

## Structure of the Program

<b>Title of Diploma</b>	Post Graduate Diploma in NGOs' Management
<b>Eligibility Criteria</b>	M.A/M Sc. Bachelor of Science (BS 4 year degree)
<b>Duration of the Study</b>	One year (two semesters)
<b>Number of Seats</b>	30
<b>Admission criteria</b>	40 % Academics 40% Entry Test 20% Interview
<b>Mode of Study</b>	Semester System
<b>Assessment Criteria</b>	30% Mid Term 20% Assignment/Quiz 50% Final Term
<b>Teaching Method</b>	Lectures/Interactive discussions/Researcher Visits to NGOs
<b>Grading System</b>	As per HEC Rules and Regulations
<b>Attendance</b>	At least 75% overall attendance shall be compulsory
<b>Total Marks</b>	1 <sup>st</sup> Semester (400) + 2 <sup>nd</sup> Semester (500) = total (900)
<b>Fee Structure</b>	As per University fee structure for Diploma in other disciplines
<b>Commencement of session</b>	First week of September
<b>Teaching Faculty</b>	Faculty members of the Department of Social Work Visiting faculty Humanitarian/development sector professionals Government Department.

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## Scheme of Studies

	Course Title	Credit Hours
<b>First Semester</b>		
NMD -101	Introduction to NGOS	3
NMD-102	NGOs Legislation in Pakistan	3
NMD-103	Human Rights and Social Development	3
NMD-104	Communication Skills and Practices	3
<b>Second Semester</b>		
NMD-105	Quality and Accountability in PCM	3
NMD-106	Financial Management and Resource Mobilization	3
NMD-107	Social Research Methodology	3
NMD-108	Social Entrepreneurship	3
NMD-109	Dissertation	6
	Total	30

## Faculty Members

1. Dr. Rashid Khan (Professor/Chairman)  
(PhD, University of Peshawar)
2. Dr. Shakeel Ahmad (Assit Professor)  
(PhD Social Work, University of Peshawar)
3. Dr. Muhammad Ibrar (Assistant Professor)  
(PhD Social Work, University of Peshawar)
4. Sumera Farid (Assistant Professor)  
(M.Phil Social Work, University of Peshawar)
5. Nasira Nasreen (Lecturer)  
(M.Phil Social Work, University of Peshawar)
6. Farhana Noureen (Lecturer)  
(M.Phil Social Work, University of Peshawar)
7. Syed Faiq Sajjad (Lecturer)  
(M.A. Social Work, University of Peshawar)



# POST GRADUATE DIPLOMA IN NGOs MANAGEMENT

DEPARTMENT OF SOCIAL WORK  
UNIVERSITY OF PESHAWAR



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## Introduction of The Department of Social Work

The Department of Social Work, University of Peshawar was established in 1976. Initially, it offered two years master programme in Social Work. In 1982-83, two more disciplines namely Anthropology and Sociology were introduced and the department was renamed as the Department of Social Work, Sociology and Anthropology. In 1994, it was bifurcated into the Department of Social Work and Department of Sociology and Anthropology. In 2009, three disciplines (Social Work, Sociology and Gender Studies) were merged as an institute namely the Institute of Social Development Studies which was later on renamed as the Institute of Social Work, Sociology and Gender Studies. In June 2014, the de-merger of the Institute took place and the status of independent departments was reinstated.

The Department of Social Work is the centre of thriving teaching and research activities. The department runs academic programmes of BS-4 year, two years MA, M.Phil and PhD. Currently, there are eight teaching faculty members of whom three are holding PhD degree. The remaining faculty members are enrolled in M.Phil and PhD programme. The department is equipped with human resources and expertise in the field of research, criminology, criminal justice, drugs, public health, social policy, gender and development, demography, public health etc. There are over 300 students enrolled in the department in different academic programmes.

Beside teaching and research, the department regularly organizes seminars and workshops on different social problems confronting our society.

The Department of Social Work has also worked with numerous national and international organizations such as the UNICEF, UNESCO, WHO, WWF, JICA, Health Net International UK, SPARC, Provincial Ombudsman Department, etc on different research projects.

## Mission

The Department of Social Work is firmly committed to impart knowledge and skill of social welfare and social development to the student through teaching, research and field work experiences and to society in general and through policy formulation, seminars, capacity building, curriculum development and linkage with other national and international organizations.

## Objectives

- Empower people/enhance the people's problem solving capacities to resolve problems, copy and function effectively
- Linking client with the needed resources
- Improve social services delivery network
- Promote social justice through development of social policy

## PG Diploma Course in NGO Management

### Course description:

The last thirty years have witnessed an extraordinary growth in non-governmental organizations (NGOs) in almost all parts of the globe, and in all spheres of human activities. NGOs have become a highly visible component of civil society and are now significant players in the fields of human rights, the environment and social development at local, national and international levels. "Community World Service Asia facilitated Department of Social Work, University of Peshawar in development of "NGO Management Course" through holding extensive consultation process. The process was based on consultation with national and international academicians, humanitarian/development sector experts and activists.

The objective of this course is to familiarize participants with the concept of NGOs and civil society, its role in bringing about social change and also its various dimensions. The course would help participants to understand various development issues and how the knowledge related to NGO management would help in resolving these issues. It would also help the students in formulating strategies in various social contexts, in order to empower the underprivileged sections of the society. Participants would also be informed about various programmes and schemes of the Government and the role of NGOs in their implementation.

Thus, in order to succeed, NGOs must continually improve and professionalize their work. The Post Graduate Diploma in NGOs Management is one year highly interactive and innovative course offered by the Department of Social Work, University of Peshawar, Khyber Pakhtunkhwa in collaboration with Community World Services Asia.

This programme is aimed primarily at NGOs' staff with management responsibilities, and for individuals who wish to develop their knowledge and skills in preparation for moving into such positions. NGOs come in many shapes and sizes, and the definition of an NGO and the choice of terminology is itself the subject of much debate and limited agreement. Focus will be on the activities of an NGO from mobilizing and organizing communities, identifying resources, developing and operating programmes, engaging in policy formation to create linkages and networks.

### Objectives of the Course:

This course is designed to familiarize students with the nature, functions, formation and registration process of NGOs in Pakistan. It will help students in their understanding of the basic concepts such as volunteerism, charity, aid, welfare and development. This course will assist students in developing their communication skills and will equip them with the financial management and resource mobilization of an NGO. The course on social entrepreneurship will enlighten students about the ways and means of initiating their own business organization

### Learning Outcomes

The Diploma will allow the participants to:

- Engage in learning activities and discussion to understand the characteristics of an NGO
- Balance the needs of stakeholders
- Analyze challenges
- Perform/delegate tasks and assignments
- Manage people as individuals and team members
- Understand key elements of financial management.
- Gather and use information to insure program, quality and accountability.