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<b>Title: NGO Management</b>	<b>Code: MGMT 345</b>	
<b>Credit Hours: 3</b>	<b>Year /Semester: II/IV</b>	<b>48 Hours</b>

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**Course Objectives:**

This course aims at developing the special skills and abilities in students pertaining to the management and development of Non-Governmental Organizations (NGOs) in Nepal.

**Unit 1 Introduction to NGOs** **10 Hours**

Meaning of NGOs, Their Functions and Roles in Society, Origin and History of NGOs, Types of NGOs, Development of NGOs in Nepal, Contribution of NGOs in Various Sectors of Societies in Nepal Challenges Faced by NGOs

**Unit 2 Environment of NGOs** **8 Hours**

Concept of Environment, Taxonomy of Environment with reference to NGOs, Using PESTLE Framework for Analyzing Environment, SWOT Analysis in NGOs

**Unit 3 Formation of NGOs** **8 Hours**

Trust and Society: Meaning and Their Differences, Process of Formation of Trust and Society, Registration Procedure of NGOs, Problems during the Registration Process

**Unit 4 Management of NGOs** **8 Hours**

Initial Steps, Making Strategic for NGOs: Contents of Strategy, Management Process: Planning, Organizing, Staffing, Coordinating and Controlling, Developing Core Competencies and Capacity Building Process, Meaning and Nature of Project, Project Identification, Project Life Cycle, Problems of Multi-Project Management

**Units 5 Major Issues and Areas of NGOs** **8 Hours**

Problems: Social, Economic, Human Resources, Infrastructural; Common Areas for Focus: Education, Health, Economic (Skills, Poverty, Agriculture etc.), Empowerment, Political

**Unit 6 Regulating and Funding Agencies** **6 Hours**

Government Bodies and Their Functions INGOs and Their Roles: Oxfam, CARE, Action Aid, Red Cross, Transparency International, Save the Children, US-Aid

**Reference Books:**

1. Concerned policy papers published by the concerned agency of Government of Nepal
2. Publications of INGOs,