

NGO MANAGEMENT

Course Instructor: Dr. Asif Naveed Ranjha

OBJECTIVES:

The course is designed to give the students the introduction and background knowledge of Civil Society/NGOs working at local, regional, national and International level. Due emphasis is also given on the Formation and registration of NGOs in Pakistan. This specialization course further gives an insight to the students into the management of Society/NGOs. Students will be well equipped with the knowledge of tools and techniques adopted by NGOs and will also be able to prepare project proposal.

CONTENTS:

1. Definition and meaning of NGOs
2. Historical development of NGOs
3. Types of NGOs
 - a. International organizations
 - b. National organizations
 - c. Regional organizations
4. Roles of NGOs
5. Building a sustainable community organization.
6. Formation and Registration process of NGOs in Pakistan
7. NGOs management structure
8. Development projects/proposals
9. Financial Management for NGOs
10. Monitoring and Evaluation by NGOs
11. Community Mobilization by NGOs
12. NGOs and Media

RECOMMENDED READINGS:

1. Abraham, A. (2011). *Formation and Management of NGOs: Non-governmental Organisations*. New Dehli: Universal Law Publishing.
2. Alin, F. et al. (2006). *How to build a good small NGO?* Oxford: Mango/Networklearning.
3. Jafar, A. (2011). *Women's NGOs In Pakistan*. New York: Palgrave Macmillan.
4. Lewis, D. (2014). *Non-Governmental Organizations, Management and Development*. New York: Routledge.
5. Qureshi, Z. I. (2005). *Managing NGOs in Developing Countries: Concepts, frameworks and cases*. USA: Oxford University Press.
6. Ranjha, A. N. (2013). *Working Practices, Problems and Needs of Community Development Projects in Punjab Province, Pakistan (PhD Thesis)*. Dundee: University of Dundee.