

**ORDINANCE AND SYLLABUS**  
**POST GRADUATE DIPLOMA IN VOLUNTARY ACTION AND N.G.O.**  
**MANAGEMENT**  
**FACULTY OF SOCIAL WORK**  
**MAHATMA GANDHI KASHA VIDYAPITH, VARANASI-221002**

<b>Title</b>	:	The name of course will be post graduate Diploma in Voluntary Action and NGOs Management
<b>Duration</b>	:	one year
<b>No.of seats</b>	:	45
<b>Eligibility for admission</b>	:	Candidate holding bachelors degee in and discipline awarded by any recognized university in India or abroad with minimum 45% marks will be eligible for admission.

**Admission Process:**

Candidates shall be admitted to this course on the basis of merit to be judged according to the marks obtained by them in bachelor's degree examination (scaling will be administered if required). Reservation for seat will be provided as per rules relating to reservation for different Categories i.e. S/S, S/T and O.B.C. Weightage for graduate of M.G.Kashi Vidyapith, outstanding Sportsman, NSS and NCC will be added in their merit as per rules and policy of M.G.Kashi Vidyapith, Varanasi.

There will be four papers of 100 marks each. After examination a field work Viva-Voce of 100 marks will be conducted.

## **Design of the Syllabus:**

<b>Paper No.</b>	<b>Course Title</b>	<b>Marks</b>
1-	Voluntary Action	100
2-	Management of NGOs	100
3-	Financial Management of NGOs	100
4-	Methods of Social Work	100
5-	Concurrent Field Work (Viva-Voce)	100
	<b>Total</b>	<b>500</b>

This is a practice based action oriented study programme, therefore, each and every student will be attached for concurrent field work with recognized NGOs working on different social issues such as human rights, gender justice, drug-addiction, rehabilitation of prostitutes and their children, child labor, environmental protection and conservation of natural resources, water resource management, waste management, innovative agriculture and animal husbandry, population control, illiteracy, unemployment, communism, disaster management, development and spreading Gandhi's and Vinoba's ideas etc.

During the field work practices students are required to understand the agency setting, structures, organization, management and other legal aspects and develop understanding on issue they are working, writing reports, applications and project proposals, budgeting, accounts and book keeping, personnel management, organization building and capacity building,

To stimulate the spirit of volunteerism, all the students are expected to participate in social actions taken by NGOs and other activists, for that they have to develop networking and establish communication with national and international NGOs, Volunteers and Social activists.

**Fee:**

An amount of Rs.19,000/ (Nineteen Thousands only) per annum per student will be charged in addition to this various other types of fees same as prescribed by M.G.Kashi Vidyapith for other students of self financed course shall be realized as per provisions made under the rules in this regard. The entire fee will be realized in the beginning of the session at the time of admission.

**Examination:**

The examination will be conducted as per scheme centrally prepared by the Controller of Examination. However, every student admitted to this course will be required to fill up the Examination Form at the time of Admission. Every student must secure at least 40% in aggregate and 33% in each paper.

**Division:**

40-48% III, 49-59% II and 60% and above I Div.

**Director and Course Coordinator:**

The head of the department will be the director of the course and he will appoint a teacher of the department as the Course Coordinator who has proven wide experience and worked actively in the relevant subject and has networking with NGOs and volunteers.

## **Paper- I**

### **Course Title: Voluntary Action**

#### **Course Objectives:**

1. To provide an understanding of the concept of voluntary action, voluntary organizations and the process of historical development of voluntary action.
2. To prepare students to identify the emerging challenges/issues before voluntary organizations and respond to them in an appropriate manner.
3. To develop a cadre of volunteers and create proper attitude required in the voluntary sector.

#### **Course Contents:**

- Unit-I** Historical Review Of Voluntary Action In India, Voluntary Action In The 19<sup>th</sup> Century, British Period, The Early Post Independence Period, Post Assessment And Future Prospects.
- Unit-II** Voluntary Sector And The State Partnership And Collaboration Between VOS And Government, Volunteerism To Professional Voluntarism.
- Unit-III** Structure of Voluntary Action, Nature And Concept Of Voluntary Action, Rationale Behind Voluntary Action, Dimensions Of Voluntary Action, Motivation And Inspiration For Voluntary Work.
- Unit-IV** Classification Of Action Group, Relief And Charity, Development, Mobilization, Organization And Networking For Advocacy, Activated/Focus Of Voluntary Organization's Voluntary Action Today.

#### **Major Reading:**

1. Anade S.N. : Voluntary Action and Social Welfare in India, Voluntary Action, Research (David Horion Smith), Zexinton Books, Lonon, 1974.

2. Choudhary D.P. : Voluntary Social Welfare in India, Sterling Publishers (P) Ltd.
3. „ „ : Voluntary efforts in social welfare and development, sidhartha Publishers, New Delhi.
4. „ „ : Profile of Voluntary actions I Social Welfare Development. Sidharta Publishers, New Delhi.
5. Drucker, Peter : Managing the NGO: Principles and Practices Macmilan, New Delhi, 1981.
6. Fernades : Voluntary Action and Government Control, Indian Social Institute, 1989.
7. Frenda,M. : Voluntary Association and Local Department, Young India Foundation, New Delhi, 1985.
8. Mukherjee K.K. : Voluntary organizationa: Some perspective,,:  
and Mukherjee Sutapa Gandhi Peace Centre, Hyderabad, 1998.
9. „ „ : Guide Book for strengthening Voluntary organization, Gram Niyojan Kendra, Ghaziabad, 1989.
10. PRIA : NGOs in India: A critical study, 1989.
11. PRIA : NGOs Govt. Relatings, 1989.
12. Sebasti L Roi, S.J. : Fifty Years After Freedom, New Opportunities and Challenges for Voluntary Action in India, Indian Social Institute, 101 Institutional Area. Lodhi Road, New Delhi-11003.
13. Fr. Emmanuel S. : NGO- Net, St-Francis Xavier's Church, Vile Parle (W), Mumbai-400056.

## **Paper-II**

### **Course: Management of NGOs**

#### **Course Objective:**

1. To equip students to form organization and /or to function effectively in them by providing them an insight about the Management, administrative and legal aspects of the organization.
2. To provide opportunity to learn writing project proposals.

#### **Course Contents:**

- Unit-I** Objects of Association, Understanding an organization, Registration as a legal form, memorandum of Association, By-laws /Registration process and renewal by Registrar, Powers of Registrar, duties and rights of members, Management Committee, Election and other provisions under (section 20) of SR Act 1860. NGOs relation with administration, Documents of NGO.
- Unit-II** Acts and provisions: Societies Registration Act 1860. Indian Trust Act 1882. The Indian Companies Act 1956 (Section 25) Trade Union Act 1926.
- Unit-III** Planning for project proposal, policy making and planning, steps in policy determination, principles of policy making, principles and steps of planning.
- Unit-IV** Proposal writing, purpose of proposal. Writing Proposal outline project evaluation.

#### **Major Readings:**

- Drucker Peter : Managing the NGOs Principles and Practices, New Delhi, Macmillan, 1993.
- Dubey, S.N. : Administration of Social Welfare Programme in India.

- Handy, Charles : Understanding Voluntary organizations, Penguin Books, London, 1990.
- Goel S.L. and Jain : Social Welfare Administration, Vol.I &II  
R.K. Sachdeva, D.R. Administration of Social Welfare in India.
- Ghosh, Asit K. & : Management, Anmol Pub.  
Project Kumar Prem Daryagaiy, New Delhi, 1991
- Singh, M.K. & : Project evaluation and Management, Discovery  
Mahadevan Anant Publishing House, Assari Road Daryaganj, New Delhi.
- Matoo, P.K. : Project Formulation in Developing Countries.
- Mirelees & Little : Project Appraisal and Planning for developing countries.

## **Paper-III**

### **Course Title: Financial Management of NGOs**

#### **Course Objectives:**

1. To provides an understanding Mobilising national and international funds for action.
2. To provide knowledge regarding financial matters of NGOs.
3. To conscientise students about the importance of maintaining. Transparency in financial and other related policy matters to buld up the credibility of the organization.

#### **Course Contents:**

- Unit-I** Resource Mobilizing, Local Community resources, Government resources, other Indian sources, Multi-lateral organizations foreign courses F.C.R.A. and 80-G.
- Unit-II** Resource Utilization, Capital budgeting, income and expenditure statements, Accounts and book Banks, Bank Reconciliation statement, inventory, cash and receivable Management. Taxation and Assessment of Trust and Society.
- Unit-III** Regulatory aspects, registration-related finance-relatee, personnel-related.
- Unit-IV** Transparency and credibility building (social audit) Vouching and verification of accounts.

#### **Major Readings:**

1. Fr. Emmanuel : Fund 100, 101 ways of Raising Funds Funds  
S.Fernando for work organizations.
2. „ „ : Discovery, Discovery of Foreign Funding  
Agencies, For Social Work Education and  
Research.
3. L.S.Powel & R.G. : Accounting, NCERT  
Saxena



## **Paper-IV**

### **Course Title: Methods of Social Work**

#### **Course objective:**

1. Understand methods of working with people.
2. Develop understanding of factors affecting the needs, behavior and coping capacities of individual, group and community dynamics and organizations in society.
3. Develop analytical skills to identify and assess problems, solutions and learn to apply appropriate skills.

#### **Course Contents:**

- Unit-I** Social Work-Meaning, objectives, skills, tools and techniques. Other related concepts social service, social welfare and social reform. Social Case Work-Meaning, principles, components; Person, Problem, Place & Process, Study, Diagnosis Treatment-Techniques.
- Unit-II** Social Group Work-Meaning, basic skills, Principles, Group formation, programme planning, leadership, group interaction. Community Organization-Meaning, aims and Objectives, steps of Community Organization.
- Unit-III** Social Welfare Administration-Meaning, Functions and skills. Social Action- Meaning, objectives, process, strategies.
- Unit-IV** Social Work Research- Meaning, objectives, types, research design.
- Integrated social work- Basic systems in social work practice- The change agent system, the client system, the target system, the action system.

#### **Major Readings:**

- अहमद सगीर इनाम शास्त्री : व्यावसायिक समाजकार्य
- जी.आर. मदन : समाजकार्य
- पी.डी. मिश्रा : सामाजिक वैयक्तिक सेवा कार्य, उ. प्र. हिन्दी संस्थान
- पी. डी. मिश्रा : सामाजिक सामूहिक सेवा कार्य, उ. प्र. हिन्दी संस्थान
- राजाराम शास्त्री : समाजकार्य
- सुरेन्द्र सिंह, एवं पी.डी. मिश्रा : समाजकार्य, इतिहास, दर्शन एवं प्रणालियाँ, न्यू रायल बुक कं०, लखनऊ, 1998.
- सुरेन्द्र सिंह, एवं आर. बी.एस. वर्मा: भारत में समाजकार्य का क्षेत्र, न्यू रायल बुक कं०, लखनऊ, 2001.
- रविन्द्र नाथ मुखर्जी : सामाजिक शोध एवं सांख्यिकी
- सचदेवा, डी. आर. : भारत में समाज कल्याण प्रशासन, किताब महल, नई दिल्ली, 2003.
- H.Y.Siddiqui : Social Work and Social Action, Herman Pub. Delhi, 1984.
- Jan Fook : Social Work, Critical Theory & Practice, Sage Publication, 2002.
- Mishra, P.D : Social Work, Methods & Practice.
- Singh Surendra & Srivastava, S.P. : Social Work Education in India, New Royal Book Co. Lucknow, 2003.
- Bhattacharya, Sanjay : Social Work, An INtegrated Approach, Deep & Deep Pub. Pvt. Delhi, 2003.
- Skidmore, Thackray, Farelly : Introduction to Social Work, Prentice Hall, New Jersey, 1991.
- Mudgal, S.D. : An Introduction to Social Work, Book Enclave, Jaipur, India, 1997.
- Shaw Ian & Lashman Joyce : Evaluation and Social Work Practice, Sage Pub. New Delhi, 2003.

- Perlman, H.H. : Perspectives on Social case work, Temple University Press, Philadelphia, 1971.
- Upadhyay, R.K. : Social Case Work, Rawat Pub. New Delhi, 2003.
- Davis Martin : Companion to Social Work, Blackwell Pub. 2002.
- Henry Sue : Group Skills in Social Work, Brokks/ Cole Pub. Co. California. 1992.
- Tracker, H.B. : Social Group Work, Principles & Practices, Whitasid inc. New York, 1955.
- Polansky Norman A. : Social Work Research, The University Chicago of Press, 1967.
- Kumar Arvind : Research Methodology in Social Science, Sarup & Sons., Delhi. 2002.