

# International Winter School- Manipal University Jaipur [IWSMUJ]-2023

[Hybrid Mode]



## Course/Project Overview

### Name of Project- Management of NGOs

Name of instructor: Dr Sonal Sidana, Dr Shweta Mishra, Ms Bhawana Rathore

Session: Jan.-Feb. 2023

Language of instruction: English

Number of contact hours: 36

Credit awarded: 03

### INTRODUCTION:

NGO management course is designed for those students who are willing to make their career as a social worker. This course is helpful to enhance their skill, knowledge and career prospects in non-government organization (NGO) sector.

### OBJECTIVE OF COURSE/PROJECT

- To understand the concept and structure of NGO management
- To learn Core principles for NGO management
- To elaborate managerial practices and skills of NGO workers.
- To demonstrate latest and most relevant skills set to a student for a career in this field

### SYLLABUS:

NGO's Meaning, objectives, classification, and advantages. Management structure and Core principals of NGO's. role of public relations and importance of ethics and professionalism in NGO management, sources of NGO Funding, Measuring Social Return on Investment (SROI), Managerial practices and skills for effective NGO management, Leadership in NGO's. required skills set for Career opportunities in different sectors of NGO's

### Organization of Course

Total contact hrs 36		
1st week:	10 hrs (classes)	2 hrs (self-study/project)
2nd week:	10 hrs (classes)	2 hrs (Mid-term exam/assessment/discussion)
3rd week:	10 hrs (classes)	2 hrs
4 <sup>th</sup> week:	6 hrs (Classes)	2hrs (End term exam)

**Mode of lectures: Hybrid mode lecture/videos/case study/ discussion/ workshop/ hands-on**

### Course/Project Plan

Lecture no.	Topic	Lecture mode	Instructor
L: 1-3	Introduction of the course/ Build positive impression	Hybrid mode lecture/Video	Dr Sonal Sidana
L: 4-6	NGO's Meaning, objectives	Hybrid mode lecture/Video	Dr Sonal Sidana
L: 7-9	classification, and advantages	Hybrid mode lecture/Video	Dr Shweta Mishra
L: 10-12	Management structure and Core principals of NGO's.	Hybrid mode lecture/Video	Dr Sonal Sidana
L: 13-15	role of public relations and importance of ethics and professionalism in NGO management	Hybrid mode lecture/Video	Dr Sonal Sidana
L:16-18	sources of NGO Funding	Hybrid mode lecture/Video	Dr Shweta Mishra
L:19-21	Measuring Social Return on Investment (SROI)	Hybrid mode lecture/Video	Dr Shweta Mishra
L: 22-24	Managerial practices and skills for effective NGO management,	Hybrid mode lecture/Video	Dr Shweta Mishra
L: 25-27	Leadership in NGO's.	Hybrid mode lecture/Video	Dr Sonal Sidana
L:28-30	required skills set for Career opportunities in different sectors of NGO's	Hybrid mode lecture/Video	Dr Sonal Sidana
L:31-36	Field Project & Report VIVA	Hybrid mode	Ms. Bhawana Rathore

### Brief profile of the instructor

<p><b>First Instructor:</b>  <b>Dr. Sonal Sidana</b>  Assistant Professor  Business Administration Department  <b>Subject Specialization:</b> Human  Resource Management, General Management  Industry Exp.- 15 Yrs  Academic Exp.- 3+ Yrs</p>	
<p><b>Second Instructor:</b>  <b>Dr. Shweta Mishra</b>  Assistant Professor (Senior Scale)  Business Administration Department  <b>Subject Specialization:</b> Accounting, Finance &amp;  Law, General Management  Exp.-10 Yrs</p>	
<p><b>Third Instructor:</b>  <b>Ms. Bhawana Rathore</b>  PhD Scholar  Business Administration Department  <b>Subject Specialization:</b> Human Resource  Management.</p>	