PRINCIPLES AND PRACTICE OF 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:

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

FOUNDATIONS OF MANAGEMENT

UNIT – 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
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
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
3. S.L. Goel Modern Management Techniques
5. K. Murali Manohar (ED) Nirvahana Shilpa Paddatulu KASPA Publications
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
3. R.K. Chopra, Office Management
4. J. C. Denyer, Office Management
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. Chakraborthy, S.K. Board of Directors in India- Their Status and Dynamics: All India Management Association, New Delhi

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:

2. Fred Luthans, Organizational Behaviour, New Delhi, Mc Graw Hill
5. Katz and Khan, Social Psychology and Organization, New Delhi
7. M.G. Rao and V.S.P. Rao, Organizational Behaviour, Text and Cases, New Delhi, Konark Publishers
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:

2. Fred Luthans, Organizational Behaviour, New Delhi, Mc Graw Hill


5. Katz and Khan, Social Psychology and Organization, New Delhi


7. M.G. Rao and V.S.P. Rao, Organizational Behaviour, Text and Cases, New Delhi, Konark Publishers
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


4. Vanarula Nirvahana, Telugu Academy Publication, Hyderabad
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:


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

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
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:

5. Stoner, James A.F. Freeman “Management” pearson Education
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:

2. Fred Luthans, Organizational Behaviour, New Delhi, McGraw Hill
DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
B.A HUMAN RESOURCE MANAGEMENT
II YEAR
SEMESTER – III

HUMAN RESOURCE MANAGEMENT

UNIT – I: Introduction to HRM
Personnel Management and Human Resource Management Functions
Human Resource Practices: Role of Human Resource, Contemporary Challenges


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:

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
4. Dr A.Vijaykumar and others”Human Resource Management” Telugu Akademi, Hyderabad
DEPARTMENT OF PUBLIC ADMINISTRATION & HRM, KU, WGL.
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
4. Sinha PRN Et al “Industrial Relations, Trade Unions and Legislation”, Pearson Education
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:

5. Madhusudhan Gubbala, Nagaraju Battu “Employee welfare in Industry” LAP Lambert Academic publishers
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:

5.Munkman, Employers' Liability
6.Harry Calvert, Social Security Laws
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
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

    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
5. Kothari, G.L.: Wage, Dearness Allowance and Bonus
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
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

SUGGESTED READINGS:

1. Avasthi & Maheshwari “Public Administration”, Laxminarain Agarwal Educational Publishers, Agra
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:

5. Prabhuutva Paalana Sidhantalu Bhavanalu Telugu Academy Publication, Hyderabad
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
4. Bharata Desha Paalana Telugu Academy Publication, Hyderabad
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
4. Bharata Desha Paalana Telugu Academy Publication, Hyderabad

24
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. Redressal of Employee Grievances
   ii. Right Sizing, Outsourcing and Consultancies
   iii. Interpersonal Skills

SUGGESTED READINGS:


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
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:


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


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
5. Sthanika Prabhutvalu, Telugu Academy Publication, Hyderabad
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

   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

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<tr>
<th>Year</th>
<th>Semester</th>
<th>DSC/GE/DSE/SEC*</th>
<th>Paper</th>
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<th>Credits</th>
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## Scheme of Instruction and Examination
### B. A. HRM (Regular)
#### I Year

Choice Based Credit system (CBCS) Syllabus – w.e.f. 2016-2017

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## Scheme of Instruction and Examination
### B. A. Office Management (Regular)
#### I Year

Choice Based Credit system (CBCS) Syllabus – w.e.f. 2016-2017

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<th>Year</th>
<th>Semester</th>
<th>DSC/GE/DSE/SEC*</th>
<th>Paper</th>
<th>Title</th>
<th>Credits</th>
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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-I: 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
6. Prabhutva 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
4. Bharata Desha Palana Telugu Academy publication, Hyderabad
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

Unit-III: Institutions of E-Governance
   i. GIS Based management Systems
   ii. Citizen Database and Human Development
   iii. National Informatics Centre (NIC)

Unit-IV. Methods of E-Governance
   i. Back Office Operations
   ii. Front Office Delivery
   iii. Business Process Re-Engineering (BPR)

SUGGESTED READINGS:


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:  
4. Robbins Stephin, P. and Mary Coulter, Management, Pearson Education Ltd., New Delhi  
5. Stoner, james A. F. Freeman “Management” Pearson Education
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. Fred Luthans, Organizational Behaviour, New Delhi, Mc Graw Hill


5. Katz and Khan, Social Psychology and Organization, New Delhi


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. Human 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:


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
3. S.L. Goel Modern Management Techniques
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


4. Vanarula Nirvahana, Telugu Academy Publication, Hyderabad
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