

# **LAUNCHING OF CERTIFICATE/DIPLOMA COURSE IN NGO MANAGEMENT IN ORIYA MEDIUM BY DDCE, UTKAL UNIVERSITY IN COLLABORATION WITH UNAIDS.**

## **INTRODUCTION:**

The World Bank defines “ NGOs as private organization that pursue activities to relieve suffering, promote the interest of the poor, protect the environment, provide basic social services, or undertake community development.” Defining NGOs is problematic and a description may be more useful. The Cardoso Report (UN Report on Civil Society Involvement) offers the following description. “All organizations of relevance to the United Nations that are not Central governments and were not created by inter governmental decisions, including associations of business, Parliamentarians and local authorities. NGOs has become shorthand for public-benefit . NGOs – a type of civil society organization that is formally constituted to provide a benefit to the general public or the world at large through the promotion or advocacy on services. They include organizations devoted to environment development, human rights and peace and their international networks.”

Since 1950’s steadily NGOs have become important components of developmental strategy world over. From local to international level NGOs are involved in developmental activities. Advocacy, implementation, health and hygiene, life-skill development, economic alternatives and awareness etc. are important aspects of NGO activities. Number of NGO are steadily increasing. They have become partners of international , national , regional and local governance mechanism in bettering the world. The quality of manpower in NGOs determine to an extent the quality of world bettering mechanism, process and strategy. Improving of the quality of manpower of NGOs working at grass root level is of great importance. The leaders , the founders, the policy makers, the funding organization of NGOs may be aware , conscious and knowledgeable but the vast majority of persons working at the lower rungs of NGOs sector need education, awareness, sensitization and skills to be better equipped to serve the cause of their organization. The objectives of the course is precisely to meet this need.

# **Regulations for Certificate Course in NGO Management Programme**

**(Both Distance & Face to Face Mode under DDCE)**

## **1. ELIGIBILITY**

- 1.1. Bachelor Degree in Commerce/ Arts/ Science/ Business Administration/ Engineering/ Pharmacy or Equivalent from a University.
- 1.2. CLC Requirement shall not be insisted upon for students pursuing the course under distance mode provided required information is available.
- 1.3. The course can be concurrently pursued in Distance Mode with any other course.

## **2. DURATION**

- 2.1. The duration of the course shall be six months.
- 2.2. Two batches of students shall be admitted in a year i.e. January and June every year.

## **3.**

- 3.1. The medium of instruction shall be Oriya.
- 3.2. A candidate may answer the examination papers either in Oriya or in English.

## **4. CONTACT HOUR & CREDIT POINT**

- 4.1. A Personal Contact Programme under distance mode shall be conducted. For each credit point minimum 4 hours programme shall be held.
- 4.2. Under Face to Face mode 10 hours contact programme for each credit point shall be held.

## **5. GRADING SYSTEM**

5.1	<b>Grade</b>		<b>Mark Secured from 100</b>	<b>Points</b>
	Outstanding	'O'	100-90	10
	Excellent	'E'	89-80	9
	Very Good	'A'	79-70	8
	Good	'B'	69-60	7
	Fair	'C'	59-50	6
	Pass	'D'	49-36	5
	Failed	'F'	Below 36	0

**N.B. A Candidate has to secure Grade-D or above to pass in each of the Papers**

- 5.2. A students level of competence shall be categorized as per grade point average.

- (a) **POINT** - Integer equivalent of each letter grade
- (b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

**CREDIT POINT** - (b) X (a) for each course item

**CREDIT INDEX -  $\Sigma$  CREDIT POINT** of course items in

**GRADE POINT AVERAGE -  $\frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDIT}}$**

**SEMESTER GRADE POINT AVERAGE (SGPA) =  $\frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDIT}}$**  for a Semester

5.3 In addition to the points marks would also be awarded and shall also be reflected in the Mark Sheet.

5.4 The details of grading system under class 5.1 to 5.4 shall be printed on the backside of University Mark-sheet.

## **6. REPEAT**

6.1 A student has to clear back papers ( those in which one has failed by appearing at subsequent two examinations)

6.2 A student has to complete the course within 18 months from the date of admission. In toto a candidate has to clear all papers in three chances ( one regular and two back).

## **7. HARD CASE RULE**

7.1 2% of grace mark on the aggregate mark subject to maximum of 5 (five) marks in single paper shall be given. This shall be applicable in each semester.

7.2 .5 (point five percent) grace mark can be given for award of B Grade in each semester provided grace mark under 7.1 has not been awarded.

## **8. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION**

8.1 Semester end University Examination shall be of 100 marks for all papers including Project/ dissertation.

8.2 For papers involving practical. The distribution shall be 50 Theory marks and 50 marks Practical . The distribution of marks for project and dissertation paper shall be 50 for project report /dissertation and 50 for Viva Voce.

8.3 The duration for 100 marks theory exam shall be 4 hours , for 50 marks theory exam duration shall be 2 hours.

## **9. UNIVERSITY EXAMINATION QUESTION PATTERN**

9.1 There shall be three types of questions – Essay/Descriptive , short answer & objective. The following shall be the distribution for papers carry 100 marks.

a. Five essay type carrying 12 marks out of seven is to be answered. Model answers should be between 700 - 1000 words.

b. Four short type questions carrying 6 marks out of six is to be answered. Model answers should be between 150 - 250 words.

c. Eight objective type questions carrying 2 marks out of ten is to be answered. Model answers should be between one - two sentences.

9.2 Distribution of marks for theory papers carrying 50 marks

- a. Three essay type answer carrying 10 marks out of five is to be answered. Model answers should be between 700 - 1000 words.
- b. Two short type questions carrying 5 marks out of three is to be answered. Model answers should be between 150 - 250 words.
- c. Five objective type questions carrying 2 marks out of seven is to be answered. Model answers should be between one - two sentences.

## **10. ADMISSION INTO DIPLOMA COURSE IN NGO MANAGEMENT**

- 10.1 Students completing the Certificate Course in NGO Management may get admitted into the Diploma Course NGO Management in the next batch of admission . The up-gradation shall be allowed within one year from completion of Certificate course only.

**REGULATIONS FOR DIPLOMA COURSE IN NGO MANAGEMENT  
(PERSPECTIVE)  
BOTH DISTANCE AND FACE TO FACE MODE UNDER DDCE**

**ORIYA MEDIUM**

**1. ELIGIBILITY**

- 1.1. Certificate course in NGO Management from DDCE, Utkal University one can take admission within one year from passing the Certificate Course.
- 1.2 CLC Requirement shall not be insisted upon for students pursuing the course under distance mode provided required information is available.
- 1.3 The course can be concurrently pursued in Distance mode with any other course.

**2. DURATION**

- 2.1 The duration of the course shall be six months only.
- 2.2 Two batches of students shall be admitted in a year i.e. January and June every year.

**3.**

- 3.1 The medium of instruction shall be Oriya.
- 3.2 A candidate may answer the examination papers either in Oriya or in English.

**4. CONTACT HOUR & CREDIT POINT**

- 4.1 A Personal Contact Programme under distance mode shall be conducted. For each credit point minimum 4 hours programme shall be held.
- 4.2 Under Face to Face mode 10 hours contact programme for each credit point shall be held.

**5. GRADING SYSTEM**

5.1 Grade		Mark Secured from 100	Points
Outstanding	'O'	100-90	10
Excellent	'E'	89-80	9
Very Good	'A'	79-70	8
Good	'B'	69-60	7
Fair	'C'	59-50	6
Pass	'D'	49-36	5
Failed	'F'	Below 36	0

**N.B. A Candidate has to secure Grade -D or above to pass in each of the Papers**

- 5.2 A students level of competence shall be categorize as per grade point average.

(a) **POINT** - Integer equivalent of each letter grade

(b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

**CREDIT POINT** - (b) X (a) for each course item  
**CREDIT INDEX** -  $\Sigma$  **CREDIT POINT** of course items in

**GRADE POINT AVERAGE** -  $\frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDIT}}$

**SEMESTER GRADE POINT AVERAGE (SGPA)** =  $\frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDIT}}$  for a Semester

5.3 In addition to the points marks/ percentage would also be awarded and shall also be reflected in the Mark Sheet.

5.4 The details of grading system under class 5.1 to 5.4 shall be printed on the backside of University Mark-sheet.

## **6. REPEAT**

6.1 A student has to clear back papers ( those in which one has failed by appearing at subsequent two examinations)

6.2 A student has to complete the course within 18 months from the date of admission. One can avail two chances in back examination.

## **7. HARD CASE RULE**

7.1 2% of grace mark on the aggregate mark subject to maximum of 5 (five) marks in single paper shall be given. This shall be applicable in each semester.

7.2 .5 (point five percent) grace mark can be given for award of B Grade in each semester provided grace mark under 7.1 has not been awarded.

## **8. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION**

8.1 Semester end University Examination shall be of 100 marks for all papers including Project/ dissertation.

8.2 For papers involving practical the distribution shall be 50 Theory marks and 50 marks Practical . The distribution of marks for project and dissertation paper shall be 50 for project report / dissertation and 50 for Viva Voce.

8.3 The duration for 100 marks theory exam shall be 4 hours , for 50 marks theory exam duration shall be 2 hours. For Project and dissertation papers the distribution shall be 50 for report and 50 for Viva Voce.

## **9. UNIVERSITY EXAMINATION QUESTION PATTERN**

9.1 There shall be three types of questions – Essay/Descriptive , short answer & objective. The following shall be the distribution for papers carry 100 marks.

a. Five essay type carrying 12 marks out of seven is to be answered. Model answers should be between 700 - 1000 words.

b. Four short type questions carrying 6 marks out of six is to be answered. Model answers should be between 150 - 250 words.

c. Eight objective type questions carrying 2 marks out of ten is to be answered. Model answers should be between one - two sentences.

9.2 Distribution of marks for theory papers carrying 50 marks

a. Three essay type carrying 10 marks out of five is to be answered. Model answers should be between 700 - 1000 words.

b. Two short type questions carrying 5 marks out of three is to be answered. Model answers should be between 150 - 250 words.

c. Five objective type questions carrying 2 marks out of seven is to be answered. Model answers should be between one - two sentences.

**REGULATIONS FOR POST GRADUATE DIPLOMA IN NGO  
MANAGEMENT UNDER DDCE (PERSPECTIVE)  
BOTH DISTANCE AND FACE TO FACE MODE  
ENGLISH MEDIUM**

**1. ELIGIBILITY**

- 1.1. Bachelor Degree in Commerce/ Arts/ Science/ Business Administration/ Engineering/ Pharmacy or Equivalent from a University.
- 1.2. CLC Requirement shall not be insisted upon for students pursuing the course under distance mode provided required information is available.

**2. DURATION**

- 2.1 Two years of four semester in toto.
- 2.2 Odd semester is from June to December ( i.e., 1st & 3rd semester). The examination shall be held normally in the month of November - December.
- 2.3 Even semester is from January to June ( i.e., 2nd & 4th semester). The examination shall be held normally in the month of May - June.
- 2.4 A student would be required to complete the course within four academic years from the date of admission.

**3. CONTACT HOUR**

- 3.1 Under face to face Programme
- 2 credit points :- 20 hours,
- 3 credit points :- 30 hours,
- 4 credit points :- 40 hours,
- 3.2 Under Distance Mode
- 2 credit points :- 10 hours,
- 3 credit points :- 15 hours,
- 4 credit points :- 20 hours,

**4. GRADING SYSTEM**

<b>Grade</b>		<b>Mark Secured from 100</b>	<b>Points</b>
Outstanding	'O'	100-90	10
Excellent	'E'	89-80	9
Very Good	'A'	79-70	8
Good	'B'	69-60	7
Fair	'C'	59-50	6
Pass	'D'	49-36	5
Failed	'F'	Below 36	0

**N.B. A Candidate has to secure Grade -D or above to pass in each of the Papers**

- 4.2 A transitory letter grade I (carrying points 2) shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.
- 4.3 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

**SGPA - Semester Grade Point Average**  
**CGPA - Cumulative Grade Point Average**

- (a) **POINT** - Integer equivalent of each letter grade
- (b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

**CREDIT POINT** - (b) X (a) for each course item  
**CREDIT INDEX** -  $\sum$  **CREDIT POINT** of course items in

**GRADE POINT AVERAGE** -  $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

**SEMESTER GRADE POINT AVERAGE (SGPA)** =  $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$  for a Semester

**CUMULATIVE GRADE POINT AVERAGE (CGPA)** =  $\frac{\text{CREDIT INDEX of all previous Semester upto a Semester}}{\sum \text{CREDIT}}$

- 4.4 In addition to the points marks/ percentage would also be awarded and shall also be reflected in the Mark Sheet.
- 4.5 The details of grading system under class 4.1 to 4.4 shall be printed on the backside of University Mark-sheet.

## 5. REPEAT AND IMPROVEMENT

- 5.1 A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent two semester examinations.
- 5.2 A student may appear improvement (repeat) in any number of papers in the immediate subsequent examination. Only one chance can be availed. The higher mark of the two chance (i.e., first and the improvement) shall be valid.
- 5.3 Repeat and improvement has to be completed with 4-Yrs from the date of admission.

## 6. HARD CASE RULE

- 6.1 2% of grace mark on the aggregate mark subject to maximum of 5 (five) marks in single paper shall be given. This shall be applicable in each semester.
- 6.2 .5 (point five percent) grace mark can be given for award of B Grade in each semester provided grace mark under 6.1 has not been awarded.

## **7. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION**

- 7.1 Semester end University Examination shall be of 100 marks for all papers.
- 7.2 For papers involving practical the distribution shall be 50 Theory marks and 50 marks Practical.
- 7.3 The duration for 100 marks theory exam shall be 4 hours , for 50 marks theory exam duration shall be 2 hours.

## **8. UNIVERSITY EXAMINATION QUESTION PATTERN**

- 8.1 There shall be three types of questions – Essay/Descriptive , short answer & objective. The following shall be the distribution for papers carry 100 marks.
  - a. Five essay type carrying 12 marks out of seven is to be answered. Model answers should be between 700 - 1000 words.
  - b. Four short type questions carrying 6 marks out of six is to be answered. Model answers should be between 150 - 250 words.
  - c. Eight objective type questions carrying 2 marks out of ten is to be answered. Model answers should be between one - two sentences.
- 8.2 Distribution of marks for theory papers carrying 50 marks
  - a. Three essay type carrying 10 marks out of five is to be answered. Model answers should be between 700 - 1000 words.
  - b. Two short type questions carrying 5 marks out of three is to be answered. Model answers should be between 150 - 250 words.
  - c. Five objective type questions carrying 2 marks out of seven is to be answered. Model answers should be between one - two sentences.

## **9. COMMON QUESTIONS**

Common question papers shall be set for common papers for MBA & All P.G. Diplomas. Common examination will be held.

- 10. Students admitted into P.G. Diploma Course and completing the course in the same academic year may get admitted into MBA in the next academic session. Such students shall enjoy waiver for the papers completed under P.G. Diploma course . This up-gradation shall be allowed within one year only. For example students admitted in 2009-10 academic session into P.G. Diploma courses have the choice of upgrading to MBA course in 2010-2011 academic session only. The marks secured in P.G. Diploma Examination shall be transferred to MBA Examination for respective common papers. Such candidates shall surrender their provisional certificate and mark-sheets. Fresh mark-sheets for MBA would be issued.

# ପାଠ୍ୟ ଖସଡ଼ା (Syllabus)

ସାଟିଫିକେଟ୍ କୋର୍ସ - ବେସରକାରୀ ସମାଜସେବା ସଂଗଠନ ପରିଚାଳନା (ପ୍ରଥମରୁ ପଞ୍ଚମ ପତ୍ର)

- ପ୍ରଥମ ପତ୍ର - ବେସରକାରୀ ସମାଜସେବା ସଂଗଠନ
- ଦ୍ୱିତୀୟ ପତ୍ର - ବେସରକାରୀ ସମାଜସେବା ସଂଗଠନର ପରିବେଶ ଓ ସଂପର୍କିତ ନୀତି ନିୟମ ଓ ଆଇନ ବ୍ୟବସ୍ଥା
- ତୃତୀୟ ପତ୍ର - ବେସରକାରୀ ସମାଜସେବା ସଂଗଠନର ପରିଚାଳନା
- ଚତୁର୍ଥ ପତ୍ର - ଓଡ଼ିଆ ଭାଷାରେ ସହଜ ଯୋଗାଯୋଗ ପ୍ରକ୍ରିୟା
- ପଞ୍ଚମ ପତ୍ର - ଏକ ବେସରକାରୀ ସମାଜସେବା ସଂଗଠନ ବିଷୟରେ ଅନୁଧ୍ୟାନ ଓ ବିଶ୍ଳେଷଣାତ୍ମକ ରିପୋର୍ଟ

ଡ଼ିପ୍ଲୋମା କୋର୍ସ - (ପଞ୍ଚମରୁ ଦଶମ ପତ୍ର)

- ଷଷ୍ଠ ପତ୍ର - ସମାଜଶାସ୍ତ୍ର ଭିତ୍ତିଭୂମି ଏବଂ ବେସରକାରୀ ସଂଗଠନ
- ସପ୍ତମ ପତ୍ର - ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା
- ଅଷ୍ଟମ ପତ୍ର - ପରିବେଶ ବିଜ୍ଞାନ
- ନବମ ପତ୍ର - ପୁଷ୍ଟି, ସ୍ୱାସ୍ଥ୍ୟ ଓ ସ୍ୱାସ୍ଥ୍ୟରକ୍ଷା ପରିଚାଳନା
- ଦଶମ ପତ୍ର - ଅନୁସନ୍ଧାନ ଏବଂ ସଂଘର୍ଷ

# ପ୍ରଥମ ପତ୍ର

## ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନ

- ପ୍ରଥମ ଅଧ୍ୟାୟ - ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନ - ପରିଚିତି
- ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନର ସଂଜ୍ଞା ଓ ଉତ୍ପତ୍ତି, ଭୂମିକା, ପ୍ରକାର ଭେଦ, ଭାରତରେ ଏହି ବ୍ୟବସ୍ଥାର ଇତିହାସ ଓ ଅଭିବୃଦ୍ଧି ।
- ଦ୍ୱିତୀୟ ଅଧ୍ୟାୟ - ସମାଜସେବୀ ଓ ନାଗରିକ ସମାଜ (ସିଭିଲ୍ ସୋସାଇଟି)
- ନାଗରିକ ସମାଜର ସଂଜ୍ଞା, ସାମାଜିକ ପରିବର୍ତ୍ତନରେ ନାଗରିକ ସମାଜର ଭୂମିକା, ଭାରତବର୍ଷ ନାଗରିକ ସମାଜ ଆନ୍ଦୋଳନର ଦୃଶ୍ୟପଟ ।
- ତୃତୀୟ ଅଧ୍ୟାୟ - ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନ ଓ ଏହାର ପରିବେଶ
- ରାଜନୀତିକ, ଅର୍ଥନୀତିକ, ସାମାଜିକ, ଔଦ୍ୟୋଗିକ ଓ ଆଇନଗତ ପରିବେଶରେ ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନ ।
- ଚତୁର୍ଥ ଅଧ୍ୟାୟ - ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନ ସଂପର୍କିତ ଆନୁସଂଗିକ ବିଷୟ:
- ଆର୍ଥିକ ସହାୟତା, ସହଯୋଗ, ଦୁର୍ନୀତି, ଉତ୍ତରଦାୟିତ୍ୱ ଓ ସ୍ୱଚ୍ଛଳତା ।
- ପଞ୍ଚମ ଅଧ୍ୟାୟ - ଆନ୍ତର୍ଜାତୀୟ ସହାୟକ ସଂସ୍ଥା ଓ ଭାରତର ପ୍ରମୁଖ ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନ
- ଜାତିସଂଘ ଓ ଅନ୍ୟାନ୍ୟ ଜଡ଼ିତ ସଂସ୍ଥା, ଏସିଆନ୍ ଡେଭଲପମେଣ୍ଟ ବ୍ୟାଙ୍କ୍, ବିଶ୍ୱ ବ୍ୟାଙ୍କ୍  
ପ୍ରମୁଖ ସଂଗଠନ - ପ୍ରଧାନ (ଝାଡ଼ଖଣ୍ଡ), ସି.ଓ.ଇ.ଏସ୍.ଡି.ଓ ଅଗ୍ରଗାମୀ (ଓଡ଼ିଶା), ଅଦିଥି (ବିହାର),  
ମିରାଡ଼ା (କର୍ଣ୍ଣାଟକ), ରାମକୃଷ୍ଣ ମିଶନ୍ (ପଶ୍ଚିମ ବଙ୍ଗ), ଅଭାର୍ଡ୍ (ଆସାମ), ଦିଶା (ଉତ୍ତର ପ୍ରଦେଶ), ସେଓଡ଼ା  
(ଗୁଜୁରାଟ)

# ଦ୍ଵିତୀୟ ପତ୍ର

## ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନର ପରିବେଶ ଓ ସଂପର୍କିତ ନୀତିନିୟମ ଓ ଆଇନ୍ ବ୍ୟବସ୍ଥା

- ପ୍ରଥମ ଅଧ୍ୟାୟ - ଓଡ଼ିଶାରେ ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନର ପଞ୍ଜୀକରଣ ବ୍ୟବସ୍ଥା ଓ ପଦକ୍ଷେପ, ବେସରକାରୀ ସାମାଜିକ ସଂଗଠନ ଆଇନ୍ ଓ ଗୃହ ପଞ୍ଜୀକରଣ ଆଇନ୍ ।
- ଦ୍ଵିତୀୟ ଅଧ୍ୟାୟ - ଆୟକର ଆଇନ୍ରେ ୧୨ ଏ ଓ ୮୦ ଜି ଅଧିନରେ ଛାଡ଼ ବ୍ୟବସ୍ଥା ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନକୁ ସରକାରୀ ପ୍ରୋତ୍ସାହନ ବ୍ୟବସ୍ଥା । ଏହି ସଂଗଠନ ପାଇଁ କର ବ୍ୟବସ୍ଥା, ଆୟକର ଆଇନ୍ର ଧାରା ୧୧ ଓ ୧୨ ଅନୁସାରେ ଛାଡ଼ ବ୍ୟବସ୍ଥା, କେଉଁ କେଉଁ ଆୟ ଏହି ଛାଡ଼ ବ୍ୟବସ୍ଥାରେ ଅନ୍ତର୍ଭୁକ୍ତ; ସେବା ଓ ଧର୍ମ ଉଦ୍ଦେଶ୍ୟରେ ଉପାର୍ଜିତ ଆୟ, ଧାରା ୮୦ ଜି ଅନୁସାରେ ରିହାତି ପ୍ରାପ୍ତ ଦାନ, ୮୦ ଜି ଧାରା ଅନୁସାରେ ରିହାତି ବ୍ୟବସ୍ଥା, ଆୟକର ଆଇନ୍ର ଧାରା ୩୫ ଏ, ଧାରା ୮୦ ଜି ଅନୁସାରେ ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନକୁ, ମିଳୁଥିବା ରିହାତି, ସହସା ଆୟରୁ କର କାଟିବା ବ୍ୟବସ୍ଥା ଓ ଏହାର ଦାୟିତ୍ଵ, କେଉଁ ଦେୟରେ କର କଟାଯାଏ, ସଂପୃକ୍ତ କରର ହାର ।
- ତୃତୀୟ ଅଧ୍ୟାୟ - ବିଦେଶୀ ଅନୁଦାନ ନିୟନ୍ତ୍ରଣ ଆଇନ୍ (ଏଫ୍.ସି.ଆର୍.ଏ)  
ବିଦେଶୀ ଅନୁଦାନ ନିୟନ୍ତ୍ରଣ ଆଇନ୍ - ପରିଚୟ, ବିଦେଶୀ ଅନୁଦାନର ସଂଜ୍ଞା, ବିଦେଶୀ ସୂତ୍ର, କେଉଁ ବ୍ୟକ୍ତିଗଣଙ୍କୁ ବିଦେଶୀ ଅନୁଦାନ ଗ୍ରହଣ ପାଇଁ ବାରଣ ଅଛି । ବିଦେଶୀ ଅନୁଦାନ ଗ୍ରହଣ କରିବା ସୁଯୋଗ ପାଇଁ ସଂଗଠନର ପଞ୍ଜୀକରଣ ବ୍ୟବସ୍ଥା, ସଂପୃକ୍ତ ସଂଗଠନର ଦାୟିତ୍ଵ ଓ ଏଥିପାଇଁ ଆବଶ୍ୟକୀୟ ନଥିପତ୍ର ।
- ଚତୁର୍ଥ ଅଧ୍ୟାୟ - ଆର୍ଥିକ ହିସାବ ବ୍ୟବସ୍ଥା :  
ହିସାବ (ଆକାଉଣ୍ଟିଂ)ର ଅର୍ଥ, କାର୍ଯ୍ୟ, ଆବଶ୍ୟକତା, ସମାଜରଣ ତଥା ବିଭିନ୍ନ ବିଭାଗ ।  
ଦେଶ ଦେଶର ଲିଖନ ବ୍ୟବସ୍ଥା - ଦ୍ଵିତ ପ୍ରବେଶ (ଡବଲ୍ ଏଣ୍ଟ୍ରି)ର ଅର୍ଥ, ହିସାବର ବିଭିନ୍ନ ଦିଗ, ଭାଉଚର, ଜର୍ଣ୍ଣାଲ, ଲେଜର୍ ଓ ଗ୍ରାଏଲ୍ ବାଲାନ୍ସ ପ୍ରସ୍ତୁତି ।
- ପଞ୍ଚମ ଅଧ୍ୟାୟ - ସମାଜସେବୀ/ସଂଗଠନର ହିସାବ ଲିଖନ :  
ସମାଜସେବୀ ସଂଗଠନ ହିସାବ ଲିଖନର ପ୍ରକୃତି, ଆଦାୟ ଓ ଦେୟ, ଆୟବ୍ୟୟର ହିସାବ, ବାଲାନ୍ସ ସିଟ୍, ନଗଦ ହିସାବ ବିବରଣୀ (କ୍ୟାସ୍ ଫ୍ଲୋ, ସ୍ଟେଟ୍ମେଣ୍ଟ୍) ସାମାଜିକ ସଂଗଠନର ହିସାବ ଯାଞ୍ଚ (ଅଡିଟ୍) ବ୍ୟବସ୍ଥା ।

# ତୃତୀୟ ପତ୍ର

## ବେସରକାରୀ ସମାଜସେବୀ ସଂଗଠନର ପରିଚାଳନା

- ପ୍ରଥମ ଅଧ୍ୟାୟ - ପରିଚାଳନା:
- ପରିଚାଳନାର ଅର୍ଥ ଓ ଆବଶ୍ୟକତା, ଉଦ୍ଦେଶ୍ୟ ଓ ପ୍ରାଧ୍ୟାନ୍ୟ, ବିଭିନ୍ନ ସ୍ତର, ପରିଚାଳକର ଭୂମିକା, ପରିଚାଳକର ଦାୟିତ୍ୱବୋଧ, ପରିଚାଳକର କର୍ମନିପୁଣତା ।
- ଦ୍ୱିତୀୟ ଅଧ୍ୟାୟ - ଯୋଜନାକରଣ :
- ଯୋଜନା - ଅର୍ଥ, ଆବଶ୍ୟକତା ଓ ପ୍ରାଧ୍ୟାନ୍ୟ, ଯୋଜନାର ସୀମିତ ଦିଗ, ବିଭିନ୍ନ ପଦକ୍ଷେପ / ପର୍ଯ୍ୟାୟ, ସାଂଗଠନିକ ସାମର୍ଥ୍ୟ, ଦୁର୍ବଳତା, ସୁଯୋଗ ଓ ପ୍ରତିବନ୍ଧକର (ସ୍ୱଚ୍ଛ) ବିଶ୍ଳେଷଣ, ନିର୍ଦ୍ଦିଷ୍ଟ ନିଷ୍ପତ୍ତି ଓ ଏହାର ପଦକ୍ଷେପ ।
- ତୃତୀୟ ଅଧ୍ୟାୟ - ସଂଗଠନ:
- ସଂଗଠନର ଅର୍ଥ, ବିଭିନ୍ନ ପ୍ରକାର ସଂଗଠନ ଓ ଏହାର ଉଦାହରଣ, ବିଭିନ୍ନ ପ୍ରକାର ସଂଗଠନର ସାଂଗଠନିକ ଗଠନ ବ୍ୟବସ୍ଥା (Structure) ।
- ଚତୁର୍ଥ ଅଧ୍ୟାୟ - ମାନବ ସମ୍ପଦ :
- ନିଯୁକ୍ତି ଓ ଚୟନ, ପ୍ରଶିକ୍ଷଣ ଓ ଅଭିବୃଦ୍ଧି, କାର୍ଯ୍ୟଦକ୍ଷତା ପରିଚାଳନା ।
- ପଞ୍ଚମ ଅଧ୍ୟାୟ - ନେତୃତ୍ୱ
- ନେତୃତ୍ୱ - ସଂଜ୍ଞା (ଅର୍ଥ), ପ୍ରକାରଭେଦ, ଯୋଗ୍ୟ ନେତୃତ୍ୱର ବିଭିନ୍ନ ଶୈଳୀ, ଉତ୍ସାହ / ଆଗ୍ରହ ।

# ଚତୁର୍ଥ ପତ୍ର

## ଓଡ଼ିଆ ଭାଷାରେ ସହଜ ଯୋଗାଯୋଗ ପ୍ରକ୍ରିୟା

- ପ୍ରଥମ ଅଧ୍ୟାୟ - ଯୋଗାଯୋଗ ପ୍ରକ୍ରିୟାର ପ୍ରାଧାନ୍ୟ
- ଦ୍ୱିତୀୟ ଅଧ୍ୟାୟ - ଯୋଗାଯୋଗର ପ୍ରକାରଭେଦ
- (କ) ଲିଖିତ (ପତ୍ରଲିଖନ, ବିଜ୍ଞାପନ ପ୍ରସ୍ତୁତି, ନିମନ୍ତଣ ପତ୍ର ବିବରଣୀ ଲେଖନ)
  - (ଖ) ମୌଖିକ
  - (ଗ) ଶାରୀରିକ ଭାଷା
- ତୃତୀୟ ଅଧ୍ୟାୟ - ଯୋଗାଯୋଗର ବୈପ୍ଳବିକ ପରିବର୍ତ୍ତନ
- (କ) ବିଭିନ୍ନ ପ୍ରତିବନ୍ଧନ
  - (ଖ) ଶ୍ରବଣ କଳା
- ଚତୁର୍ଥ ଅଧ୍ୟାୟ - ବ୍ୟକ୍ତି ବ୍ୟକ୍ତି ମଧ୍ୟରେ ସଂଚାରଣ ପ୍ରକ୍ରିୟା
- (Inter Personal Communication)
- (କ) ଆତ୍ମ ସଂଚାରଣ ପ୍ରକ୍ରିୟା
- (Intra-personal Communication)
- (ଖ) ଗଣ ଯୋଗାଯୋଗ (Mass Communication)
  - (ଗ) ଦଳଗତ ଆଲୋଚନା (Group Discussion)
- ପଞ୍ଚମ ଅଧ୍ୟାୟ - କଂପ୍ୟୁଟର, ଇଣ୍ଟରନେଟ୍ ଏବଂ ମୋବାଇଲ୍ ମାଧ୍ୟମରେ ଯୋଗାଯୋଗ

ଥିଓରି - ୫୦

ପ୍ରାକ୍ଟିକାଲ - ୫୦

## କମ୍ପ୍ୟୁଟର ବିଜ୍ଞାନ - ପାଠ୍ୟ ଖସଡ଼ା

୧. ପ୍ରଥମ ଭାଗ - କମ୍ପ୍ୟୁଟର ଗଠନ ଓ ବ୍ୟବହାର (Computer Architecture and Application)
- ୧-୧ - ପ୍ରସ୍ତାବନା (Introduction)
  - ୧-୨ - କମ୍ପ୍ୟୁଟରର ବୈଶିଷ୍ଟ୍ୟ (Characteristics of Computer)
  - ୧-୩ - କମ୍ପ୍ୟୁଟରର ଗଠନ (Architecture of Computer)
  - ୧-୪ - କମ୍ପ୍ୟୁଟରର ଉପଯୋଗିତା (Application of Computer)
୨. ଦ୍ୱିତୀୟ ଭାଗ - ପ୍ରଚାଳନ ପଦ୍ଧତି (ଉଇଣ୍ଡୋଜ୍) (Operating System (Windows))
- ୨-୧ - ପ୍ରଚାଳନ ପଦ୍ଧତିର ପ୍ରକାରଭେଦ (Types of Operating System)
  - ୨-୨ - ଉଇଣ୍ଡୋଜ୍ ଉପାଂଶ (Components of Windows)
  - ୨-୩ - ଉଇଣ୍ଡୋଜ୍ ଅନ୍ୟାନ୍ୟ ବୈଶିଷ୍ଟ୍ୟ (Other Aspects of Computer)
  - ୨-୪ - ଆକ୍ସେସୋରିଜ୍ (Accessories)
  - ୨-୫ - ଉଇଣ୍ଡୋଜ୍ ଏକ୍ସପ୍ଲୋରର (Windows Explorer)
  - ୨-୬ - ଉଇଣ୍ଡୋଜ୍ ସଜ୍ଜିକରଣ (Customizing Windows)
୩. ତୃତୀୟ ଭାଗ - ମାଇକ୍ରୋସଫ୍ଟ ୱାର୍ଡ୍ (Microsoft Word)
- ୩-୧ - ପ୍ରସ୍ତାବନା (Introduction)
  - ୩-୨ - ୱାର୍ଡ୍ ପ୍ରାସେସରର ବ୍ୟବହାରର ଉପଯୋଗିତା (Advantages of MS Word)
  - ୩-୩ - ୱାର୍ଡ୍ ଉପାଂଶ (Components of Word)
  - ୩-୪ - ନଥିର ପ୍ରସ୍ତୁତି (Creating Document)
  - ୩-୫ - ନଥିର ସମ୍ପାଦନା (Editing Document)
  - ୩-୬ - ନଥିର ସଂରୂପ ପ୍ରଦାନ (Formatting Document)
  - ୩-୭ - ଅନୁଚ୍ଛେଦର ସଂରୂପାକରଣ (Formatting of Paragraph)
  - ୩-୮ - ପୃଷ୍ଠାର ସଂରୂପାକରଣ (Formatting of Page)
  - ୩-୯ - ନଥିର ମୁଦ୍ରଣ (Printing of Document)
୪. ଚତୁର୍ଥ ଭାଗ - ମାଇକ୍ରୋସଫ୍ଟ ଏକ୍ସେଲ (Microsoft Excel)
- ୪-୧ - ପ୍ରସ୍ତାବନା (Introduction)
  - ୪-୨ - କାର୍ଯ୍ୟପୃଷ୍ଠାର ବ୍ୟବହାରିକତା (Working with Worksheet)
  - ୪-୩ - କାର୍ଯ୍ୟପୃଷ୍ଠାର ସମ୍ପାଦନା (Editing Worksheet)
  - ୪-୪ - କାର୍ଯ୍ୟପୃଷ୍ଠାର ସଂରକ୍ଷଣ (Saving a Worksheet)
  - ୪-୫ - ଏକ୍ସେଲରେ ଫର୍ମୁଲାର ବ୍ୟବହାର (Using Formula in MS Excel)
୫. ପଞ୍ଚମ ଭାଗ - ମାଇକ୍ରୋସଫ୍ଟ ପାୱାରପଏଣ୍ଟ (Microsoft PowerPoint)
- ୫-୧ - ପ୍ରସ୍ତାବନା (Introduction)
  - ୫-୨ - ପାୱାରପଏଣ୍ଟର ସୂଚନା (Steps of Creating PowerPoint)
  - ୫-୩ - ସ୍ଲାଇଡ୍ ତିଆରି କରିବାର ପଦ୍ଧତି (Preparation of Slides)
  - ୫-୪ - ସ୍ଲାଇଡ୍ ସଜ୍ଜାକରଣ (Arrangement of Slides)
  - ୫-୫ - ସ୍ଲାଇଡ୍ ଦେଖାଇବାର ପଦ୍ଧତି (Slide Show)



# ପଞ୍ଜମ ପତ୍ର

## ପ୍ରୋଜେକ୍ଟ ରିପୋର୍ଟ (Project Report)

ଯେକୌଣସି ଏକ ଏକ୍ସପ୍ଟ ସମୟରେ ବିଶେଷ ଅନୁଧ୍ୟାନ କରି ତାର ସବିଶେଷ ବିବରଣୀ ପ୍ରସ୍ତୁତକରଣ ।

# କ୍ଷମ୍ଭ ପତ୍ର

## ସମାଜଶାସ୍ତ୍ରର ଭିତ୍ତିଭୂମି ଏବଂ ବେସରକାରୀ ସଂଗଠନ

- ପ୍ରଥମ ଅଧ୍ୟାୟ - ସମାଜଶାସ୍ତ୍ର - ଅର୍ଥ, ପ୍ରବୃତ୍ତି, ପରିସର ଏବଂ ଗୁରୁତ୍ୱ ବିକାଶ ଏବଂ ଦୃଷ୍ଟିକୋଣ, ସେକ୍ସାସେବା ବେସରକାରୀ ସଂଗଠନର କାର୍ଯ୍ୟନିର୍ବାହୀ ପାଇଁ ସମାଜଶାସ୍ତ୍ରର ଆବଶ୍ୟକତା ।
- ଦ୍ୱିତୀୟ ଅଧ୍ୟାୟ - ମୌଳିକ ଧାରଣା - ସମାଜ ପରିଚୟ - ସମାଜ, ସମୁଦାୟ, ସଂଗଠନ, ସାମାଜିକ ସମୂହ, ସଂସ୍କୃତି ଏବଂ ସାମାଜିକ ନିୟନ୍ତ୍ରଣ, ଅର୍ଥ, ଲକ୍ଷ୍ୟ ଏବଂ ପ୍ରକାର ଭେଦ ।  
ସେକ୍ସାସେବା - ପ୍ରକୃତି, ସେକ୍ସାସେବା ସଂଗଠନ ଏବଂ ବେସରକାରୀ ସଂଗଠନ ମଧ୍ୟରେ ପାର୍ଥକ୍ୟ ଓ ପ୍ରକାର ଭେଦ ।
- ତୃତୀୟ ଅଧ୍ୟାୟ - ସାମ୍ପ୍ରତିକ ଭାରତୀୟ ସମାଜ - ପରିବର୍ତ୍ତନ ଏବଂ ଗତି ଓ ସ୍ଥିତି: ସାମାଜିକ ଅନୁଷ୍ଠାନ ଏବଂ ସାମାଜିକ ପରିବର୍ତ୍ତନ - ପରିବାର, ବିବାହ, ଧର୍ମ, ଜାତି, ଶ୍ରେଣୀ, ନାରୀ ଓ ସମାଜ ।
- ଚତୁର୍ଥ ଅଧ୍ୟାୟ - ସାମାଜିକ ସମସ୍ୟା ଏବଂ ସାମାଜିକ ପରିବର୍ତ୍ତନ, ରାଜନୈତିକ ଅନୁଷ୍ଠାନ : ରାଜ୍ୟ, ସମ୍ପିଧାନ - ମୌଳିକ ବୈଶିଷ୍ଟ୍ୟ, କ୍ଷମତା ବିକେନ୍ଦ୍ରିକରଣ ଏବଂ ପଞ୍ଚାୟତିରାଜ, ଭାରତୀୟ ଅର୍ଥନୀତିର ମୌଳିକ ଲକ୍ଷଣ ।
- ପଞ୍ଚମ ଅଧ୍ୟାୟ- ବେସରକାରୀ ସଂଗଠନ ଏବଂ ପରିବର୍ତ୍ତନୀୟ ସାମାଜିକ ବିକାଶଧାରା : ରାଜ୍ୟ, ବଜାର ଏବଂ ତୃତୀୟ ବ୍ୟବସ୍ଥା (Third Section), ସ୍ୱୟଂ ସହାୟକା ଗୋଷ୍ଠୀ (SHG) ଏବଂ ନାରୀ ସଶକ୍ତିକରଣ, ସଚେତନ ସମାଜ ଗଠନରେ ବେସରକାରୀ ସଂଗଠନ ଭୂମିକା ।

# ସଞ୍ଚନ ପତ୍ର

## ବିପର୍ଯ୍ୟୟର ପରିଚାଳନା

୧. ଓଡ଼ିଶାରେ ବିପର୍ଯ୍ୟୟର ଇତିହାସ

- ୧.୧ ବନ୍ୟା
- ୧.୨ ବାତ୍ୟା, ସୁନାମୀ
- ୧.୩ ମରୁଡ଼ି ଓ ଦୁର୍ଭିକ୍ଷ
- ୧.୪ ଅଂଶୁଘାତ
- ୧.୫ ଭୂମିକମ୍ପ

୨. ବିପର୍ଯ୍ୟୟ କ'ଣ, ପ୍ରକାରଭେଦ ଓ ପ୍ରତିକାର

- ୨.୧ ବିପର୍ଯ୍ୟୟ
- ୨.୨ ଆକସ୍ମିକ ବିପଦ
- ୨.୩ ଅସୁରକ୍ଷିତ ଅବସ୍ଥା / ସମ୍ପଦ / ସାମର୍ଥ୍ୟ
- ୨.୪ ବିପର୍ଯ୍ୟୟର ପ୍ରକାରଭେଦ

୩. ପୂର୍ବ ସତର୍କ ସୂଚନା

- ୩.୧ ବନ୍ୟା ଓ କେତେ ପ୍ରକାର
  - ୩.୧.୧ ବନ୍ୟାର କାରଣ
  - ୩.୧.୨ ବନ୍ୟା ହେଲେ ସତର୍କ ସୂଚନା ବ୍ୟବସ୍ଥା
  - ୩.୧.୩ ବନ୍ୟା ସମୟରେ ଗୋଷ୍ଠୀ ଯୋଜନା ଓ ପ୍ରସ୍ତୁତି
- ୩.୨ ସୁନାମୀ
  - ୩.୨.୧ ସୁନାମୀର କାରଣ
  - ୩.୨.୨ ସୁନାମୀ ବିଷୟରେ ଗୁରୁତ୍ୱପୂର୍ଣ୍ଣ ତଥ୍ୟ
  - ୩.୨.୩ ସୁନାମୀ ସମୟରେ ସତର୍କ ସୂଚନା ବ୍ୟବସ୍ଥା
- ୩.୩ ମରୁଡ଼ି
  - ୩.୩.୧ ମରୁଡ଼ିର କାରଣ
  - ୩.୩.୨ ମରୁଡ଼ିର ପ୍ରତିକାର
- ୩.୪ ଅଂଶୁଘାତ
  - ୩.୪.୧ ଅଂଶୁଘାତର କାରଣ

- ୩.୪.୨ ଅଂଶୁଦ୍ୱାରା ସମୟରେ ସଠିକ୍ ବ୍ୟବସ୍ଥା
- ୩.୫ ଭୂମିକମ୍ପ
  - ୩.୫.୧ ଭୂମିକମ୍ପର କାରଣ
  - ୩.୫.୨ ଭୂମିକମ୍ପର ପ୍ରତିକାର
- ୩.୬ ବାତ୍ୟା
  - ୩.୬.୧ ବାତ୍ୟାର କାରଣ
  - ୩.୬.୨ ବାତ୍ୟା ସମୟରେ ସତର୍କ ସୂଚନା (ବାତ୍ୟା ସତର୍କ ସୂଚନା, ବିକାଶ ପ୍ରକ୍ରିୟା)
  - ୩.୬.୩ ବାତ୍ୟା ପାଇଁ ପ୍ରସ୍ତୁତି
  - ୩.୬.୪ ବାତ୍ୟା ସମୟରେ ଜରୁରୀକାଳୀନ ଉପକରଣ ଓ ଜିନିଷ ପତ୍ରର ତାଲିକା
- ୪.୧ ଗୋଷ୍ଠୀ ଭିତ୍ତିକ ବିପର୍ଯ୍ୟୟ ପ୍ରସ୍ତୁତି
  - ୪.୧.୧ ଗୋଷ୍ଠୀ ଭିତ୍ତିକ ବିପର୍ଯ୍ୟୟ ପ୍ରସ୍ତୁତି କଣ
  - ୪.୧.୨ ଗୋଷ୍ଠୀ ସୁରକ୍ଷା ଯୋଜନାର ଅଂଶ ବିଶେଷ
  - ୪.୧.୩ ଯୋଜନା କାର୍ଯ୍ୟକାରୀତା କିପରି କରିବା
  - ୪.୧.୪ ଗୋଷ୍ଠୀ ଭିତ୍ତିକ ବିପର୍ଯ୍ୟୟ ପ୍ରସ୍ତୁତିର ପ୍ରକ୍ରିୟା
  - ୪.୧.୫ ଗୋଷ୍ଠୀ ଭିତ୍ତିକ ବିପର୍ଯ୍ୟୟ ଆବଶ୍ୟକତାର ଆକଳନ
  - ୪.୨.୧ ଗୋଷ୍ଠୀ ଭିତ୍ତିକ କାର୍ଯ୍ୟକାରୀତା ଦଳ ଗୁଡ଼ିକର କର୍ତ୍ତବ୍ୟ ଓ ଦାୟାଦ୍ୱ
  - ୪.୨.୨ ସତର୍କ ସୂଚନା ପ୍ରସାର ଦଳ
    - (କ) ବିପର୍ଯ୍ୟୟ ପୂର୍ବରୁ
    - (ଖ) ବିପର୍ଯ୍ୟୟ ସମୟରେ
    - (ଗ) ବିପର୍ଯ୍ୟୟ ପରେ
  - ୪.୨.୩ ଅନୁସନ୍ଧାନ ଓ ଉଦ୍ଧାରକାରୀ ଦଳ / ଅନୁସନ୍ଧାନ ଓ ଉଦ୍ଧାର ସମନ୍ୱୟ ଧାରଣା
    - (କ) ପୂର୍ବରୁ
    - (ଖ) ସମୟରେ
    - (ଗ) ପରେ
    - (ଘ) କ'ଣ କରିବା ଉଚିତ୍ / ଅନୁଚିତ୍
  - ୪.୨.୪ ପ୍ରାଥମିକ ଚିକିତ୍ସାକାରୀ ଦଳ / ପ୍ରାଥମିକ ଚିକିତ୍ସା ସମନ୍ୱୟ ଧାରଣା
  - ୪.୨.୫ ଆଶ୍ରୟସ୍ଥଳୀର ପରିଚାଳନା, ରକ୍ଷଣାବେକ୍ଷଣ ଦଳ
  - ୪.୨.୬ ମାନସିକ ସହାୟତା ସେବାଦଳ
  - ୪.୨.୭ ମୃତ ଶବ ଓ ଆବର୍ଜନା ସଫା କରିବା ପାଇଁ ଗୋଷ୍ଠୀର ଭୂମିକା ଏବଂ କେତୋଟି ଆଇନ ସମନ୍ୱୟ ଜାଣିବା କଥା ।
  - ୪.୨.୮ ରିଲିଫ ପରିଚାଳନା, ଓଡ଼ିଶା ରିଲିଫ କୋଡ଼

- ୪.୨.୯ ଓଡ଼ିଶା ରିଲିଫ୍ କୋଡ଼ କରଣ
- ୪.୨.୧୦ ଓଡ଼ିଶା ରିଲିଫ୍ କୋଡ଼ରୁ କିଛି ଜାଣିବା କଥା
- ୫.୧ କେତେକ ଉଦାହରଣ
  - ୫.୧.୧ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ରେଡ଼କ୍ରସ୍ତ୍ର ସ୍ତରରେ
  - ୫.୧.୨ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ଓଡ଼ିଶା ସରକାର ସ୍ତରରେ
  - ୫.୧.୩ ବାତ୍ୟା ଆଶ୍ରୟସ୍ଥଳୀ ବାଛିବାର ନିୟମାବଳୀ
  - ୫.୧.୪ ଜଳବାୟୁ ପରିବର୍ତ୍ତନ କଣ ଓ ଏହାର ପ୍ରଭାବ

# ଅଷ୍ଟମ ପତ୍ର

## ପରିବେଶ ବିଜ୍ଞାନ

ପ୍ରଥମ ଅଧ୍ୟାୟ - ଆମ ପରିବେଶ

- ୧.୧ - ପରିବେଶ ବିଜ୍ଞାନ ପାଠ୍ୟକ୍ରମର ବହୁବିଭାଗୀୟ ସ୍ୱରୂପ  
(The Multidisciplinary Nature of Environmental Science)
  - ୧.୧.୧ - ପରିବେଶ ଓ ପରିବେଶ ବିଜ୍ଞାନର ସଂଜ୍ଞା
  - ୧.୧.୨ - ପରିବେଶ ବିଜ୍ଞାନ ଅଧ୍ୟୟନରେ ସୁଯୋଗ
  - ୧.୧.୩ - ପରିବେଶ ବିଜ୍ଞାନର ଗୁରୁତ୍ୱ
  - ୧.୧.୪ - ପରିବେଶ ବିଜ୍ଞାନ ପ୍ରତି ଜନସଚେତନତାର ଆବଶ୍ୟକ
  - ୧.୧.୫ - ସହର ଓ ଗ୍ରାମାଞ୍ଚଳରେ ପରିବେଶ ସମସ୍ୟା ଓ ନାଗରିକ ସୁବିଧା ଉପରେ ତାପ
- ୧.୨ - ପୃଥିବୀ ଓ ତା'ର ମଣ୍ଡଳ
  - ୧.୨.୧ - ବାୟୁମଣ୍ଡଳ
  - ୧.୨.୨ - ବାରିମଣ୍ଡଳ
  - ୧.୨.୩ - ଶିଳା ମଣ୍ଡଳ
  - ୧.୨.୪ - ଜୀବ ମଣ୍ଡଳ
  - ୧.୨.୫ - ଜୈବ ଭୂତତ୍ତ୍ୱ ରାସାୟନିକ ଚକ୍ର

ଦ୍ୱିତୀୟ ଅଧ୍ୟାୟ -

- ୨.୧ - ପରିପାଶ୍ଚାତନ୍ତ୍ର (Ecosystem)
  - ୨.୧.୧ - ପରିପାଶ୍ଚାତନ୍ତ୍ରର ସଂଜ୍ଞା
  - ୨.୧.୨ - ପରିପାଶ୍ଚାତନ୍ତ୍ରର ବିଭିନ୍ନ ଗାଠନିକ ପ୍ରଣାଳୀ
  - ୨.୧.୩ - ପରିବେଶୀ ଅନୁକ୍ରମ
  - ୨.୧.୪ - ପରିପାଶ୍ଚାତନ୍ତ୍ରର କାର୍ଯ୍ୟକାରୀ ପ୍ରଣାଳୀ
  - ୨.୧.୫ - ପରିପାଶ୍ଚାତନ୍ତ୍ରର ପ୍ରକାର
- ୨.୨ - ଜୈବ ବିବିଧତା ଓ ତାର ସଂରକ୍ଷଣ -
  - ୨.୨.୧ - ଜୈବ ବିବିଧତାର ସଂଜ୍ଞା ଓ ତାର ପ୍ରକାର ଭେଦ
  - ୨.୨.୨ - ଭାରତରେ ଜୈବ ଭୌଗୋଳିକ ଶ୍ରେଣୀ ବିଭାଗ
  - ୨.୨.୩ - ଭାରତରେ ଜୈବ ମଣ୍ଡଳ ଓ ତାର ଗୁରୁତ୍ୱ  
ଜୈବ ମଣ୍ଡଳର ଅତି ସମ୍ପେଦନଶୀଳ ଅଞ୍ଚଳ
  - ୨.୨.୪ - ଲୁପ୍ତ, ବିପଦଗ୍ରସ୍ତ ଓ ବିପଦପ୍ରବଣ ପ୍ରଜାତିର ପ୍ରାଣୀ
  - ୨.୨.୫ - ଜୈବ ବିବିଧତାର ସଂରକ୍ଷଣ

ତୃତୀୟ ଅଧ୍ୟାୟ - ପ୍ରାକୃତିକ ସଂବଳ ଓ ତା'ର ସଂରକ୍ଷଣର ପରିଚାଳନା

- ୩.୧ - ନବୀକରଣୀୟ ଓ ଅନବୀକରଣୀୟ ଶକ୍ତିର ଉତ୍ପାଦନ
- ୩.୨ - ଖଣିଜ ସଂପଦ - ଓଡ଼ିଶାରେ ଖଣିଜ ସଂପଦ, ଖଣିଜ ସଂପଦର ଉତ୍ତୋଳନ ଓ ତତ୍ତ୍ୱନିତ ପରିବେଶ ସମସ୍ୟା ଏବଂ ତା'ର ପରିଚାଳନା ।

- ୩.୩ - ଶଶିଜ ସଂପଦର ସଂରକ୍ଷଣ
- ୩.୪ - ବନ ସଂପଦ ଓ ଜଙ୍ଗଲ ଅବକ୍ଷୟ ମୃତ୍ତିକା ସଂବଳ ଓ ମୃତ୍ତିକା କ୍ଷୟ
- ୩.୫ - ଜଳ ସଂପଦ - ପ୍ରାକୃତିକ ସଂବଳ ସଂରକ୍ଷଣରେ ବ୍ୟକ୍ତିବିଶେଷର ଭୂମିକା ।

ଚତୁର୍ଥ ଅଧ୍ୟାୟ -

- ପରିବେଶ ପ୍ରଦୂଷଣ ଓ ତା'ର ପରିଚାଳନା
- ୪.୧ - ପ୍ରଦୂଷଣ ଓ ପ୍ରଦୂଷକ - ବାୟୁ ପ୍ରଦୂଷଣ (କାରଣ, ପ୍ରଭାବ ଓ ପ୍ରତିକାର)
- ୪.୨ - ଜଳ ପ୍ରଦୂଷଣ - (କାରଣ, ପ୍ରଭାବ ଓ ପ୍ରତିକାର)
- ୪.୩ - ମୃତ୍ତିକା ପ୍ରଦୂଷଣ - (କାରଣ, ପ୍ରଭାବ ଓ ପ୍ରତିକାର)
- ୪.୪ - ଶବ୍ଦ ପ୍ରଦୂଷଣ - (କାରଣ, ପ୍ରଭାବ ଓ ପ୍ରତିକାର)
- ବିକିରଣ ପ୍ରଦୂଷଣ - (କାରଣ, ପ୍ରଭାବ ଓ ପ୍ରତିକାର)
- ୪.୫ - ପ୍ରଦୂଷଣ ସଂପର୍କିତ କେତୋଟି ଘଟଣା  
ପ୍ରଦୂଷଣ ପ୍ରତିକାରରେ ବ୍ୟକ୍ତି ବିଶେଷର ଭୂମିକା  
ପ୍ରଦୂଷଣ ପ୍ରତିକାରରେ ବେସରକାରୀ ସଂସ୍ଥା ଓ ସେକ୍ଟାସେବୀ ସଂଗଠନର ଭୂମିକା

ପଞ୍ଚମ ଅଧ୍ୟାୟ -

- ୫.୧ - ବିପର୍ଯ୍ୟୟ ଓ ତା'ର ପରିଚାଳନା  
(ବନ୍ୟା, ଭୂମିକମ୍ପ, ସୁନାମା, ଦୂର୍ଘଟବାଦ୍ୟା, ଭୂମିସ୍ଥଳନ)
- ୫.୨ - ପରିବେଶ ଓ ସାମାଜିକ ସମସ୍ୟା ଓ ତା'ର ପରିଚାଳନା  
ସାମାଜିକ ସମସ୍ୟା ପରିଚାଳନାରେ ବେସରକାରୀ ସଂସ୍ଥାର ଭୂମିକା (ଶକ୍ତି ସମସ୍ୟା, ଜଳ ସମସ୍ୟା, ଲୋକମାନଙ୍କର ପୁନର୍ବସତି ଓ ପୁନର୍ବାସ, ପରିବେଶ ଶାଳାଚାର, ପତିତ ଜମିର ଉଦ୍ଧାର, ଜଙ୍ଗଲ ପରିଚାଳନା, ସାମାଜିକ ବନାକରଣ ... ଆଦି)
- ୫.୩ - ପରିବେଶ ସୁରକ୍ଷା ଆଇନ  
(ସାମ୍ପ୍ରଦାୟିକ ଉପବନ୍ଧ, ଜଳ ପ୍ରଦୂଷଣ ଆଇନ୍, ୧୯୭୪;  
ବାୟୁ ପ୍ରଦୂଷଣ ଆଇନ୍ ୧୯୮୨; ପରିବେଶ ସୁରକ୍ଷା ଆଇନ୍ ୧୯୮୫; ବ୍ୟାପ୍ତାଣୀ ସୁରକ୍ଷା ଆଇନ୍ ୧୯୭୨; ଜଙ୍ଗଲ (ସଂରକ୍ଷଣ) ଆଇନ୍ ୧୯୮୦)
- ୫.୪ - ମାନବୀୟ ଜନସଂଖ୍ୟା ଓ ପରିବେଶ
- ୫.୫ - ପରିବେଶ ଓ ଜନସାମ୍ମୁ୍ୟ  
ପରିବେଶ ପରିଚାଳନାରେ ସୂଚନା ପ୍ରଯୁକ୍ତି ବିଦ୍ୟାର ବ୍ୟବହାର

# ନବମ ପତ୍ର

## ପୁଷ୍ଟି, ସ୍ୱାସ୍ଥ୍ୟ ଓ ସ୍ୱାସ୍ଥ୍ୟରକ୍ଷା ପରିଚାଳନା

- ପ୍ରଥମ ଅଧ୍ୟାୟ - ଖାଦ୍ୟ ଓ ପୁଷ୍ଟି
- ୧.୧ - ଖାଦ୍ୟ, ପୁଷ୍ଟିର ସଂଜ୍ଞା ଓ ଅର୍ଥ
  - ୧.୨ - ଖାଦ୍ୟର କାର୍ଯ୍ୟ
  - ୧.୩ - ଖାଦ୍ୟର ଶ୍ରେଣୀ ବିଭାଗ ଓ ପୌଷ୍ଟିକ ମୂଲ୍ୟ
  - ୧.୪ - ଶସ୍ୟବୀଜ, ତାଲି, ପନିପରିବା, ଫଳ, ଦୁଗ୍ଧ ଓ ଦୁଗ୍ଧଜାତ ଘିଅ ଓ ତେଲ, ମାଛ, ମାଂସ, ଅଣ୍ଡା ଓ ଚିନି
  - ୧.୫ - ଦୈନିକ ପୌଷ୍ଟିକତାର ଆବଶ୍ୟକତା
  - ୧.୬ - ସୁସ୍ଥ ଖାଦ୍ୟ
  - ୧.୭ - ପ୍ରୋଟିନ୍ ଶକ୍ତି ଅପପୁଷ୍ଟି (PEM)
- ଦ୍ୱିତୀୟ ଅଧ୍ୟାୟ - ସ୍ୱାସ୍ଥ୍ୟ ପରିଚାଳନା
- ୨.୧ - ସ୍ୱାସ୍ଥ୍ୟର ସଂଜ୍ଞା ଓ ଅର୍ଥ
  - ୨.୨ - ଉତ୍ତମ ସ୍ୱାସ୍ଥ୍ୟର ସୂଚକ (Indication of Health)
  - ୨.୩ - R.C.H, M.C.H  
(ପ୍ରଜନନ ଓ ଶିଶୁ ସ୍ୱାସ୍ଥ୍ୟ)
  - ୨.୪ - ଜାତୀୟ ସ୍ୱାସ୍ଥ୍ୟ ପ୍ରଣାଳୀ/ଅଙ୍ଗୀକାର  
(National Health Policy)
  - ୨.୫ - ସ୍ୱାସ୍ଥ୍ୟ ସଚେତନତା
    - ଶିକ୍ଷା ଓ ଗଣ ମାଧ୍ୟମର ଭୂମିକା
    - ସମାଜସେବୀ ସଂସ୍ଥାର ଭୂମିକା
    - ଆଇନ୍ ବ୍ୟବସ୍ଥା
- ତୃତୀୟ ଅଧ୍ୟାୟ - ପୁଷ୍ଟିର ପରିଚାଳନା
- ୩.୧ - ଜୀବନର ବିଭିନ୍ନ ପର୍ଯ୍ୟାୟରେ ପୁଷ୍ଟି-ଗର୍ଭାବସ୍ଥା ଓ ସ୍ତନ୍ୟଦାତ୍ରୀର ପୁଷ୍ଟି
  - ୩.୨ - ବିଭିନ୍ନ ପରିସ୍ଥିତି କରୁଥିବା ପୁରୁଷ ଓ ସ୍ତ୍ରୀଙ୍କର ଦୈନିକ ସୁସ୍ଥ ଖାଦ୍ୟ (ହାଲୁକା, ମଧ୍ୟମ ଓ କଠିନ ପରିସ୍ଥିତିକାରୀ)
  - ୩.୩ - ଶୈଶବ, କିଶୋର ଓ ବୟସ୍କ ବ୍ୟକ୍ତିଙ୍କ ପୁଷ୍ଟି
  - ୩.୪ - କୁ ପୋଷଣ ଜନିତ ରୋଗ ଓ ଏହାର ପୁଷ୍ଟିସାଧନ ଓ ପଥ୍ୟ ମେଦଳତା
  - ୩.୫ - ରକ୍ତହୀନତା
  - ୩.୬ - ଖାଦ୍ୟସାର 'କ' ଅଭାବ ଜନିତ ରୋଗ
- ଚତୁର୍ଥ ଅଧ୍ୟାୟ - ଜନ ସ୍ୱାସ୍ଥ୍ୟ ସେବା (Public Health Services)
- ୪.୧ - ଜନ ସ୍ୱାସ୍ଥ୍ୟ ସେବା ପ୍ରଦାନକାରୀ ଯୋଜନା ବା ସଂସ୍ଥା ସରକାରୀ ଓ ବେସରକାରୀ
  - ୪.୨ - ପରିବାର କଲ୍ୟାଣ ସେବା (Family Welfare Services)
  - ୪.୩ - ଏହାର ଅର୍ଥ ଓ ପରିସର

- ୪.୪ - ପରିବାର କଲ୍ୟାଣ କାର୍ଯ୍ୟାବଳୀ (କେନ୍ଦ୍ର ଓ ରାଜ୍ୟସ୍ତରରେ)
- ୪.୫ - ମାତା ମୃତ୍ୟୁର କାରଣ ଓ ପ୍ରତିକାର
- ୪.୬ - ଶିଶୁ ମୃତ୍ୟୁର କାରଣ ଓ ପ୍ରତିକାର
- ପଞ୍ଚମ ଅଧ୍ୟାୟ - ସ୍ୱାସ୍ଥ୍ୟ ରକ୍ଷା
- ୫.୧ - ସଂକ୍ରମଣର ଅର୍ଥ
- ୫.୨ - ସଂକ୍ରମଣର ଉତ୍ସ
- ୫.୩ - ସଂକ୍ରମଣ ମାର୍ଗ
- ୫.୪ - ସଂକ୍ରମଣ ନିବାରଣ
- ୫.୫ - ଖାଦ୍ୟ ଓ ଜଳବାହିତ ରୋଗ (ବିସ୍ତୃତିକା, ଆମାଶୟ, ଆନ୍ତ୍ରିକ ଜ୍ୱର)
- ୫.୬ - ବାୟୁବାହିତ ବା ଅନ୍ୟାନ୍ୟ ସ୍ପର୍ଶଜନିତ ରୋଗ (ମିଳିମିଳା, ହାଡ଼ଫୁଟି, ମେଲେରିଆ)
- ୫.୭ - ଏଚ୍.ଆଇ.ଭି / ଏଡ଼ସ୍, ସାଇନ୍ ଫ୍ଲୁ  
(H.I.V. / AIDs, Swine Flu)

# ଦଶମ ପତ୍ର

## ସଂକ୍ଷିପ୍ତ ପ୍ରସ୍ତୁତି (Dissertation)

ଯେକୌଣସି ଏକ ଏନ୍‌ଜିଓର ନିର୍ଦ୍ଦିଷ୍ଟ କାର୍ଯ୍ୟକ୍ରମର ହିତାଧିକାରୀଙ୍କ ଉପରେ ପ୍ରଭାବର ସଂକ୍ଷିପ୍ତ ବିବରଣୀ ପ୍ରସ୍ତୁତିକରଣ ।

(Impact study on the beneficiary of the specific programme of a NGO)

# **Syllabus for PG Diploma Course in NGO Management (English Medium)**

## **PAPER – I**

### **CONCEPTS AND FUNCTIONS OF NGO**

#### **Objective :**

- To introduce the students to NGO Sector.
- To provide an overview of NGOs.
- To introduce the Basic Concepts.
- To provide basic managerial skills for NGO personal.

UNIT - I	NGOs – An Introduction, Concepts and Functions.
UNIT - II	NGOs – Environment, Taxonomy, Mega and Micro – Environmental Threats and Opportunity and its impact. Concept of PESTLE analysis.
UNIT - III	Issues in NGO Management challenges of NGO Management, Development issues, Development indicators, Poverty (Exploitation, Vulnerability and Powerlessness) and Development.
UNIT - IV	Problems of NGOs – Problem identification, Problems faced by NGOs, Managerial role in problem solving, Governance and leadership.
UNIT – V	Strategy and planning for NGOs – Elements of Strategy, SWOT analysis, Process of Management – Planning, Organization, Delegation, Co-ordination, Core-Competency and Capacity Building.

**PAPER – II**  
**ADMINISTRATION OF NGOs**

**Objective :**

- To equip the students for formation of NGO.
- To equip students to manage all aspects of NGO Manpower, Finance, Marketing and Project Management.

- UNIT - I      Legal procedures for establishment of NGOs – Trust and Society and their differences. Formation of Trust and Society. Registration procedure for NGO. Tax Reliefs under various Acts.
- UNIT - II      Office Procedure and Documentation – Documents of trust and society. Contents of Memorandum of Association (MOA), Importance of by-laws, Registration under Company’s Act. Difference between public and private trust.
- UNIT - III     Basics of Accounting, Budgeting and Resource Mobilization. Basic principles of accounting, steps in accounting, Book of Accounts, Terms used in Journal, ledger and Trial – Balance. Financial year closing Accounts for Audit – Capital Fund, Fixed Assets, Resource Mobilization, Rules regarding receipt of funds from foreign countries.
- UNIT – IV     Social Marketing – Principles and Concepts of Marketing, difference between selling and marketing, Concepts of Marketing Mix, Concept of Social Marketing. Distinguish between social and commercial marketing. Fundamental Component of Social Marketing. Behavioral Change, Challenges for NGO Community in Social Marketing. Corporate Social Responsibility and Social Marketing.
- UNIT – V      Project Management – Basic Concepts of Project Management, Project identification, Project life cycles and success factors.

### **PAPER – III**

#### **NGOs, CO-ORDINATING AGENCIES, FUNDING AGENCIES AND SCHEMES**

##### **Objective :**

- To expose students to the success stories of NGO and other organization International / National / Regional level.
- To account students with schemes available under Government of India.

UNIT - I	International Organizations Oxfam, CARE, Action Aid, Red-Cross, Rotary International, UN AIDs, Amnesty International, Transparency International, CIVICUS, BRAC (Bangladesh). Save the Children and Help-age.
UNIT – II & UNIT - III	National and Regional Organization. CYSD, AGRAGAMI, BISWA, PRADAN, AWARD, DISHA, VANI. SEWA, Peoples Union for Civil Liberty, Myrada, Paribartan, Gramvikas, Basundhara.
UNIT – IV & UNIT – V	Schemes for NGOs <b>Under various Ministries Government of India.</b> (Ministry of Agriculture, Communication and Information Technology, Consumer Affairs, Food and Public Distribution, Culture and Tourism, Environment and Forest, Food Processing Industries, Health and Family Welfare, Human Resource Development, Labour, Non conventional Energy Sources, Rural Development, Science & Technology, Social Justice and Empowerment). NABARD and Human Rights Commission.

**PAPER – IV**  
**SOCIAL WORK AND DEVELOPMENTAL ADMINISTRATION**

**Objective :**

- To expose student with basic concepts and processes of social work.
- To provide basics of Training/ Field work.

- UNIT - I      Meaning, Scope, Evolution and Growth of Social Work. Social Development, Social Change and Developmental Administration. NGOs and Social Work, Goals of Development.
- UNIT - II      Social Work Values and Ethics. Reconciling Personal and Professional Values, Cultural and Religious Values. From Values to Action, Nature of Social Work Mission.
- UNIT - III     Public Welfare Program. Responsibility of state for welfare program. Structural arrangement of public welfare system in India – Central, State, District and Local. Process of Community Participation in social welfare programs – National Literacy Mission 2009, JNNURM Pradhanmantri Gramina Sadak Yojana, Sampurna Gramina Rojgar Yojana. National Rural Employment Guarantee Scheme, Gopabandhu Gramina Yojana, Sworna Jayanti Gramswa Rojagar Yojana.
- UNIT – IV     Planning and Development. Planning Commission and National Development Council, State and District planning, Community Development Program. Urban Community Development and Rural Community Development.
- UNIT – V      Field Work Training and Social Work. Field Work Training, Supervision, Orientation Training, Work with Individuals, Work with Groups, Study Tours, Rural Social Work Campus, Field Work and Field Work Evaluation.

**PAPER – V**  
**FOUNDATIONS OF SOCIOLOGY AND NGO**

**Objective :**

- To provide a Theoretical Foundation in Sociology.
- To introduce dynamics Indian Society.
- To introduce Role of NGO in Social Change and progress.

- UNIT - I      Sociology – Meaning, Nature, Scope and importance. Development and perspectives, Need of Sociology for NGO activists.
- UNIT - II      Basic Concepts – Introduction to Society – Society, Community, Organization, Social Group, Culture and Social control – Meaning, characteristics and types. Voluntary service – Nature, Distinction between voluntary organizations and NGOs.
- UNIT - III     Contemporary Indian Society – continuity and change, social Institutions and Social change – family, Marriage, Religion, Caste, class, Women and Society.
- UNIT - IV     Social problems and Social change. Political Institutions : State, Constitution – basic characteristics, Decentralization of power and Panchayati Raj. Basic features of Indian Economy.
- UNIT – V      NGOs and changing trends of development. State, market and third sector, Self-Help Group (SHG) and Empowerment of Women, Role of NGOs in Civil Society.

**PAPER – VI**  
**MANAGERIAL COMMUNICATION SKILL AND DEVELOPMENT**

**Objective :**

- To equip student with basic communication skills.
- To provide skills for succeeding in getting a job.

- UNIT - I Introduction to Official Documentation and Business Communication. Basic Concepts of Business Communication, Principles of Good Writing, Format and types of Business Letter. Procedure of Filing and File Movements, E-filing.
- UNIT - II Managerial Communication (Written)  
Official Letters, Memos, Notice, Circular, Letter Relating to Personnel Department, Correspondence with Banks, E-mails, Fax, Correspondence with Media, Drafting of Advertisements, Report Writing.
- UNIT - III Business Etiquettes and Executive Manners.  
Etiquette in Office, Meetings, Seminars and Conferences, How to dress up according to the occasion, Dress Code, Table manners, Dining etiquettes, Elevator etiquettes, Electronics etiquettes.
- UNIT - IV Succeeding in Job Interviews  
Writing a C.V. and Cover Letter, JOB INTERVIEWS, Over-coming Common Mistakes in Interview, Confidence Building.
- UNIT – V Group Discussion  
Basic Concepts of Group Discussion, Types of Group Discussion, Preparation for group Discussion, Process of Group Discussion, Category of Topics in Group Discussion, What is observed in Group Discussion. Critical Success Factors in Group Discussion, Overcoming Mistakes in Group Discussion.

**PAPER – VII**  
**RESEARCH METHODOLOGY**

**Objective :**

- To give an overview on basic concepts of Research Methodology specific to Social Science.
- To equip students to carry out field study and research.
- To equip students to write project reports.

- UNIT - I      Research Methodology : An Introduction, Meaning of Research, Objectives of Research, Types of Research and Features of Scientific Research.
- UNIT - II     Hypothesis, Formulation of Research Problem and Research Design.
- UNIT - III    Sampling, Data Collection, Questionnaire, Interview, Schedule, Observation and Case Study.
- UNIT – IV    Data Processing, Data Analysis and Projective Techniques, Content Analysis. Fundamentals of Measurement – Mean, Median and Mode.
- UNIT – V     Report Writing : Writing Abstract, Different steps of writing Reports, Types of Reports, Layout of Reports, Basic Style sheet – APA, Writing References.

**PAPER – VIII**  
**PUBLIC HEALTH POLICY AND MANAGEMENT**

**Objective :**

- To acquaint students with basics of Public Health, Health Education, Population and Family Planning.

- UNIT - I Health status of India – An Introduction, Health care in India – A brief overview, World Health Assembly 1977. Health Indexes of India. Trends of Health Care in India.
- UNIT - II Health Care – Primary, Secondary and Tertiary, Major diseases in India – Malaria, TB, Leprosy, Blindness, HIV and AIDs, Bird Flue and Swine Flue and Diabetic Mellitus.
- UNIT - III Health programs in India and their short-comings. Universal Immunization, Plus Polio, National Aids Control Program, National Cancer Control Program, National Health Policy 2002, National Urban Health Mission, National Rural Health Mission, AYUSH Scheme, Janani Surakshya Yojna. Health Policy Under XIIth Five Year Plan.
- UNIT – IV Health Education – Scope and Socio-Scientific Basis, Primary and Secondary Stage. Awareness and Communication Strategy for Health Education.
- UNIT – V Population and Family Planning. Population of India – An Overview (2001 Census). Challenges for Population Stabilization. Population Policy in India and Family Planning.

**PAPER – IX  
DISASTER MANAGEMENT**

**Objective :**

- To provide basic knowledge on various kinds of disaster.
- To provides basic skills for preventive measures for disaster and for management post disaster activities.

UNIT - I	Disaster – Meaning, Classification and an Overview. Environmental Issues and Disaster.
UNIT - II	Pre-disaster preparedness and precautions, Flood, Cyclone, Earthquake, Tsunami, Sun-Stroke, Drought, Epidemics, Pandemics and Endemics. Role of NGO in Management of preparedness..
UNIT - III	Post – Disaster Management Agencies. Evacuation, Corpse Disposal, Rehabilitation, Sanitation, Fooding, Medical Care, HAM Radio. Relief and Rehabilitation. Search, Rescue, Evacuation, Refugee Camp Management. First Aid, Cleaning Operation, Counseling for Trauma, Public Health and disease Management. Role of NGO in post Disaster Management. Co-ordination with Government Agencies.
UNIT - IV	Disasters in Orissa. Flood, Cyclone, Earthquake, Drought, Sun-Stroke. Orissa Relief Code.
UNIT – V	Issues in Disaster Management. Education for disaster management, Risk Reduction, Social Vulnerability, Financial Management of Disaster, Communication and disaster. Disasters and impact on Poverty. Corporate Social responsibility and disaster. Community and disaster management. Essentials of urban risk reduction. Government planning for disaster management. Application of technology in disaster management.

**PAPER – X  
DISSERTATION / PROJECT REPORT**

**Objective :**

- To give practical training and exposure for research.
- To equip a students to study structure, management, activities of a NGO and make an impact study.

**PARTICIPANTS OF AUTHORS WORKSHOP HELD ON 14<sup>TH</sup>& 15<sup>TH</sup>  
SEPTEMBER,2009**

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## SCHEDULE OF THE PROJECT

DATE	TASK	STATUS
<b>5<sup>th</sup> September,2009</b>	A special meeting of the management Board of Studies to finalize the Syllabi and regulation of the proposed course.	<b>TASK COMPLETED</b>
<b>10<sup>th</sup> September,2009</b>	Approval of the proceedings of the Management Board of Studies by the Vice-Chancellor.	<b>TASK COMPLETED</b>
<b>14<sup>th</sup> and 15<sup>th</sup> September,2009</b>	Author's Workshop on preparation of courseware in Oriya.	<b>TASK COMPLETED</b>
<b>10<sup>th</sup> October,2009</b>	Conclave with the representatives of NGOs who would act as partners for conducting training and project work.	<b>UNDER PROCESS</b>
<b>15<sup>th</sup> November,2009</b>	Calling for applications for admission into Certificate course.	
<b>30<sup>th</sup> November,2009</b>	One day Training programme for the counselors.	
<b>30<sup>th</sup> November,2009</b>	Completion of preparation of courseware.	
<b>15<sup>th</sup> December</b>	Completion of printing of courseware.	
<b>30<sup>th</sup> December</b>	Completion of the process of admission into the course.	
<b>7<sup>th</sup> January,2010</b>	Launching of the Certificate Course.	