

KAKATIYA UNIVERSITY
U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - V: Discipline Specific Course (Credits - 4)
Paper – V: Human Resources Management

Unit - 1: Nature of Human Resource Management

- i. Meaning and Significance of Human Resource Management
- ii. Human Resource Planning

Unit - 2: Office Management

- i. Concept and Principles of Office Management
- ii. Job Analysis, Job Description, Recruitment and Promotion
- iii. Compensation Administration - Wage, Pay and Pay Commissions

Unit - 3: Human Resource Development

- i. Performance and Competency Mapping System
- ii. Employee Capacity Building Strategies-Training
- iii. Total Quality Management and Productivity Management

Unit - 4: Emerging Trends

- i. Reddressal of Employee Grievances
- ii. Right sizing, Outsourcing and Consultancies
- iii. Interpersonal Skills

Unit – 5: Process of Management

- i. Strategic Planning
- ii. Management by Objectives (MBO)
- iii. Decision making

Suggested Readings:

1. Aswathappa K.(2002) “Human Resource and Personnel Management”, Tata Mc Graw Hill Publishers, New Delhi
2. Seema Sanghi, Human Resource Management, Mc Millan, Delhi, 2011.
3. Subba Rao P., Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai.
4. Dr.Rao, P.L., Comprehensive HRM, Excel Pub. New Delhi.
5. Venkatratnam C.S. and Srivastava, V.K., Personnel Management and HRM, Tata McGraw Hill Co.Ltd., New Delhi.

KAKATIYA UNIVERSITY
U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - V: Discipline Specific Elective (Credits - 4)

Paper – V- (A): Rural Local Governance

Unit-1: Introduction

- i. Democratic Decentralization and Local Organisations
- ii. Evolution of Rural Governance Institutions-Balwanth Rai Mehtha
- iii. Ashok Mehtha Committee

Unit – 2: Reforms in Rural Local Governance

- i. Third Generation Panchayats
- ii. 73rd Constitutional Amendment Act
- iii. Status of PRIs in Schedule (V & VI Areas)

Unit-3: Local Organisations for Rural Development

- i. Panchayati Raj: Patterns, Functions and Performance
- ii. Finances of Panchayati Raj Institutions --- State Finance Commission
- iii. State Control over Rural Local Governments

Unit – 4: Accountability and Control

- i. Executive control and Legislative control
- ii. State and Local Government relations
- iii. Human Resource at Local Level

Unit-5: Rural Development Strategies and Services

- i. Rural Development: Strategies, Programs and Issues
- ii. Co-operatives: Structure, Functions and Performance
- iii. Basic Services and Welfare Measures in Rural Areas

Suggested Readings:

1. S.R Maheshwari “Indian Administration” Orient Black Swan Publishers, New Delhi
2. Avasthi & Maheshwari “Public Administration”, Laxminarain Agarwal Educational Publishers, Agra
3. M.Laxmikanth “Public Administration” Tata Mc Graw Hills Publishers, New Delhi
4. S.R Maheshwari “Local Government in India” Orient Longman Publishers, New Delhi
5. Sthanika Prabhutvalu, Telugu Academy Publication, Hyderabad
6. Prof RamReddy “ Patterns of Panchayatiraj in India”, Mac Milan India
7. NIRD, Rural Development in India, some facets, NIRD Publications

KAKATIYA UNIVERSITY
U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - V: Discipline Elective (Credits - 4)

(B): Urban Local Governance

Unit-1: Local Organisations for Urban Development

- i. Evolution of Urban Local Bodies- Pattern, Functions and Performance
- ii. Constitutional Status of Urban Local Governments with special reference to 74th CAA

Unit-2: Strategies for Urban Development

- i. Urban Development: Strategies, Programs and Issues
- i. Finances of Urban Local Governments
- ii. Urbanization in India – Policy and Strategies

Unit-3: Urban Services

- i. Basic Services and Welfare Measures in Urban Areas
- i. Urban Development Authorities and Parastatals
- ii. Sustainable Development and Future of Local Governance

Unit-4: Agencies and Programs for Rural and Urban Sector

- i. Development Planning, District Planning Committee
- ii. Special Agencies for Rural and Urban Development
- iii. Voluntary Agencies for Rural and Urban Development
- iv. Elimination of Poverty Initiatives in Rural and Urban Areas

Unit – 5: Urban Bodies/Control

- i. State control and Supervision over local bodies
- ii. Urban development authorities in Telangana State and their working
- iii. Officials and Political Executives

Suggested Readings:

1. S.R Maheshwari “Indian Administration” Orient Black Swan Publishers, New Delhi
2. Avasthi & Maheshwari “Public Administration”, Laxminarain Agarwal Educational Publishers, Agra
3. M.Laxmikanth “Public Administration” Tata Mc Graw Hills Publishers, New Delhi
4. S.R Maheshwari “Local Government in India” Orient Longman Publishers, New Delhi
5. Sthanika Prabhutvalu, Telugu Academy Publication, Hyderabad

KAKATIYA UNIVERSITY
U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - V: Discipline Elective (Credits - 4)

Paper - IC: ENTREPRENEURSHIP DEVELOPMENT

Unit –I: Entrepreneurship:

1. Introduction-Meaning – Definition of Entrepreneurship –Entrepreneur & Enterprise
2. Entrepreneur: Concept-Functions-Classifications-Characteristics-Nature & Significance
3. Types of Entrepreneur- Entrepreneur Vs Professional Manager

Unit – II: Entrepreneurial Environment:

1. 1. Concept of Entrepreneurship-Entrepreneurial Environment
2. Entrepreneurial Opportunities in Indian Environment Scanning-idea Generation – Transformation of ideas into opportunities
3. Market Assessment-Trend Spotting-Creativity and Innovation – Role of Technology-Innovative Process –Selection of the Right Opportunity

Unit – III: Small and Medium Enterprise:

1. Small and Medium Entrepreneurship: Concept- Definition-Characteristics-Objectives
2. Relationship between Small and Large Business – Selection of Location-Incentives &Subsidies-Export Possibilities
3. Causes of Industrial Sickness – Remedial Measures –Government Policy and Support

Unit –IV: Entrepreneur and Financial Institutions:

1. Role of Consultancy Organization – Role of Financial Institutions
2. Role of Development Financial Institutions
3. Project Financing – Sources of Finance – Business Incubators

Unit – V: Preparing the Business Plan (BP):

1. Meaning – Importance of BP – Preparation of BP
2. BP format - Financial aspects of the BP – Marketing aspects of the BP – Human Resource aspects of the BP-Technical aspects of the BP – Social aspects of the BP
3. Common pitfalls to be avoided in preparation of a BP

Suggested Readings:

1. Vasantha Desai: Dynamics of Entrepreneurial Development and Management, Himalaya Publishers.
2. C.B.Gupta & N.P.Srinivasan: Entrepreneurship Development in India, Sultana Chand
3. V.Gangadhar, Narasimha chary, G.Naresh Reddy, Rajendar and Amaraveni: Entrepreneurship Development in India, Kalyani Publishers.
4. C.B.Gupta & S.S. Khanka: Entrepreneurships and Small Business Management, Sultan Chand & Sons.
5. Udai pareek and T.V.Rao, Developing Entrepreneurship
6. B.Janakiraman, Rizwana M: Entrepreneurship Development, Excel Books
7. Mark.J.Dollinger: Entrepreneurship – Strategies and Resources, Pearson Edition.
8. A.Sahay, M. S. Chhikara, New Vistas of Entrepreneurship: Challenges & Opportunities

KAKATIYA UNIVERSITY
U.G. B.A. Final Year (Under CBCS)
Semester – V: Generic Elective Paper-I
(FOR ALL SOCIAL SCIENCE FACULTY DEPARTMENTS)

WATER RESOURCES MANAGEMENT

UNIT-I

1. Importance of Natural Resources – Different Types Resources
2. Significance of Water Resources and their uses
3. Conservation of water and recycling of the water – Global distribution of water
4. Water shed programmes and their management
5. Storing the rain water in tanks and recharging ground water.

Unit-II

6. Rain water harvesting in rural areas (chekdam, trenches etc.,)
7. Over use of surface and ground water and control measures.
8. Aims, objectives and implementation of Mission Bhagiratha (Telangana Government Drinking water programme)
9. Aims, objectives and implementation of Mission Kakatiya (Telangana Government minor irrigation programme)
10. Issues and challenges in Water Resources Management

KAKATIYA UNIVERSITY
U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - V: Skill Enhancement Course

Telangana Heritage & Culture

Module-I:

Definition of Heritage and Culture: Tangible heritage: Archaeological sites, Art and Architecture- Buddhist heritage, Jain Heritage, Hindu Temple architectural heritage- Role of Government Museums, INTACH in preservation of Heritage Telangana- Kotilingala (Jagityal District), Peddabankur (Peddapalli District), Nelakondapally (Khammam District), Phanigiri (Suryapet District), Kolanupak, Vemulawada (Rajanna Sicilla District), Warangal, -Heritage related Government Departments-Museums.

Module-II:

Intangible Heritage: Religion, Languages, Literature, Telangana Fairs & Festivals-Emergence of composite culture.

Recommended Books:

- Gangoly, O.C. *Andhra Sculpture*.
Gopala Krishna Murthy. S. , . *Jain Vestiges in Andhra*.
Telangana History and Culture: Telugu Academy, Hyderabad.
Krishna Sastry, V.V., *The Proto and Early Historical Cultures of Andhra Pradesh*.
Lakshimiranjanam, K., *Spot Lights on Telugu*.
Nigam. M.L., *Sculptural Art of Andhra*.
Radhakrishna Sarma, M. : *Temples of Telangana*.
Ramachandra Murthy, S.S.: *A Study Telugu Place-Names*.
Ramakantham, S. : *Guide Book to Kolanupaka Site Museum*.
Venkataramanyya, N., *The Chalukyas of L(V) Vemulavada*.
Rea, Alexander, *South Indian Buddhist Antiquities*
Subrhamanyam, B., *Buddhist Monuments in Andhra Pradesh*.
Jawaharlal Nehru. G., *Jain Vestiges in Andhra*.
Jitendra Das, D., *The Buddhist Architecture in Andhra*.
J. Ramanaiah, *History and Culture of Karimnagar District, (A.P.)*.
Kamal Nathan, K: *Impact of Buddhism on Telugu Society*.

Telugu:

- Salaam Hyderabad* (Telangana Navel). Paravastru Lokeswar
A. Satyanarayana, *Telangana Charithra –Samskruthi Rasta Avatharana Udyamalu*.
Sunki Reddy Narayana Reddy, *Mungili*.
S. Narasaiah, *Telivaha Godavari*.
Sastri, B.N., *Vemulawada Charitra-Sasanamulu*.
----- *Nallagonda Mandala Sarvvaswamu*.