

BBAED

Semester VI

601NGO Management

Objective: To equip students with the necessary inside needed to manage a non-government organization.

UNIT I

NGOs: Relevance and Rationale, Definitions and Nomenclature, Characteristics
Classification of NGOs, Evolution of NGOs along Different Developmental Frameworks and Approaches, NGOs in Developing Countries.

UNIT II

Legal Requirements In Setting Up NGOs: Registration of NGOs , Legal Options Available to Register NGOs in India , Fiscal Regime in India With Respect to NGOs ,Additional Information on Tax Laws , Differing Legal Frameworks for NGOs, Trust & Societies, Processes and Essentials of Registration.

UNIT III

Planning Programmes and Working with the Community: Programme Planning
Programme Documentation.

Working with the Government and Dealing with Different Stakeholders:

Stakeholder & Stakeholder analysis, Government as a stakeholder, Media as a stakeholder, Private business as a stakeholder

UNIT IV

Managing Resources & Proposal Writing: Human Resource Management: Staff development, Resource mobilization, Proposal writing & Financial management, Sources of funding.

UNIT V

Process Documentation & Monitoring and Evaluation: ProcessDocumentation
Monitoring, Features of Monitoring, Evaluation, Difference Between Monitoring And Evaluation, Differing Approaches to Monitoring and Evaluation, Elements of a Monitoring and Evaluation Plan.

Suggested Readings:

1. Anita Abraham :Foundation& Management of NGOs, Universal Law Publishing, 2011 ISBN 9350350122.
2. Michael Edward & Alan fowler The earth Scan reader on NGO Management ,Earthscan, 2002 ISBN : 9781853838484.
3. Phiroshaw Camay: Principles of NGO Management, CAME ,1997,ISBN 9780620213714

602 Start-up Incubation /Training in Small Scale Industries (4 Months)

The conditions of successfully completing the programme shall not be deemed to have been satisfied unless a student takes training , under the supervision of the department, in organizations as approved by the Department/Faculty from time to time. Each student will be required to submit a project report to the Department/Faculty for the work undertaken during this period within three weeks of the completion of the training, duly approved by the supervisor for the purpose of evaluation.

603 Family Business Management

To motivate the entrepreneurial instinct of students and expose them to family owned business challenges and issues. To develop and strengthen entrepreneurial quality and motivation especially towards Family owned business.

Unit-I

Family businesses Uniqueness:

Definitions of Family business, What constitutes a family business? Succession and Continuity, Dilemmas and challenges for family businesses- Resistance to change, Business challenges, Succession, Emotional issues, Leadership Issues.

Unit-II

Family business dynamics: People, system and growing complexity:

Family culture, organizational culture, and cultural blur in family firms, Family business people – Founders, Women in family businesses, Husband and wife teams, In-laws, Multifamily ownership, Non-family employees, Managing conflicts in family firms. Family business systems - Seeking a balanced approach, Introducing the ownership dimensions. Family business life cycles.

Unit-III

The family's relationship with business: developing a strategic vision and building teamwork: Articulating values and shared vision, Effective business families, How families add value: the family-business interaction factor, Ingredients of successful planning - Family emotional intelligence, Establishing open communication, Family Communication: Family Meetings. Creative versus destructive conflict, Building family teamwork. Unifying plans, processes and structures - Designing family governance.

Unit-IV

The next generation: human resource management and leadership Perspective:

To join or not to join? The importance of outside experience - Self-esteem and confidence - Wider business experience, Credibility with nonfamily employees. Systems overlap and human resource management issues – Recruitment, Training and development, Remuneration, Performance appraisal and promotion.

Unit-V

Getting help: making the most of outside resources:

The Perspective of nonfamily managers, Career opportunities for nonfamily managers, Non-family managers - Relationship with the family, Introducing external executives, Motivation and rewards, Incentive design and delivery. Extending the family culture to nonfamily managers, Motivating and retaining nonfamily managers,

Text Books Family business:

1. The essentials by Peter Leach, Profile books Ltd.
2. Family Business by Ernesto J. Poza

Reference Books

1. Entrepreneurs: Talent, Temperament, Technique 2nd Edition. By – Bolton, Bill and John, Thompson. Butterworth-Heinemann, MA. 2004. ISBN: 978-81-312-

1366-7

2. Unleashing your Entrepreneurial Potential. By – Raghu Nanadan. Response Business Book from Sage, New Delhi.2009. ISBN: 978-81-7829-908-2
3. Peter Drucker: Innovation and Entrepreneurship – Practice and Principles, Affiliated East West Press, 1986
4. Robert Hisrich and Michael Peters: Entrepreneurship, Tata McGraw Hill, 2002
5. Jack Kaplan: Patterns of Entrepreneurship, Wiley, 2004
6. John Mullins: New Business Road Test, Prentice Hall, 2004

