

Yugantar Education Society's  
**Tirpude College of Social Work, Nagpur**  
 An Autonomous Institute Accredited with A+ by the NAAC Bangalore  
 Affiliated to RTM Nagpur University  
 ISO 21001:2018 Certified

**Syllabus for Certificate Course in NGO Management**

<b>Sr. No.</b>	<b>Title</b>	<b>Components</b>	<b>Time</b>
<b>1.</b>	<b>Introduction</b>	<b>Conceptualization, forming by laws, Objectives, Vision, Mission, Goals; Basics functions and principles ; Types, Role of NGOs, Concept of social entrepreneurship</b>	<b>4 hours</b>
<b>2.</b>	<b>Establishment</b>	<b>Indian Laws and regulations, FCRA, Constituting Boards, Registration Process</b>	<b>6 hours</b>
<b>3.</b>	<b>Process</b>	<b>Approaches, NGO Challenges, Brain storming to overcome challenges, POSDCORB, Networking, Fund raising</b>	<b>10 hours</b>
<b>4.</b>	<b>HRM</b>	<b>Staffing, Recruiting Policies, Training: Induction, Capacity Building, Leadership, financial management</b>	<b>5 hours</b>
<b>5.</b>	<b>Project</b>	<b>Need Assessment, SWOT/C Analysis, Project Planning, Preparing Proposal, Funding for the project, Implementation, Assessment, M&amp;E Tools &amp; Techniques</b>	<b>15 hours</b>
<b>6.</b>	<b>Practical</b>	<b>Internship – 10hours Placement in NGO for two days  Assignment – 10hours NGO Formation and Preparing Project Proposal</b>	<b>20 hours</b>
			<b>60 hours</b>