

NGO Mitra Online Classes

पूरे भारत में लगभग 35 लाख NGO (गैर सरकारी संगठन) पंजीकृत हैं, सभी पंजीकृत एनजीओ में से केवल कुछ ही सफलतापूर्वक काम कर रहे हैं, लेकिन एनजीओ संचालित करने के लिए पर्याप्त ज्ञान नहीं होने के कारण अधिकतर NGO को अस्तित्व का सामना करना पड़ रहा है, लेकिन आश्चर्यजनक रूप से किसी भी संस्थान द्वारा NGO के संचालन के लिए शायद कोई भी ट्रेनिंग प्रोग्राम नहीं है या कोई भी औपचारिक प्रशिक्षण, हालांकि, कई एनजीओ को इसकी आवश्यकता है, क्योंकि केवल कुछ एनजीओ को ही सफलता मिलती है और कई एनजीओ को कभी भी छोटी सफलता का परीक्षण नहीं किया जाता है।

NGO Mitra एनजीओ के लिए प्रशिक्षण कार्यक्रम शुरू करने जा रहा है और उन युवाओं के लिए भी जो एनजीओ क्षेत्र में नौकरी करना चाहते हैं, सभी प्रशिक्षण कार्यक्रम ऑनलाइन होंगे।

(There are approximately 35 lakh NGOs (Non-Government Organisations) are registered all India, only few of them out of all registered NGOs are functioning successfully but maximum NGOs are facing survival for sustaining due to not having enough knowledge to conduct NGO, surprisingly there is no any formal training provided by any institution about how to run an NGO successfully, however, this is need of many NGOs, because only few NGOs get success and many NGOs are never tested small success even.)

(NGO Mitra is going to introduce Training Programme for NGO and also for youths who want to Jobs in NGO sector, all the training programme will be Online.)

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| A. First Level Classes for NGO Establishment
(NGO Management and Operation) (NGO प्रबंधन एवं संचालन) | 17 classes fee- 1000/- |
| B. Second Level Classes for NGO Establishment
(NGO Management and Operation) (NGO प्रबंधन एवं संचालन) | 23 classes fee- 1550/- |
| C. Fund Raising Management (पब्लिक फंड प्रबंधन)
(CROWD FUNDING or Fund Raising is best option to collect FUND for your NGO) | 12 classes fee- 1050/- |
| D. NGO Management Course for Job Opportunity in NGOs | fee 750/- |
| E. Classes for NGO Consultants | 8 classes fee 1000/- |

Class आपके अनुसार: आप अपने सुविधा के अनुसार भी क्लास का चुनाव कर सकते हैं, आपको क्लास की फीस UPI या बैंक के माध्यम पेमेंट करके दिये गए Whatsapp No. 7270875724 पर पेमेंट रेफरेंस और क्लास की क्रम संख्या एवं ईमेल (अनिवार्य) लिख कर भेजना है, क्लास का लिंक WHATSAPP और ईमेल पर भेज दिया जाएगा।

जिस भी क्लास या कोर्स को जॉइन करना है तो उसकी निर्धारित फीस pay करके उसका पेमेंट विवरण और कोर्स/class का नाम लिख कर दिये गए Whtasapp नंबर पर या ईमेल पर भेजना है

7270875724 (Whatsapp) or write mail to ngomitramail@gmail.com

Bank Details:

Sanjay Kumar Srivastava

SBI

A/c 20017621884

IFSC- SBIN0007485

UPI details:

Paytm: 7270875724@paytm

G-Pay : sanjay2742@oksbi

PayPhone: ngomitra@ybl



Send your query to 7270875724 (Whatsapp) or write mail to ngomitramail@gmail.com (FIVE DAYS WEEK)

A. First Level Classes for NGO Establishment Free Classes 17 classes (NGO Management and Operation) (NGO प्रबंधन एवं संचालन)

S.No.	Class Content (Topics)	Duration (Min.)	Fees
1.	Understand your NGO – what does it say (अपने एनजीओ को समझें - यह क्या कहता है) <i>(It covers basics of social organization as NGO, necessary to establish focus of working)</i>	45	100.00
2.	Understand available resources with you (अपने साथ उपलब्ध संसाधनों को समझें) <i>(Start with available resources how can search these around, necessary to give a direction of Focus area)</i>	45	100.00
3.	Understand NGO Capability (एनजीओ की क्षमता को समझें) <i>(NGO Capability decides the projection of NGO, level of establishment and working)</i>	45	100.00
4.	Decide your core objective (अपने मूल उद्देश्य को तय करें) <i>(Objectives are base of NGO, which decides in two way i. on the basis of above points, ii. On the basis of specific objectives intends to form an NGO)</i>	45	100.00
5.	Required records and how to maintain the records and proceedings (आवश्यक रिकॉर्ड और रिकॉर्ड और कार्यवाही कैसे बनाए रखें) <i>(what are the records to be maintained and how much relevant records are necessary, and importance of proceedings and how can it do, how it play role to establish NGO)</i>	45	100.00
6.	Prepare Essential elements for NGO (एनजीओ के लिए आवश्यक चीजें तैयार करें)– PAN, E-mail, Website, Bank Account- <i>(important elements for establishing NGO and its role for NGO)</i>	45	100.00
7.	NGO Darpan Registration and it's importance (NGO Darpan और पंजीकरण) <i>(what is NGO Darpan ID and its importance and how to get ID, how to process)</i>	45	100.00
8.	Office establishment and selection of staff (कार्यालय की स्थापना और कर्मचारियों का चयन) <i>(How to establish office and it's role and required staff at initial level, how to select)</i>	45	100.00
9.	Annual Report and how to prepare (वार्षिक रिपोर्ट और तैयार करने के तरीके को समझें) <i>(every year's records are necessary to prove NGO's experience)</i>	45	100.00
10.	Preparation for Audit <i>(what are the records needed to prepare audit report which prepares every year and also very important part of NGO Records)</i>	45	100.00
11.	Important records for applying for grant-in-aid to govt. department <i>(how to prepare file for applying grant-in-aid)</i>	45	100.00
12.	Arrange fund to take start of NGO (एनजीओ को शुरू करने के लिए फंड की व्यवस्था करना) <i>(Funds are required to get start of working, how to arrange that)</i>	45	100.00
13.	12AB and 80G <i>(Importance and benefit of it)</i>	45	100.00
14.	Understand FCRA and it's registration and importance	45	100.00
15.	Preparation for Fund Raising (फंड जुटाने की तैयारी) <i>(its importance and how to do)</i>	45	100.00
16.	Preparation for Grant from Govt., CSR, FCRA (सरकार, सीएसआर, एफसीआरए से अनुदान के लिए तैयारी)	45	100.00
17.	NGO Promotion (एनजीओ प्रमोशन) <i>(How can promote NGO and it's role in establishment)</i>	45	100.00

B. Second Level Classes for NGO Establishment- 23 classes
(NGO Management and Operation) (NGO प्रबंधन एवं संचालन)

(Select Classes according to need, pay and join online) 26 classes

S.No.	Class Particulars (Topics)	Duration (Min.)	Class-Fees
18.	Understand Funding Sources (how many types of funding sources and how to execute)	45	100.00
19.	How to register NGO Darpan (What is NGO Darpan and how to register)	45	100.00
20.	How to register organization in various govt. agencies	45	100.00
21.	Points to prepare project proposal for CSR	45	100.00
22.	Points to prepare project proposal for FCRA	45	100.00
23.	Points to prepare Project Proposal for Govt.	45	100.00
24.	How to Search Scheme for Govt., CSR and FCRA	45	100.00
25.	How to understand Guidelines for Grant.	45	100.00
26.	Points to prepare project proposal for fund raising	45	100.00
27.	How to prepare Annual Report of the organization	45	100.00
28.	How to develop records for organization.	45	100.00
29.	How to prepare Profile of Organization and organizational chart.	45	100.00
30.	How to Search of Scheme for organization	45	100.00
31.	Understand CSR and its scheme & sources	45	100.00
32.	Presentation and Slides of NGO or Project.	45	100.00
33.	How to establish New NGO and arrange FUND for it.	45	100.00
34.	Scope of business with NGO	45	100.00
35.	How to start educational institution	45	100.00
36.	How to Register FCRA for foreign grant (What is FCRA and it's importance for NGO Growth)	45	100.00
37.	How to develop website for NGO	45	100.00
38.	How to file tender for NGO- technical and financial proposal	45	100.00
39.	NGO and Crowed Funding	45	100.00
40.	Online donation activate payment gateway for donation	45	100.00

C. Fund Raising Management (पब्लिक फंड प्रबंधन)

12 classes

(CROWD FUNDING or Fund Raising is best option to collect FUND for your NGO, how can do is professionally, must know required knowledge) Crowded Funding – course : (12 classes of 45 min.) Total Course fee- 900.00 (Five Days Week)

S.No.	Class Content (Topics)	Duration (Min.)	Fees
41.	Understand crowd funding	45	150.00
42.	How NGO Can do Crowded Funding	45	150.00
43.	Infrastructure Required for Crowded Funding	45	150.00
44.	How to Choose Topic	45	150.00
45.	Required Documents how to prepare	45	150.00
46.	Points to give attention	45	150.00
47.	Legal requirements	45	150.00
48.	Initial preparation	45	150.00
49.	Team preparation	45	150.00
50.	How to avail online payment gateway	45	150.00
51.	How to spread your campaign	45	150.00

D. NGO Management Course for Job Opportunity in NGOs

(This course will help aspirants to get better employment in NGO sector) **Fee- 750.00**

(Great Job opportunities are laying in NGO Sector, how can youths get that and which type of knowledge they should have)

[Duration : 14 Days approx.] Five days week

S.No.	Class Content (Topics)	Duration (Min.)	Fees
52.	Basic knowledge of NGO.	45	100.00
53.	Type of Functioning & its approaches.	45	100.00
54.	Role of NGO in society.	45	100.00
55.	Documents for NGO.	45	100.00
56.	How does Govt. support NGO ?	45	100.00
57.	How does corporate support NGO ?	45	100.00
58.	How does public support NGO?	45	100.00
59.	How do Foreign Agencies support NGO?	45	100.00
60.	How can NGO do a Business ?	45	100.00
61.	Fund sources of NGO. (How does NGO run?)	45	100.00
62.	Type of Jobs in NGO	45	100.00
63.	Parts of NGO Management	45	100.00
64.	How to Prepare Resume for Job in NGO	45	100.00
65.	How to Search Jobs in NGO	45	100.00

**E. This Classes are only for those who wants to be NGO Consultant
(8classes)**

S.No.	Class Content (Topics)	Duration (Min.)	Fees
66.	Types of NGOs- Society, TRUST, Section 8	45	120.00
67.	How to register NGO online, offline (required documents and formalities)	45	120.00
68.	How to understand NGO requirement	45	120.00
69.	How to suggest project according to records	45	120.00
70.	How to Promote your NGO Consultancy Centre	45	120.00
71.	How to apply PAN for NGO	45	120.00
72.	How to search clients	45	120.00
73.	How to motivate clients	45	120.00
74	E-mail management (<i>promote your consultancy</i>)	45	120.00