

**DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A OFFICE MANAGEMENT
I YEAR
SEMESTER – I**

PRINCIPLES AND PRACTICE OF MANAGEMENT

UNIT – I: Nature, Scope and Importance of Management, Difference between Public and Private Management

UNIT – II: Functions of Management

UNIT – III: Theories of Organization, Principles of Organization and Management

UNIT – IV: Basis of Organization, Line, Staff and Functional Agencies

SUGGESTED READINGS:

1. Tripathi : Principles of Management, Tata Mc Graw Hill, Publications
2. Terry and Franklin, “ Principles of Management” AITBS Publishing
3. K. Murali Manohar (ED) Nirvahana Shastram, KASPA Publications
4. S.L. Goel Modern Management Techniques
5. Herald Koontz and O. Donnel Essentials of Management
6. K. Murali Manohar (ED) Nirvahana Shilpa Paddatulu KASPA Publications

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B.A OFFICE MANAGEMENT
I YEAR
SEMESTER – II**

FOUNDATIONS OF MANAGEMENT

UNIT – I: i. Concept of Authority, Responsibility and Accountability

UNIT – II: Decision Making

UNIT – III: Communication, Motivation, Leadership and Supervision

UNIT – IV: Concept of Management Improvement – Application of IT in Management

SUGGESTED READINGS:

1. Dr. R.C. Bhatia Principles of Office Management Lotus Press Publishers & Distributors
2. Tripathi: Principles of Management Tata Mc Graw Hill, Publications
3. Terry and Franklin, Principles of Management AITBS Publishing
4. K. Murali Manohar (ED) Nirvahana Shastram, KASPA Publications
5. S.P. Jain and T.N. Chhabra Modern Office Management

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B.A OFFICE MANAGEMENT
II YEAR
SEMESTER – III**

PRINCIPLES OF PUBLIC OFFICE MANAGEMENT

UNIT – I: Meaning Definition, Functions and Importance of Office Management

UNIT – II: Meaning and Basic Principles of Organization and forms of Organization

UNIT – III: Office Accommodation, Size, Lay-out, Location of Office Building – Safety and Security

UNIT – IV: Meaning and Importance of Office Environment, different Physical conditions of Office

SUGGESTED READINGS:

1. Dr. R.C. Bhatia Principles of Office Management Lotus Press Publishers & Distributors
2. Tripathi: Principles of Management Tata Mc Graw Hill, Publications
- S.L. Goel Modern Management Techniques
5. Herald Koontz and O. Donnel Essentials of Management
6. K. Murali Manohar (ED) Nirvahana Shilpa Paddatulu KASPA Publications

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B.A OFFICE MANAGEMENT
II YEAR
SEMESTER – IV**

PUBLIC OFFICE AUTOMATION

UNIT – I: Records Management, Classification and Methods of Filing, E-Filing

UNIT – II: Office Machines and Equipment – Modern Approach Supervision

UNIT – III: Office Communication and Correspondence – Application of ICT

UNIT – IV: Powers, Functions and Role of Office Supervisor

SUGGESTED READINGS:

1. Dr. R.C. Bhatia Principles of Office Management Lotus Press Publishers & Distributors
2. Tripathi: Principles of Management Tata Mc Graw Hill, Publications
3. R.K. Chopra, Office Management
4. J. C. Denyer, Office Management

**DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A OFFICE MANAGEMENT
III YEAR
SEMESTER – V**

SECRETARIAL PRACTICE

UNIT – I: Importance, Qualifications, Appointment-Powers and Functions of Secretary

UNIT – II: Professional Role of Secretary as a Co-Ordinator/Chief Administrative Officer

UNIT – III: Types of Directors-Qualifications, Appointment, Removal, Powers and Functions, Status of Directors

UNIT – IV: Maintenance of Registers, Preparation of Agenda for Board Meetings, Post Meeting work, Preparatory Notes for Chairman’s Speech

SUGGESTED READINGS:

1. M.C. Kuchhal “Secretarial Practice” Vikas Publishing
2. Arunkumar and Rachana Sharma Secretarial Practice and Company Law Atlantic Publishers
3. Chakraborty, S.K. Board of Directors in India- Their Status and Dynamics: All India Management Association, New Delhi
4. Sen Gupta, B.K Company Meetings, Law and Procedure, Eastern Law House, Calcutta

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B.A OFFICE MANAGEMENT
III YEAR
SEMESTER –V:
OPTIONAL - A

ORGANIZATIONAL BEHAVIOUR

UNIT – I: Nature, Scope and Importance of Organizational Behaviour

UNIT – II: Organizational Behaviour and its relation with other Social Sciences

UNIT – III: Organizational concept, Characteristics, Formal and Informal Organizations

UNIT – IV: Aspects of Human Behaviour, Need, Drive, Perception, Motives and Conflicts

SUGGESTED READINGS:

1. Keith Davis and New Strom, J.W: Human Behaviour at work: Organizational Behavior
New Delhi, Mc Graw Hill
2. Fred Luthans, Organizational Behaviour, New Delhi, Mc Graw Hill
3. Paul Hersey and Keith Blanchard, Management of Organizational Behaviour, New Delhi,
Prentice Hall of India Pvt. Ltd.
4. Stephen P. Robbins – Organizational Behaviour, Concepts, Controversies, Applications:
New Delhi, Prentice Hall of India Pvt. Ltd.
5. Katz and Khan, Social Psychology and Organization, New Delhi
6. V.S.P. Rao and Narayana: Organizational theory and Behaviour, New Delhi, Vani
Educational Books.
7. M.G. Rao and V.S.P. Rao, Organizational Behaviour, Text and Cases, New Delhi, Konark
Publishers

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A OFFICE MANAGEMENT
B.A. III YEAR
SEMESTER – V
OPTIONAL B

ORGANIZATIONAL DEVELOPMENT

UNIT – I: Aspects of Personality, Individual and Organizational Conflicts, Organizational Climate, Organizational Change

UNIT – II: Intelligence, Learning, Perception, Attitudes and Values

UNIT – III: Organizational Communication, Barriers to Communication, Motivation Theories- Maslow, Herberg and Mc Gregor

UNIT-IV: Group Dynamics, Nature of Groups, Reasons for Group Frustration, Stages of Frustration, Stress and Counselling, Group Decisions and Group Cohesiveness

SUGGESTED READINGS:

1. Keith Davis and New Strom, J.W: Human Behaviour at work: Organizational Behaviour, New Delhi, Mc Graw Hill
2. Fred Luthans, Organizational Behaviour, New Delhi, Mc Graw Hill
3. Paul Hersey and Keith Blanchard, Management of Organizational Behaviour, New Delhi, Prentice Hall of India Pvt. Ltd.
4. Stephen P. Robbins – Organizational Behaviour, Concepts, Controversies, Applications: New Delhi, Prentice Hall of India Pvt. Ltd.
5. Katz and Khan, Social Psychology and Organization, New Delhi
6. V.S.P. Rao and Narayana: Organizational theory and Behaviour, New Delhi, Vani Educational Books.
7. M.G. Rao and V.S.P. Rao, Organizational Behaviour, Text and Cases, New Delhi, Konark Publishers

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B.A OFFICE MANAGEMENT
III YEAR
SEMESTER – VI**

PUBLIC OFFICE MATERIAL MANAGEMENT

UNIT – I: Importance of Material Management

UNIT – II: Procurement

UNIT – III: Storage and Distribution

UNIT – IV: Office Stationary and Machinery Control

SUGGESTED READINGS:

1. Nair, “Purchasing and Material Management” Vikas Publishing House, New Delhi
2. Gopal Krishnan, “Handbook of Materials Management” Prentice Hall of India Pvt. Ltd. New Delhi
3. Gopalakrishnan, P. & Sundarshan, M. “Materials Management: an Integrated Approach” Prentice Hall of India Pvt. Ltc. New Delhi
4. Vanarula Nirvahana, Telugu Academy Publication, Hyderabad

**DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A OFFICE MANAGEMENT
III YEAR
SEMESTER – VI
OPTIONAL A**

HUMAN RESOURCE MANAGEMENT

UNIT – I: HRM – Concept and Importance

UNIT – II: Human Resource Planning

UNIT – III: Recruitment and Training

UNIT – IV: Staff Welfare

SUGGESTED READINGS:

1. Aswathappa K (2000) “Human Resource and Personnel Management”, Tata Mc Graw Hill Publishers, New Delhi
2. Seema Sanghi, Human Resource Management, Mc Millan, New 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 Mc Graw Hill Co. Ltd., New Delhi.

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B.A OFFICE MANAGEMENT
III YEAR
SEMESTER – VI
OPTIONAL- B

INFORMATION TECHNOLOGY

UNIT – I: Introduction to Computers – Importance of Computers, Hardware and Software
Input – Output Device Storage Device

UNIT – II: Computer Networks – Internet Concepts Introduction to Database, Types of Database, Components of Database I Range of Database and Costs and Risks of Database

UNIT – III: Information System for Man Power Planning
Human Resource Administration & Control
Data Bank Concept

UNIT – IV:E-HRM
.Introduction
.Aspects of E-HRM
Implementation of E-HRM
.E-Commerce

SUGGESTED READINGS:

- 1.Dharminder kumar and sangeeta gupta, Management Information System
- 2.Ashok Arora and Akshaya Bhatia Management Information System
- 3.Jawadekar,W.S Management Information System, Tata Mc Graw hill
- 4.Pandey,US, Rahul Srivatsava& Saurabh Shukla, E-Commerce and its Applications,2007
- 5.Subba Rao P., Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai.

**DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A HUMAN RESOURCE MANAGEMENT**

**I YEAR
SEMESTER – I**

MANAGEMENT

UNIT –I: Basics of Management

Introduction to Management Definition, Nature, Role, Principles and Functions of Management

Management Approaches, Applications and Limitations

Scientific Management F.W. Taylor

UNIT – II: Approaches to HRM

Behavioral Approach, Herbert A Simon

Human Relations Approach Elton Mayo

Management Science Approach

Systems Approach to Management Process

UNIT – III: Management and Society:

Concept of Corporate Social Responsibility

Business Management and Professional Ethics

Challenges of HR Professionals

UNIT – IV: The Process of Management:

Strategic Planning, Decision Making, Management by Objectives (MBO)

Organizing: Structure, Decentralization, Re-engineering

Direction, Communication, Leadership, Motivation and Control

SUGGESTED READINGS:

- 1.Koontz and Heinz Wehrich, Essentials of Management, Penguin Books, New Delhi, 2006 (Reprint).
- 2.Sherlekar, S.A., Management, Himalaya Publishing House, Mumbai.
- 3.Tripathy, P.C. and P.N.P. Reddy, Management, Tata McGraw Hill, New Delhi, 2007 (3rd Edition).
- 4.Robbins Stephen, P. and Mary Coulter, Management, Pearson Education Ltd., New Delhi.
- 5.Stoner, James A.F.Freeman “ Management” pearson Education

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A HUMAN RESOURCE MANAGEMENT
I YEAR
SEMESTER – II

ORGANIZATIONAL BEHAVIOUR

UNIT – I: Concept and Importance of Organizational Behaviour: Relationship with other Social Sciences: Characteristics of Formal – Informal Organization

UNIT –II: Organization Behaviour - Models of Organization Behaviour
Individual and Interpersonal Behaviour
Informal and Formal Groups – Team Building,
Organizational Conflict and Organizational Performance

UNIT – III: Organizational Climate, Culture and Managing Change
Types of Stressors, Stress Management Strategies- Stress and Counseling

UNIT – IV: Concept – Significance of Organizational Development: Organizational Behaviour Across Cultures, Organizational Development and Change

SUGGESTED READINGS:

1. Keith Davis and New Strom, J.W: Human Behaviour at Work: Organizational Behaviour, New Delhi, McGraw Hill.
2. Fred Luthans, Organizational Behaviour, New Delhi, McGraw Hill
3. Paul Hersey and Keith Blanchard, Management of Organizational Behaviour, New Delhi, Prentice Hall of India Pvt. Ltd.
4. Stephen P. Robbins – Organizational Behaviour; Concepts, Controversies, Applications; New Delhi, Prentice Hall of India Pvt. Ltd.
5. Katz and Khan, Social Psychology and Organization, New Delhi, McGraw Hill.
6. V.S.P. Rao and Narayana: Organizational Theory and Behaviour, New Delhi, Vani Educational Books.
7. M.G. Rao and V.S.P. Rao, Organizational Behaviour; Text and Cases, New Delhi, Konark Publishers.

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B.A HUMAN RESOURCE MANAGEMENT
II YEAR
SEMESTER – III

HUMAN RESOURCE MANAGEMENT

UNIT – I: Introduction to HRM

Human Resource Management, Meaning, Evolution of Human Resource Management
Personnel Management and Human Resource Management Functions
Human Resource Practices: Role of Human Resource, Contemporary Challenges

UNIT–II.: Human Resources Planning- Meaning- Objectives and Importance. Process of HR Planning - HR Planning in India.

UNIT–III: Recruitment & Selection:

Human Resource Practices, Need and Objectives and Process
Recruitment, Principles, Methods and Selection Process,
Application of IT in the Process of Recruitment.
Managing Career, Career Planning.

UNIT – IV: Training & Development:

. Training, Objectives, Types, Methods, Techniques and Needs Assessment
Performance Evaluation
Human Resource Development

SUGGESTED READINGS:

1. Seema Sanghi, Human Resource Management, McMillan, Delhi, 2011.
2. Subba Rao P., Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai.
3. V.S.P.Rao, Human Resource Management: Text & Cases, Excel Books, Delhi.
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.

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A HUMAN RESOURCE MANAGEMENT
II YEAR
SEMESTER – IV

COMPENSATION MANAGEMENT

UNIT – I: Employee Compensation

- Influencing Factors
- Fixation of Wage and Salaries
- Wage Legislation
- Pay Commissions

UNIT– II: Concepts and Emerging Trends:

- Employee Separation
- Redundancy
- Downsizing, Voluntary Retirement, Out Sourcing

UNIT – III: Strategy: Approaches and Issues

- Talent Management
- Role of Knowledge Management – Definition & Significance
- Role of Change Management
- Attraction – Retention Strategies

UNIT – IV: International Human Resource Management

- Definition, Nature
- Approaches
- Objectives and Functions
- Issues and Challenges.

SUGGESTED READINGS:

1. Dr. Mousumis. Bhattacharya& Dr Nilanjan sengupta “ Compensation management” Excel Books, New Delhi
2. Prof Sharad D.Geet “ Human Resource Management” Nirali Prakashan, Pune
- 3 .Mrs Y.L.Giri “ Human Resource Management: Managing people at work, Nirali Prakashan, Pune
4. Dr A.Vijaykumar and others”Human Resource Management” Telugu Akademi, Hyderabad
5. Subba Rao P., Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai.

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B.A HUMAN RESOURCE MANAGEMENT
III YEAR
SEMESTER – V

INDUSTRIAL RELATIONS

UNIT – I: Introduction to Industrial Relations:

Industrial Relations: Concept, Models, and its Evolution
Objectives and Importance of Industrial Relations
Approaches to Industrial Relations

UNIT – II: Grievance Management

Meaning and Causes of Grievance
The Need for a Grievance Procedure
Grievance Management in Industry

UNIT – III: Managerial and Employers Associations in India:

Meaning and Objectives of Employers Associations
The Origin and Growth of Employers Associations
The Structure, Finances, Memberships, Activities and Services of Organizations
. Future Challenges

UNIT – IV: Industrial Conflicts

Meaning, Definition and Features of Industrial Conflicts
Causes of Industrial Conflicts
Types of Industrial Conflicts
Prevention of Industrial Conflicts
Settlement of Conflicts

SUGGESTED READINGS:

- 1.Sarma AM, “Industrial Relations”Himalaya Publication
- 2.CS Venkataratnam, “Industrial Relations” Oxford Publishers,New Delhi
- 3.Dr P.Subba Rap “Essentials of Human Resource Management and Industrial Relations”Himalaya Publishing House,New Delhi
- 4.Sinha PRN Et al “Industrial Relations, Trade Unions and Legislation”, Pearson Education
- 5.Singh B.D. “Industrial Relations emerging Paradigms”, Excel Books,New Delhi

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A HUMAN RESOURCE MANAGEMENT
III YEAR
SEMESTER – V
OPTIONAL - A

EMPLOYEE WELFARE

UNIT – I: Labour Welfare:

Concept, Scope of Objectives
Philosophy of Labour Welfare
Agencies of Labour Welfare – State Trade Union & Voluntary Agencies

UNIT – II: Labour Welfare Programmes:

Statutory – Non – Statutory, Canteen, Creches, Housing,
Washing, Shelter's, Lunch Rooms
Welfare Officer – Status, Role and Functions
Voluntary Welfare Measures – Welfare Work by
Workers Organization and Employers.

UNIT – III: Industrial Health & Hygiene:

Industrial Health, Stationary, Provisions, Hygiene Education, Occupational Disease
Occupational Hazardous, Hygiene Department
Workers Education – Central Board of Workers Education – Objectives

UNIT – IV: Ethical Issues in HRM

.Introduction
.Ethical Issues in Employment and HRD
Ethical Issues in Wage and Salary Administration

SUGGESTED READINGS:

- 1.Tripathi, P.C. “LabourWelfare and Social Security”, Personnel Management and Industrial Relations”, Sultan Chand & Sons, New Delhi
- 2.Aswathappa, K. “Human Resource Management”, Tata McGraw Hill Education Private Limited, New Delhi.
- 3.Dr P.Subba Rao “Essentials of Human Resource Management and Industrial Relations”Himalaya Publishing House, New Delhi
- 4.Swetha Thiruchanuru “Effectiveness of Employee Welfare Measures with Reference to SCCL”,LAP Lambert Academic Publishers
- 5.Madhusudhan Gubbala, Nagaraju Battu “Employee welfare in Industry” LAP Lambert Academic publishers

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B.A HUMAN RESOURCE MANAGEMENT
III YEAR
SEMESTER – V
OPTIONAL - B

SOCIAL SECURITY LEGISLATION

UNIT – I: Social Security:

Social Security – Concept Scope and Importance, Social Security for Industrial Employees, Financing of Social Security Schemes
Social Security Legislation – Provident Fund act,
Payment of Gratuity Act
Schemes – Employees State Insurance Scheme, Provident Fund Scheme

UNIT – II: Labour Management:

Labour Ministry, Chief Labour Commissioner, Director of Factories
Director General of Employment & Training
Director General of Factory Advice Service

UNIT – III: Legislation:

Payment of Bonus Act
Workmen’s Compensation Act
Coal Mines

UNIT – IV: International Organizations

.ILO on Social Security Legislation
.International Norms on Social Security for Labour
ILO Conventions and Recommendations on Social Security
Comparison of Minimum Standards of ILO and Standards Envisaged in Indian Legislation

SUGGESTED READINGS:

- 1.R.N.Choudhry, Commentary on the Workmen's Comprensation Act 1923 (2000), Orient
- 2.S.C. Srivastava, Social Security and Labour Laws 1985
- 3.R.W. Rideout Principles of Labour Law 1988
- 4.H.K. Saharay, Industrial and Labour Laws of India 1987
- 5.Munkman, Employers' Liability
- 6.Harry Calvert, Social Security Laws

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B.A HUMAN RESOURCE MANAGEMENT
III YEAR
SEMESTER –VI**

INFORMATION TECHNOLOGY

UNIT – I: Introduction to Computers – Importance of
Computers, Hardware and Software
Input – Output Device
Storage Device

UNIT – II: Computer Networks – Internet Concepts
Introduction to Database, Types of Database,
Components of Database
Range of Database and Costs and Risks of Database

UNIT – III: Information System for Man Power Planning
Human Resource Administration & Control
Data Bank Concept

UNIT – IV:E-HRM
.Introduction
.Aspects of E-HRM
Implementation of E-HRM
.E-Commerce

SUGGESTED READINGS:

- 1.Dharminder kumar and sangeeta gupta, Management Information System
- 2.Ashok Arora and Akshaya Bhatia Management Information System
- 3.Jawadekar,W.S Management Information System, Tata Mc Graw hill
- 4.Pandey,US, Rahul Srivatsava& Saurabh Shukla, E-Commerce and its Applications,2007
- 5.Subba Rao P., Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai.

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B.A HUMAN RESOURCE MANAGEMENT
III YEAR
SEMESTER – VI
OPTIONAL -A

WAGE LEGISLATION

UNIT-I: The Economics of Wages

Concepts of Minimum, Fair and Living Wages
Methods of Wages Fixation
Fixation of Minimums Wages for Time Work and Piece Work

UNIT-II: Minimum Wages Act – 1948

Payment of Wages Act – 1936
Payment of Bonus Act – 1965

UNIT– III: Payment of Gratuity Act – 1972

Employees State Insurance Act – 1948
Employees Provident Fund Act – 1952

UNIT-IV: Family Pension Act – 1971

Maternity Benefit Act – 1961
National Festivals and Holidays Act – 1974

SUGGESTED READINGS:

1. Issues in Indian Labour Policy
2. Giri, V.V: Labour Problems in Indian Industry
3. Nigam S.B.L.: State Regulation of Minimum Wages
4. Menon, K.S.V.: Foundations of Wage Policy
5. Kothari, G.L.: Wage, Dearness Allowance and Bonus
6. The Report of the National Commission on Labour, 1969

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A HUMAN RESOURCE MANAGEMENT
III YEAR
SEMESTER – VI
OPTIONAL- B

HUMAN RESOURCE INFORMATION SYSTEMS

UNIT – I: Introduction

- . Introduction, Concept and Definition of Human Resource Information Systems
- Human Resource Information Systems – Models
- Acquiring and Implementing Human Resource Information Systems

UNIT – II: Information System for Decision – Making Decision

- Analysis, Decision Takes & Decision Tree
- Strategic Planning for Human Resource Information Systems
- Concept of DBMS

UNIT – III: Cost Benefit Analysis of Human Resource Information Systems

- Value of Information
- . Reliability, Maintenance and Security of Human Resource Information Systems

UNIT – IV: Application of MIS

- Mee Seva
- E-Suvidha
- RTA:M-Wallet

SUGGESTED READINGS:

- 1.Dharminder kumar and sangeeta gupta, Management Information System
- 2.Ashok Arora and Akshaya Bhatia Management Information System
- 3.Jawadkar,W.S Management Information System, Tata Mc Graw hill
- 4.Pandey,US, Rahul Srivatsava& Saurabh Shukla, E-Commerce and its Applications,2007
- 5.Subba Rao P., Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai.

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A PUBLIC ADMINISTRATION
I YEAR
SEMESTER – I

BASICS OF PUBLIC ADMINISTRATION

Block- I: Nature of Public Administration

- Unit:I**
- i. Meaning and Importance of Public Administration
 - ii. State and Evolution of Public Administration
 - iii. Relationship with other Social Sciences: Law, Political Science and Economics

Block- II: Theories, Approaches and Principles

- Unit:II**
- i. Oriental Approach -Koutilya
 - ii. Classical Approach: Henry Fayol, Luther Gulick and Lyndal Urwick
 - iii. Scientific Management Approach: F.W. Taylor
 - iv. Bureaucratic Approach: Max Weber and Karl Marx

Block- III: Behavioural School of Thought

- Unit:III**
- i. Human Relations Approach –Elton Mayo
 - ii. Behavioural Approach: Herbert A. Simon
 - iii. Socio- Psychological Approach: Abraham Maslow; Mc Gregor
 - iv. Administrative Ecology: F.W. Riggs
 - v. Social Justice Approach –B.R. Ambedkar and Jyothirao Pule

SUGGESTED READINGS:

1. Avasthi &Maheshwari “Public Administration”, Laxminarain Agarwal Educational Publishers, Agra
- 2 .Mohit Bhattacharya “New horizons of Public Administration” Jawahar Publishers, New Delhi
3. Rumki Basu “Public Administration Concepts and Theories” Sterling Publishers, New Delhi
4. Ravindra Prasad, V.S.Prasad & others “Administrative Thinkers “Sterling Publishers, New Delhi
5. M. Laxmikanth “Public Administration” Tata Mc Graw Hills Publishers, New Delhi
6. Bidyut Chakrabarty, Prakash Chand “Public Administration in a Globalizing world: Theories and Practices”,Sage Publications

7. Prabhutva Paalana Sidhantalu Bhavanalu Telugu Akademy Publication, Hyderabad
DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A PUBLIC ADMINISTRATION
I YEAR
SEMESTER – II

DEVELOPMENT DYNAMICS AND EMERGING TRENDS

Block- I: Development Dynamics

Unit:I i. Concepts of Comparative and Development Administration
ii. Changing Dynamics of Development Administration
iii. Public Choice Approach

Block- II: Role of Public Services and Governance

Unit:II i. Role of Public Services in the Emergence and Development of New State of
Telangana
ii. Public Policy and Governance
iii. Issues in Governance

Block-III: Contemporary Developments in Public Administration

Unit:III:i. New Public Administration
ii. New Public Management
iii. Present Status of Public Administration in the Context of LPG

SUGGESTED READINGS:

1. Avasthi & Maheshwari “Public Administration”, Laxminarain. Agarwal Educational Publishers, Agra
2. Mohit Bhattacharya “New Horizons of Public Administration” Jawahar Publishers, New Delhi
3. Rumki Basu “Public Administration Concepts and Theories” Sterling Publishers, New Delhi
4. M. Laxmikanth “Public Administration” Tata Mc Graw Hills Publishers, New Delhi
5. Prabhutva Paalana Sidhantalu Bhavanalu Telugu Academy Publication, Hyderabad
6. Bidyut Chakrabarty, Prakash Chand “Public Administration in a Globalizing World: Theories and Practices”, Sage Publications

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B.A PUBLIC ADMINISTRATION
II YEAR
SEMESTER –III

UNION GOVERNMENT

Block- I: Historical Background

Unit:I i. Evolution of Indian Administration

- ii. Indian Administration after Independence: Continuity and Change
- iii. Indian Constitutional Moorings and Administration.

Block- II: Union Administration: Structure and Processes

Unit:II:i. Political Executive at Central Level

- ii. Central Secretariat, Cabinet Secretariat and PMO
- iii. Centre-State Administrative Relations,
- iv. Central Personnel Agencies – All India Services

Block- III: Constitutional Bodies

Unit:III: i. UPSC, Election Commission, Finance Commission, C & AG

- ii. Neeti Ayog
- iii. Public Enterprises in India: Forms, Performance and Disinvestment

SUGGESTED READINGS:

1. S.R Maheshwari “Indian Administration” Orient Black Swan Publishers, New Delhi
2. Ramesh K.Arora & Rajni Goyal “Indian Public Administration” New Age International Publishers,New Delhi
3. M.Laxmikanth “Public Administration” Tata Mc Graw Hills Publishers, New Delhi
4. Bharata Desha Paalana Telugu Academy Publication, Hyderabad
5. Avasthi A. 1980. Central Administration: Tata Mc Graw Hill: New Delhi.
6. Basu, D. D. 2004. Introduction to the Constitution of India; Prentice Hall: New Delhi

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A PUBLIC ADMINISTRATION
II YEAR
SEMESTER – IV

STATE GOVERNMENT AND EMERGING ISSUES

Block- I: State Administration: Structure and Processes

- Unit:I** i. Administrative History of Telangana
ii. Political Executive at State Level, Governor & CMO
iii. State Secretariat & Directorates
iv. Local Governance & District Administration in Telangana

Block- II: Emerging Issues

- Unit:II:i.** Administrative Reforms: National and State Level
ii. E-Government
iii. Values and Ethics in Administration

Block- III: People Centric Governance

- Unit:III:i.** Redressal of Citizen Grievances: Transparency and Accountability
ii. Administrative Accountability: Legislative and Judicial Control
iii. Relations between Administrative and Political Executive

SUGGESTED READINGS:

1. S.R Maheshwari “Indian Administration” Orient Black Swan Publishers, New Delhi
2. Ramesh K.Arora & Rajni Goyal “Indian Public Administration” New Age International Publishers, New Delhi
3. M.Laxmikanth “Public Administration” Tata Mc Graw Hills Publishers, New Delhi
4. Bharata Desha Paalana Telugu Academy Publication, Hyderabad
5. Avasthi A. 1980. Central Administration: Tata Mc Graw Hill: New Delhi.
6. Basu, D. D. 2004. Introduction to the Constitution of India; Prentice Hall: New Delhi
7. Puri, V.K. 2005. Local Government and Administration, Modern Publishers, Jalandhar

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A PUBLIC ADMINISTRATION
III YEAR
SEMESTER-V

HUMAN RESOURCE MANAGEMENT

Block-I: Nature of Human Resource Management

- Unit:I** i. Meaning and Significance of Human Resource Management
ii. Human Resource Planning,
iii. Concept and Principles of Office Management
iv. Job Analysis, Job Description, Recruitment and Promotion
v. Compensation Management

Block- II: Human Resource Development

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

Block- III: Emerging Trends

- Unit:III:**i. Reddressal of Employee Grievances
ii. Right Sizing, Outsourcing and Consultancies
iii. Interpersonal Skills

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.

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A PUBLIC ADMINISTRATION
III YEAR
SEMESTER-V
OPTIONAL - A

RURAL LOCAL GOVERNANCE

Block-I: Introduction

- Unit: i.** Democratic Decentralization and Local Organizations
- ii. Evolution of Rural Governance Institutions-Balwanth Roy Mehtha,Ashok Mehtha Committees
 - iii. Constitutional Status of Rural Local Government- with Special Reference to 73rd CAA

Block-II: Local Organizations for Rural Development

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

Block-III: Decentralisation and Local Governance

- Unit:III: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

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A PUBLIC ADMINISTRATION
III YEAR
SEMISTER-V
OPTIONAL - B

E- GOVERNANCE

Block-I: Introduction

- Unit: i.** Concept of Governance and Good Governance
ii. Meaning, Evolution and Importance of E-Governance
iii. Information Society and Community Empowerment
iv.IT Act 2000 and National E-Governance Programme – 2002
v. E-Governance Initiatives in India

Block-II: Institutions and Methods of E-Governance

- Unit:II: i.** GIS Based Management Systems
ii. Citizen Database and Human Development
iii. National Informatics Centre (NIC)

Block-III: Methods of E-Governance

- Unit:III:i.** Back Office Operations and Front Office Delivery
ii. Business Process Reengineering (BPR)

SUGGESTED READINGS:

1. R.P.Sinha “E-Governance in India: Initiatives & Issues” Concept Publishing Company, New Delhi
2. Pankaj Sharma “E-Governance- The New age Governance” APH Publishing Corporation, New Delhi

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A PUBLIC ADMINISTRATION
III YEAR
SEMESTER – VI

FINANCIAL AND MATERIAL MANAGEMENT

Block- I: Financial Management

Unit:I i. Meaning, Scope and Importance of Financial Management

ii. Budget: Concept, Principles, Preparation, Enactment and Execution

Block- II: Major Actors in Budgetary Process in India

Unit:II:i .Organization and Functioning of Finance Ministry

ii. Centre – State Financial Relations and the Role of Finance Commission

iii. Parliamentary Financial Committees: PAC, EC and CPU

Block- III: Materials Management

Unit:III:i. Meaning and Concept of Materials Management

ii. Procurement, Storage and Distribution

iii. Inventory Control and Management

iv. Issues of Quality Control

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

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A PUBLIC ADMINISTRATION
III YEAR
SEMESTER-VI
OPTIONAL - A

URBAN LOCAL GOVERNANCE

Block-I: Local Organizations for Urban Development

Unit:I i. Evolution of Urban Local Bodies- Pattern, Functions and Performance

- ii. Constitutional Status of Urban Local Governments with Special Reference to 74th CAA
- iii. Urban Development: Strategies, Programs and Issues
- iv. Finance of Urban Local Governments

Block-II:Local Organizations-Services and Welfare

Unit:II:i. Basic Services and Welfare Measures in Urban Areas

- ii. Urban Development Authorities and Parastatals
- iii. Sustainable Development and Future of Local Governance-

Block-III: Agencies and Programs for Urban Sector

Unit:III: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

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

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A PUBLIC ADMINISTRATION
III YEAR
SEMESTER- VI
OPTIONAL- B

CASE STUDIES

Block –I: Case Studies: Telangana

- Unit:I** i. E-Governance Initiatives in Telangana
ii. TS Online with Special Reference to TSPSC
iii. Computer- Aided Administration of Registration Department (CARD)

Block –II: Applications

- Unit:II: i.** Rural Kiosks
ii.E-Suvidha (Complete Application for Municipalities)
iii. E-Seva and Mee Seva
iv. Opportunities and Challenges for E-Governance in India

Block-III: Case Studies: Other States

- Unit:III:i.** Akshaya Programme in Kerala
ii. Bhoomi in Karnataka
iii. Aadhaar Project with Reference to Telangana
iv. Gyandoot-Madhya Pradesh

SUGGESTED READINGS:

- 1.CSR Prabhu “E-Governance: Concepts and Case Studies”, Prentice Hall of India Publication, New Delhi
- 2.Subhash Bhatnagar,”E-Government: From Vision to Implementation- A Practical Guide with Case Studies” SAGE Publications

Scheme of Instruction and Examination
B. A. Public Administration (Regular)
I Year
Choice Based Credit system (CBCS) Syllabus – w.e.f. 2016-2017

| Year | Semester | DSC/GE/ DSE/SEC* | Paper | Title | Credits | Hours |
|------|----------|---------------------|-----------|---------------------------------------|---------|-------|
| I | II | DSC* | Paper-I | Introduction of Public Administration | 5 | 5 |
| II | III | DSC* | Paper-II | Indian Administration | 5 | 5 |
| III | V | SEC* | Paper-III | E-Governance | 5 | 5 |

Scheme of Instruction and Examination
B. A. HRM (Regular)
I Year
Choice Based Credit system (CBCS) Syllabus – w.e.f. 2016-2017

| Year | Semester | DSC/GE/ DSE/SEC* | Paper | Title | Credits | Hours |
|------|----------|---------------------|-----------|---------------------------|---------|-------|
| I | II | DSC* | Paper-I | Management | 5 | 5 |
| II | III | DSC* | Paper-II | Organizational Behaviour | 5 | 5 |
| III | V | SEC* | Paper-III | Human Resource Management | 5 | 5 |

Scheme of Instruction and Examination
B. A. Office Management (Regular)
I Year
Choice Based Credit system (CBCS) Syllabus – w.e.f. 2016-2017

| Year | Semester | DSC/GE/ DSE/SEC* | Paper | Title | Credits | Hours |
|------|----------|---------------------|-----------|---------------------------------|---------|-------|
| I | II | DSC* | Paper-I | Principles of Office Management | 5 | 5 |
| II | III | DSC* | Paper-II | Material Management | 5 | 5 |
| III | V | SEC* | Paper-III | Secretarial Practice | 5 | 5 |

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
Choice Based Credit System
Inter Disciplinary Course: IDC: B.A. Public Administration
Academic Year:2016-17
FOUNDATION COURSE
I YEAR
SEMESTER-II

INTRODUCTION TO PUBLIC ADMINISTRATION

Unit-1: Introduction

- i. Meaning , Scope and Importance of Public Administration
- ii. Politics & Administration Dichotomy- Woodrow Wilson
- iii. Public Administration in the Context of Globalization

Unit-II: Approaches

- i. Classical Approach
- ii. Human Relations Approach
- iii. Ecological Approach

Unit-III: Principles of Public Administration

- i. Division of work and Co-ordination
- ii. Hierarchy, Unity of Command and Span of Control
- iii. Line and Staff, Centralization and Decentralization

Unit-IV: Concepts of Public Administration

- i. Planning
- ii. Leadership and Supervision
- iii. Communication and Public Relations

SUGGESTED READINGS:

1. Avasthi & Maheshwari "Public Administration", Laxminarana. Agarwal educational publishers, Agra
2. Ravindra Prasad, V.S. Prasad & others "Administrative Thinkers" Sterling Publishers, New Delhi
3. Mohit Bhattacharya "New horizons of Public Administration" Jawahar publishers, New Delhi
4. Rumki Basu "Public Administration concepts and theories" Sterling Publishers, New Delhi
5. M. Laxmikanth "Public Administration" Tata Mc Grawhills Publishers, New Delhi
6. Prabhatva Palana Sidhantalu Bhavanalu Telugu Academy publication, Hyderabad

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
Choice Based Credit System
Inter Disciplinary Course: IDC: B.A. Public Administration
Academic Year: 2016-17
OPEN ELECTIVE-I
II YEAR
SEMESTER-III

INDIAN ADMINISTRATION

Unit-I: Historical Background

- i. Evolution of Indian Administration
- ii. Indian Administration after Independence: Continuity and Change
- iii. Context of Indian Administration-Socio Economic & Political

Unit:II: Union Administration: Structure and Processes

- i. Political Executive at Central Level
- ii. Central Personnel Agencies-All India Services
- iii. Public Enterprises in India-Privatization & Disinvestment

Unit-III: State Administration: Structure and Processes

- i. Political Executive at State Level, Governor & CMO
- ii. State Secretariat & Directorates
- iii. Local Government & District Administration in Telangana

Unit-IV: Constitutional bodies

- i. UPSC, TSPSC
- ii. Election Commission
- iii. C&AG

SUGGESTED READINGS:

1. S.R Maheshwari "Indian Administration" Orient black swan publishers, New Delhi
2. Ramesh K. Arora & Rajni Goyal "Indian Public Administration" New Age International Publishers, New Delhi
3. M. Laxmikanth "Public Administration" Tata Mc Grawhills Publishers, New Delhi
4. Bharata Desha Palana Telugu Academy publication, Hyderabad
5. Avasthi A. 1980. Central Administration: Tata Mc Graw Hill: New Delhi.
6. Basu, D. D. 2004. Introduction to the Constitution of India; Prentice Hall: New Delhi
7. Avasthi A. 1980. Central Administration: Tata Mc Graw Hill: New Delhi.
8. Basu, D. D. 2004. Introduction to the Constitution of India; Prentice Hall: New Delhi
9. Puri, V.K. 2005. Local Government and Administration, Modern Publishers, Jalandhar

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
Choice Based Credit System
Inter Disciplinary Course: IDC: B.A. Public Administration
Academic Year:2016-17
OPEN ELECTIVE-II
III YEAR
SEMESTER-V

E- GOVERNANCE

Unit-I: Introduction

- i. Concept of Governance and Good Governance
- ii. Evolution of E-Governance
- iii. Importance of E-Governance

Unit-II. E-Governance Initiatives in India

- i. Information Society and Community Empowerment
- ii. IT Act 2000 and National E-Governance Programme – 2002
- iii E-Governance Initiatives in India

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

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- ii. Front Office Delivery
- iii. Business Process Re-Engineering (BPR)

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1. R.P.Sinha “E-Governance in India: Initiatives & Issues” Concept Publishing company, New Delhi
2. Pankaj Sharma “E-Governance- The New age governance” APH Publishing Corporation, New Delhi
3. CSR Prabhu “E-Governance: Concepts and Case Studies” PHI Learning Private Limited

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
Choice Based Credit System
Inter Disciplinary Course: IDC: B.A. Human Resource Management
Academic Year:2016-17
Foundation Course
I YEAR
SEMESTER – II

MANAGEMENT

UNIT-I:i. Meaning and Importance of Management
ii. Functions of Management
iii. Scientific Management

UNIT-II:i. Classical Approach
ii. Behavioral Approach
iii. Human Relations Approach

UNIT-III:i. Concept of Corporate Social Responsibility
ii. Management of Objectives
iii. Planning

UNIT-IV: i. Communication
ii. Leadership
iii. Control

SUGGESTED READINGS:

1. Koontz and Heing Weihrich, Essentials of Management, Penguin Books, New Delhi, 2006 (Reprint)
2. Sherlekar, S.A., Management, Himalaya Publishing House, Mumbai
3. Tripathy, P.C and P.N.P. Reddy, Management, Tata Mc Graw Hill, New Delhi, 2007 (3rd Edition)
4. Robbins Stephin, P. and Mary Coulter, Management, Pearson Education Ltd., New Delhi
5. Stoner, james A. F. Freeman “Management” Pearson Education

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
Choice Based Credit System
Inter Disciplinary Course: IDC: B.A. Human Resource Management
Academic Year:2016-17
Foundation Course
II YEAR
SEMESTER –III:

ORGANIZATIONAL BEHAVIOUR

UNIT – I: Nature, Scope and Importance of Organizational Behaviour

UNIT – II: Organizational Behaviour and its relation with other Social Sciences

UNIT – III: Organizational concept, Characteristics, formal and informal Organisations

UNIT – IV: Aspects of Human Behaviour, Need, Drive, Perception, Motives and conflicts

SUGGESTED READINGS:

2. Keith Davis and New Strom, J.W: Human Behaviour at work: Organizational Behavior
New Delhi, Mc Graw Hill
2. Fred Luthans, Organizational Behaviour, New Delhi, Mc Graw Hill
3. Paul Hersey and Keith Blanchard, Management of Organizational Behaviour, New Delhi,
Prentice Hall of India Pvt. Ltd.
4. Stephen P. Robbins – Organizational Behaviour, Concepts, Controversies, Applications:
New Delhi, Prentice Hall of India Pvt. Ltd.
5. Katz and Khan, Social Psychology and Organization, New Delhi
6. V.S.P. Rao and Narayana: Organizational theory and Behaviour, New Delhi, Vani
Educational Books.
7. M.G. Rao and V.S.P. Rao, Organizational Behaviour, Text and Cases, New Delhi, Konark
Publishers

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
Choice Based Credit System
Inter Disciplinary Course: IDC: B.A. Human Resource Management
Academic Year:2016-17
Foundation Course
III YEAR
SEMESTER – III

HUMAN RESOURCE MANAGEMENT

UNIT – I: i. Introduction to Human Resource Management
ii. Personnel Management & Human Resource Management
iii. Evolution of Human Resource Management

UNIT – II: i. Humana Resource Planning
ii. Recruitment and Selection
iii. Career Planning

UNIT – III: i. Training
ii. Performance Appraisal
iii. Human Resource Development

UNIT – IV: i. Wage
ii. Salary
iii. Pay Communication

SUGGESTED READINGS:

1. Seema Sanghi, Human Resource of Human Resource management, Mc Millan, Delhi, 2011
2. Subba Rao P. Essentials of Human Resource of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai
3. V.S.P. Rao, Human Resource Management: Text & Cases, Excel Books, Delhi
4. Dr. Rao, P.L. Comprehensive HRM, Excel Pub. New Delhi
5. Venkatratnam C.S. and Srivastava, V. K. Personnel Management and HRM, Tata Mc Graw Hill Co., Ltd., New Delhi.

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
Choice Based Credit System
Inter Disciplinary Course: IDC: B.A. OFFICE MANAGEMENT
Academic Year: 2016-17
Foundation Course
I YEAR
SEMESTER II

PRINCIPLES OF OFFICE MANAGEMENT

Unit –I: Meaning and Importance of Office Management

UNIT – II: Basic Principles of Organization

UNIT – III: Office Accommodation and Layout

UNIT – IV: Importance of Office environment

SUGGESTED READINGS:

1. Dr. R.C. Bhatia Principles of Office Management Lotus Press Publishers & Distributors
2. Tripathi: Principles of Management Tata Mc Graw Hill, Publications
3. S.L. Goel Modern Management Techniques
4. Herald Koontz and O. Donnel Essentials of Management
5. K. Murali Manohar (ED) Nirvahana Shilpa Paddatulu KASPA Publications

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
Choice Based Credit System
Inter Disciplinary Course: IDC: B.A. OFFICE MANAGEMENT
Academic Year: 2016-17
Foundation Course
II YEAR
SEMESTER III

MATERIAL MANAGEMENT

UNIT – I: Importance of Material Management

UNIT – II: Procurement

UNIT – III: Storage and Distribution

UNIT – IV: Office Stationery

SUGGESTED READINGS:

1. Nair, “Purchasing and Material Management” Vikas Publishing House, New Delhi
2. Gopal Krishnan, “Handbook of material Management” Prentice Hall of India Pvt., Ltd., New Delhi
3. Gopalakrishnan, P. & Sundarshan, M. “Materials Management an Integrated Approach” Prentice Hall of India Pvt. Ltd., New Delhi.
4. Vanarula Nirvahana, Telugu Academy Publication, Hyderabad

DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
Choice Based Credit System
Inter Disciplinary Course: IDC: B.A. OFFICE MANAGEMENT
Academic Year: 2016-17
Foundation Course
III YEAR
SEMESTER – V

SECRETARIAL PRACTICE

UNIT – I: Importance, Qualifications, Appointment-Powers and Functions of Secretary

UNIT – II: Professional Role of Secretary as a Co-Ordinator/Chief Administrative Officer

UNIT – III: Types of Directors-Qualifications, Appointment, Removal, Powers and Functions, Status of Directors

UNIT – IV: Maintenance of Registers, Preparation of Agenda for Board Meetings, Post Meeting work, Preparatory Notes for Chairmans Speech

SUGGESTED READINGS:

1. M.C. Kuchhal “Secretarial Practice” Vikas Publishing
2. Arunkumar and Rachana Sharma Secretarial Practice and Company Law Atlantic Publishers
3. Chakraborty, S.K. Board of Directors in India- Their Status and Dynamics: All India Management Association, New Delhi
4. Sen Gupta, B.K Company Meetings, Law and Procedure, Eastern Law House, Calcutta