



PUBLIC AFFAIRS FOUNDATION
Partnership for Better Governance

TRAINING REPORT

5-DAY RESIDENTIAL TRAINING COURSE ON 'CAPACITY BUILDING OF NGOs/CSOs/INDIVIDUALS'

11-15 NOVEMBER 2024



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PUBLIC AFFAIRS CENTRE
Committed to good governance



PUBLIC AFFAIRS FOUNDATION
Partnership for Better Governance

**FIVE DAYS FREE RESIDENTIAL TRAINING PROGRAMME
ON CAPACITY BUILDING OF NGOs, CSOs & INDIVIDUALS**

BY

**PUBLIC AFFAIRS CENTRE / PUBLIC AFFAIRS FOUNDATION,
BENGALURU**

TRAINING REPORT

11 to 15 November, 2024, PAC Campus, Bengaluru

Table of Contents

Contents

Context and Background	4
Welcome Address, Ms. Ashwini V, Administrator, PAC	5
Inauguration and Inaugural Speech, Ms. N T Abroo, IAS (Retd.), Director, Public Affairs Centre (PAC)	6
Introduction to the Training Programme, Dr. Syed Ajmal Pasha, Executive Director, Public Affairs Foundation (PAF)	7
Overview of Sessions	8
Day 1 Proposal Writing Dr. Sudeshna Mukherjee, Associate Professor, Department of Women’s Studies, Bangalore University	8
Session 1: Proposal Writing	8
Session 2: Research Methodology	8
Learning Outcomes/Skill Acquisition	8
Day 2 Strategic Resource (Finance) Mobilization Dr. S. Puttaswamaiah, Professor, Department of Economics, Bangalore University and Mr. M. Hidayathulla, Freelancer, Bangalore	10
Session 1: Resource Mobilisation (Dr. S. Puttaswamaiah)	10
Session 2: Financial Resource Mobilization- Examples of NGOs getting financial support and for which projects (Mr. M. Hidayathulla)	10
Learning Outcomes/Skill Acquisition	11
Day 3 Financial Management and Accounts Maintenance, Office Record Management Mr. M. Hidayathulla, Freelancer, Bangalore and Mr. Vivek Khandelwal, CSC Global, Bangalore	12
Session 1: Financial Management and Accounts Maintenance, Office Record Management (Mr. M. Hidayathulla)	12
Session 2: MCA Compliance, Corporate CSR Funding, FCRA (Mr. Vivek Khandelwal)	12
Day 4 Project Monitoring and Evaluation Dr. Syed Ajmal Pasha, Executive Director, Public Affairs Foundation, Bangalore	14
Session 1: Introduction, Framework, Indicators to Monitoring and Evaluation	14
Session 2: The focus of this session was on Qualitative and quantitative data collection and analysis, stakeholder engagement, Social Audit, Social cost-benefit analysis	14
Day 5 Leadership and Communication Skills Mr. Yoganath Singh, Training Co-ordinator, Mysore	15
Session 1: Leadership and Team Building	15
Learning Outcomes/Skill Acquisition	15
Course Feedback	17
Meeting the objectives of the training programme	17
Practical application of the hands-on exercise	17
A. Subjects covered	18

B. Resource persons.....	22
C. Infrastructure	27
D. Food	28
E. Training content.....	29
Overall experience	30
Future sessions.....	30
Session wise feedback	31
Confidence about writing proposal.....	31
Meeting expectations from this training session.....	31
Likelihood of applying what has been learnt in next proposal	32
Understanding of financial management principles.....	33
Learning key concepts	34
Confidence to apply the concepts in their work.....	34
Familiarity with resource mobilisation	35
Confidence to implement the resource strategies.....	36
Understanding of project monitoring and evaluation.....	37
Confidence about conducting project monitoring and evaluation:	37
Assessing leadership skills.....	38
Comfort regarding public speaking and communication	38
Annexure-I- Training Sessions	39
Annexure-II- List of the Participants.....	44
From the Gallery.....	45

Context and Background

Public Affairs Center (PAC) has remained committed to research, advocacy and community engagement. Aiming at promoting transparent governance and social accountability, PAC has advocated a more equitable and sustainable society, through its evaluative research reports on government policies & programmes and organising project intervention workshops. As a part of achieving its mission of advocating transparent governance and social accountability, PAC conducted a 5-day residential training programme on capacity building for NGOs, CSOs and individuals at the PAC campus, Bengaluru during 11th to 15th November, 2024.

This document is the End of Course Report for this training programme, which includes:

1. Course Overview, Schedule including learning objectives, description and outcomes.
2. Feedback from the participants.
3. List of Participants.

Welcome Address, Ms. Ashwini V, Administrator, PAC

Ms. Ashwini V welcomed all the participants, the dignitaries on the dais and staff attending the training programme. She provided a brief introduction to PAC and PAF, 30 years old not for profit, think tank, research institute based in Bangalore, founded by Dr Samuel Paul, former Director of IIM-Ahmedabad, advisor to the World Bank and a recipient of Padma Shri. The area of work of PAC and PAF includes, Academic research, Action research, Public Policy Development, Impact Evaluating, Monitoring and Evaluation, Data Analytics, Training and Capacity Building programme.

Ms. Ashwini V, Administrator, PAC



Inauguration and Inaugural Speech, Ms. N T Abroo, IAS (Retd.), Director, Public Affairs Centre (PAC)

The Director inaugurated the programme by watering the plant along with the dignitaries on dais and also invited participants to be part of inauguration.

She welcomed the participants from across India, acknowledging the strength of NGOs and their active involvement in the development sector. She emphasized that NGOs serve as the voice of citizens, enabling their concerns to be heard by the government. As a former IAS officer who had worked with the NGOs before, she emphasised on how NGOs can turn out to be a voice for the voiceless people. She also spoke about the importance of new NGOs actively participating in such kinds of training programmes to engage into an interaction for more efficient work.

Ms. N T Abroo, IAS (Retd.), Director, PAC along with participants



Ms. N T Abroo, IAS (Retd.), Director, PAC



Introduction to the Training Programme, Dr. Syed Ajmal Pasha, Executive Director, Public Affairs Foundation (PAF)

Dr. Syed Ajmal Pasha gave a brief introduction of the overall training programme. He emphasised on the importance of conducting such workshop in order to mobilise NGOs more efficiently and effectively. He informed that this training programme will be enriching with lot of knowledge with hands on activities.

Dr. Syed Ajmal Pasha, Executive Director, PAF



Overview of Sessions

Day 1| Proposal Writing | Dr. Sudeshna Mukherjee, Associate Professor, Department of Women's Studies, Bangalore University

The first day of the training programme focused on writing proposals to receive grants.

Session 1: Proposal Writing

- What is a proposal?
- Identifying the gaps in developmental issues at the grassroots level and defining the problem statement based on the gaps.
- Developing the research questions and objectives keeping in mind the criteria of the funding agency.
- Outline the budgeting, including unexpected expenditure.

Session 2: Research Methodology

- Research design
- Probability and non-probability sampling methods
- Tools for data collection
- Qualitative and quantitative data analysis

Both the sessions culminated in hands-on exercise, where the participants discussed few topics and how proposals are to be drafted.

Learning Outcomes/Skill Acquisition

- Participants learned about how to write proposals.
- Participants gained in-depth understanding of technical aspects of proposal writing that includes the methodology.
- Participants acquired knowledge of how to select funding agencies or place the application against the ToR of the funding agencies. The session also helped the participants to understand how to develop the technical and financial aspects of proposal.

Dr. Sudeshna Mukherjee delivering the session



Day 2| Strategic Resource (Finance) Mobilization | Dr. S. Puttaswamaiah, Professor, Department of Economics, Bangalore University and Mr. M. Hidayathulla, Freelancer, Bangalore

The second day of the training programme emphasised on resource mobilisation with special reference to financial resources. The session also focused on the Ministry of Corporate Affairs (MCA) guidelines pertaining to Foreign Contribution (Regulation) Act (FCRA)

Session 1: Resource Mobilisation (Dr. S. Puttaswamaiah)

- What are the different types of resources?
- How to mobilise resources that includes identifying the resources, securing and managing those resources to achieve the objectives of an organization, project, or initiative.
- Understanding different elements of resource mobilisation.
- Importance and need for diverse funding sources.
- Step by step guidelines for resource mobilisation.
- What are the strategies for fundraising?
- What are the challenges for resource mobilisation?
- Different strategies to overcome the challenges of resource mobilisation.
- Analysing in detail FCRA, 2020 guidelines, its impact on international partnerships, advantages and disadvantages

Session 2: Financial Resource Mobilization- Examples of NGOs getting financial support and for which projects (Mr. M. Hidayathulla)

The session focused on strategies for mobilizing financial resources to sustain and expand the operations of NGOs and CSOs. Participants were introduced to both domestic and international funding sources, including Corporate Social Responsibility (CSR) contributions, government grants, public donations, and foreign grants. Key strategies for effective resource mobilization, such as diversifying funding streams, building strategic partnerships, and leveraging technology for outreach, were discussed in detail.

The session also emphasized the importance of compliance with regulatory frameworks, such as CSR, Income Tax (80G and 12A), FCRA, and GST, to build trust and credibility among donors. Practical approaches, including proposal writing, grant applications, and donor engagement, were highlighted as critical tools for sustainable fundraising.

Both sessions included hands-on exercises related to financial resource mobilisation by preparing drafts related to their NGOs.

Learning Outcomes/Skill Acquisition

- Participants learned about financial resource mobilisation.
- Participants learned about resource mobilisation strategies and ways to overcome the challenges of resource mobilisation.
- Participants gained an in-depth knowledge of fundraising strategies.
- Participants acquired an understanding of CSR and FCRA guidelines in India and how to implement these in their organisations.

Dr. S. Puttaswamaiah delivering his session



Mr. M Hidayathulla delivering his session



Day 3| Financial Management and Accounts Maintenance, Office Record Management | Mr. M. Hidayathulla, Freelancer, Bangalore and Mr. Vivek Khandelwal, CSC Global, Bangalore

Session 1: Financial Management and Accounts Maintenance, Office Record Management (Mr. M. Hidayathulla)

A comprehensive session on *Financial Management and Accounts Maintenance* was conducted to empower NGO professionals with essential financial skills. The session emphasized the importance of transparent financial practices to build trust and accountability among donors and stakeholders. Participants were introduced to office record management basics, the role of financial policies, and the benefits of legal registration under Sections 12A and 80G of the Income Tax Act, which are pivotal for tax exemptions and attracting donations.

The second session focused on practical aspects, including the use of Tally software for bookkeeping, preparation of financial reports, and compiling statutory financial statements like the Income & Expenditure Statement and Balance Sheet. Participants also gained insights into audit readiness and the significance of maintaining compliance.

The final session covered bookkeeping essentials, including the maintenance of primary books of accounts such as Cash Books, Ledgers, and Journals, as well as best practices for document organization. Emphasis was laid on safeguarding records for legal compliance and enhancing the credibility of NGOs.

The sessions were interactive and well-received, equipping participants with tools to ensure financial transparency and efficiency in their organizations

Session 2: MCA Compliance, Corporate CSR Funding, FCRA (Mr. Vivek Khandelwal)

- Explaining what constitute Corporate Social Responsibility (CSR).
- Defining the legal framework for CSR.
- Describing the importance of CSR.
- Explain the strategies and best practices in CSR.
- Analysing the guidelines for CSR in India with an emphasis on the CSR Under Companies Act, 2013.
- Provided basic guidelines related to the documents needed for FCRA registration.

Mr. M Hidayathulla delivering his session



Mr. Vivek Khandelwal delivering his session



Day 4| Project Monitoring and Evaluation | Dr. Syed Ajmal Pasha, Executive Director, Public Affairs Foundation, Bangalore

Session 1: Introduction, Framework, Indicators to Monitoring and Evaluation

The whole day was used to understand, discuss, Q&A and some hands-on exercises by the participants. The topics covered are:

1. Introduction to Monitoring and Evaluation
2. Why monitoring and evaluation of projects is required?
3. Monitoring and Evaluation Framework
4. Stakeholders in Monitoring and Evaluation
5. Concurrent, Mid-term and End-Evaluation
6. Tools for Monitoring and Evaluation
7. Developing Indicators for Monitoring and Evaluation. Importance of Key Performance Indicators (KPIs) in projects implementation.

Session 2: The focus of this session was on Qualitative and quantitative data collection and analysis, stakeholder engagement, Social Audit, Social cost-benefit analysis

8. Data collection—Secondary and Primary
9. Analysis of Data
10. Use of statistical techniques in analysing the data
11. Preparing Monitoring and Evaluation Report
12. Conducting Social Audit

The trainee participants understand and learned the concept, guidelines, methodology, tools, techniques and importance of Monitoring and Evaluation of projects. This was visible from their Q&A and hands-on-exercises.

Dr Syed Ajmal Pasha delivering the session



Day 5| Leadership and Communication Skills | Mr. Yoganath Singh, Training Coordinator, Mysore

Session 1: Leadership and Team Building

- Describe the leadership qualities and how it distinguishes from the managerial roles.
- Analyse the roles of a leader
- Explain how to build a team and effective methods to build and sustain a team.

This session included a discussion related to sharing the live experiences of the participants regarding the challenges that they have encountered while working and how they have taken effective leadership roles to overcome the same.

Learning Outcomes/Skill Acquisition

- Participants learned about team management.
- Participants acquired an in-depth understanding of the role of communication in solving problems that arise during management and implementation of a project.

Mr. Yoganath Singh delivering his session



The group activity



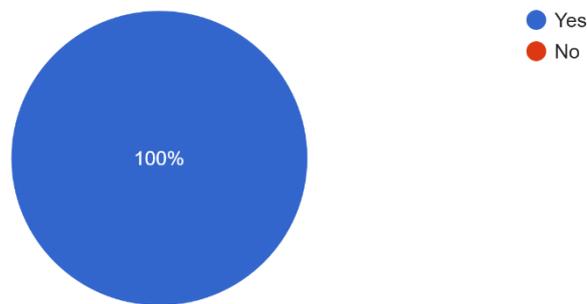
Course Feedback

This section provides the summary of the feedback received from 24 respondents, who have submitted feedback through Google form provided to them.

Meeting the objectives of the training programme: All the respondents have agreed that the training programme has successfully met its objectives.

Were the objectives of the training met?

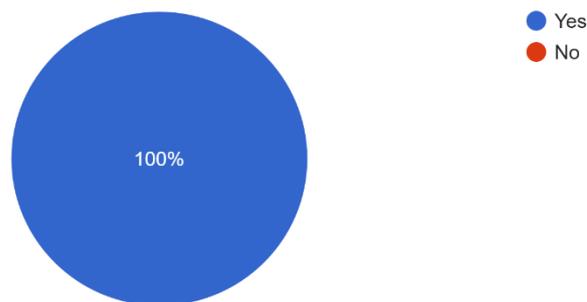
24 responses



Practical application of the hands-on exercise: All the respondents have agreed that the exercises conducted provided an understanding of practical application in their work.

Were the exercises useful in applying the learning?

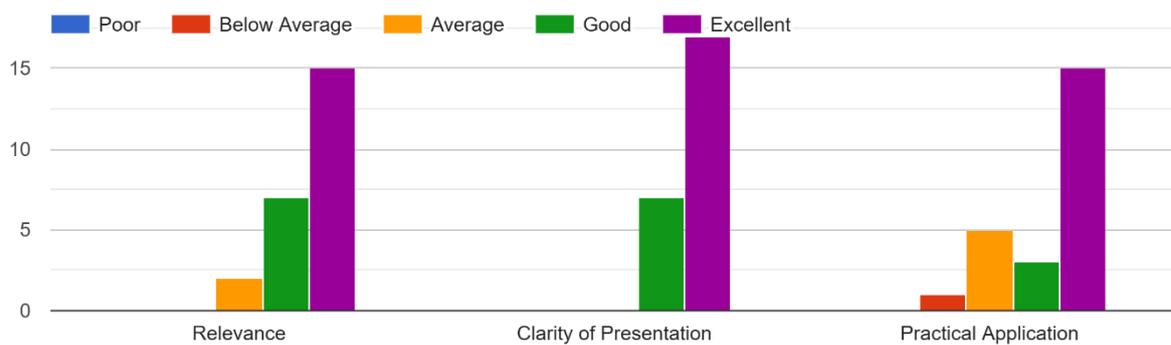
24 responses



A. **Subjects covered:** Below-mentioned charts depict the perspective of the participants about the subjects covered during the training programme based on their relevance, clarity and usefulness.

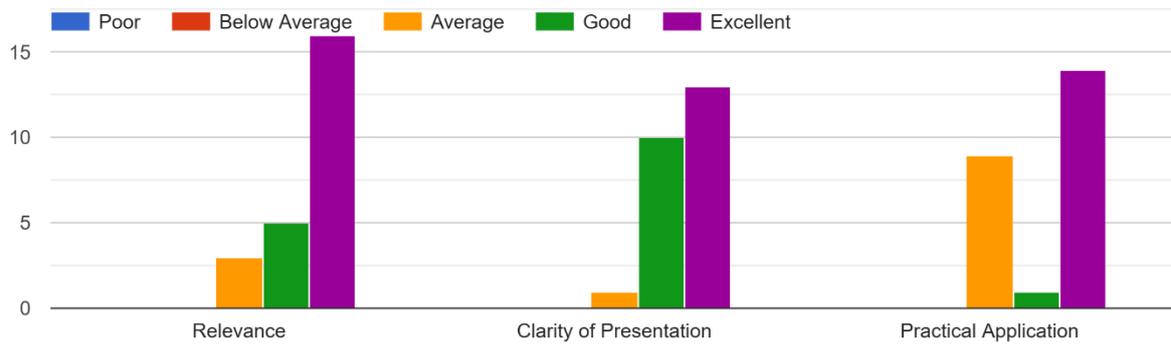
1. Proposal writing: Majority of the participants have opined that the training session provided on proposal writing was excellent in terms of relevance, clarity of presentation and its practical implementation. While some of the participants have expressed that the session focusing on practical application of proposal writing was average.

A. **Subjects Covered** Please rate the following subjects based on their relevance, clarity, and usefulness: Proposal Writing



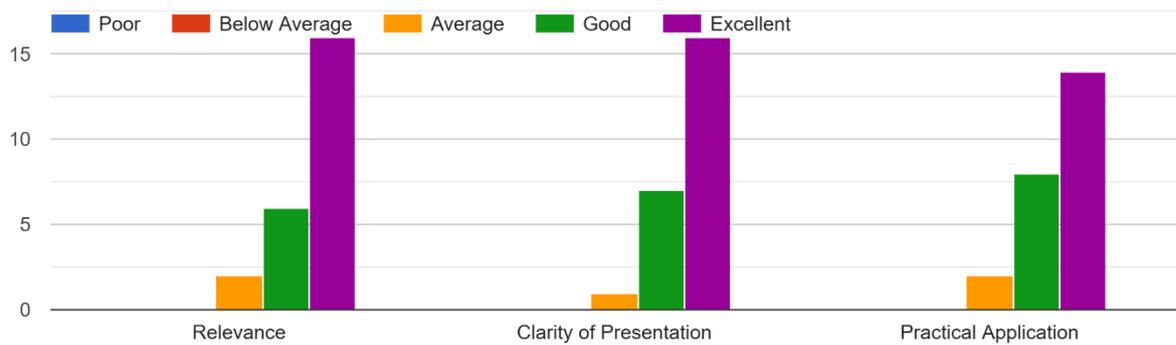
2. Financial management: Majority of the participants have opined that the training session provided on financial management was excellent in terms of relevance, clarity of presentation and practical application. However, some of the participants have illustrated that in terms of clarity of presentation and practical application, the sessions could be improved.

Financial Management



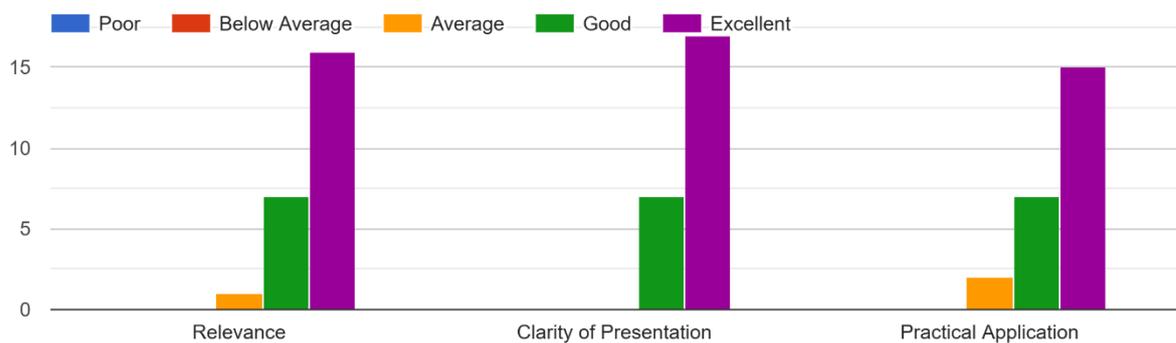
3. Resource mobilisation: Majority of the participants have opined that the training session provided on resource mobilisation was excellent in terms of relevance, clarity of presentation and its practical implementation.

Resource Mobilization



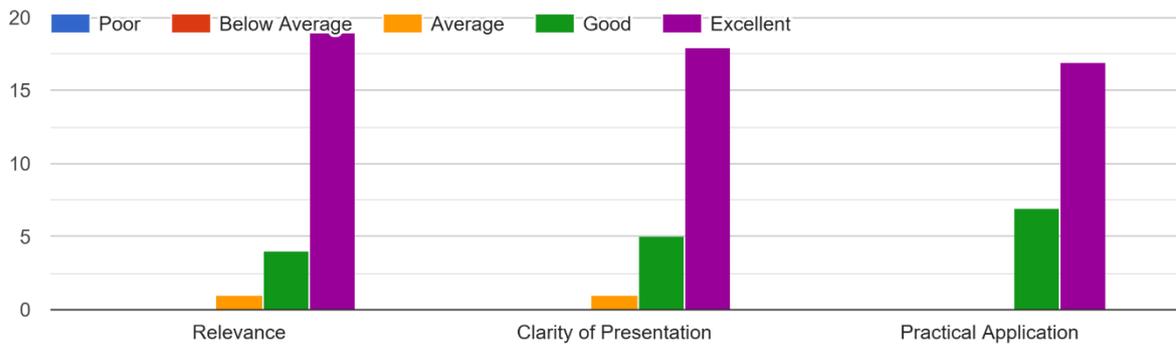
4. Project monitoring and evaluation: Majority of the participants have opined that the training session provided on project monitoring and evaluation was excellent in terms of relevance, clarity of presentation and its practical implementation.

Project Monitoring and Evaluation



5. Leadership and communication skills: Majority of the participants have opined that the training session provided on proposal writing was excellent in terms of relevance, clarity of presentation and its practical implementation.

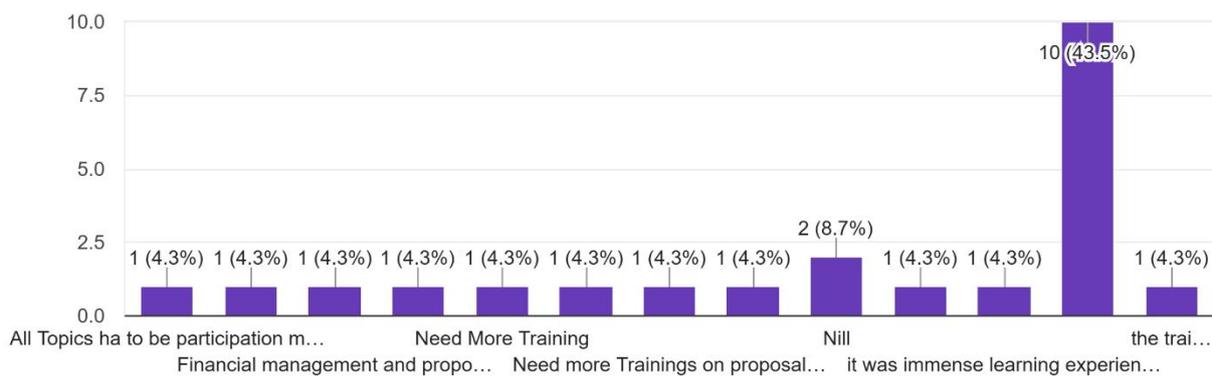
Leadership and Communication Skills



6. Comments on the subjects covered: The participants shared views that the training session was a great learning experience for them and they need more training sessions in the future with a focus on proposal writing, financial management, and project monitoring and evaluation.

Comments on Subject Content

23 responses



B. Resource persons: Below-mentioned charts illustrate the perspective of the participants about the effectiveness of the resource persons.

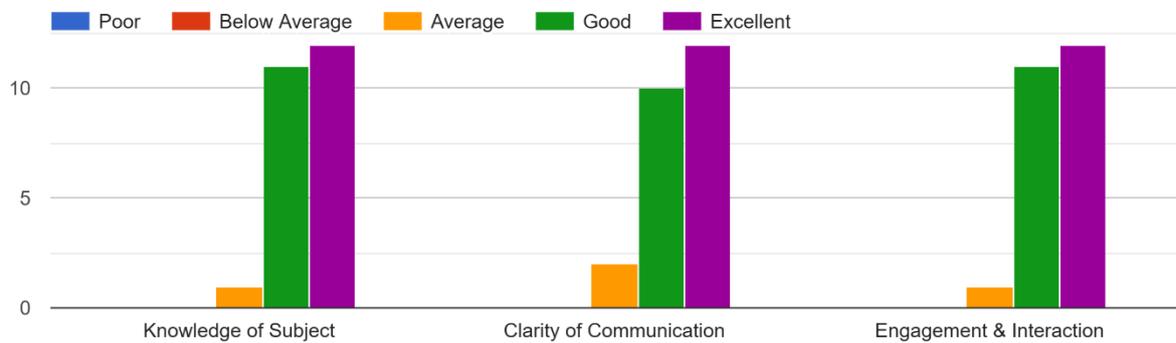
- 1. Proposal writing:** Majority of the participants have opined that the resource person, who provided training on proposal writing was excellent in terms of knowledge of the subject, communication skills and engaging into interactive sessions with the participants.

B. Resource Persons Please rate the effectiveness of the resource persons: Proposal Writing



2. Financial management: While majority of the participants have expressed their views that the resource persons, who provided training on financial management were excellent in terms of knowledge of the subject, communication skill and engaging into interactive sessions with the participants, a large number of participants have rated the resource persons as good in terms of knowledge, communication skills and engaging into interaction with the participants.

Financial Management



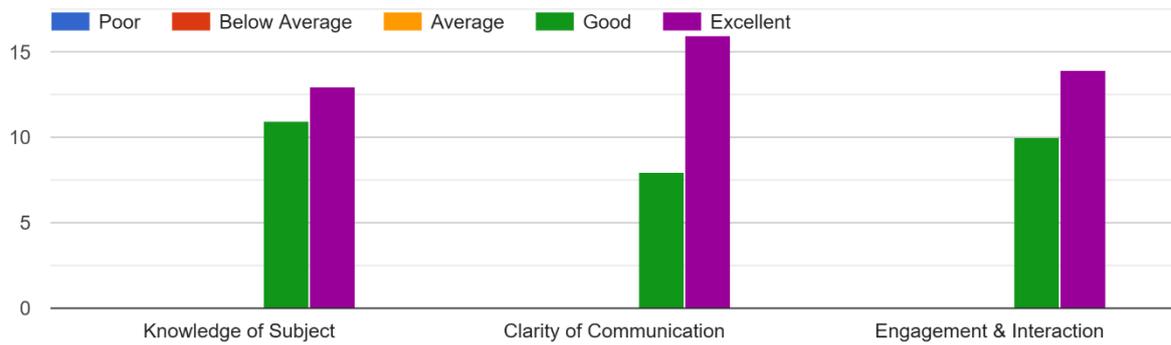
3. Resource mobilisation: The majority of the participants have suggested that the resource person, who provided training on resource mobilisation was excellent in terms of knowledge over the subject. On the other hand, majority of the participants have rated the resource person as good in terms of his communication skills and engagement with the participants in interactive sessions.

Resource Mobilisation



4. Project monitoring and evaluation: While the majority of the participants have suggested that the resource person, who provided training on project monitoring and evaluation was excellent in terms of knowledge over the subject, communication skills and engagement with the participants in interactive sessions, the remaining participants have rated them as good.

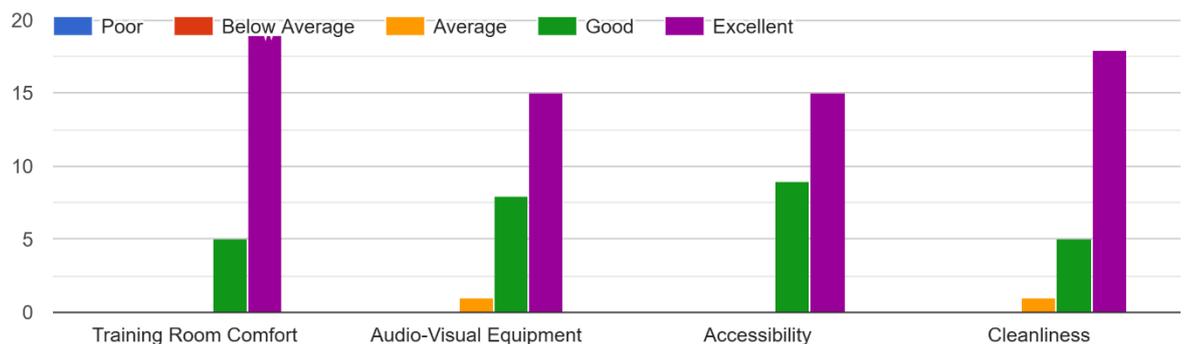
Project Monitoring and Evaluation



C. Infrastructure: Below-mentioned charts illustrate the perspective of the participants about the overall infrastructure of the training venue.

1. Training venue: The majority of the participants, i.e., 30.4% have expressed their views that the training venue was excellent in terms of training room comfort, audio-visual equipment, accessibility and cleanliness.

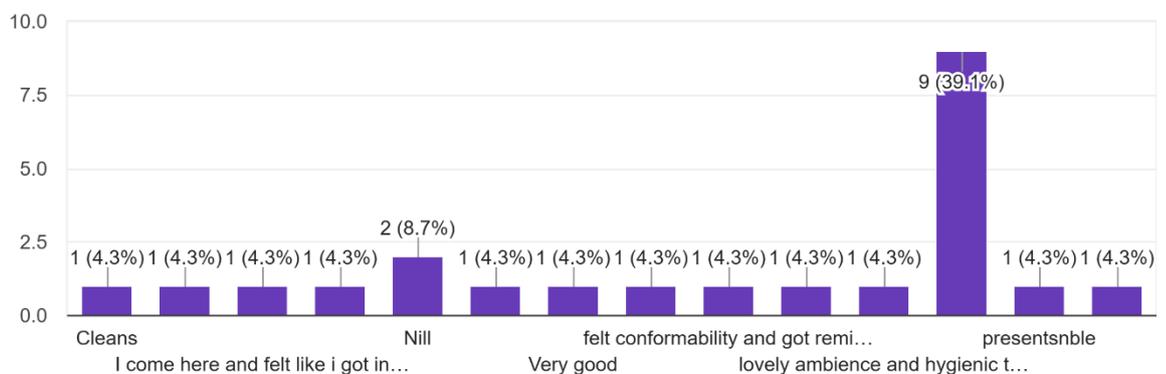
C. Infrastructure Please rate the following aspects of the training venue:



2. Other comments on infrastructure: The participants felt that cleanliness and hygienic standards was maintained, the venue was presentable and the ambiance was nice.

Other Comments on Infrastructure

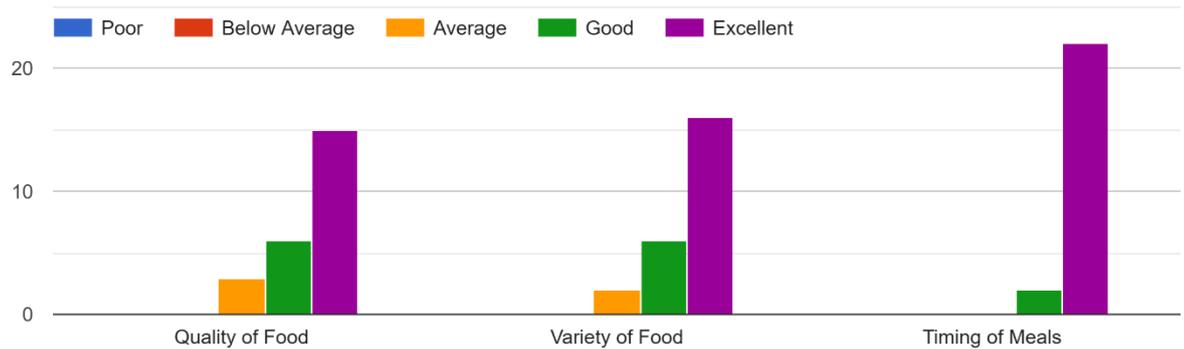
23 responses



D. Food: Below-mentioned charts show the perspective of the participants about food provided during the training session.

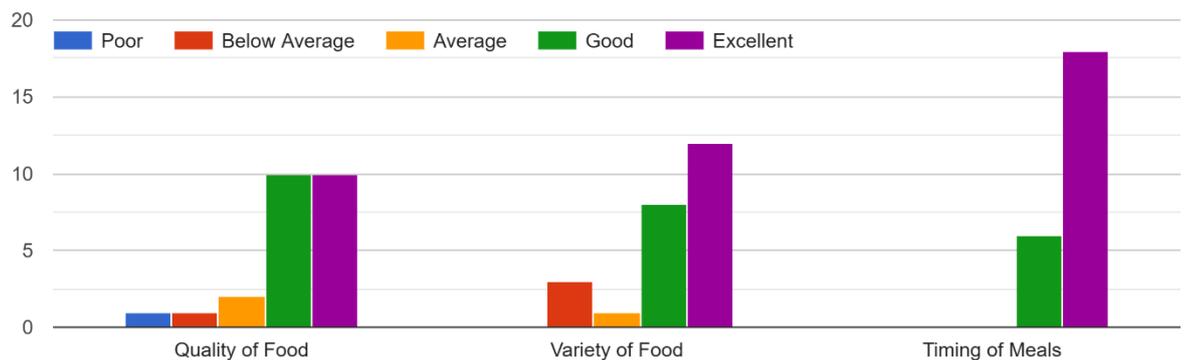
1. Training centre: Majority of the participants were satisfied with the food, in terms of the quality, variety and timing of the meals provided at the training venue.

D. Food Please rate the food provided during the training: Training Centre



2. PG: Response collected from the participants regarding the food served the PG ranged from excellent to good in terms of the quality and variety of the food served and timings of the meal.

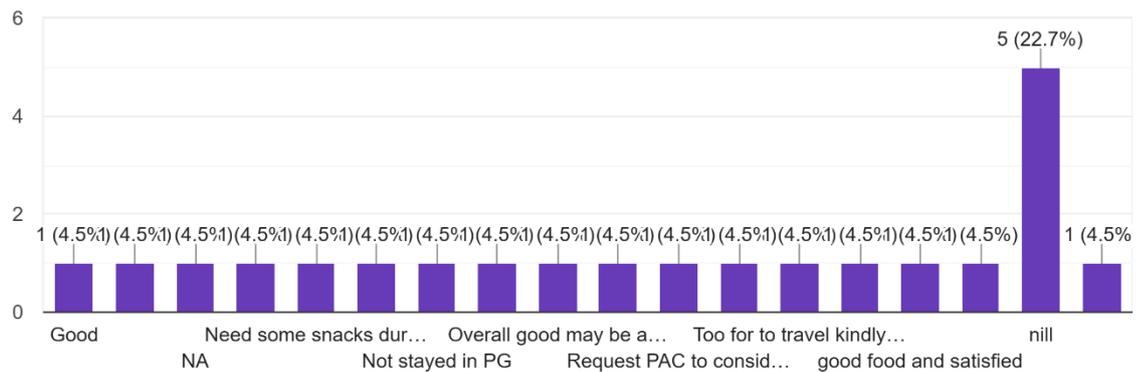
Please rate the food provided during the training: PG



3. Other comments on food: Participants have suggested to provide some snacks during break time and make better arrangements regarding travelling and food served at the PG.

Other Comments on Food

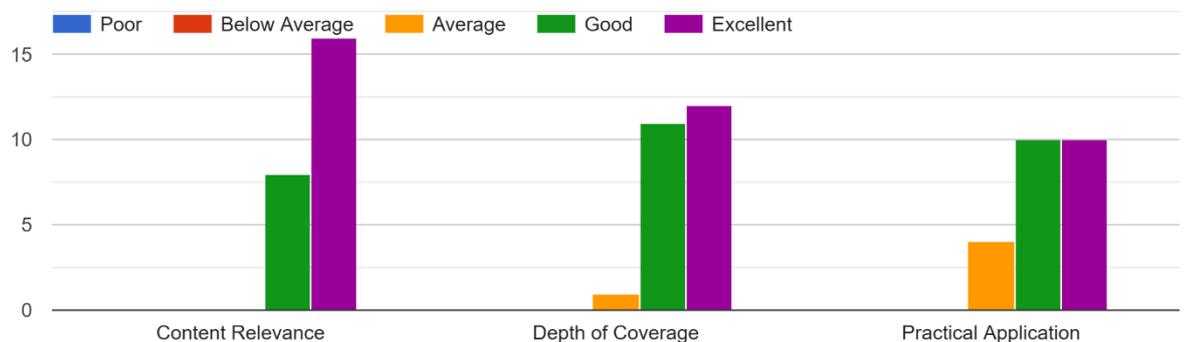
22 responses



E. Training content: Below-mentioned charts depict the perspective of the participants regarding the training contents.

1. Training contents: The majority of the participants have remarked that the contents of the training were excellent in terms of relevance, in-depth knowledge of the subject matter and its practical application.

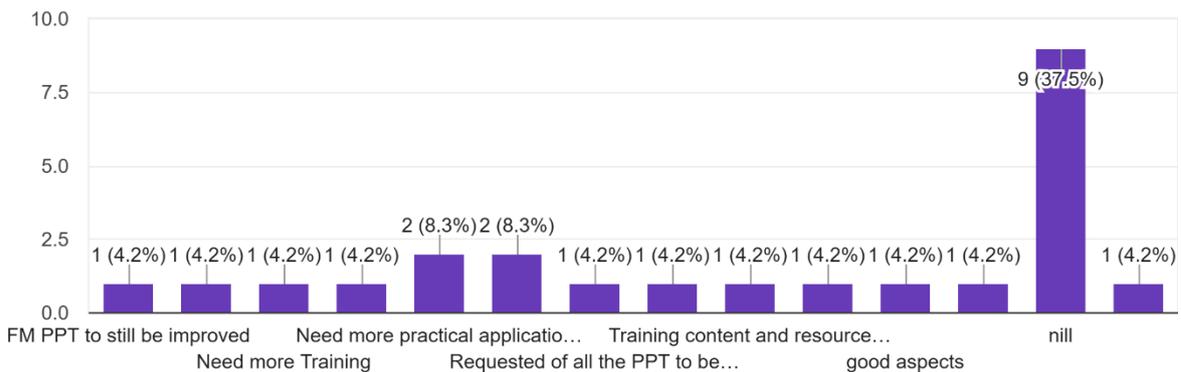
E. Training Content Please rate the overall training content:



2. Other comments on contents: The participants have expressed their willingness that PAC should conduct more such training sessions, while some of them have commented that there is a need for more sessions on practical application of the subject matter and have requested PAC to share the PowerPoint presentations.

Other Comments on Content

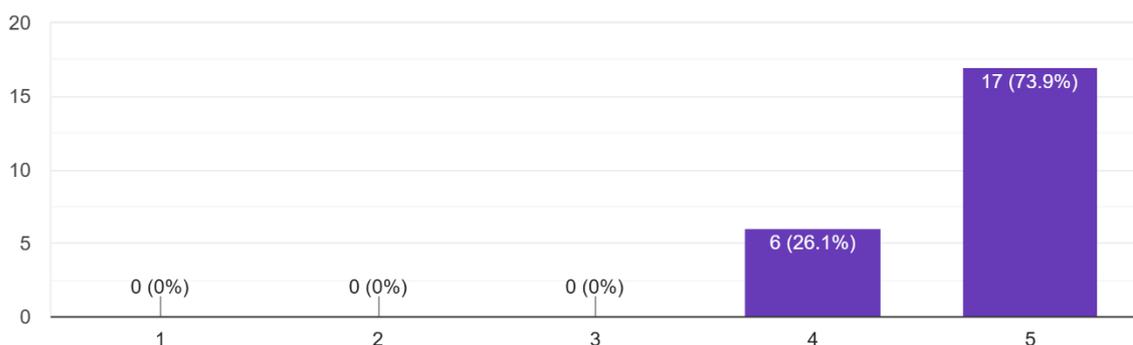
24 responses



Overall experience: Majority of the respondents (73.9%) have agreed that the training sessions were highly satisfactory, while 26.1% have explained the sessions as satisfactory.

6. Overall Experience?

23 responses



Future sessions: The participants have expressed their desire to attend more such training programmes in future that would focus more on implementation of the topics learned during the training programme and include new topics like approaching corporates for CSR grants,

crowd funding, digital and social media marketing, using AI tools, enhancing PR and communication skills, especially during field visits. The participants have also requested for creating a database containing the list of funding agencies and the contact persons from such organisations.

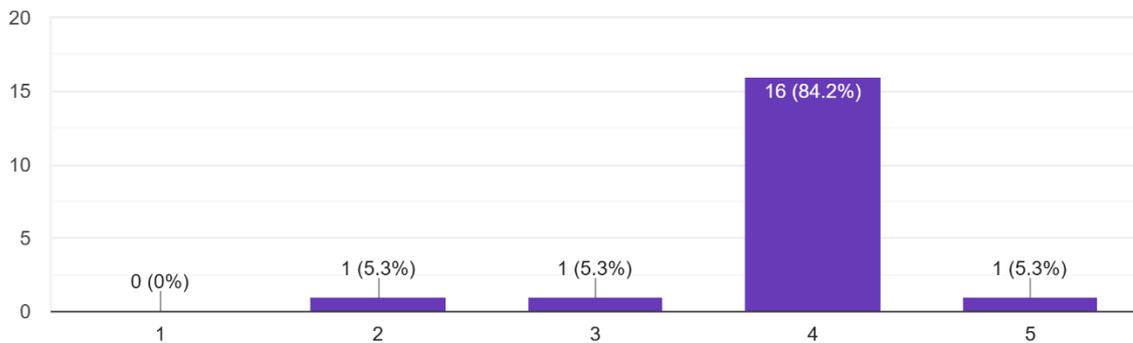
Session wise feedback: Below-mentioned charts depict the perspective of the participants on various aspects of the different training sessions conducted.

Proposal writing:

Confidence about writing proposal: Majority of the participants, that is, 84.2% have mentioned that after their training session, they felt confident about drafting their research proposal, while only 5.3% have mentioned they felt very confident about writing grants proposal.

1. How confident are you in your proposal writing skills after the training? (1-5 scale) (1-Not Confident at All, 2-Slightly Confident, 3-Moderately Confident, 4-Confident, 5-Very Confident)

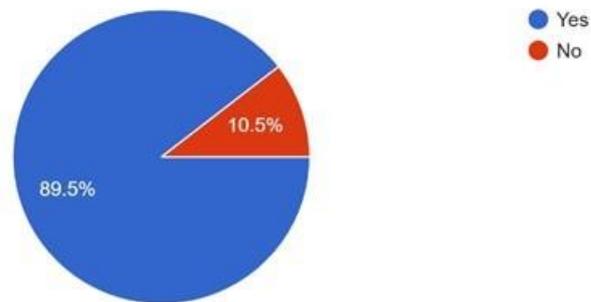
19 responses



Meeting expectations from this training session: The majority of the participants, that is, 89.5% have mentioned that the training session on writing research proposal has met their expectation.

2 Did the training meet your expectations?

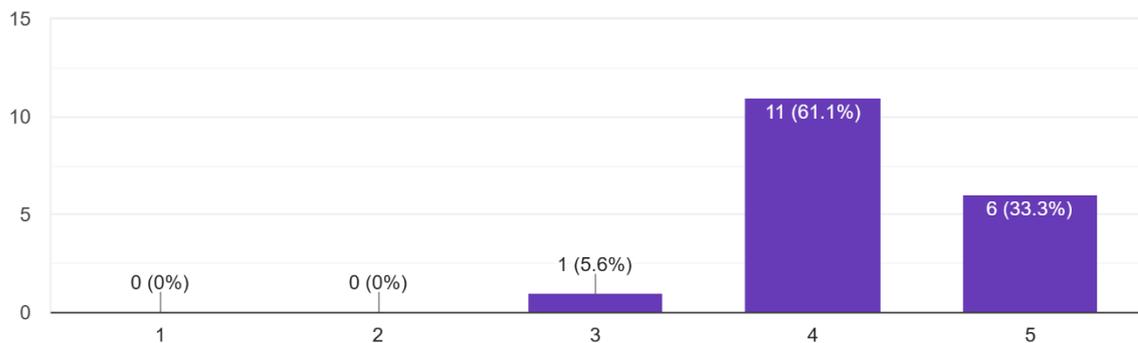
19 responses



Likelihood of applying what has been learnt in next proposal: The majority of the participants, that is, 61.1% have mentioned that it is likely that they would apply the knowledge gained on writing research proposal in their next proposal, while 33.3% have mentioned that it is very likely that they would do so.

4 How likely are you to apply what you've learned in your next proposal? (1-5 scale) 1. Very Unlikely 2. Unlikely 3. Neutral 4. Likely 5. Very Likely

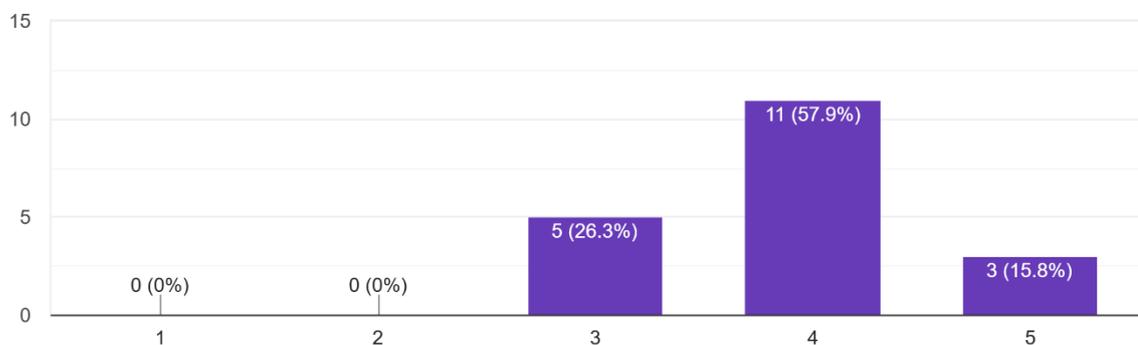
18 responses



Financial management:

Understanding of financial management principles: A large number of participants, that is, 57.9% opined that after the training session on financial management, they have a good understanding of financial management, while 15.8% expressed that they have an excellent understanding about the same. On the other hand, 26.3% of the participants have expressed that after the training programme they possess an excellent understanding of financial management.

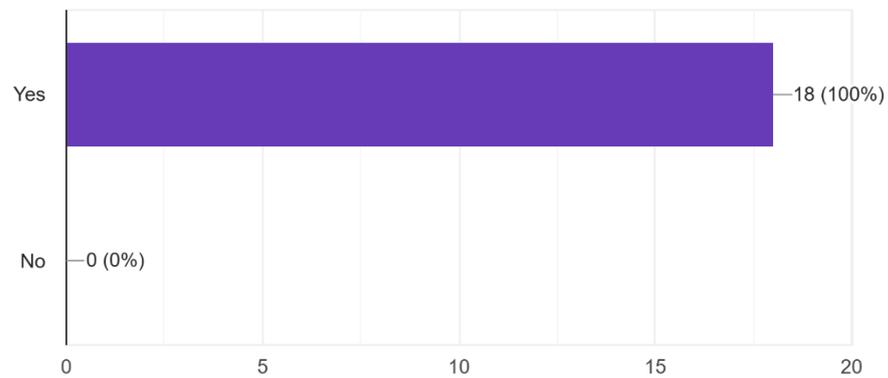
1. How would you rate your understanding of financial management principles after the training?
(1-5 scale) 1. Very Poor Understanding 2. Poor Understa...tanding 5. Excellent Understanding
19 responses



Learning key concepts: All the participants have mentioned that they have successfully learnt about different key concept on financial management.

2 what key concepts did you learn during the training?

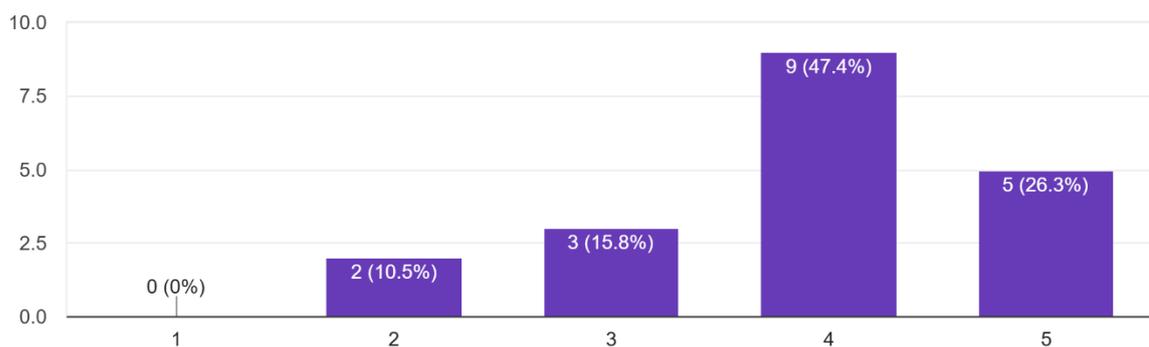
18 responses



Confidence to apply the concepts in their work: 47.4% of the participants have shared that they felt confident to apply the concepts of financial management in their work after attending the training session. On the other hand, 26.3% of the participants have mentioned that they felt moderately confident after the training session.

3 How confident are you in applying these concepts in your work? (1-5 scale) 1. Not Confident at All 2. Slightly Confident 3. Moderately Confident 4. Confident 5. Very Confident

19 responses

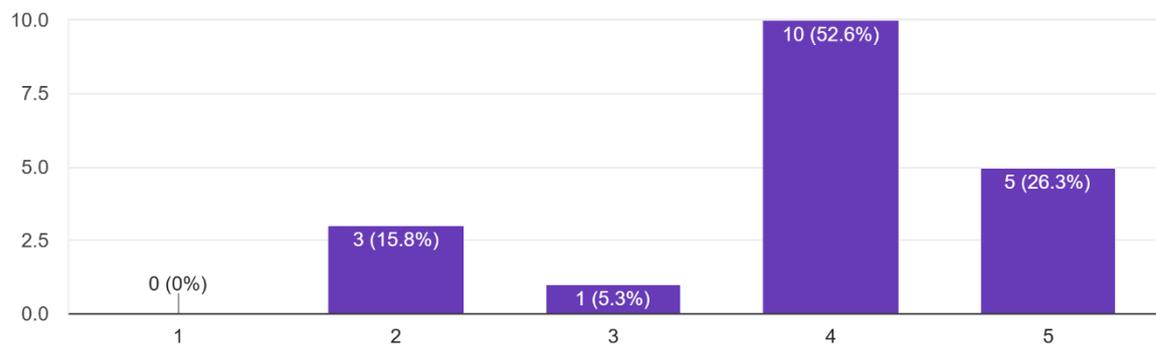


Resource mobilisation:

Familiarity with resource mobilisation: The majority of the participants, that is, 52.6% opined that after their training they became familiar with the strategies of resource mobilisation, while 26.3% have opined that they are now very familiar with resource mobilisation strategies.

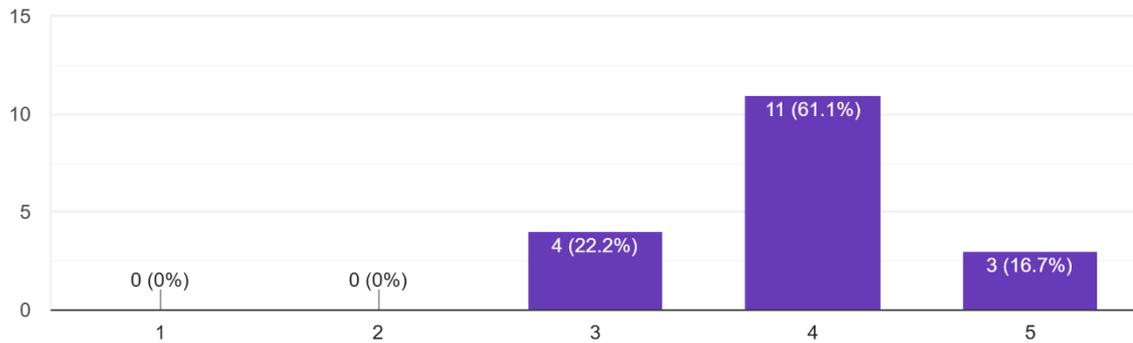
1 How familiar are you with resource mobilization strategies after the training? (1-5 scale) 1. Not Familiar at All 2. Slightly Familiar 3. Moderately Familiar 4. Familiar 5. Very Familiar

19 responses



Confidence to implement the resource strategies: 61.1% of the participants have shared that they are confident about implementing the resource strategies, while 22.2% have expressed that they felt moderately confident to implement resource strategies in their upcoming projects. On the other hand, 16.7% have mentioned about feeling very confident to implement resource strategies in their next projects.

3 How confident do you feel about implementing these strategies? (1-5 scale) 1. Not Confident at All 2. Slightly Confident 3. Moderately Confident 4. Confident 5. Very Confident
18 responses

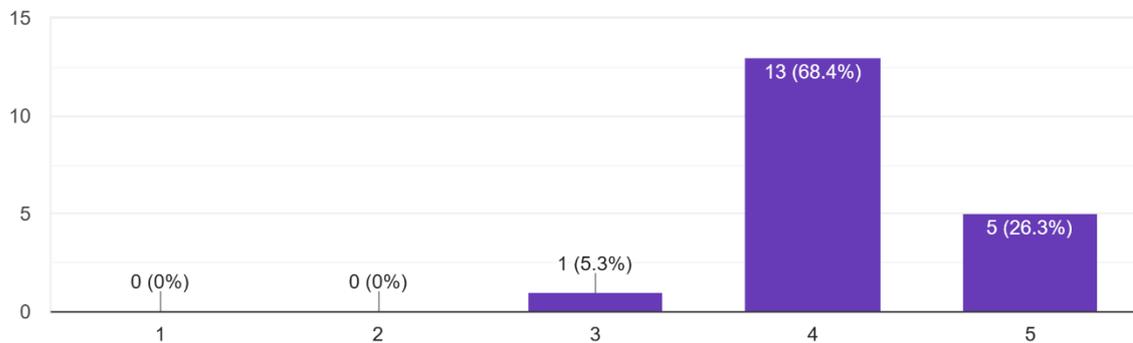


Project monitoring and evaluation:

Understanding of project monitoring and evaluation: After the training session, the majority of the participants (68.4%) have mentioned that they now have an understanding regarding project monitoring and evaluation. On the other hand, 26.3% have opined that they have an excellent understanding of project monitoring and evaluation.

1 How would you rate your understanding of project monitoring and evaluation after the training? (1-5 scale) 1.Very Poor Understanding 2. Poor Under...d Understanding 5. Excellent Understanding

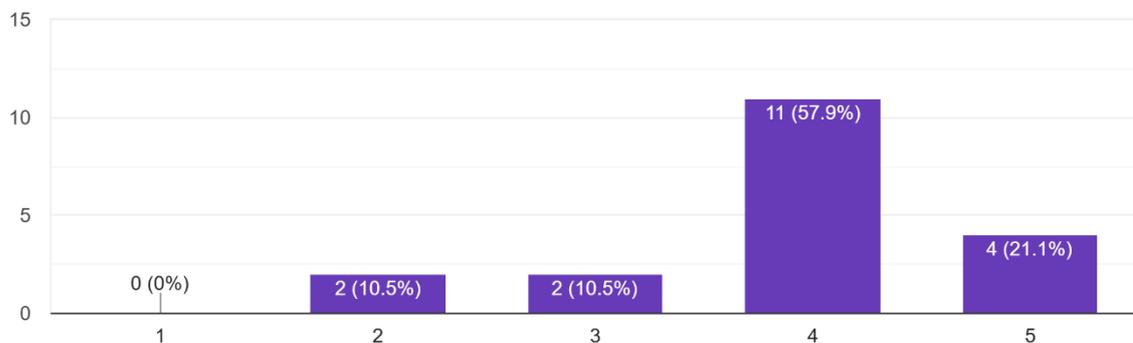
19 responses



Confidence about conducting project monitoring and evaluation: Majority of the participants, i.e., 57.9% have rated 4 indicating that they feel confident after attending the M&E session to conduct it. On the other hand, 21.1% have rated the session as 5 indicating that they feel very confident to conduct M&E.

3 How confident are you in conducting M&E after the training? (1-5 scale) 1. Not Confident at All 2. Slightly Confident 3. Moderately Confident 4. Confident 5. Very Confident

19 responses

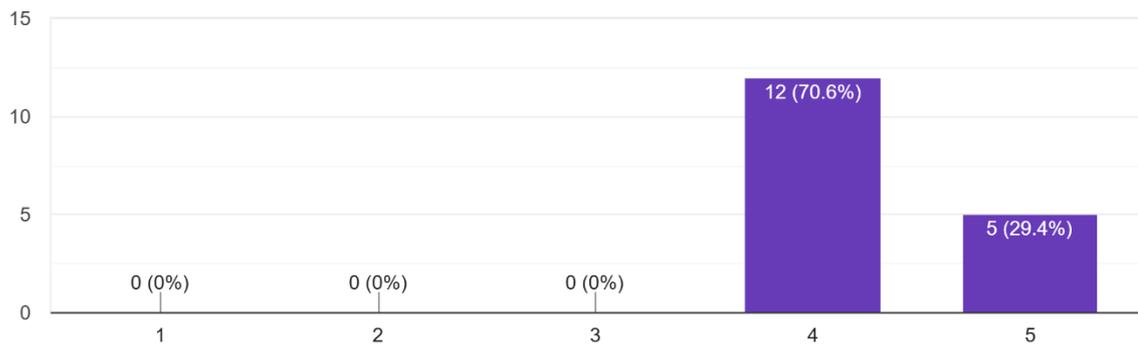


Leadership and communication skills:

Assessing leadership skills: According to 70.6% of the participants, they believe that they have strong leadership skills after attending the training session. On the other hand, 29.4% of the participants have opined that they felt they possess very strong leadership skills.

1 How would you assess your leadership skills after the training? (1-5 scale) 1.Very Weak 2. Weak 3. Average 4. Strong 5.Very Strong

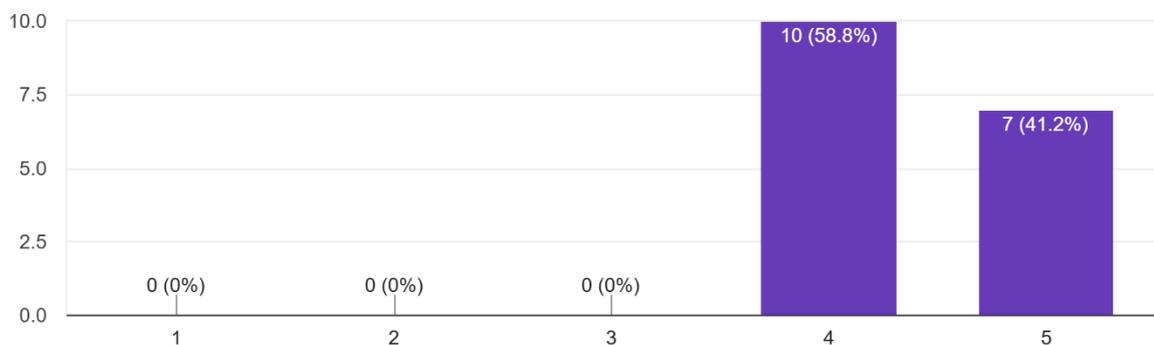
17 responses



Comfort regarding public speaking and communication: After attending the session on leadership and communication skills, 41.2% of the participants have claimed that they feel very comfortable to speak publicly and communicate with others, while 58.8% have expressed that they feel comfortable about the same.

2 How comfortable do you feel about public speaking and communication now? (1-5 scale) 1.Very Uncomfortable 2. Uncomfortable 3. Neutral 4. Comfortable 5. Very Comfortable

17 responses



Annexure-I- Training Sessions

11 th November 2024		
Day 1: Proposal Writing		
Time	Topic	Resource Person
10.00 am – 10.30am	Registration	PAC Team
10.30 am – 10.45 am	Introduction to the Training Programme	PAC Team
10.45 am –11.15 am	Inauguration	Director, PAC
11.15 am – 11.30 pm	Tea/Coffee Time	
11.30 am – 1.00 pm	What is a Proposal? Problem Statement How to choose a problem/issue before writing a proposal Identifying gaps in developmental issues at the grassroots level for writing a proposal Market Demand Analysis of the developmental problems/issues in question	Prof. Sudhishna Mukharji Department of Sociology Bangalore University
01.00 pm-02.00 pm	Lunch	
02 pm – 03.30 pm	Structure and quality of the Proposal Professional Appeal of the structure of the proposal Demonstration of a model proposal	Prof. Sudhishna Mukharji Department of Sociology Bangalore University
03.30 pm – 03.45 pm	Tea / Coffee	
3.45 pm – 5.00 pm	Hands-on exercises: Each NGO has to prepare a draft proposal and can make a presentation Interactions by the Trainees	PAC Team

12th November 2024

Day 2: Strategic Resource (Finance) Mobilization

Time	Topics	Resource Person									
10.00 am - 10.30am	Recap	One Trainee Participant									
10.30. am- 11.30 am	Introduction to Resource Mobilization	Dr S. Puttaswamaiah Department of Economics, Bangalore University									
11. 15 am- 11.30 am	Tea/Coffee Time										
11.30 am- 1.00 pm	Fund Raising Strategies: a) Organizational promotion b) Strategic Partnership c) Fundraising diversity d) Cost-effectiveness e) Differentiation f) Focus	Dr S Puttaswamaiah Department of Economics, Bangalore University									
1.00 pm – 2.00 pm	Lunch										
2.00 pm – 3.30 pm	NGOs Financial Resource Mobilization- Examples of NGOs getting financial support and for which projects	M Hidayathulla, Freelancer, Bangalore									
3.30 pm – 3.45pm	Tea/ Coffee Time										
3.45 pm- 5 pm	<p>Hands-on exercises: Each NGO has to work on SWOT analysis of their NGOs and prepare a draft on resource mobilization and can make the presentation</p> <p>SWOT Analysis</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #00aaff; color: white;"></th> <th style="background-color: #00aaff; color: white;">Helpful</th> <th style="background-color: #00aaff; color: white;">Harmful</th> </tr> </thead> <tbody> <tr> <td style="background-color: #ffff00;">Internal</td> <td>Strength</td> <td>Weaknesses</td> </tr> <tr> <td style="background-color: #ffff00;">External</td> <td>Opportunities</td> <td>Threats</td> </tr> </tbody> </table> <p>Interactions by Trainees</p>		Helpful	Harmful	Internal	Strength	Weaknesses	External	Opportunities	Threats	PAC Team
	Helpful	Harmful									
Internal	Strength	Weaknesses									
External	Opportunities	Threats									

13th November 2024

Day 3: Financial Management and Book Keeping

Time	Topics	Resource Person
10.00am – 10.30am	Recap	One Trainee Participant
10.30 am – 11.30 am	Financial Management and Accounts Maintenance, Importance of Financial Management in NGOs/CSOs, Record Management Basics, Role of Financial Policies, Legal Registration under the Income Tax Act	M Hidayathulla, Freelancer, Bangalore
11.30 am – 11.45 am	Tea/Coffee Time	
11.45 am – 1.00 pm	Maintaining Books of Accounts Using Tally and Financial Statements Introduction to Tally for NGOs Monthly and Quarterly Financial Reports (MIS) Preparation of Financial Statements Bookkeeping Essentials	M Hidayathulla Freelancer, Bangalore
1.00 pm – 2.00 pm	Lunch	
2.00 pm – 3.30 pm	MCA Compliance, Corporate CSR funding, FCRA and other issues related to Financial Management (experience sharing)	Mr. Vivek Khandelwal, CSC Global, Bangalore
3.30 pm- 3.45 pm	Tea/ Coffee Time	
3.45 pm- 5.00 pm	Hands-on exercises: Interactions by Trainees	PAC Team

14th November 2024

Day 4: Project Monitoring and Evaluation

Time	Topics	Resource Person
10.00 am – 10.30 am	Recap	One Trainee Participant
10.30 am – 11.30 am	Introduction to Project Monitoring and Evaluation	Dr. Syed Ajmal Pasha PAC
11.30 am – 11.45 am	Tea/Coffee Time	
11.45 am – 1.00 pm	Purpose and benefits of monitoring and evaluation Monitoring and Evaluation Tools and Techniques Key Performance Indicators (KPIs) and SMART Indicators (specific, measurable, achievable, relevant, and time-bound)	Dr. Syed Ajmal Pasha PAC
1.00 pm – 2.00 pm	Lunch	
2.00 pm -3.30 pm	Qualitative and quantitative data collection and analysis, stakeholder engagement, Social Audit Social cost-benefit analysis	Dr. Syed Ajmal Pasha
3.30 pm – 3.45 pm	Tea/ Coffee Time	
3.45 pm – 5.00 pm	Hands-on exercises and Interactions by the Trainees	Dr. Syed Ajmal Pasha

15th November 2024

Day 5: Leadership and Communication Skills		
Time	Topics	Resource Person
10.00 am – 10.30 am	Recap	One Trainee Participant
10.30 am – 11.30 am	Introduction: It is said “If you Can’t Communicate don’t try to lead” Attributes of Leadership Styles of Leadership	Mr. Yoganath Singh, Trainer, Mysore
11.30 am – 11.45 am	Tea/Coffee Time	
11.45 am – 1.00 pm	Communication: Model Skills The Impact of Poor Communication Causes of Poor Communication Communication Barriers: Time Pressure Unclear Responsibilities Lack of Strong Leadership Different Communication Styles	Mr. Yoganath Singh, Trainer, Mysore
1.00 pm -2.00 pm	Lunch	
2.00 pm-3.00 pm	3 Models of Communication: Communication as self-Action Communication as Interaction Communication as Transaction	Mr. Yoganath Singh, Trainer, Mysore
3.00 pm to 3.30 pm	Concluding Session and Certificate Distribution	Director, PAC
3.30 pm	Tea/ Coffee and Send Off	

Annexure-II- List of the Participants

1. Ramachandrappa SB
2. Pradeep Kumar BM
3. Dakshayini
4. Anuradha B Tigadi
5. Basanaik B Naik
6. Deepa Talvar
7. Masthan Biradar
8. Venkatahanumaiah KM
9. Dr. Zoheb Javeed Khan
10. Mahalaxmi M Madamageri
11. Venkatachalaiah
12. Dhanushree K
13. KAveri Madival
14. G Renuka Reddy
15. Dr Shafeeq Ahmmed
16. Sharanappa Barsi
17. Dr. G V Subramanyababu
18. Gracy
19. Veeresh Sonde
20. Virupaksha V Kurli
21. K L Vasanth Kumar
22. Sohail
23. Wilson Dharmaraj
24. Raghu Narayanaswamy

From the Gallery



Certificate Distribution & Group Photo



The program concluded successfully with a heartfelt vote of thanks delivered by Mr. Prakash. He extended his sincere gratitude to all participants for their active involvement, enthusiasm, and unwavering support throughout the training program. Mr. Prakash acknowledged the collaborative spirit that made the sessions engaging and impactful. He also expressed appreciation for the trainers and organizers whose efforts contributed to the program's success.

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