



THE STUDENT'S KIT: BDFin
Fourth Year (First Semester & Second Semester)
September 2020 - August 2021

CONTENT

SK-01	Introduction to National College
SK-02	Academic Calendar
SK-03	Class Routine
SK-04	Evaluation Methods of KU Semester System
SK-05	Internal Evaluation Criteria
SK-06	Eligibility for End-Semester Examination
SK-07	Courses of Study
SK-08	Session Plans

Student's Information

Name of the Student:

Section: Roll No:

Tel No (Res): Mobile No: No:.....

Email:

NATIONAL COLLEGE

Dhumbarahi, Kathmandu

Tel: +977 4420871 Fax: 4440410 GPO Box. 13543

Mail: info@nationalcollege.edu.np URL: www.nationalcollege.edu.np

NATIONAL COLLEGE

Introduction

Established in 1996, the National College has already established its irrefutable reputation in the success rate not just in terms of the number of final year students, who graduate but also in terms of their career placement. . Of the 1015 (BDevS-684, BDFin-257, BoSS-74) graduates by September 2020, almost all of them are currently engaged either in development organizations holding key positions or are enrolled in universities at home or abroad for their higher education. The college really takes pride for producing such capable and efficient pool of human resources in various fields of development sector.

Brief Description of the Program

BoSS: Interdisciplinary studies of Social Sciences

- Relates the dynamics of the society and social change
- Creative Writing and presentation skills(Seminar series)
- Internships (GO, I-NGO, RO, PS)
- International Language (Chinese/German)
- Specialization (Demographic Sociology, Development Anthropology, Social Policy)
- Research Techniques (SIA) and Tools (GIS)
- Research and Analytical Skills workshops and Seminar
- Employment: Research and Policy Institution, INGO, GO, Self-employment, and Private Sector

BDevS: Interdisciplinary Studies of Socio Economic Development

- Economics, Sociology, Environment and Development Management,
- Specialization (Economic Development, Environment Development, Social Development)
- Development Research, Community Mobilization, Development Project Formulation, Implementation and Evaluation
- Research Techniques Impact Assessment(IA) and Tools (GIS)
- Research and Analytical Skills workshops and Seminar
- Employment: INGO, GO, Self-Employment, Private sector

BDFin: Multidimensional Financial Management of Business and Economic Development

- Economics, Finance, Management, Entrepreneurship and Development
- Internship in Corporate and Development Sectors
- Financial Research, Financial Institutions Management, Econometrics, e-Commerce,
- Promotion of Microfinance, Entrepreneurship and Business proposal development
- Integrated Impact Assessment
- Specialization: Sectoral Development
- Employment: Financial Institutions, Private sector, Self enterprise, INGO and GO

SK-2 Academic Calendar

Shared via college official email also available at <https://nationalcollege.edu.np/download> .

SK-3 Weekly Session

		YEAR 4 th , SEMESTER – 1 st		
DAYS	TIME			
	6:45- 8:15	8:15- 8:45	8:45-10:15	
SUN		B R E A K		
MON				
TUE				
WED				
THU				
FRI				

Weekly Session Plan

		YEAR 4 th , SEMESTER – 2 nd		
DAYS	TIME			
	6:45- 8:15	8:15- 8:45	8:45-10:15	
SUN		B R E A K		
MON				
TUE				
WED				
THU				
FRI				

**SK- 4 EVALUATION METHODS UNDER SEMESTER SYSTEM OF KATHMANDU UNIVERSITY-
National College
Semester Evaluation Criteria
(Sep-Feb Academic Session 2020-21)**

CASE 1

In view of the situation brought about by COVID 19 pandemic, National College (Affiliated to Kathmandu University School of Arts) will be conducting semester evaluation of its students for the **Sep-Feb 2020/21 Academic Session** as per the decision of the Academic Council meeting held on April 16, 2020. For administration and facilitation of semester evaluation for BDEVS, BDFIN and BOSS programs, the following general guideline shall be adopted by the concerned staff and faculty.

1. Apart from regular teaching and learning activities, faculties and college administration shall be responsible for continuously keeping the track of every student both in terms of academic performance and participation.
2. The semester evaluation process and steps shall be clearly communicated by the college administration and the respective subject course instructor to the students.
3. For evaluation of the students, there should be at least seven evaluation criteria. No criteria should carry more than 25% weightage.
4. The semester progress report of each student shall be maintained by the concerned course instructor/ faculty.
5. Each faculty will have to submit a mid-semester progress report including the weightage evaluated. Such reports collected from the faculty shall be compiled by the college administration and forwarded to the Office of the Dean, KUSOA and to the Office of the Controller of the Examinations, KU.
6. In order to ensure proper understanding of the evaluation process, one general outline of evaluation shall be developed and circulated among faculties. A sample of such an outline is shown in Table 1.
7. Respective faculties will have to send the final evaluation report including the final score (along with breakdown in each heading of the evaluation criteria) to the college administration.
8. Evaluation records of all the concerned students thus obtained shall be forwarded at the earliest possible to the Office of the Dean, KUSOA and to the Office of Controller of Examinations, KU.
9. **All the students are required to score at least 45% Marks to pass any course of the semester.**
10. **There will be no compartmental examinations for those who have failed to secure at least 45% marks in any subject. Students failing to pass the course need to repeat the course when the course is offered by the college.** As students are continuously evaluated through different assignments and tests, and are communicated regularly about their progress, **there will be no provision for retotaling and reevaluating.**
11. All the students need to fill in the course registration form as in the past in the prescribed format. College administration shall forward the compiled course registration forms to the Office of the Dean, KUSOA and to the Office of the Controller of the Examinations, KU.

12. The students also need to fill in a semester evaluation request form (similar to examination form as in the past) towards the end of the semester.
13. The compiled semester evaluation request forms shall be forwarded to the Office of the Dean, KUSOA and to the Office of the Controller of the Examinations, KU.

Table 1: Sample Criteria for Semester Evaluation of Sep-Feb 2020-21 Session

SN	Type of Assignment	Score Range	Outcomes
1	Assignment I (Individual)	10	Test of knowledge about the subject matter
2	Assignment II (Individual)	10	Test of change in knowledge about the subject matter after few lecture delivery
3	Assignment III (I Internal Test equivalent)	15	Test the students' ability and their level of knowledge developed in the due course of time about the subject matter
4	Assignment IV (Report + Presentation)	15	Test of general concepts and application about the subject matter.
5	Assignment V (Online Written Open-Book Test)	25	Test of specific knowledge of students and examine their analytical skill and ability to apply such knowledge into real practice
6	Class Participation and Interaction	10	Participation and involvement of students in interaction and inputs during online-class based learning process
7	VIVA-VOCE test	15	Test of specific knowledge of students in each chapter and ability of applying such knowledge.

As this is only a sample, respective course instructors can, if they wish, add a few more criteria or/and change the weightage of each criteria (however, no criteria shall exceed more than 25% weightage).

National College
Semester Evaluation Criteria
(Sep-Feb Academic Session 2020-21)

CASE 2

If the current pandemic is over and upon being able to conduct classes physically any time within January 2021, the evaluation criteria will be as followed

Eligibility for End- Semester Examination

A student has to fulfill the following pre-requisites in order to be qualified to appear in the End-Sem Examination Kathmandu University:

- Class Attendance (Minimum 80%): Minimum 25 out of 32 Class Days
- Minimum Marks to be Secured in the Internal Evaluation (40%): 20 out of 50
- Completed Examination Form to be submitted by the Given Deadline

Activities	Score Entire Online Semester	Score Partially Online Semester	Tentative Accomplishment Date
Assignment I (Practice type)	10	10	October 30
Assignment II (Creative type)	15	15	December 15
Assignment III (Preparation)	15	10	January 15
Assignment IV (Extension)	15	5	January 30
Third Internal Exams (Written)	No	5	February 5
Class interaction & Discipline	5	5	Through Out
Written Exams	25	50	March 5-20
VIVA	15	No	March 5-20

SK-07 Courses of Study

Course Number	Course Title	Credit Hours
DFIN 401	Internship	3

Objective:

The main objective of this internship course is to give students first hand work experience in corporate, financial and development organizations. By doing so, students will get familiarized with the professional working environment.

Course Descriptions:

As an intern, students will have to work under the supervision of an assigned mentor by the organization where students will make a deeper study on the specified areas. At the end of the internship students will have to write an operational report which will be basically confined on practical exposure with corporate and organizational systems.

Responsibilities of the Students, Mentor and the College:

1. Student

- a. Complete minimum two months of internship at a relevant institution
- b. Conduct works as advised by the mentor
- c. Prepare a report based on the internship (in general and given specific areas)
- d. Give a presentation on the basis of internship experience

2. Mentor

- a. Assign the internee in the relevant works (general and specific)
- b. Supervise and instruct the internee to carry out the given assignments
- c. Evaluate the internee

3. College

- a. Assign a fulltime faculty member as a contact person for the internship program
- b. Identify appropriate organizations (bank, finance company, cooperative, micro-finance, corporate houses and other development financial institutions)
- c. Provide the organizations with introduction to the internship program (course background, academic requirements, fields of involvement etc)
- d. Orient and depute students to the organizations
- e. Provide the mentors with internee evaluation guidelines
- f. Follow up visits to the organizations
- g. Facilitate the mentor on internee evaluation

Evaluation (100 marks)

- a. Performance at the work station (regularity, punctuality, timely completion, quality of works, conduct) 60 marks
- b. Report and presentation 40 marks

Course Number	Course Title	Credit Hours
DFIN 405	Business Proposal Development and writing	3

Objective: This course will generate the knowhow among development finance students of the paramount importance the process of developing a business proposal has in selling ideas, products and services to customers and clients in written structured communication. It will include details of proposal types, the processes involved in packaging the whole proposal idea, research, research requirements and analysis, and unique selling proposition. These will be followed by the proposal writing skill development.

Unit and Title	Topics	Lecture Hours
Unit 1 Introduction	Proposal and its types viz. solicited, Informal, speculative, unsolicited and grant; their characteristics and prerequisites	3 LH
Unit 2 Exploration	Importance of the Preparation and Discovery processes, using the tools for exploring viz. thinking, brainstorming, mind mapping and rapid writing; upfront information sources, pre-briefing, briefing and post briefing ; practicum	9 LH
Unit 3 Business development research	Research, information needed, sources of information, various specific research requirements, recording and analyses	4.5 LH
Unit 4 Unique Selling Proposition	Unique selling proposition (USP), the right USP, how to stand out and be of value, implementing plan using critical path and phase approach	6 LH
Unit 5 Proposal Writing Basics	Formats for writing a proposal, letter of transmittal and cover page, executive summary, logistics including budget and responsibilities, referencing, annexes and appendices Formats of Proposal in various organizations, such as FNCCI, Dept of Industries	4.5LH
Unit 6 Business Development Proposal Writing Practical's	Practical: Each student needs to submit and present a business proposal in front of the College Research Committee in a seminar. The submission and presentation will be as per the format and timings given by the College.	18 LH

Required References:

Sawers, N. How to Write Proposals, Sales Letters and Reports, First Indian Edition, Viva Books, New Delhi, 2009

Murthy, V. Effective Proposal Writing, Response Books, New Delhi, 2009 (Third Printing)

<http://www.howtowritetheproposal.com/> (Visited: 11 May 2013; 15:45)

Uprety, S. R. Guidelines for Improving your Skills in Project, Proposal Writing, Report Writing, Report Presentation, Second Edition, Kathmandu, 2004

Course Number	Course Title	Credit Hours
DEVS 411	Integrated Project Impact Assessment	3

Objective

Upon completion of the course, students will be able to

- Explain the fundamental principles of project monitoring, evaluation and impact assessment;
- Use various tools including the logical framework for project evaluation and impact assessment;
- Use appropriate techniques for designing project monitoring, evaluation and impact assessment;
- Explain national (public) and international (donor agencies and INGOs) approaches in project evaluation;
- Be able to create a monitoring plan, write clear terms of reference for evaluations, and establish basis for impact assessment.
- Be able to write evaluation reports.
- Identify issues pertinent to project evaluation in development sector;
- Utilize the results of evaluation and impact assessment; and
- Present evaluation and impact assessment system developed based on the field visit.

Content

Unit and Title	Topics	Lecture Hours
1. Introduction and Concept	Concepts of Impact Assessment (social, economic, financial, environmental); Concept of Monitoring and Evaluation (M&E); Difference between Monitoring and Evaluation; Types of Program/Project M&E; Purpose of M&E; Understanding the M&E terminology; Tools and Techniques; Levels and public institutional M&E structure; Evaluation framework (relevancy, efficiency, effectiveness, sustainability and impact); Approaches (Pre- and Post Comparison), International evaluation system	9
2. Logical framework Approach and Project M & E	Logical Framework Approach (LFA) approach; Meaning, conceptualizing the future project by developing a log-frame, problems, objectives, assumptions, time and cost, problem analysis, analysis of participants, consideration of the beneficiaries, up scaling and uptake pathways, testing the vertical logic of the proposal	6
3. Planning/ Designing M & E system	Purpose and scope of the M&E system; Information collection and analysis; Information presentation, reporting and utilization; Organization (human resources and capacity building); Budget	4.5

Unit and Title	Topics	Lecture Hours
4. Results-based Monitoring and Evaluation	Basics of Results-based M&E; Understanding of Managing for Development Results (MfDR); Indicators for Different Phases; Sources of Information; Results-based Monitoring; Typologies of Results-based Monitoring; Results-based Evaluation; Evaluation Methods; Methods of Participatory Rural Appraisal; Essential Elements of Evaluation Report	7.5
5. Impact Assessment	Understanding of impact assessment and its relation with planning, monitoring, review and evaluation; Purpose and need of impact assessment; Requirements of quality impact assessment; Common challenges in impact assessment in development; Issues (attrition, attribution, partially imperfect compliance, spillover effects)	9
6. Designing Impact Assessment	Determining who should conduct; Developing a model; Identifying priorities for undertaking impact evaluation; Identifying information/data needs; Describing impacts; Reporting findings; Determining appropriate time	6
7. Presentation of Field Exercise on Project Impact Assessment	The students will be exposed to field situations and will design impact assessment system (including M&E) to some small project/programs being implemented by GOs/NGOs, incorporating all the skills/steps learnt during the theory classes.	6
Total Lecture Hours		48

Assignments (individual/group):

Field Study (probable sites):

Evaluation: Teaching methods: Lecture, demonstration, discussion, observation, and participation

Required References:

Meridith and Mantle, "Project Management, 6th edition

S Chaudhary, "Project Management," 4th edition

NPC/GoN. 2013. National Monitoring and Evaluation Guidelines

A Garbutt. 2013. Monitoring and Evaluation - A Guide for Small and Diaspora NGOs

B Perrin. 2012. Linking Monitoring and Evaluation to Impact Evaluation.

P J. R. 2012. Introduction to Impact Evaluation

Recommended References:

Prasanna Chandra. Project: Preparation, Appraisal, Budgeting and Implementation. Tata McGraw Hill Publishing Company Ltd. N.D.

Rossi, P. H., Lipsey, M. W., & Freeman, H. E. (2004). Evaluation: A systematic approach (7th ed). Thousand Oaks: Sage

IFRC. Project/program monitoring and evaluation(M&E) guide

Course Number	Course Title	Credit Hours
DFIN 415	Energy Finance and Management	3

Objective

Upon completion of the course, students will be able to explain the basic concepts of thermodynamics and energy efficiency, as well as the main sources and types of energy (biomass, fossil, geothermal, hydropower, nuclear, solar, wind etc), and environmental, social and Economic, Financial and Management aspects of energy. They will be able to contribute towards energy planning with a focus on operation of energy production and energy consumption. They will be capable of conducting case studies on energy related projects using the knowledge and skills of energy policy and auditing.

It covers case studies on energy related projects such as

Content

Unit and Title	Topics	Lecture Hours
1. Introduction	<ul style="list-style-type: none"> • Basic Concepts: <ul style="list-style-type: none"> • Thermodynamics • Energy Efficiency • Sources and Types of Energy (Renewable/Nonrenewable) <ul style="list-style-type: none"> • Biomass, • Coal, • Fossil, • Geothermal, • Hydropower, • Natural gases • Nuclear, • Solar, • Tidal • Wind • Physical & Technological Constraints of Energy • Perspectives of Energy: <ul style="list-style-type: none"> • Environmental, • Social • Economic, • Financial • Management 	9
2. Energy Policy	<ul style="list-style-type: none"> • Acts and Regulations, • Standards, • Incentives, Subsidies, Grants • Energy Auditing 	7.5
3. Energy Planning	<ul style="list-style-type: none"> • Energy Strategy • Operation of Energy Production • Energy Consumption • Environmental Impact Assessment (EIA) • Life Cycle Assessment (LCA) 	7.5
4. Energy Project Finance	<ul style="list-style-type: none"> • Introduction to Energy Project Finance • Technical Aspects of Project Finance • Project Finance Models and Financial Statements • Risk Analysis in Project Finance • Re-Financing, Covenants and Risk Mitigation in Project Finance • Project Finance Calculations <ul style="list-style-type: none"> • Feed-In Tariff 	12

	<ul style="list-style-type: none"> • Energy Finance feasibility calculations • Basic technical calculations – energy, economics, emissions 	
5. Case Studies	<ul style="list-style-type: none"> • Biogas • Geothermal (hot water spring) • Improved Cooking Stove • Micro-Hydro • Solar Power • Tidal • Wind 	12
	Total Lecture Hours	48

Assignments (individual/group):

Field Study (probable sites):

Evaluation: Teaching methods: Lecture, demonstration, discussion, observation, and participation

Required References:

Recommended References:

Course Number	Course Title	Credit Hours
EG-II	Cooperative Management	3

Objectives

Upon completion of the course, students will be able to:

- Explain basic concepts of cooperatives and its principles and practices
- Explain evolution of cooperative movement in Nepal
- Identify the status of cooperative and its current role in Nepal's economy
- Suggest way forward identifying the current issues and challenges in cooperatives and considering the untapped potential and ways to overcome challenges

Content

Unit and Title	Topics	Lecture Hours
1. Basic Introduction	Concept and definition of cooperatives	3
2. Brief history and major types of cooperatives	Background and emergence of cooperatives; Rochdale Pioneers, F.W. Raiffeisen and Franz Schulze; Spread of cooperative from Europe to rest of the world; Major types of cooperatives	3
3. Cooperative principles and practices	How cooperative principles emerged and how they were refined over a period of time; Current internationally accepted cooperative principles and their practices	3
4. Specialties of Cooperative Business	What are the major differences between cooperative business and other business	3
5. Background of cooperatives in Nepal	Socio economic situation of Nepal before cooperatives were introduced; Establishment of Department of Cooperatives ; Starting and growth of of cooperative movement in Nepal	3
6. Evolution of cooperative movement in Nepal	Initial period of cooperative and restoration of democracy in 1990 resulting in new cooperative act 1992	3
7. Growth of cooperatives after 1992	Reasons for growth of cooperatives after 1992; Growth pattern (primary cooperatives; district unions; central unions; membership)	3

8. States policy towards cooperatives	Achievements and also problems faced because of excessive growth of cooperatives; Coop policies in periodical plans; Cooperative Policy 2013; Provision of cooperatives in national constitution	3
9. Status of cooperatives and its role in national economy	Legal provisions (Cooperative act, rules, NCDB Act, Mapadanda etc), governance (role of government, cooperative apex institutions, district unions and primary cooperatives) , major actors (government, cooperative movement, development partners), networks (international networks, national level cooperative apex institutions, district unions and primary cooperatives), numbers of cooperatives, current business volume, contribution in national economy	12
10. Issues and challenges in cooperative movement	Issues (legal and regulatory; governance) and challenges (reaching unreached areas; accessing resources; bringing technology and effective management; monitoring; stopping misappropriation of resources and making board responsible to members; developing institutional capacities etc)	6
11. Potentials of cooperatives and way forwards	Potentials of cooperatives and way forwards	6
Total Lecture Hours		48

Assignments (individual/group):

Field Study (probable sites):

Evaluation: Teaching methods: Lecture, demonstration, discussion, observation, and participation

Required References:

Recommended References:

Courses of Study 2nd Semester

Course Number	Course Title	Credit Hours
DEVS 405	Project Work	6

Objective:

Familiarize students with empirical research on different, socio-economic and development issues. In addition to that, students will also learn how to write a scientific report and make a scientific presentation of their findings among the academia.

Course Description:

Students have to prepare a research proposal on social, economical and financial development related issues which should be related to the courses they have studied. They have to defend their research proposal in front of a research committee. Once, a research proposal is approved, students will go and collect primary data for their research works. Individual project work guide (Supervisor) will be assigned from the college for assisting students for their research. At the end of the project, students will have to write a scientific report in a thesis format (Bachelor Thesis), and make scientific presentation in front of a thesis evaluation committee.

Evaluation (100 marks)

- c. Proposal finalization 25 marks
- d. **field work & draft report** 60 marks
- e. Presentation & final report 40 marks

Course Number	Course Title	Credit Hours
FINS 403	Regional Financial System and Services	3

Objective

Provide students with different kinds of domestic and regional financial services as well as financial system prevailed in developed and developing countries.

Contents

Unit and Title	Topics	Lecture Hours
1. Regional Financial system	<ul style="list-style-type: none"> • An Overview of the global Financial System, • US & UK Financial system (Market based financial system), • German & Japan Financial system (bank based financial system), • Chinese Financial System, • Indian Financial System and • Islamic Financial System. 	22.5
2. Financial Services	<ul style="list-style-type: none"> • Financial Service an overview, Credit Rating, Consumer Finance, Merchant Banking • Public Issue Management, Mutual Fund, Infrastructure Financing 	13.5
3. Ethical Issues in the Financial Services.	<ul style="list-style-type: none"> • Ethics in relation to the individual and society as a whole, unethical behavior in financial services, marketing, social responsibility of financial institutions, AMI 	9
4.Strategies for Financial service	<ul style="list-style-type: none"> • Financial services Marketing strategy with reference to financial institutions. 	3
	Total	48

Required Reference:

1. Dr. S Gurusamy, "Financial services and system" 2004 Thompson Publication 2004

Recommended references

2. Journal of Finance
3. Journal of Banking and Insurance

Course Number	Course Title	Credit Hours
DFIN 421	Management of Infrastructure Development	3

Objective

To provide knowledge to students about concept, theories, and practical aspects of infrastructure development and its impact on nation's growth.

Unit	Generic Topics	Lecture Hours
1	Infrastructure for Development (Growth)	3.0
2	Infrastructure and Environment (Sustainability)	3.0
3	Types of and Services provide by Infrastructures	3.0
4	Infrastructure Development Plan(ning)	4.5
5	Infrastructure Development Financing	4.5
6	Case Studies on Financing (Public-domestic/Public-Donor/Private/PPP)	6.0
7	Infrastructure Development Implementation	9.0
8	Infrastructure Development M & E and Knowledge Management	4.5
9	Participatory People Oriented Development Model	3.0
10	Role of Stakeholder's Groups	4.5
11	Guest Lecture, Observation/field visit	3.0
Total Hours		48.00

Required References:

1. Principles of Construction Management, Roy Pilcher, McGraw - Hill
2. Project Management – A Managerial Approach, Meridith and Mantle, John Wiley and Sons
3. NPC Development Plans and Reviews [NPC and MOF websites]
4. International Development Agency's websites

Course Number	Course Title	Credit Hours
DFIN 422	Non-Profit Organization Management	3

Objective

The course covers the key aspects of non-profit organization management including philosophy, types and characteristics highlighting on governance, sustainability, transparency and accountability. It covers the key aspects of NPO management including accounting and finance, human resource (personnel and volunteers), strategic planning and resource mobilization including monitoring & evaluation. It also covers the leadership and innovation components as well as advocacy and communication in NPO management. Case studies include the selected NPOs, their functions and contributions in Nepal.

Content

Unit and Title	Topics	Lecture Hours
1. Introduction	<ul style="list-style-type: none"> • Philosophy of NPO; • Types of NPOs and Key Characteristics: <ul style="list-style-type: none"> ○ Public Charities, ○ Foundations, ○ Social Advocacy Organizations, ○ Professional and Trade Organizations; • Governance (organizational structure, membership, board, and decision making, networking) • Sustainability (institutional and financial) • Transparency and Accountability 	9.0
2. Financial Management	<ul style="list-style-type: none"> • Fundamentals of accounting and finance NPOs: <ul style="list-style-type: none"> ○ budgeting, ○ reporting, ○ program analysis, ○ fund accounting, ○ general and revenue funds, and ○ capital project funds • Auditing 	4.5
3. Leadership and Innovation in NPO	<ul style="list-style-type: none"> • Leadership functions: <ul style="list-style-type: none"> ○ tenets, ○ managerial and financial controls, ○ organizational capacity, ○ fundraising and revenue generation, ○ marketing, ○ volunteer management, ○ governance and board of directors, ○ operations, and ○ sustainability • Leadership qualities: <ul style="list-style-type: none"> ○ integrity, ○ innovative and creative ideas, ○ tackling issues, ○ managing multi-cultural team, ○ understanding management styles, and ○ conflict resolution • Advocacy <ul style="list-style-type: none"> ○ Importance of advocacy ○ Use of technology for increased advocacy ○ Public relations (government, private sector, civil society, 	12.0

Unit and Title	Topics	Lecture Hours
	media, celebrities etc)	
4. <i>Resource Mobilization</i>	<ul style="list-style-type: none"> • Fundraising principles and practices: <ul style="list-style-type: none"> ○ grant writing, ○ prospect research, ○ development office organization, ○ giving motivations, ○ capital campaigns, and ○ gift planning; • Donor Psychology • Grantsmanship and Program Development • Major Gift Fundraising from Individuals, Corporations & Foundations • Volunteer Management: design and management of volunteer programs 	10.5
5. <i>Strategic Planning</i>	<ul style="list-style-type: none"> • Program planning, program implementation, monitoring & evaluation, resource requirements • Use of technology • Performance Measurement 	4.5
6. <i>NPOs in Nepal</i>	<ul style="list-style-type: none"> • NPO Policy and Legal issues, • Traditional systems of NPOs 	7.5
	Total Lecture Hours	48

Assignments (individual/group): library/web search, data collection/analysis, field observation, works on case study, report writing, presentation etc

Field Study (probable sites): students spend 3 days in nearby affected areas (rural or urban) and acquire knowledge about the disaster and its effects and impacts and share their experiences through discussions in the class.

Evaluation: participation in the field activities and discussion in the class, assignment
Teaching methods: Lecture, demonstration, discussion, observation, and participation

Required References: (to be listed)

Recommended references: (to be listed)

समाज कल्याण परिषद्, २०७१. सामाजिक संघसंस्थाको अनुगमन, सुपरीवेक्षण एवं मूल्यांकन निर्देशिका, २०७१.

काठमाडौं: समाज कल्याण परिषद्, लैनचौर (स्वीकृत मिति :- २०७१।१२।२७)

<http://www.swc.org.np/me-guidline.php>

GPF, 2015. NGOs. In <https://www.globalpolicy.org/ngos.html>

Ghimire, H. 2003. *NGO/INGO Centered Approach: An Alternative Approach to Development* In <http://www.nepjol.info/index.php/OPSA/article/viewFile/1128/1581>

UN, 2003. Handbook on Non-Profit Institutions in the System of National Accounts. New York: United Nations, Department of Economic and Social Affairs Statistics Division (ST/ESA/STAT/SER.F/91) http://ccss.jhu.edu/wp-content/uploads/downloads/2011/08/UNHB_English.pdf