

**Subject:** Training programme on **NGO Management** (25 – 29 July, 2017)

Dear Sir/Madam,

**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 from 25-29, July 2017** 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.2,875/- (Rs.2,500 + Service tax 15% i.e Rs.375) towards registration fee **through Demand Draft or NEFT/RTGS/IMPS/ in favor of Vishwa Yuvak Kendra, Delhi (The Federal Bank Ltd - 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 July, 2017 evening to 30 July, 2017 afternoon. The food would also be served during the programme.
- The programme would commence with registration at 9.00am on 25 July, 2016.
- 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 July, 2017 evening and after 30 July, 2017 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 July, 2017. 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 you may contact the **Programme Coordinator, Mr. Rajeev Nirmal** on 8130474475 or office phone number 011-23013631-35 or other Programme Officers on 8130344550 / 8130344552.

Please send the completed application form (**Enclosure**) to confirm the participation of the candidate from your organization along with the demand draft, **latest by 10 July, 2017.**

We look forward to your cooperation.

Wishing all the best.

Thanking you,

**Yours sincerely,**

**Rajeev Nirmal**  
**Programme Officer**



Vishwa Yuvak Kendra  
(International Youth Centre)  
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New Delhi – 110021 / Ph: 011 23013631 – 35, Ext 214 / Fax: 011 23016604  
Mobile: - 8130474475 / 9312813432  
[E-mail: rajeev@vykonline.org](mailto:rajeev@vykonline.org) / Web: [www.vykonline.org](http://www.vykonline.org)  
**Encl:- As above**



**Vishwa Yuvak Kendra**  
(INTERNATIONAL YOUTH CENTRE)

**Training Programme on “NGO Management”**  
**25-29, July 2017**

**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. Years of experience: \_\_\_\_\_
7. Reason for participating in Training Programme: \_\_\_\_\_  
\_\_\_\_\_
8. Whether participated in Kendra programme before (Yes/No) \_\_\_\_\_
9. 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