

VYK/CC/2018/

30-07-2018

Dear Sir/ Madam,

Subject: Training Programme on NGO Management (25 – 29 September, 2018)

Vishwa Yuvak Kendra, a pioneering organization in the field of youth development, was established with the active support of Pandit Jawaharlal Nehru and was inaugurated in 1968 by the then President of India, Dr. Zakir Husain. It organizes workshops, seminars and training programmes for the youth workers of grass-root level NGOs on different developmental issues.

In recent years, non-governmental organizations have vastly increased in number and scope. They are increasingly influential in communities and grassroots activities, in policy making, planning and implementation. In today's highly competitive environment with limited resources in the public sector, effective leaders and creative management is crucial. Managing and leading an NGO is becoming increasingly complex and sophisticated. A wide range of knowledge, skills and strategies are necessary to achieve results, enhance impact and remain effective.

To refurbish knowledge and skills in NGO sector in order to capacitate NGO workers with critical perspective and tools in the art of organizational management and development, and to promote credibility in NGO sector, **Vishwa Yuvak Kendra** is extremely delighted to announce **five days training programme on NGO Management during 25-29 September, 2018** which is going to be organized at its premises at Chanakyapuri, New Delhi.

The following topics will be covered during the programme:

- NGO - concepts and functions.
- Legal procedures for formation of NGO and taxation.
- Mechanism and strategies to resolve the challenges / problems faced by the NGOs.
- Office procedure and documentation.
- Basics of accounting, budgeting
- Project Management – Basic concepts of project management, project identification, project life cycles and success factors.
- Corporate Social Responsibility : an overview
- Managerial communication skill and development.
- Funding agencies: Govt. NGOs, CSR.
- Project Proposal
- Liaison & Networking
- Monitoring and Evaluation.

In this context, we request you to attend / depute representatives from your organization to participate in the programme. You may kindly note the following:

- Each eligible participant would be required to pay **Rs.2,950/- (Rs.2,500 + GST 18% i.e Rs.450)** towards registration fee through **Demand Draft or NEFT/RTGS/IMPS/ in favor of Vishwa Yuvak Kendra, Delhi (Bank Name : The Federal Bank Ltd, New Delhi VYK Extension Branch, Saving Account No. 15230100020938, IFSC Code : FDRL0001523, MICR No: 110049002).**
- The participants would be provided free lodging at our dormitories (separate for male and female) from 24 September, 2018 evening to 30 September, 2018 afternoon. The food would also be served during the programme without any additional charges.
- The programme would commence with registration at 9.00am on 25 September, 2018.
- Please ensure that the participants are minimum graduate with preferably 2 years' experience in voluntary sector
- The medium of instruction will be English and Hindi
- Travel expenditure will be borne by the participants.
- The registration fee will neither be refunded nor be adjusted against any other programme
- The participants who will come before the mentioned date and depart after the described date i.e. before 24 September, 2018 evening and after 30 September, 2018 afternoon, have to make extra payment as per Kendra rule for food and accommodation.

The participants are requested to report at the reception of Vishwa Yuvak Kendra latest by 9.00 A.M on 25 September, 2018. The venue of the training programme will be Vishwa Yuvak Kendra, Pt. Umashankar Dikshit Road, Teen Murti Marg, Chanakyapuri, New Delhi-110021.

In case of any query, please feel free to contact undersigned.

Please send the completed application form (**Enclosure**) to confirm the participation of the candidate from your organization along with the demand draft, **latest by 07 September, 2018.**

We look forward to your cooperation.

Thanking you,

Yours Sincerely,

Praveen Kumar Sharma
Programme Officer
Vishwa Yuvak Kendra
Pt. Uma Shankar Dikshit Road,
Teen Murti Marg, Chanakyapuri
New Delhi – 110 021
Email: praveensharma@vykonline.org
Mobile: +91-8130344552
Website | Twitter | Facebook

Training Programme on “NGO Management” from 25 to 29 September, 2018

APPLICATION FORM

(PLEASE FILL UP THE PARTICULARS IN BLOCK LETTERS)

1. Name of the Participant: _____

2. Age: _____ Sex: Male Female

3. Educational Qualification: _____

4. Occupation (with designation): _____

5. Name and address of the organization/Institution: _____

PIN _____ Phone No: _____ E-mail: _____

6. If NGO, Please Specify Present Cause(Issue) _____

No of Village Covered _____ No of Family Covered _____ Total Coverage _____

7. Years of experience: _____

8. Reason for participating in Training Programme: _____

9. Whether participated in Kendra programme before (Yes/No) _____

10. Online/ DD No/Cash. _____ Dated _____ Amount Rs. _____

(Signature of the sponsoring organization)

(Signature of the participant)

(If sponsored by an organization, please attach copy of the letter with the application)

- Please note
1. Only confirmed participants allowed to participate.
 2. Send E-mail or use this form while forwarding application.

NEFT/RTGS DETAILS

NAME : VISHWA YUVAK KENDRA

BANK NAME : THE FEDERAL BANK LTD

ACCOUNT NUMBER : 15230100020938

TYPE OF ACCOUNT : SAVINGS

BRANCH ADDRESS : CONNAUGHT CIRCUS EXTENSION COUNTER
VISHWA YUVAK KENDRA
CIRCULAR ROAD, CHANAKYAPURI
NEW DELHI – 110 021

LOCATION OF THE BRANCH : NEW DELHI

IFSC CODE : FDRL0001523

MICR NO : 110049002