

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

Paper – VI: Financial and Material Resources Management

Unit- 1: Introduction

- i. Meaning and Scope of Financial Management
- ii. Importance of Financial Management

Unit-2: Budget

- i. Concept and Principles of Budget
- ii. Preparation of Budget
- iii. Enactment and Execution of Budget

Unit-3: Financial Institutions

- i. Organization and Functioning of Finance Ministry
- ii. Union – State Financial Relations and the role of Finance Commission
- iii. Parliamentary Financial Committees: Public Accounts Committee, Estimates Committee and Committee on Public Undertakings

Unit- 4: Materials Management

- i. Meaning and Concept of Materials Management
- ii. Procurement, Storage and Distribution
- iii. Inventory Control and Management

Unit – 5: Material Management Linkages

- i. Production Management
- ii. Marketing Management
- iii. Human Resource Management

Suggested Readings:

1. S.L Goel, “Financial Administration and Management” Sterling publications, New Delhi
2. Chandra Prasanna “Financial Management: Theory and Practice” Tata Mc Graw Hill Publishers, New Delhi
3. M.Laxmikanth “Public Administration” Tata Mc Graw Hills Publishers, New Delhi
4. Nair, “Purchasing and Material Management” Vikas Publishing House, New Delhi.
5. Gopal Krishnan “Handbook of Materials Management” Prentice Hall of India Pvt. Ltd., New Delhi.
6. Gopalakrishnan, P. & Sundarshan, M “Materials Management: An Integrated Approach” Prentice Hall of India Pvt. Ltd., New Delhi.
7. Vanarula Nirvahana, Telugu Academy publication, Hyderabad

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U.G. Public Administration (Under CBCS)
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SEMESTER - VI: Discipline Specific Elective (Credits - 4)

Paper – VI (A): E-Governance: Concepts, Institutions and Methods

Unit-1: Introduction

- i. Concept of Governance and Good Governance
- ii. Meaning, Evolution and Importance of E-Governance
- iii. E-governance prospects and emerging challenges

Unit-2: Acts and Initiatives

- i. Information Society and Community Empowerment
- ii. IT Acts and National E-Governance Plan
- iii. E-Governance Initiatives in India

Unit – 3: E-governance and Theoretical aspects

- i. E-governance theories
- ii. Public Private Partnership
- iii. Right to Information

Unit-4: Methods of E-Governance

- i. GIS Based Management Systems
- i. Citizen Database and Human Development
- iii. National Informatics Centre (NIC)

Unit-5: E-Governance in Public Office

- i. Back Office Operations and Front Office Delivery
- ii. Business Process Reengineering (BPR)
- iii. Accountability and Transparency

Suggested Readings:

1. Alexander C.J. Pal LA, Digital Democracy; Policy and Politics in the Wired World. Don Mille Oxford University Press, 1998
2. Kiran Bedi, Parminder Jeet Singh and Sandeep Srivastava, government @net , New Governance opportunities for India
3. Andhra Pradesh Government, Vision 2020 Hyderabad: State Secretariat, 1999.
4. Tracy Laquey, Internet Companion: A Beginner's Guide to Global Networking, London, Addison-Wesley Publishing Company, 1994
5. Douglas E.Comer, The Internet Book, New York, Prentice-Hall International, 1995.
6. CSR Prabhu, E-Governance, Concepts and Case Studies, PHI, New Delhi, 2004.
7. Subhash Batnagar, E-Governance, Sage Publication, London, 2004.
8. Y. Pardhsardhy, E-Governance and Indian Society with Case Studies, Kanishka Publishers, New Delhi, 2009.
9. IGNOU, Text Book on E-Governance, New Delhi.

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SEMESTER - VI: Discipline Specific Elective (Credits - 4)
Paper – VI (B): Public Office Administration

Unit - 1: Introduction:

- i. Meaning and Importance of Office Administration.
- ii. Principles of Office Administration.
- iii. Powers and Functions of Office Manager.

Unit - 2: Modern Office appliances and Furniture:

- i. Meaning and objectives of mechanization.
- ii. Merits and demerits of mechanization.
- iii. Types of furniture fittings and accessories.

Unit - 3: Filing and Indexing:

- i. Meaning and importance of filing.
- ii. Principles of maintaining records.
- iii. Types of indexing system.

Unit - 4: Office accommodation and layout:

- i. Office space planning or office layout.
- ii. Principles of office layout.
- iii. Systems approach to office layout.

Unit - 5: Office Machines and equipment:

- i. Importance and objectives of office machines “Office safety and security”
- ii. Meaning and importance of office safety
- iii. Office environment safety hazards and steps to improve office safety.

Suggested Readings:

1. S.K. Sahni and GSP Sundaresh; Office Organisation and Management.
2. R.K. Chopra; Office Organisation and Management.
3. C.L. Littlefield Rachel Frank; Office Administration and Management.
4. S.P. Arora; Office Organisation and Management.
5. Gernard Tavernier; Basic Office Systems and Records

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Paper – II C: FINANCIAL MANAGEMENT

Unit – I: Introduction:

1. Financial Management: Meaning-Nature-Scope-Functions-Importance-Objectives
2. Profit Maximization-Wealth Maximization-Implications of wealth maximization
3. Organization of Finance Function – Financial Decisions- Role of a Financial Manager

Unit –II: Financial Planning:

1. Financial Planning: Meaning and Definition –Objectives-Characteristics-Process-Factors
2. Steps in Financial Planning – Principles of a Sound Financial Planning
3. Sources of Finance – Long term finance – Shares, Debentures and Term Loans- Mutual Funds. Short term finance –Money Market Instruments-Commercial paper-Certificates of Deposit-Bills

Unit – III. Capitalization:

1. Meaning of Capital and Capitalization-Source of Capital- Theories of Capitalization
2. Over Capitalization: Meaning – Causes-Consequences –Remedies
3. Under Capitalization: Meaning – Causes-Consequences-Remedies-Comparison of Under and Over Capitalization

Unit- IV: Working Capital Management:

1. Working Capital Management: Meaning-Concept-Classification-Significance-Determinants of Working Capital
2. Sources of Working Capital – Cash Management-Receiveables Management-Inventory Management
3. Cash Management-Cash Forecasting and Budgeting-Optimum Credit Policy

Unit – V: Dividend Decision:

1. Meaning-Need and Significance of dividends- Types of dividends
2. Dividend Policy of Corporations – Factors influencing dividend Policy
3. Dividend theories: a) Walter’s Model b) Gordan’s Model c) MM Hypothesis

Suggested Readings:

1. Pandey I.M: Financial Management. 2). Khan & Jain: Financial Management
3. Van Horne J.C. Fundamentals of Financial Management
4. Van Horne J.C. Financial Management & Policy
5. Maheshwari S.N. Elements of Financial Management
6. Chandra Prasanna: Financial Management
7. Shashi K. Gupta & R.K. Sharma: Financial Management
8. Banerjee: Fundamentals of Finance Management

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B.A. Final Year (Under CBCS)
SEMESTER – VI
(GE-2) GENERIC ELECTIVE-II
(FOR ALL SOCIAL SCIENCE FACULTY DEPARTMENTS)

PUBLIC HEALTH AND HYGIENE
Credits: 2

Theory : **hours/week**

Marks:

UNIT – I : NUTRITION AND ENVIRONMENT

- 1.1 Balanced diet and Malnutrition.
- 1.2 Nutritional deficiencies and disorders- Carbohydrates, proteins, lipids, vitamins and minerals.
- 1.3 Occupational, Industrial, agricultural and urban Health-Exposure at work place, urban areas, industrial workers, farmers and agricultural labourers, Health workers and health disorders and diseases.
- 1.4 Environmental pollution and associated Health hazards, Water borne diseases and Air borne diseases.

UNIT-II : DISEASES AND HEALTH CARE

- 2.1 Causes, Symptoms, Diagnosis, Treatment and Prevention - Malaria, Filariasis, Measles, Polio, Chicken pox, Rabies, Plague, Leprosy,.
- 2.2 Causes, Symptoms, Diagnosis, Treatment and Prevention of non communicable diseases - Hypertension, Coronary Heart diseases, Stroke, Diabetes, Obesity and Mental ill-health.
- 2.3 Health care legislation in India – Termination of pregnancy act, Maternity benefit act, Biomedical waste act, ESI act.
- 2.4 First Aid and Health awareness, personal health care record maintenance.

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SEMESTER - VI: Skill Enhancement Course

Paper-IV Personality Development & Soft Skills

Unit I: Personality Development: Personality Development: Meaning- Characteristics – Determinants – Ingredients of pleasing personality. Learning: Meaning – Characteristics – Significance – Principles of learning. Self esteem: Meaning – Characteristics – Significance - Building self esteem.

Unit II: Self Management: Attitude Development: Meaning – Characteristics – Significance – Building Positive Attitude. Achievement Motivation: Meaning – Characteristics – Significance – Goal setting for achievement – Strategies of achievement motivation. Emotional Intelligence: Meaning – Characteristics – Significance – Strategies of developing emotional intelligence: Fear, Anger and Anxiety.

Suggested Readings:

1. Sarma V S Veluri & Muralidhar D., Personal Empowerment: LOTUS Series - Interactive Learning, CAMEL Limited, 2017.
2. Sarma V S Veluri and Others., Jeevan nipunyaalu: LOTUS Series, (Telugu), CAMEL Limited, 2017.
3. K Alex, Soft Skills, S. Chand & Company, 2013
4. Narula, S S., Personality Development & Communication Skills, Taxman Publications Pvt. Ltd. New Delhi.
5. Arora, A., Communication Skills and Personality Development, Kalyani Publishers, Ludhiana, 2015.