



CENTRAL UNIVERSITY OF KASHMIR

Green Campus, Ganderbal-191201, Jammu and Kashmir, India

CELL FOR UNIVERSITY CERTIFICATE AND DIPLOMA COURSES

Website: <https://www.cukashmir.ac.in>

June 9, 2026

FORMAT FOR DESIGNING CERTIFICATE COURSES

Name of the Program: PG Certificate in Non-Governmental Organisations (NGOs)
Duration: 6 - Months

Eligibility: Passed Bachelor's Degree or equivalent. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

Flexibility: Direct Learning/Hybrid/Learn at your own pace, from anywhere, within or outside India.

Fee Structure: Rs 3500 for the entire course

No. of Students (Targeted): 30

Name of the Diploma Coordinator(s) / In-Charge:

S. No.	Name	Designation	E-mail	Contact No.
3.	Dr Himabindu M	Assistant Professor	himabindu@cukashmir.ac.in	9797772752
4.	Dr Khatija khader	Assistant Professor	kkhader@gmail.com	9103663359

Name and Designation of the Head of the Department: Dr Dr. K. Lakshman
Associate Professor & Head, Politics and Governance

Name and Designation of the Dean: Prof. D.K. Madaan
Dean, School of Social Sciences



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Scheme and Curriculum Prepared by Department of Politics and Governance

S. No.	Course Code and Course Title
1	GBA-NGO-CC-101 Introduction to NGOs & Civil Society
2	GBA-NGO-CC-102 Legal Framework & Governance of NGOs
3	GBA-NGO-CC-103 Project Planning & Management
4	GBA-NGO-CC-104 Financial Management & Fundraising
5	GBA-NGO-CC-105 Community Development & Advocacy
6	GBA-NGO-CC-106 Field Work / Internship

Name and Designation of the Head of the Department:

Dr Dr. K. Lakshman, Associate Professor & Head, Politics and Governance



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MODEL SCHEME FOR 6 MONTH PG CERTIFICATE PROGRAM

SEMESTER – I						
S. No.	Course Code	Course Title	Credits	Hours per Week		Total Contact Hours per week
				L	P	
1	GBA-NGO-CC-101	Introduction to NGOs & Civil Society	4	4	0	4
2	GBA-NGO-CC-102	Legal Framework & Governance of NGOs	4	4	0	4
3	GBA-NGO-CC-103	Project Planning & Management	4	4	0	4
4	GBA-NGO-CC-104	Financial Management & Fundraising	3	3	0	3
5	GBA-NGO-CC-105	Community Development & Advocacy	3	3	0	3
6	GBA-NGO-CC-106	Field Work / Internship	2	0	2	2
Total Credits and Contact Hours			20	18	2	20



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MODEL CURRICULUM FOR 6 MONTH PG CERTIFICATE PROGRAM

Course Code	GBA-NGO-CC-101						
Course Title	Introduction to NGOs & Civil Society						
Credit	4	Credit Hours	4 x 15 = 60	Unit	4	Total Contact Hours	4 x 15 = 60

Course Objectives:



Course Contents:

Unit-I (15 Hours)
• Meaning, nature, and scope of NGOs • Civil society: concept and importance • Historical evolution of NGOs (global & India)
Unit-II (15 Hours)
• Charitable, developmental, advocacy NGOs • National vs international NGOs
Unit-III (15 Hours)
• Social development, welfare, and service delivery • Role in poverty alleviation, education, health
Unit-IV (15 Hours)
• Growth and challenges • Government–NGO partnerships

Text Books

Reference Books



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MODEL CURRICULUM FOR FOR 6 MONTH PG CERTIFICATE PROGRAM

Course Code	GBA-NGO-CC-102						
Course Title	Legal Framework & Governance of NGOs						
Credit	4	Credit Hours	4 x 15 = 60	Unit	4	Total Contact Hours	4 x 15 = 60

Course Objectives:

Course Contents:

Unit-I (15 Hours)
• Trusts, Societies, Section 8 Companies
Unit-II (15 Hours)
• Societies Registration Act • Indian Trusts Act • Companies Act (Section 8) • Foreign Contribution Regulation Act (FCRA)
Unit-III (15 Hours)
• Board structure and roles • Transparency and accountability mechanisms
Unit-IV (15 Hours)
• Code of conduct • Issues of corruption and misuse of funds

Text Books:

Reference Books



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MODEL CURRICULUM FOR FOR 6 MONTH PG CERTIFICATE PROGRAM

Course Code	GBA-NGO-CC-103						
Course Title	Project Planning & Management						
Credit	4	Credit Hours	4 x 15 = 60	Unit	4	Total Contact Hours	4 x 15 = 60

Course Objectives:

Course Contents:

Unit-I (15 Hours)
• Identification, planning, implementation, evaluation
Unit-II (15 Hours)
• Community needs analysis • Participatory approaches
Unit-III (15 Hours)
• Logical Framework Approach (LFA) • Goal setting and indicators
Unit-IV (15 Hours)
• Tools and techniques • Impact assessment

Text Books

Reference Reading:

MODEL CURRICULUM FOR FOR 6 MONTH PG CERTIFICATE PROGRAM

Course Code	GBA-NGO-CC-104
Course Title	Financial Management & Fundraising



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Credit	3	Credit Hours	3 x 15 = 45	Unit	3	Total Contact Hours	3 x 15 = 45
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Course Objectives:

Course Contents:

Unit-I (15 Hours)
- Budgeting and accounting basics - Financial reporting
Unit-II (15 Hours)
- Sources: government, CSR, international donors - Proposal writing
Unit-III (15 Hours)
Crowdfunding, events, partnerships

Text Books:

Reference Books:

MODEL CURRICULUM FOR FOR 6 MONTH PG CERTIFICATE PROGRAM

Course Code	GBA-NGO-CC-105						
Course Title	Community Development & Advocacy						
Credit	3	Credit Hours	3 x 15 = 45	Unit	3	Total Contact Hours	3 x 15 = 45



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Course Objectives:

This is an interdisciplinary course that intends to introduce students with the critical issues concerning children's rights. In this course, the students will gain insight relative to the development of this specific human rights category, as well as to the evolution of the challenges faced by children over time and society's efforts to respond.

Course Contents:

Unit-I (15 Hours)
- Principles and approaches - Participatory Rural Appraisal (PRA)
Unit-II (15 Hours)
- Advocacy strategies - Policy influence
Unit-III (15 Hours)
- Social media for NGOs - Awareness campaigns

Text Books

Reference Books

MODEL CURRICULUM FOR FOR 6 MONTH PG CERTIFICATE PROGRAM

Course Code	GBA-NGO-CC-106						
Course Title	Field Work / Practical Training						
Credit	2	Credit Hours	2 x 15 = 30	Unit	NIL	Total Hours	Contact 15



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Fieldwork Objectives:

Internship with a registered NGO (2–4 weeks)

Participation in community programs

Preparation of NGO project report

Case study of a successful NGO

Field diary and viva voce