mumbai, Sultan Chand
- 3) Bottomore, T.B. 1972, Sociology – A Guide to literature and Problems, New Delhi, Creavge Allen and unwin
- 4) Ogburn, W.F. and Nimkoff, M.F.1964, Hand book of Sociology, London: Routledge and Keganpual
- 5) Harlambos, J.1988.Introduction to Sociology, New Delhi, Oxford University Press
- 6) Johnson, Harry M. 1995. Sociology: A Systematic Introduction, New Delhi: Allied Publishers.

- 7) MacIver and Page. 1974. Society: An Introductory Analysis, New Delhi: Macmillan and co.
- 8) Ahuja, Ram, 2006, Research method, Jaipur, Rawat Publications
- 9) Kothari, C.R. 1992, Research methodology: Methods and techniques. New Delhi, Wiley Eastern Limited
- 10) Krishnaswami, O.R, 1996, Methodology of research in social sciences, Mumbai, Himalaya Publishing house
- 11) Sharma, Ram Nath and Sharma 1983. Research methods in social sciences, Mumbai, Media promoters & Publishers limited
- 12) Sarkar, A. Kumar, 2005, NGOs: The New Lexicon of Health Care, Concept Publishing Company, New Delhi, pp. 39-41.
- 13) Rajasekhar, D. (2000), '1 NGOs in India: opportunities and Challenges', Journal of Rural Development, Vol. 19(2), pp. 249 to 275.
- 14) Sarkar, A. Kumar, 2005, NGOs: The New Lexicon of Health Care, Concept Publishing Company, New Delhi, pp. 39-41.
- 15) Abraham, A. 2015. Formation and Management of NGOs (4th ed.). New Delhi, Delhi, India: Universal Law Publication.
- 16) Nabhi Publications. 2019. Nabhi Handbook for NGOs. India.

Paper – II

NGO management

Unit-I: Introduction to NGO management - Meaning – Definition – Need for the formation of NGO's - Emergence of NGO's and its impact on social progress – NGO's and social awareness – Human rights - Role of Non-governmental organization for emergence of social movements

Unit-II : Functions of NGO's – Working of NGO's – Development models of NGO's in India – Ethical challenges faced by NGO's – Recent trends in NGO's

Unit-III: Legal frame work for establishing NGO's – Registration of NGO – Nature of registration. Legal – rational structure of Non-profits: Trusts and Societies with Special reference to Trust and Society Registration Acts- Foreign contributions and Regulation Act (FCRA) Establishment and formation of NGO Statutory Obligations- - Fund raising and Grant proposals.

Unit-IV: Functional area of NGO's – Working with vulnerable groups and marginalized communities: Tribal, Women, elderly, disabled and socially disadvantaged groups - NGO's personnel role in working areas.

Unit-V: Volunteerism and NGO: Meaning of Volunteerism – Types of Volunteerism – Functions of volunteers in the field - Concept of Social development – Role of NGO's in social development – Development models of NGO's in India.

References

- 1) Deb Prasanna Choudhury 2011. Strategic Planning and Management of Nonprofit Organizations and NGOs Theory, Practice, Research and Cases. Asian Books
- 2) United Nations 2005. UN System Engagement with NGOs, Civil Society the Private Sector and Other Actors: A Compendium. United Nations, New York.
- 3) Brinkerhoff Smith (2007). NGOs and the Millennium Development Goals. Palgrave Scholarly US
- 4) Rugendyke Barb Rugendyke (2007). NGOs as Advocates for Development in a Globalising World. Taylor and Francis Ltd
- 5) Matoria, C.B. Personnel Management, Himalaya Publishing House, Mumbai.
- 6) Tyagi, A. Organisational Behaviour, Tata Me Grew Hill Publishing Co., New Delhi.
- 7) Goel, O.P. (Ed.) Strategic Management and Policy Issues of NGO's Isha Books, New Delhi.
- 8) Sarkar, A.K., NGO's the New Lexicon of Health Care, Concept Publishing Company, New Delhi.

Paper – III

Project Management

Unit-I Introduction to project management

Project management: Concept, Meaning, Definition and Types, Nature and scope of project management, Strategic Planning and Budgeting,. Types of project – process of project management. Planning and design.

Unit – II

Planning: Concept, Objectives, Scope & Significance Limitations of Planning, Steps in Planning. Organizing, motivating, and controlling resources, procedures and protocols to achieve specific goals. Meaning of Authority, Responsibility & Accountability in planning. NGO Funding & Proposal Writing, Developing Grant Proposals - Executing, monitoring and controlling

Unit – III

Projects Implementation and Management: Project Planning Matrix – Project Cycle Management – team management, integration management, communication management, risk management, human resource management, procurement management, time management, cost management, quality management, and media management. Rural Appraisal (PRA): Tools and Techniques, Identifying and analyzing problems WOC (Strengths, Weaknesses, Opportunities, Challenges) Analysis.

Unit –IV

Leadership: Definition, Objectives, Types & Function Traits of People Centered Leadership Motivation: Definition, Types & Significance. Team Building: Concept & Significance Role of Effective Team Building in Management of NGO's People's Participation: Concept, Meaning and Objectives Role of People's Participation in Community Development

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

References

- 1) Prasad, L.M. Principles and Practice of Management, S. Chand & Sons, New Delhi.
- 2) Ian Smillie, John Hailey (2000). Managing For Change: Leadership, Strategy and Management in Asian NGOs. Earthscan Publications.

- 3) Deb Prasanna Choudhury (2011). Strategic Planning and Management of Nonprofit Organizations and NGOs Theory, Practice, Research and Cases. Asian Books
- 4) Kumar, R., Goel, S. L. (2005). Administration and Management Of NGOs: Text And Case Studies. Deep and Deep Publications
- 5) Banerjee, G. D. (2012). NGOs: Issues in Governance- Accountability Policies and Principles. Neha Publishers and Distributors.

Paper –IV

NGO's and Social Development

Unit – I Social development: Meaning and nature- Objectives and indicators of social development – Principles of social development

Unit – II Community centric development: Empowering local communities – Understanding their needs and demands – Promoting education and Health care - capacity building – participatory approach model. Working for health care, skill development and infrastructure facilities. Seva Mandir NGO in Rajasthan.

Unit – III Environmental conservation efforts: Training natural resource management – Environmental sustainable practices – Working with tribal and local people to promote eco-friendly practices and conservation of Bio-diversity, awareness campaigns. Chipko movement: Nature and impact, Narmadha Bachao Andolan movement. Role of Wild life Trust in India.

Unit – IV Human rights activism and Role of NGO's: Human rights movement – Human rights education in India – Facilitating disaster relief and rehabilitation – Functions of Amnesty International India and CRY.

Unit – V Social Legislation relating to women: The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 - Protection of Women from Domestic Violence Act, 2005- The Indecent Representation of women (prohibition) Act (1986)- Dowry Prohibition Act (1961).

Social Legislation relating to Children: The Juvenile Justice (Care and Protection of Children) Act, (2006) Child Labour Prohibition and Regulation Act (1986), Prevention of Immoral Traffic Act (1986) The Protection of Children from Sexual Offences Act 2012- Right to Education (RTE)

References:

- 1) Guha, R. (2001). *The Unquiet Woods: Ecological Change and Peasant Resistance in the Himalaya*. University of California Press.
- 2) Kundu, A., & Mallick, B. (2019). Tribal Development and Livelihood Security: A Study in Odisha. *Indian Journal of Public Administration*, 65(1), 49-64.
- 3) Ministry of Tribal Affairs, Government of India. (2020). *Tribal Development in India: Annual Report*. [Available online] 8. Ministry of Tribal Affairs, Government of India: <https://tribal.nic.in/>
- 4) Mohanty, R. P., & Sahoo, A. K. (Eds.). (2018). *Tribal Development Policies and Practices: A Global Synthesis*. Springer.

- 5) Desai, V., 2005. NGOs, gender mainstreaming, and urban poor communities in Mumbai. *Gender & Development*, 13(2), pp.90-98.
- 6) Ulleberg, I., 2009. The role and impact of NGOs in capacity development. From replacing the state to reinvigorating education. Paris: International Institute for Educational Planning UNESCO.
- 7) Banks, N. and Hulme, D., 2012. The role of NGOs and civil society in development and poverty reduction. Brooks World Poverty Institute Working Paper, (171).
- 8) Kulsange, S and Kamble, R. 2019. Environmental NGO's: Sustainability Stewardship, Lap Lambert Academic Publishing, India, ISBN-13: 978-6200442444.
- 9) Dodds, F. 2007. NGO diplomacy: The influence of nongovernmental organizations in international environmental negotiations. Mit Press, Cambridge, ISBN-13: 978-0262524766.
- 10) Ghosh, S. (Ed.). 2019. Indian environmental law: Key concepts and principles. Orient BlackSwan, India, ISBN-13: 978-9352875795.
- 11) Alan Fowler and Chiku Malunga 2010 NGO Management: The Earthscan Companion, Routledge, ISBN-13 : 978-1849711197.
- 12) Khemka, N. M. & Suraj Kumar. (2019). Social Development and the Sustainable Development Goals in South Asia. London: Routledge.
- 13) Debel, K & Singha Roy. (2001). Social Development and the empowerment of Marginalized group, perspectives and strategies. New Delhi: Sage Publications.
- 14) Pathak, S.(1987). Social Development. In *Encyclopaedia of Social Work in India* (vol 3, pp 53-63). New Delhi, India: Ministry of Social Welfare, Government of India.
- 15) J.F.K. Paiva, "A Conception of Social Development" *Social Service Review*, Vol.'51, No. 2, 1977, pp. 332-33.

Paper V

INTERNSHIP

PHASE – I: Orientation and Commencement

- Orientation on respective specialized fields.
- The objectives of placements are explained.

PHASE – II: Approval and Confirmation of Summer placement organization

- Confirmation/Approval of Non-Governmental organizations.
- Commencement of summer placement training in the approved organization.
- The summer training program falls after the first semester.

PHASE – III: Induction and Learning

- Induction of students in the organization.
- Submission of Letter of induction to the respective guide.
- Submission of weekly reports (Learnings & Observations) along with daily time sheets.

PHASE – IV: Practice in the Field

- Students gain knowledge about the Vision, Mission & objectives of the organization, organizational structure, functions of the organization, Dynamics of the organization, Skills Required to be a professional, laws pertaining to their specialized field, etc.
- Constant contact with the students to regulate the learning process.

PHASE – V: Termination and Evaluation

- Monitoring the performance of the student.
- Submission of letter of completion from the organization duly signed by the authorities.
- After the Completion of training, the process of evaluation (Self & Staff) is executed based on the performance of the students through the submitted weekly Reports as well as final report.

Second Semester

Paper – VI

Non-Governmental organizations and Social Change

Unit-I Social change – Meaning, nature, Types of social change – Factors and theories of social change – Promotion of social change: NGO's intervention – Providing aware and social capital assistance to people

Unit-II Tribal and Children development – Role of NGO's in Tribal welfare: Education, health care, livelihood and economic development. Children development: Education – Abolition of child labour – Prevention of child marriage practices – prevention of atrocities against children.

Unit-III women and elderly development – Women development: Economic empowerment – Generating employment activities – Self-Help groups - NGO's Initiative: Work of Snekalaya and Rescue foundation in Maharashtra – Kalanjiam Micro-credit movement. Working for prevention of domestic violence activities against women. Elderly care: Working for orphan aged – Home for the aged – welfare programmes of the aged – Work of Help Age India. Working for downtrodden community: Providing education – Human rights activities.

Unit-IV Policy promotion through laws – Acting as a pressure groups: Through lobbying – Litigation - legislation.

Unit-V – Working in disaster Periods: Tsunami – cyclone- Flood – Heavy rain. Supporting community to retain sustainability: livelihood opportunities – financial aid's – Entrepreneurship training – Skill development programmes.

References

- 1) Bandyopadhyay, D. (Ed.). (2017). Development, Displacement and Resettlement: A Study of Tribal Communities in India. Routledge.
- 2) Beteille, A. (1996). Tribal Cultures of India. OUP India. 3. Chakraborty, S., & Joshi, K. (2020). Role of NGOs in Tribal Development: A Study with Special Reference to West Bengal, India. International Journal of Innovative Research in Social Sciences and Strategic Management, 7(1), 65-73.

- 3) Choudhury, J., & Debnath, S. (2017). Role of NGOs in Women Empowerment: A Case Study of Tribal Areas in Tripura, India. *International Journal of Social Science and Humanities Research*, 5(2), 234-245.
- 4) Desai, Neera and Maithreyi Krishna Raj. (1987), *Women and Society in India*, New Delhi: Ajanta Publishers.
- 5) Desai, Neera& Usha Thakkar (2007), *Women in India Society*, New Delhi: National Book Trust.
- 6) Dube, S.C. (1967), *the Indian Village*, New Delhi: National Book Trust.
- 7) Ghurye, G.S. (1957), *Caste and Class in India*, Bombay: Popular Book Depot.
- 8) Karve, Irawati (1961), *Hindu Society: An Interpretation*, Poona: Deccan College.
- 9) Prabhu, P.H. (1979): *Hindu Society: An Interpretation*, Poona: Deccan College.
- 10) Sharma, K.L. (2001), *Social Inequality in India*, New Delhi: Rawat Publications.

Paper – VII

Interpersonal Communication skills for NGO Personnel

Unit-1: Communication: An Introduction - Definition, Nature and Scope of Communication - Importance and Purpose of Communication - Process of Communication - Types of Communication. Barriers to communication: Physiological Barriers - Physical Barriers - Cultural Barriers - Language Barriers - Gender Barriers - Interpersonal Barriers - Psychological Barriers, and Emotional barriers

Unit –II Non-Verbal Communication: Personal Appearance - Gestures -Postures - Facial Expression - Eye Contacts - Body Language (Kinesics) - Time language - Silence - Tips for Improving Non-Verbal Communication.

Unit: III Basic needed Skills: Introduction, Self-Awareness, Active Listening, Becoming an Active Listener, empathy, conflict resolution. Interpersonal skills: Assertiveness, adaptability, problem solving and management skills.

Unit – IV Leadership skills: Leadership styles, Decision making, Team work, networking, conflict management, trustworthiness, tolerance, critical thinking and negotiation skills.

Unit – V Time and stress management skills: Identifying Time Wasters - Time Management Tips - Identifying Factors Responsible for Stress - Stress Management Tips - Test Preparation Tips

References:

- 1) Soft skills know yourself and know the world, author : Dr. K.Alex, publication : S.chand, first edition : 2009, reprint : 2023
- 2) Brilliant- Communication skills, Gill Hasson, 1 stEdition, Pearson Life, 2011
- 3) The Ace of Soft Skills: Attitude, Communication and Etiquette for success, GopalaSwamy Ramesh, 5 thEdition, Pearson, 2013
- 4) Developing your influencing skills, Deborah Dalley, Lois Burton, Margaret, Greenhall, 1st Edition Universe of Learning LTD, 2010
- 5) Personality development and soft skills, Barun K Mitra, 1 stEdition, Oxford Press,2011
- 6) Soft skill for everyone, Butter Field, 1st Edition, Cengage Learning india pvt.ltd,2011
- 7) Soft skills and professional communication, Francis Peters SJ, 1stEdition, McGraw Hill Education, 2011

PAPER – VIII

Introduction to Social Welfare Administration

Unit- I: Introduction To Social Welfare Administration: Definition, nature & scope of social welfare administration, social administration in India. Meaning of welfare state – Social welfare administration as a profession.

Unit-II Administration of Social Welfare Activities in India: History of social welfare administration in India - Principles and functions of social welfare administration - Administrative structure and processes; Union, state and district Level. Central Social Welfare Board - Historical background, mission, objectives, core competencies and services provided by CSWB.

Unit-III: Introduction to Social Policy: Definition, meaning and nature of social policy, Objectives of social policy, types of social policy, National Women's policy, National children's policy and National youth policy, Tribal Policy, Policy for aged, Disability policy and Population policy

Unit-IV: Social welfare organisations: Introduction – Types of Social welfare organizations – Governmental organizations – Non-governmental organizations – Bilateral and International organizations – Donor Agencies and International organizations

Unit – V: Constitutional Function & Roles of Social Managers: Constitution of India - Fundamental rights – Legal Provisions for welfare of individual. Role of social managers in welfare administration, Policy formulation and development. Social welfare schemes in India – Social welfare schemes in Tamilnadu .

References:

- 1) Chowdhry, D.P. (1992): Social welfare administration. Atma Ram & Sons. Delhi.
- 2) Datt and Sundharam, (1995): "Indian Economy", S.Chand and Company Ltd.
- 3) Devi, Rameshwari and Parkash Ravi (1998): "Social Work and Social Welfare Administration, Methods and Practices ", Vol. I, Mangal Deep.
- 4) Dimock, M. & Dimock. (1964): Public administration. Holt. New York. p. 104.

- 5) Dubey, S.N. (1973): Administration of Social Welfare Programmes in India, Somaiya Publications, New Delhi.
- 6) Encyclopedia of Social Work in India Vol III (1987): Ministry of Welfare, Government of India, New Delhi.
- 7) Goel, S.L.& Jain, R.K. Social welfare administration Volume1. Deep & Deep Publications. New Delhi.
- 8) Friedlander W. A. (1955). Introduction to Social Welfare, New Delhi, Prentice Hall of India Private Ltd.
- 9) Warham J. (1967). An introduction to Administration for Social Workers, and Kegan Paul The Humanities Press, London.

PAPER – IX

NGO's and Women Development

Unit- I: Introduction to women empowerment: Concept of women empowerment – Women development and empowerment - Women's role in Development - Impact of Globalization – changing role of the women

Unit-II: Education and Health care Actions: Steps for promoting female student enrollment in education – Higher educational schemes – Promoting capacity building programs. Gender issues in Health: Reproductive health – Menstruation – Menstrual hygiene – Effort to control anemia and nutritional deficiency – Working to reduce foeticide and female infanticide – Menopause issues – Campaign about contraception usage and family planning.

Unit-III: Employment and entrepreneur developments: Schemes for unorganized sectors women employee – Self Help groups and economic empowerment – Programs for women: IRDP – DWACRA – SGSY – Shreeshakti, MGNREGA. Promoting training, skills and income generation. Policies: to ensure equal pay – safe working environment – Maternity leave – Crèche facilities- Leisure facilities in working places. Harass free working places.

Unit-IV: Women movements: Women's India Association (WIA) – Women Movement against Poverty and Violence (MAPOVT) – Tamilnadu Women's Forum (TNWF) – Women's role in Dravidian, Social Justice and Self respect movements in Tamilnadu – Recent trends in Women's Movement.

Unit – V: Political participation: Constitutional provisions - 74th amendment – women political participation in India – Promoting political participation – Women in politics – Barriers of political participation – Family and social support of women to enter the politics. Patriarchal political approach – Role of NGO's in the promotion of political functioning of women.

References:

- 1) Basu, Aparna. (1990). "The Role of Women in the Indian Struggle for Freedom". In .R.Nanda (Ed). "Indian Women: From Purdah to Modernity". Nehru Memorial Museum and Library and Vikas/ Radiant Pub, New Delhi.
- 2) Gandhi, Nandita&Nandita Shah. (1992). "The Issues at Stake:Theory and Practice in the Contemporary Women's Movement in India". Kali, New Delhi.

- 3) Goonesekere, Savitri (ed). (2004). "Violence, Law and Women's Rights in South Asia". Sage, New Delhi.
- 4) Khullar Mala, (ed.). (2005). "Writings in Women's Studies: A Reader". Zubaan Publications, New Delhi.
- 5) Kuumba, M. Bahati. (2003). "Gender and Social Movements". Rawat Publications, New Delhi.
- 6) Malini Bhattacharya (Ed).m, Women and Globalization, Tulika Books in Association of School of Women's Studies, Jadapur University, New Delhi, 2005
- 7) Andal, N (2002), Women and Indian Society: Options and Constraints, Guwahati, DVS Publishers.

Paper X

Project Report

Format of the Project Report:

Each Project Report shall consist of the following sections.

Section I Preliminaries

Section II Body of the Report

Section III Annexures

Section I - Preliminaries: It is a formal general section and shall have following details

1. Title page
2. A Face sheet having details regarding the title of the study, name of the researcher, name of the guide, Head of the department, institution through which the study has been undertaken university and year of the work
3. Certification from the Research Supervisor
4. Declaration by the Candidate
5. Acknowledgement
6. Table of contents with page Nos
7. List of tables, charts and graphs

Section II - Body of the Report: It is a formal technical section which shall consist of following chapters.

1. Introduction
2. Review of Literature
3. Methodology
4. Data presentation and Analyses
5. Major Findings and conclusion

Section III - Annexure: This section shall consist of all such additional information that are not disclosed in the body of the report

- a) A copy of the tool/tools of data collection.
- b) Additional statistical tables
- c) Bibliography
- d) Photographs etc.