Basic Concepts in Computer Applications:

1. Basic concepts in I.T. – Computer Hardware – operating systems.
2. Standard software packages (MS Office) – Its applications.
3. Networking and data communications – Basic Networking concepts.
4. Introduction to E-commerce- Internet -e-mail -www.

Selected Readings:

Elective Courses:

Group EA: Human Resources Management:

PA-EA-01 Values and Ethics in Administrative Sciences:

This course introduces to the students the philosophical underpinnings in Administrative sciences and the role and importance of values and ethics in Management.

1. The philosophical underpinnings of Ethical actions in public and private affairs -The Western Tradition and the Indian System of Values.

2. Ethics and Public Interest – Legitimacy and accountability of the Public Systems. Corruption in Public Affairs.

3. Values, Ethics, Transparency and accountability in Business – Code or norms of ethics in India for Business Organizations.

4. Education and Training for values and ethics in Public Service and Business – Role and responsibility of the institutions of learning.

Selected Readings:

2. Selected Chapters of Mahabharat (Shanti parva) and Kautilya’s Arthshastra.
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Semester - III

PA-EA-02  Principles of Human Resources Management:


Selected Readings:

PA-EA-03  Government and Labour Welfare Policy:

1. Meaning, nature, scope and functions of Labour Administration
2. Labour Welfare Policies in India since Independence – Labour legislations in India.
3. Machinery for Labour Administration – Role and functions of Labour Welfare Officer.
4. Trade Unions and Labour – Implications and impact of LPG on Labour with special reference to Exit policy and VRS.

Selected Readings:

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Group EB: Crisis Management:

PA-EB-01 Disaster Management:


2) Managerial process in Disaster Management: Planning, Coordination, leadership and control; Stocking of resources, Vulnerability and risk analysis. Role of Government, Media and NGOs-Role and coordination.

3) Management of rehabilitation- Damage and need assessment – reconstruction and rehabilitation.

4) Disaster preparedness – Predictability, Forecasting and warning of disasters – prevention and precautionary measures.

Selected Readings:

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PA-EB-02 Issues in Population Policy:

This course deals with the issues and problems relating to Population growth and its impact on Developments in social, economic & political sectors.

2. Strategies for Family Planning – FP programmes in India – Health and FP.
3. Education and FP – Role of NGOs in Female literacy and FP.

Selected Readings:

2. Kohli-Chandra, Shanta., Family Planning Programmes in India, Mittal, New Delhi.
PA-EB-03   Environmental Policy and Administration:

1. Nature, scope and role of the State in environment-related issues; Environmental policy in India.

2. Environmental degradation – factors responsible for degradation in areas like forestry, water, air, wildlife etc. – consequences and impact on the people. The concept of sustainable development.

3. Laws relating to environmental protection in India – Scope and applicability – Judicial intervention in environmental issues- the desirability and need to establish environmental courts.

4. Problems of administering environmental policies in India – NGOs and environmental protection – their contributions and limitations.

Selected Readings

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Semester - III

Group EC: Computer Applications and Management:

PA-EC-01 Advanced Course in Computer Applications:


2. DBMS concepts – Basic terms and terminologies. Basic Issues in Database Design - Database integrity and security.


4. Application of computers in various areas – Hospital, Banking, Police etc.

Selected Readings:

PA-EC-02  Implementation of Computer Based Systems:

1. Management Information Systems.

2. Software Engineering – Basic paradigms, Umbrella activities like Planning, Scheduling, Risk management etc. ISO standards.

Selected Readings:

PA-EC-03    Management Improvement Techniques:

3. PPBS, Benefit-Cost Analysis; its relevance to Decision making in organization; MBO
4. Organization and Methods; the need for change and growth; BPR in Organisations.

Selected Readings:

Optional Groups:

Group OA:

PA-OA-01 Management of Development Programmes:


2. The Concept of Development Administration; Administrative Change; Bureaucracy, Development and the Citizen. Bureaucracy and the Political System, and the Role of the Bureaucracy in Policymaking.

3. Rural Development Administration—Various programmes of rural development including I.R.D.P.


Selected Readings:

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Semester - III

PA-OA-02  Government and NGOs:

1. Voluntary Organizations – Its role and responsibility .

2. NGOs and Social Welfare – Reasons for supplementing the functional responsibilities . Governmental schemes for NGOs.

3. NGOs - Organization and Management - Manpower requirement and training - Financial and Infrastructural resources. Innovations in NGOs working.


Selected Readings:

2. IIPA., Special Number on Voluntary Organizations, July- Sept., IIPA, New Delhi.
PA-OA-03 Management of Public Distribution Systems:


2. Food Policy and PDS – Role and responsibility of different agencies – Food subsidy and its impact on economy.


4. Innovations in PDS – TPDS and Dual Pricing Policy; Issues in Food Security and Poverty Alleviation; An evaluation of the working of the TPDS.

Selected Readings:

PA-OA-04  Hospital Management:


2) Major aspects in Hospital Administration – Personnel, Finance Auxillary services, Emergency provisions – The role and functions of the Administrator in Hospitals.

3) Hospital organisation – The Status and role of the Generalist – Administrator and the Specialist in Hospital functions – The Uniqueness of Hospital Bureaucracy – Financial Administration in Hospitals.

4) Social Service and Hospital Administration – Its importance, role and functions; Measurement of efficiency in Hospitals-Control over Hospital Administration-External and internal.

Selected Readings:

1. Srinivasan, T.V., Hospital Administration.
PA-OA-05  Research Methodology:


Selected Readings:

2. Folz, David H., Survey Research for Public Administration, Sage, New Delhi, 1996.