

OBJECTIVES:

- Acquire specific knowledge of voluntary organization.
- Recognize the project management dimensions, planning & its implementation.
- Understand Human resource management in voluntary organization.

Course Outcomes:

- Learn techniques about SWOC analysis.
- Analyse the requirements of voluntary organizations.
- Promote skill in preparing visual aids related to planned programme.

UNIT –I: Conceptual frame work:

1. Aims, objectives and functions of NGOs
2. Voluntary organization
3. Non-Governmental organization
4. Management of organizations
5. Changing concepts of voluntary organizations

UNIT –II: Process of formation of organization:

1. Structure, goals and functions
2. Establishment and registration
3. Approaches and methodologies of work.
4. Partnership with government, and corporate sector

UNIT –III: Management of voluntary organization:

1. Financial resources
2. Source of finance
3. Organizational budget, Audit
4. Enhancing the involvement of people in organizations- executive boards, committees, professionals and other staff,
5. Team building, supervision and participation in training

UNIT –IV: Developmental Projects:

1. Project planning, project selection, Action plan
2. Project formation, Project implementation
3. Management of programs

UNIT-V: Administrative requirements

1. Office and maintenance of records
2. Reporting and documentation
3. Evolution and assessment
4. Problems of organizations
5. Emerging challenges and responses

Co-curricular Activities:**Mandatory: (Training of students by teacher on field related skills: 15 hrs)****Field work and Report Preparation**

- Visit to a Voluntary organization, study the resources & management of the organization and report writing

Max marks for Field Work Report: 05.

- Format for Field work: Title page, student details, content page, introduction, work done, findings, conclusions and acknowledgements.

References:

1. Choudhary D. Paul, 1992 – Social Welfare Administration, Atma Ram and Sons, Delhi
- Garain. S. 1998 – Organizational Effectiveness of NGOs University. Book House, Jaipur
2. Choudhari D. Paul – Voluntary efforts in social welfare and Development Sidhartha Publishers, New Delhi.
3. Latith N.V.1984–Voluntary Work in India, a study of volunteers in welfare Agencies, New Delhi,
4. Gangrade K.D. – Social Work and Social Development, Northern Book Centre, New Delhi Young India foundation New Delhi.
5. Kulkarni V.M. – Voluntary Action in a Developing Society, New Delhi
6. Pathak Shankar 1981 Social Welfare: An Evolution and Development Perspective, McMillan India.
7. Dr. Koteswar Raju, - Excellence in NGO.