

Project
Sashakt
NGO Capacity Building

Training on

**NGO Governance,
Resource Mobilization,
Reporting and Documentation**

Date:

22 - 26 November, 2022

Venue:

Vishwa Yuvak Kendra, New Delhi

Module 1(M1) : Training on NGO Governance and Due Diligence
Training Venue : S-1 Conference Hall

Agenda

Day-01: 22.11.2022 (Tuesday)			
Time Slot		Particulars	Speaker/Facilitator
09.30 am	10.00 am	Registration	VYK Team
Inaugural Session			
10.00 am	10.05 am	Lighting of Lamp	Distinguished Dignitaries
10.05 am	10.12 am	Welcome Address & Objective of the training programme	Mr. Ajit Kumar Rai Sr. Officer- Sustainability & Development
10.12 am	10.20am	Overview of Project Sashakt	Ms. Mukta Bhardwaj Programme Officer, VYK
10.20 am	10.30 am	Inaugural Address by Guest of Honour	Ms. Sakina Baker Head- CSR, Bosch Limited & Bosch India Foundation
10.30 am	10.55 am	Inaugural speech by the Hon. Chief Guest	Dr. Rajesh Tandon Founder-President Participatory Research in Asia (PRIA)
10.55 am	11.05 am	Capacity Enhancement of NGO representatives & its importance	Mr. Uday Shankar Singh Chief Executive Officer, VYK
11.05 am	11.13 am	Greetings & About Bosch India Foundation	Ms. Sweety Bosch CSR Team
11.13am	11.20 am	Vote of thanks	Mr. Manjunath K Programme Officer, VYK
11:20am	11:25am	Group Photo	Mr. Rakesh Singh Programme Officer, VYK
11.25 am	11.40 am	Tea Break	
11.40 am	11.50 am	About VYK	Ms. Sukanya S Nair Programme Associate- VYK
11.50 am	12.50 am	Introduction of Participants	Mr. Anand Kumar Programme Officer, VYK
12.50 pm	01.05 pm	Administrative Instructions	Mr. Rajat Thomas Programme Officer, VYK
01.05 pm	02.00 pm	Lunch Break	
Technical Session			
02.00 pm	02:05 pm	About the session and an introduction of the resource person	Ms. Mukta Bhardwaj Programme Officer, VYK
02:05 pm	03:30 pm	<ul style="list-style-type: none"> NPO Governance: Structure and Processes Governance- Legal Requirements 	Dr. Harish Vasishth Executive Director- Credibility Alliance
03.30 pm	03.45 pm	Tea Break	
03:45 pm	05:00 pm	<ul style="list-style-type: none"> Ethical Issues in organisational Governance Transparency & Accountability 	Dr. Harish Vasishth Executive Director- Credibility Alliance
05:00 pm	06:15 pm	<ul style="list-style-type: none"> Leadership Role & Strategic Management Framework of Strategic Plan 	Dr. Harish Vasishth Executive Director- Credibility Alliance

Day-02: 23.11.2022 (Wednesday)			
Time Slot		Particulars	Speaker/Facilitator
09.30 am	09.35 am	Prayer	All Participant- Ms. Ranvir Singh, Officer- Sustainability & Development
09.35 am	09.50 am	Recap of the previous day sessions	Selected Participant- Ms. Ranvir Singh, Officer- Sustainability & Development
09.50 am	10.00 am	About the session and an introduction of the resource person	Ms. Mukta Bhardwaj, Programme Officer, VYK
10.00 am	11.30 am	Management of Human Resources	Mr. Rajneesh Singh Managing Partner- SimplyHR Solutions LLP
11.30 am	11.45 am	Tea Break	
11.45 am	01.30 pm	Conflict Management	Mr. Rajneesh Singh Managing Partner- SimplyHR Solutions LLP
01.30 pm	02.30 pm	Lunch Break	
02:30 pm	02:35 pm	About the session and an introduction of the resource person	Mr. Rajat Thomas Programme Officer, VYK
02.35 pm	03.45 pm	<ul style="list-style-type: none"> Employee Welfare and its Compliance Organizational Policies 	Ms. Anjali Makhija Trustee and CEO- Sehgal Foundation
03.45 pm	04.00 pm	Tea Break	
04.00 pm	05.30 pm	Building conducive environment in organization and ethical practices	Ms. Anjali Makhija Trustee and CEO- Sehgal Foundation

Day-03: 24.11.2022 (Thursday)

Time Slot		Particulars	Speaker/Facilitator
09.30 am	09.35 am	Prayer	All Participants - Mr. Rakesh Singh Programme Officer, VYK
09.35 am	09.50 am	Recap of the previous day sessions	Selected Participant- Mr. Brajesh Kumar, Officer- Reporting & Documentation
09.50 am	10.00 am	About the session	Mr. Manjunath K Programme Officer- VYK
10.00 am	11.30 am	Organizational Management & Overview	Dr. Harish Vasishth Executive Director- Credibility Alliance
11.30 am	11.45 am	Tea Break	
11.45 am	01.30 pm	Project Management Cycle	Dr. Harish Vasishth Executive Director- Credibility Alliance
01.30 pm	02.30 pm	Lunch Break	
02.30 pm	03.45 pm	<ul style="list-style-type: none"> Organizational Preparedness for due diligence Credential and Certification 	Dr. Harish Vasishth Executive Director- Credibility Alliance
03.45 pm	04.00 pm	Tea Break	
04.00 pm	05.30 pm	Office and Assets Management	Dr. Harish Vasishth Executive Director- Credibility Alliance

Day-04: 25.11.2022 (Friday)

Time Slot		Particulars	Speaker/Facilitator
09.30 am	09.35 am	Prayer	All Participants- Mr. Pardeep Khatri, Officer- MIS
09.35 am	09.50 am	Recap of the previous day sessions	Selected Participant- Mr. Pardeep Khatri, Officer- MIS
09.50 am	10.00 am	About the session and an introduction of the resource person	Mr. Ajit Kumar Rai Sr. Officer- Sustainability & Development
10.00 am	11.30 am	<ul style="list-style-type: none"> Financial Management Accounting System and Book Keeping for NPOs 	CA (Dr.) Subhajit Sahoo Founder & Principal Partner S. Sahoo & Co. Chartered Accountants
11.30 am	11.45 am	Tea Break	
11.45 am	01.30 pm	Auditing	CA (Dr.) Subhajit Sahoo Founder & Principal Partner S. Sahoo & Co. Chartered Accountants
01.30 pm	02.30 pm	Lunch Break	
02:30 pm	02:35 pm	About the session and an introduction of the resource person	Mr. Ranvir Singh Officer- Sustainability & Development
02.35 pm	03.45 pm	Overview of incorporation Laws and Legal Compliance	CA Anjani Kumar Sharma Co- founder & Director- Southern Accountability & Governance (SAGA) Pvt. Ltd.
03.45 pm	04.00 pm	Tea Break	
04.00 pm	05.30 pm	Tax Laws- Compliance and Timelines FC(R)A Laws Do's and Don'ts	CA Anjani Kumar Sharma Co- founder & Director- Southern Accountability & Governance (SAGA) Pvt. Ltd.

Day-05: 26.11.2022 (Saturday)

Time Slot		Particulars	Speaker/Facilitator
09.30 am	09.35 am	Prayer	All Participants- Mr. Alok Officer- I.T & EDP
09.35 am	09.50 am	Recap of the previous day sessions	Selected Participant- Mr. Alok Officer- I.T & EDP
09.50 am	10.00 am	About the session and an introduction of the resource person	Mr. Sukanya S Nair Programme Associate- VYK
10.00 am	11.30 am	NPOs Digital presence and available platform	Mr. Karn Kohli Fundraising Digital Analytics- UNICEF
11.30 am	11.45 am	Tea Break	
11.45 am	01.15 pm	Digital content creation & Effective use of social media platforms	Mr. Karn Kohli Fundraising Digital Analytics- UNICEF
01.15 pm	02.00 pm	Lunch Break	
02:00 pm	02:05 pm	About the session and an introduction of the resource person	Ms. Mukta Bhardwaj Programme Officer- VYK
02.05 pm	03.30 pm	Stakeholders Analysis, Networking & Partnership	Mr. Harsh Jaitli CEO- Voluntary Action Network India (VANI)
03.00 pm	03.45 pm	Tea Break	
03.45 pm	04.45 pm	Action Agenda for participants	Ms. Mukta Bhardwaj Programme Officer- VYK
04.45 pm	05.00 pm	Concluding remarks	Mr. Uday Shankar Singh Chief Executive Officer, VYK
05.00 pm	05.10 pm	Vote of Thanks	Mr. Rajat Thomas Programme Officer- VYK
05.10 pm	05.20 pm	National Anthem	By all