

Subject Experts

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Ms.. M. Thendral
Assistant Professor, MCC

Ms.Liby Rajm, MSSW

Ms. Stegana Jency L T
Director, CCRD

Ms. Tanya Verony
Manager, Oasis India

Course Details

- Course mode: Blended (offline -online)
- Course Fee : Rs. 1000 /-
- Course Duration: 30 hours (February - March)
- Session duration: 2 Hours
- Open to women only

Registration link

<https://forms.gle/okx6BrRMprA7uHDt5>

Contact Details

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WOMEN'S CHRISTIAN COLLEGE

CHENNAI

An Autonomous Institution affiliated to the University of Madras
Re-Accredited by NAAC in July 2019 with Grade A+
College with Potential for Excellence

Department of Social Work
Centre for women studies
in collaboration offers a

Certificate Course
on
NGO Management



About WCC

Women's Christian College (WCC), established in 1915 by 12 missionary societies from Britain, Canada, and the USA, is the first private women's college in Madras. Starting with 41 students and 7 faculty members, it has grown to over 4,438 students, supported by 193 faculty and 125 supporting staff. Located on a 20.16-acre green campus in Nungambakkam, WCC offers a tranquil environment enriched by its biodiversity. The College Chapel, built in 1923, is a historic landmark gifted by an anonymous American donor. Affiliated with the University of Madras, WCC attained Autonomy in 1982 and introduced the Credit System in 2003-2004. The campus has hosted eminent figures like Rabindranath Tagore, Mahatma Gandhi, Mother Teresa, and Dr. A.P.J. Abdul Kalam. Its distinguished alumnae excel globally across diverse fields, reflecting WCC's legacy of excellence. WCC's 'A+' Grade from NAAC in its fourth cycle, UGC recognition as a "College with Potential for Excellence" in 2016, and high rankings in the NIRF underscore its dedication to academic excellence, innovation and research.



Centre for Women's Studies

The Centre for Women's Studies was inaugurated in 2017 with the overarching aim of empowering women and raising awareness about gender related issues. Principal Dr. Lilian I Jasper is the Advisory Board member. Dr. D Punitha is the Dean of the Center for Women's Studies. The Centre has collaborated with various organizations to conduct Seminars on issues related to women. The Centre offers certificate courses on NGO Management and Women and Media.



Department of Social Work

The Department of Social Work (MSW) started in 2024. This two-year program, is open to students from all academic backgrounds, offers specializations in Medical and Psychiatry, and Community Development. The course emphasizes both practical and theoretical training, featuring weekly fieldwork with diverse communities, rural camps for group living practice in the first year, and study tours in the second year for cultural adaptation. Observation visits to NGOs, medical settings, and industries expand the students' understanding of various specializations. The program also focuses on personal development through practical skill laboratories and fine arts training, and provides hands-on research training. Upon completion, students undertake internships and block placements, gaining experience in at least five different settings each semester, making placement an integral part of the curriculum.



NGO MANAGEMENT

(Certificate Course)

The NGO management course offering an insights about the managerial skills needed to establish a structured organization. This course also covers all aspects to run an NGO including Registration, Legal Procedures, Statutory requirements, Project development, Documentation, Funding and Donor relations.

SYLLABUS

Unit I

Introduction of NGO

NGO –Management Concept.Types of NGOs- Society/ Trust/ Not for Profit Companies and their differences. Functions, Approaches and Models. Role of NGOs in Community Development.Establishment of NGO Challenges of NGOs. Problems and remedies in India. Self Study.

Unit II

Legal Procedure of Establishment and Statutory requirements of NGOs

Different Acts related to NGOs : Indian Trust Act, Societies Registration Act, Indian Companies Act, Charitable Endowment Act, Income Tax Act, Foreign Contribution Regulation (FCRA) Act.

Memorandum of Association and Bye Laws of NGOs. Changes / Amendments in Income Tax exemption and FCRA regulations in the recent years.

Unit III

Project development and management

Concept, Definition, Objectives, principles, Scopes, Importance and Methodology – Log frame analysis and its principles. Results Framework (RF) and Theory of Change Participatory methods and tools in Community Development: Participatory Rural Appraisal and its use, SWOT.

Unit IV

Importance of Documentation

Review, Monitoring, Reporting and Evaluation – Difference between Monitoring and Evaluation. Importance of measurable outputs and ‘SMART’ indicators- Management Information System (MIS) in Development Projects. Evaluation methodologies- Participatory, Internal and External Third Party Evaluations.

Unit V

Funding and Donor relations

Government, Indian and International Funding Agencies, Crowd Funding, Corporate Social Responsibility. International priorities in funding