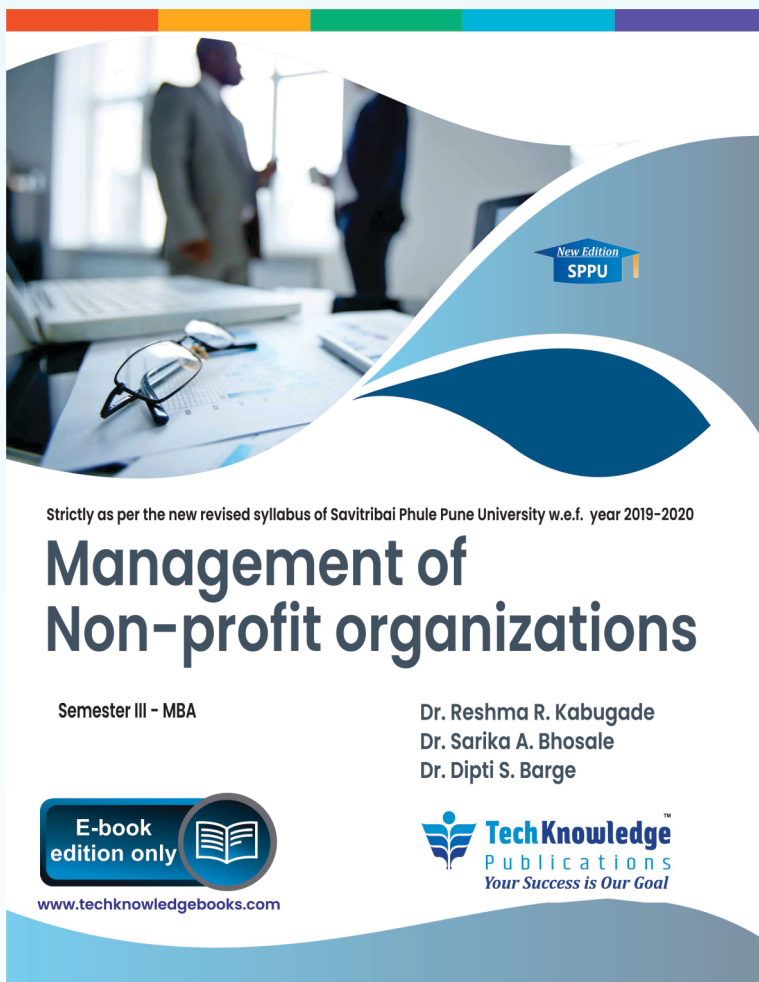


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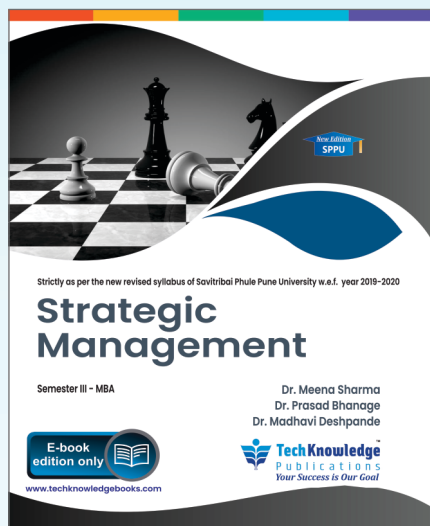


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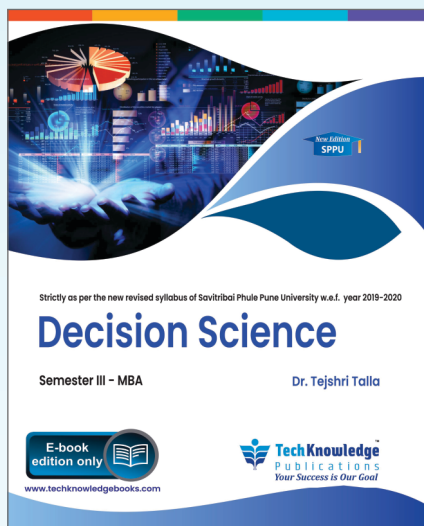
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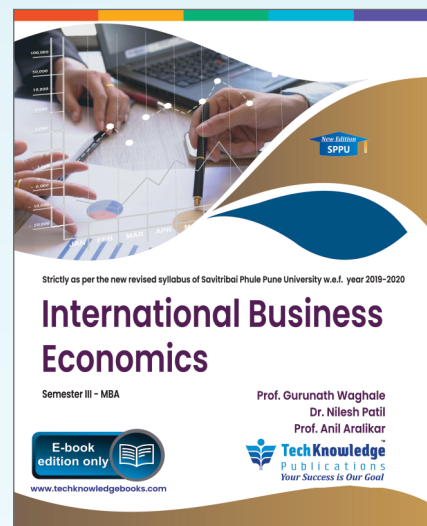
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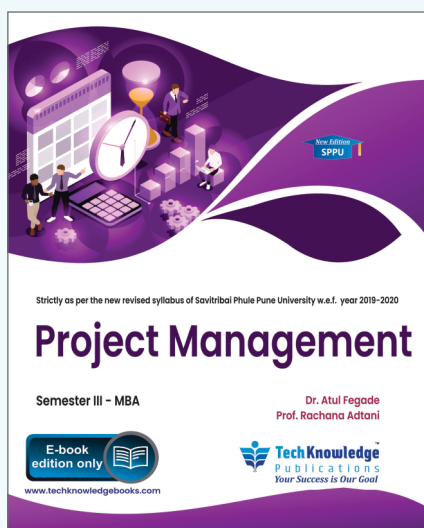
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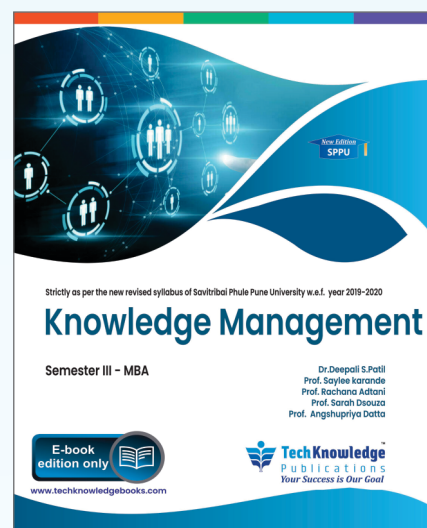
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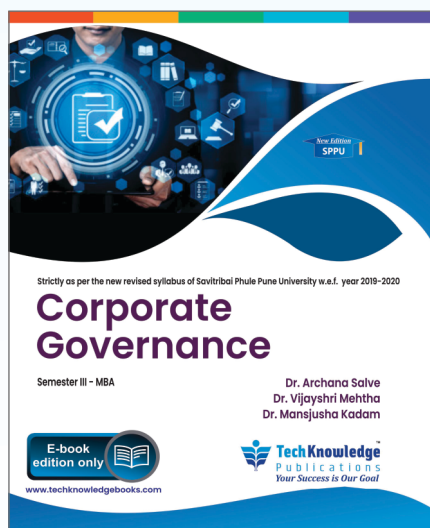
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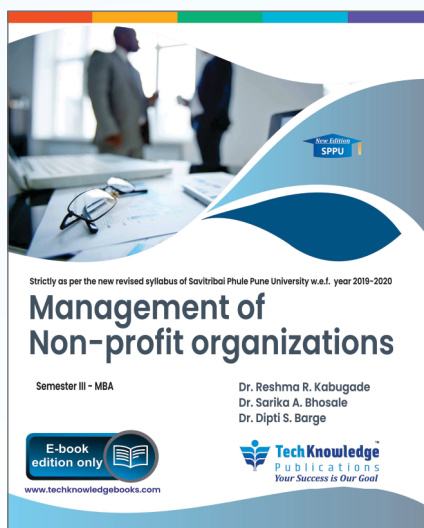
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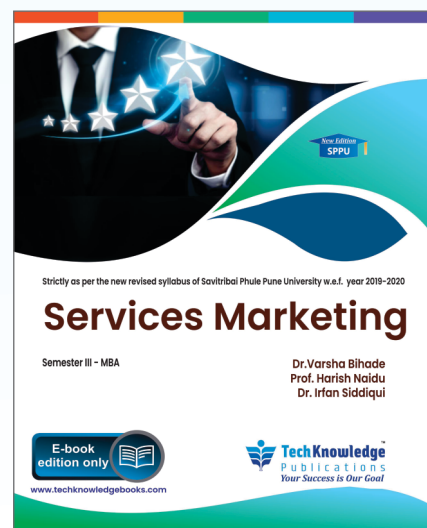
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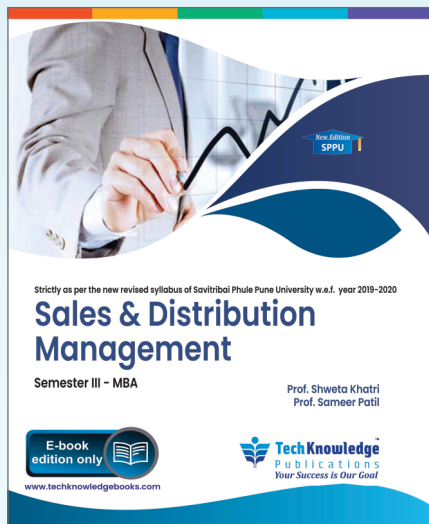
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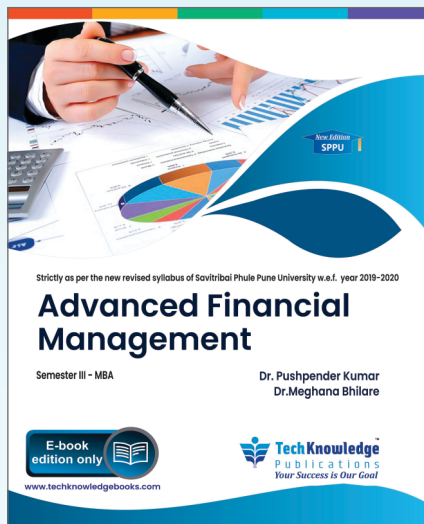
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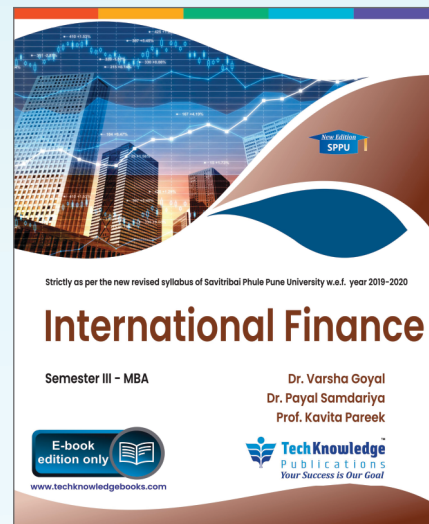
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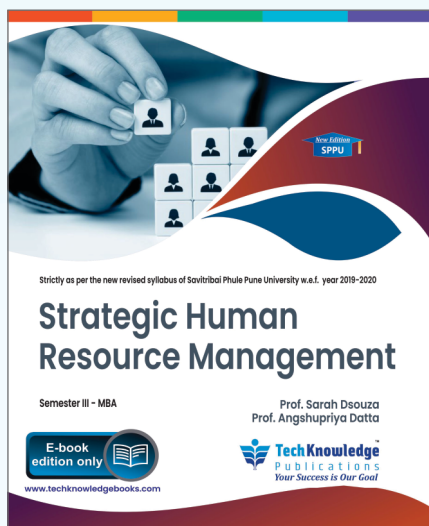
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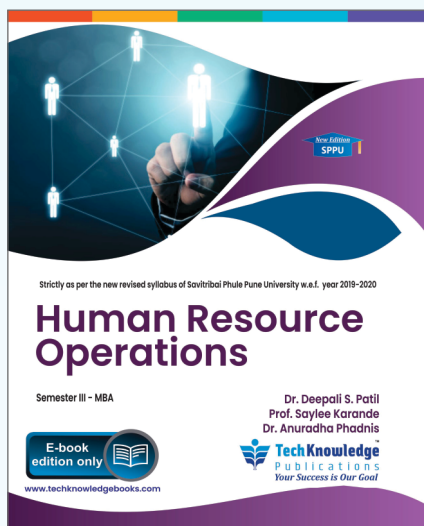
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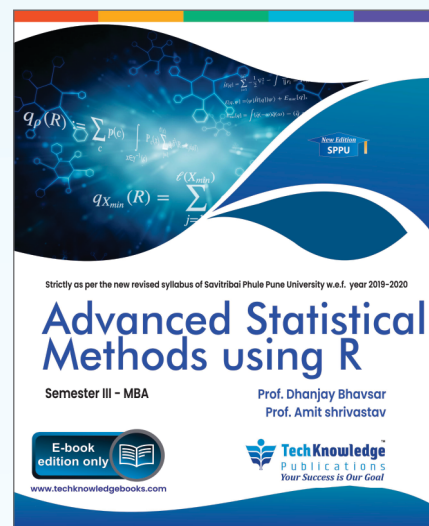
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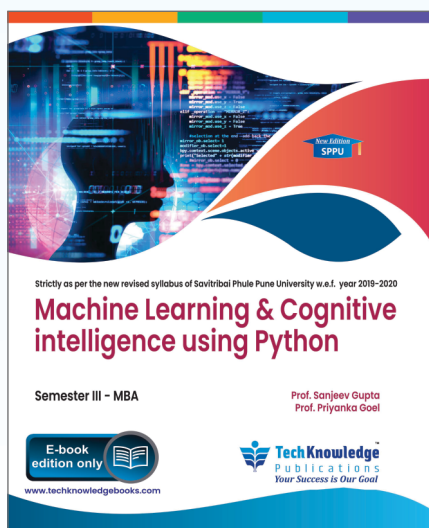
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# Management of Non-profit organizations

(Code : GE -UL - 18)

Semester III – Master of Business Administration (MBA)

(Savitribai Phule Pune University)

Strictly as per the New Revised Syllabus (Rev. 2019) of Savitribai Phule Pune University w.e.f. academic year 2020-21 (As per Choice Based Credit System)

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# Unit 1

## Fundamentals of Non-profit organization



### Syllabus

Introduction of Non- Profit Sector & Non- Profit Organizations, Define the Non- Profit Organization and describe its dimensions. Key concepts in Non-Profit management including board of governance, staffing, regulation, and volunteer management. Concept of Non-Profit leadership and governance and the functions of boards in organizational governance, the Board's Role and Responsibilities. Roles of board members in Non-Profit organizations, responsibilities of Non-Profit Organizations. Elements of board behaviour for effectiveness of organization. Developing Leadership and Improving Governance in Non-Profit Organizations, Improving the Effectiveness of Boards of Directors and the tools used to facilitate assessments of board performance.

# Unit 2

## Basics of Non-Profit Organization



### Syllabus

Difference between For-Profit and Non-Profit organizations, Characteristics of Non-profit Organizations. Factors affecting development of Non-Profit organizations, Challenges of managing a Non-Profit organizations, Factors responsible for success of Non-Profit organizations, Skills and abilities of the leaders of Nonprofit organizations, vision, mission, values and goals of Non-Profit organizations.

# Unit 3

## Registration and Formation of Non-Profit Organization



### Syllabus

Nature, objectives, legal procedures, formalities and documentations required for registration. Different types of Non-Profit Organizations: NGOs, Trust and Society, its significance, differences and relationships. Overview of Societies Registration Act, Indian Trust Act, Indian Companies Act, Charitable Endowment Act, Memorandum of Association, Rules and Bye-laws of Non-Profit Organizations, Tax Benefits and Exemptions under different acts.



# Unit 4

## Managing Non-Profit Organizations

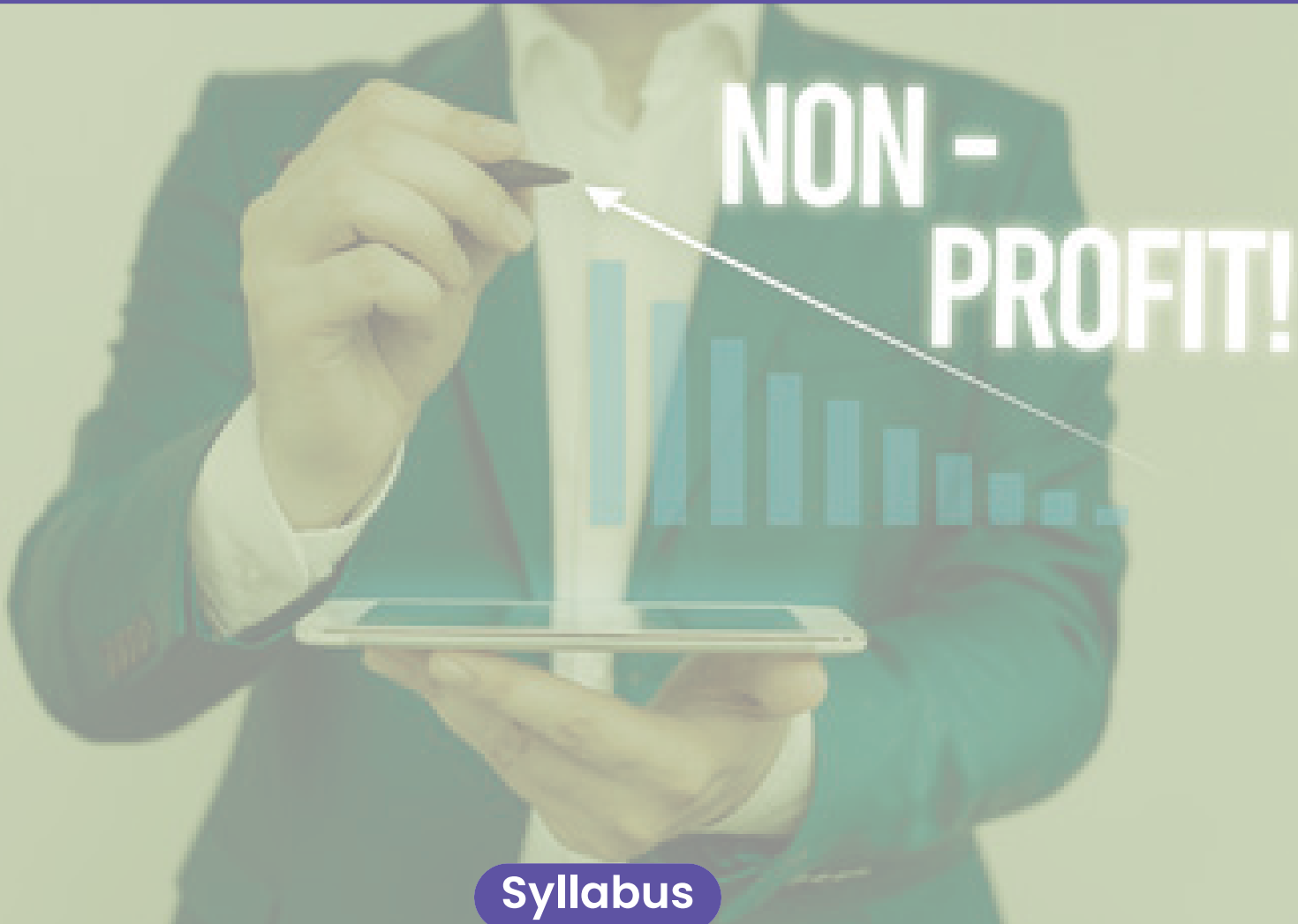


### Syllabus

Role of executives in building effective and sustainable organizations, Standards and code of conduct appropriate to professionals in the sector, Accountability and “managing the mission”, Volunteerism, conflicts of interest in various situations. Roles of Non-Profit organizations in the public policy framing process, Examples of Key public policies, Ethical issues, in management of NPOs, developing a sustainable business model based on the social need.

# Unit 5

## Performance of Non-Profit Organization



### Syllabus

Evaluating the performance of Non-profit Organizations, Ethical Decision making in Non Profit Organizations, Volunteers and their role in Non Profit organizations. Incentives and control in the non-profit context. Non-profit governance, Non-profit organizations and market competition, sales promotion and Public Relations for Non- profit Organization. Managing Financial Resource, Donor Marketing.

## **Management of Non-profit organizations**

**Dr. Reshma Ramnath Kabugade, Dr. Sarika Anil Bhosale, Dr. Dipti Shankar Barge**

Semester III – Master of Business Administration (MBA) (SPPU)

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**First Edition :** November 2020

This edition is designed for Savitribai Phule Pune University but can be globally purchased.

**ISBN :** 978-93-90428-28-1

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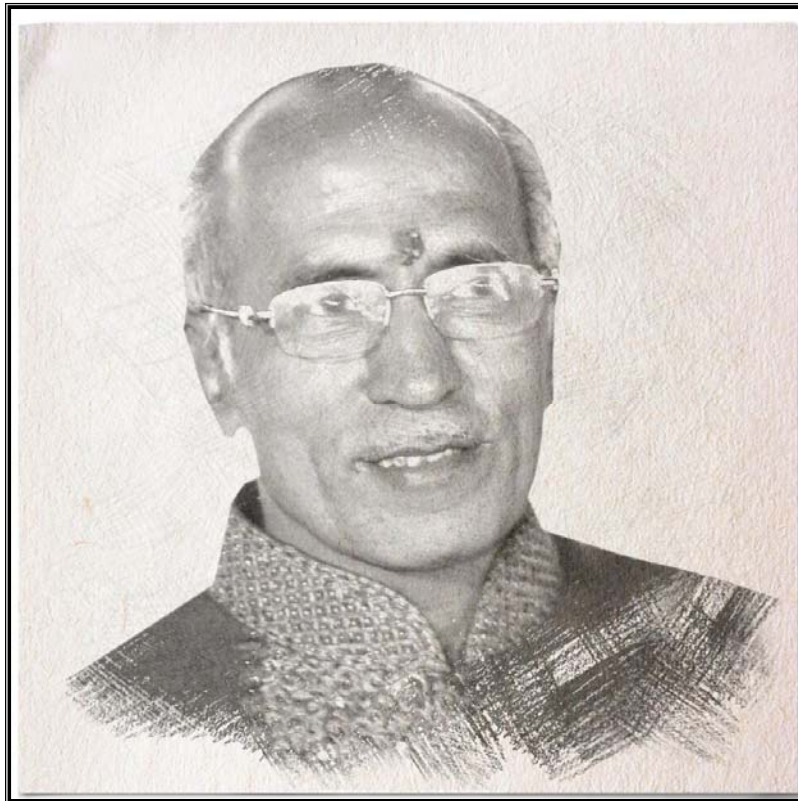
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Taware Colony, Aranyeshwar Corner,  
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*We dedicate this Publication soulfully and wholeheartedly,  
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Late Shri. Pradeepji Lalchandji Lunawat,  
who will always be an inspiration, a positive force and strong support  
behind us.*



*“My work is my prayer to God”*

*- Lt. Shri. Pradeepji L. Lunawat*

*Soulful Tribute and Gratitude for all Your  
Sacrifices, Hardwork and 40 years of Strong Vision...*



## **Preface**

Dear Students,

We are extremely happy to present the book of “**Management of Non-profit organizations**” for you. We have divided the subject into small chapters so that the topics can be arranged and understood properly. The topics within the chapters have been arranged in a proper sequence to ensure smooth flow of the subject.

We present this book in the loving memory of **Late. Shri. Pradeepji Lunawat**, our source of inspiration and a strong foundation of “**TechKnowledge Publications**”. He will always be remembered in our hearts and motivate us to achieve our new milestone.

We are thankful to Seema P. Lunawat, Vaishali Nisargand and Dr. Deepali Patil for the encouragement and support that they have extended. We are also thankful to the staff members of TechKnowledge Publications and others for their efforts to make this book as good as it is. We have made every possible efforts to eliminate all the errors in this book. However if you find any, please let us know, because that will help us to improve the book quality further.

We are thankful to my family members and friends for their patience and encouragement.

**- Authors**

□□□

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**Dr. Sarika Anil Bhosale**

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**Dr. Dipti Shankar Barge**

□□□

## Syllabus

<b>Semester III</b>		<b>311–Management of Non-profit organizations</b>
2 Credits	LTP : 2:0:0	Generic Elective – University Level

**Course Outcomes: On successful completion of the course the learner will be able to**

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO 311 .1	Remembering	DESCRIBE the basic concepts and frameworks in the field of Non-Profit Sector & Non-Profit Organization.
CO 311 .2	Understanding	EXPLAIN the characteristics of Non-Profit organizations, summarizing the factors affecting development of Non-Profit organization.
CO 311 .3	Applying	MAKE use of theoretical concepts, frameworks while registration process of Non-Profit Organization.
CO 311 .4	Analysing	EXAMINE the role of any public policies which helps NPO in decisionmaking.
CO 311 .5	Evaluating	EVALUATE the performance of Non- Profit organizations, the critical financial considerations of the Non - Profit organization.

- Fundamentals of Non-profit organization: Introduction of Non- Profit Sector & Non- Profit Organizations,** Define the Non- Profit Organization and describe its dimensions. Key concepts in Non-Profit management including board of governance, staffing, regulation, and volunteer management. Concept of Non-Profit leadership and governance and the functions of boards in organizational governance, the Board's Role and Responsibilities. Roles of board members in Non-Profit organizations, responsibilities of Non-Profit Organizations. Elements of board behavior for effectiveness of organization. Developing Leadership and Improving Governance in Non-Profit Organizations, Improving the Effectiveness of Boards of Directors and the tools used to facilitate assessments of board performance.  
(Refer chapter 1)
- Basics of Non-Profit Organization :** Difference between For-Profit and Non-Profit organizations, Characteristics of Non-profit Organizations. Factors affecting development of Non-Profit organizations, Challenges of managing a Non-Profit organizations, Factors responsible for success of Non-Profit organizations, Skills and abilities of the leaders of Non-profit organizations, vision, mission, values and goals of Non-Profit organizations.  
(Refer chapter 2)



3. **Registration and Formation of Non-Profit Organization** : Nature, objectives, legal procedures, formalities and documentations required for registration. Different types of Non-Profit Organizations: NGOs, Trust and Society, its significance, differences and relationships. Overview of Societies Registration Act, Indian Trust Act, Indian Companies Act, Charitable Endowment Act, Memorandum of Association, Rules and Bye-laws of Non-Profit Organizations, Tax Benefits and Exemptions under different acts. **(Refer chapter 3)**
4. **Managing Non-Profit Organizations** : Role of executives in building effective and sustainable organizations, Standards and code of conduct appropriate to professionals in the sector, Accountability and “managing the mission”, Volunteerism, conflicts of interest in various situations. Roles of Non-Profit organizations in the public policy framing process, Examples of Key public policies, Ethical issues, in management of NPOs, developing a sustainable business model based on the social need. **(Refer chapter 4)**
5. **Performance of Non-Profit Organization** : Evaluating the performance of Non-profit Organizations, Ethical Decision making in Non Profit Organizations, Volunteers and their role in Non Profit organizations. Incentives and control in the non-profit context. Non-profit governance, Non-profit organizations and market competition, sales promotion and Public Relations for Non- profit Organization. Managing Financial Resource, Donor Marketing. **(Refer chapter 5)**





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