

Certificate in Management of Non-Profit Organizations

Program Code	102
Job Title	Secretary of NGO/ NPOs
Credits	4 Credits
Modules	6 modules (30 hours) + internship (60 hours) = 90 hours
Eligibility	12 th Standard Pass (+ SOP)
Seats	20
Fees (in INR)	6000
<p>Course Code: CMNPO-C01</p> <p>Course Title: Skills in NPM (30 Hours)</p> <p>Module 1: Governance (4 Hours)</p> <ul style="list-style-type: none"> - History of the Sector; Types of organisations; Registration Laws; Overview of Financial Laws <p>Module 2: Project Planning (3 Hours) and Proposal Writing (3 Hours)</p> <ul style="list-style-type: none"> - Design Thinking; Designing Activities; Preparing Project Matrix/ LFA; Key components of a project proposal; Preparing Budget; funding pipeline <p>Module 3: Monitoring and Evaluation (4 Hours)</p> <ul style="list-style-type: none"> - Monitoring Techniques; Evaluation Principles and Ethics; Methodologies; Preparing ToR <p>Module 4: Financial Management (4 Hours)</p> <ul style="list-style-type: none"> - Basic Concepts; Cash Flow Management; Financial Risk Assessment; Financial Reporting <p>Module 5: Human Resource Management (2 Hours) and Communication (4 Hours)</p> <ul style="list-style-type: none"> - Labour Laws applicable to Sector; HR Planning and Management; Designing Communication Materials; Public relations and marketing <p>Module 6: Principles of Fundraising (3 Hours) and Skills for Mobilisation (3 Hours)</p> <ul style="list-style-type: none"> - Basic Principles in Fundraising; Methods of Fundraising; Preparation of Fundraising Plan <p>Course Code: CMNPO-C02</p> <p>Course Title: WIL/ Practicum in NPO (60 Hours/ 5 hours a day x 12 Days)</p> <p>Contact Program Coordinator for the request for internship letter which can be submitted to organisations willing to provide internship opportunities. Candidates who are already working in NGOs or government agencies can use the work integrated learning assignment.</p>	
<p>Assessment: 4 Assignments (25*4=100)</p>	