

**VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**Two Year Post Graduate Diploma Course in Public Systems Management  
(PGDPSM)**

***Semester I***

***Semester II***

**Paper 1: Principles of Public Management.  
Governments.**

**Paper 4: Management in Local**

**Paper 2: Principles of Human Resources  
Management.**

**Paper 5: Social and Labour Welfare  
Administration.**

**Paper 3: Economic and Financial  
Administration.**

**Paper 6: Computer Applications and  
e-governance.**

***Semester III***

***Semester IV***

**Paper 7: Advanced course in Computer  
Applications.**

**Paper 10: Implementation of Computer  
Based Systems.**

**Paper 8: Public Policy Analysis.**

**Paper 11: NGOs and Management of  
Development Programs.**

**Paper 9: Disaster Management  
Project Work.**

**Paper 12: Dissertation based on**

# VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

## DEPARTMENT OF PUBLIC ADMINISTRATION

### Two Year Post Graduate Diploma Course in Public Systems Management (PGDPSM)

**I) Rationale and Objectives:** The Department of Public Administration proposes to offer a Two year Post Graduate Diploma course in Public Systems Management from the Academic year 2004 (July 2004).

The Diploma course is designed for the employees who are employed in Public Organizations like the Civil Servants of State and Central Government, Municipal Corporations, Municipalities, District Collectorate, Police Commissionerate, Public Sector undertakings, government aided institutions, NGOs , Public Organizations etc.

The course aims at teaching and retraining the employees of the Public Organizations in the field of Public Management and Administration. In contemporary times Public Organizations are facing the problems of ever-increasing demand on the Public Services. Effective, responsible governance and effective delivery systems for public services are the necessary consequences of economic liberalization in this country. The administrators are now expected to manage public organizations efficiently and be result-oriented. In addition to this, the public organization are to reflect the social concerns and responsiveness and accountable to the citizens. The PGDPSM course aims to impart teaching and training skills in the field of Public Management so as to equip the employees of Public organizations to face the challenges and demands of their clientele.

**Duration:** The PGDPSM is a Two Year, Four-semester course to be conducted on Credit Course System. *The classes for the PGDPSM shall be conducted between 6.30 p.m. and 8.30 p.m. on all working days to accommodate students who are employed with public organizations.*

The odd semesters would begin by July 15 and the even semester by January 15 of every Academic Year.

**Eligibility:** The course is open to all graduates who are employed in Public Organizations. The applicants must have a work experience of about 2 years in Public organizations.

**I) Admission procedure:** Eligible candidates shall be admitted in the first semester of the course on the basis of a selection test which may include a written test and/or personal interview.

**II) Total Seats:** There shall be a total of 20(twenty) seats in the PGDPSM.

**III) Reservation of Seats:** The number of seats to be reserved for the S.C/S.T. and socially and economically backward groups will be according to the rules and regulations of the State Government and the South Gujarat University.

**IV) Structure and courses of study:**

The PGDPSM shall have Eleven (11) papers and a project work distributed over Four semesters as follows:

**Semester I**

**Semester II**

**Paper 1: Principles of Public Management. Governments.**

**Paper 4: Management in Local**

**Paper 2:Principles of Human Resources Management.**

**Paper 5: Social and Labour Welfare Administration.**

**Paper 3: Economic and Financial Administration.**

**Paper 6: Computer Applications and e-governance.**

**Semester III**

**Semester IV**

**Paper 7: Advanced course in Computer Applications.**

**Paper 10: Implementation of Computer Based Systems.**

**Paper 8: Public Policy Analysis. Programmes.**

**Paper 11: NGOs and Management of Development**

**Paper 9: Disaster Management Project Work.**

**Paper 12: Dissertation based on**

The detailed courses of study (syllabus) is enclosed in Appendix-I.

**V) Fee Structure:** The fee structure for the Two year PGDPSM shall be as below:

- 1) Fees towards Registration, Identity Card, Library, Gymkhana, Students Welfare,etc., would be as prescribed by the University.
- 2) This apart, the student will have to pay the following fee per semester:  
Tuition Fees: Rs.4,000/-

**VI) Rules relating to admission, examination and award of the Post-Graduate Diploma in Public Systems Management (PSDPSM).**

**Rule-1: The PGDPSM shall be a two year, four semester course consisting of Eleven (11) papers and a dissertation based on project work. The details of syllabus is enclosed in Appendix-I.**

**Rule-2: Admission requirements: Candidates seeking admission to this course must be a graduate in any faculty. He/she should have a work experience of about 2 years in Public Organizations. The candidate shall submit a certificate of employment and a no objection certificate from their employers at the time of admission.**

**Rule-3: Eligible candidates shall be admitted on the basis of a selection test which may include a written test and /or a personal interview.**

**Rule-4: Candidates presenting themselves for the university examination of this programme shall apply to the Registrar, South Gujarat University, Surat in the prescribed form along with a certificate from the Head of the Department testifying to their having (a) attended the prescribed course of lectures; (b) submitted the necessary assignments/presentation; and (c) completed the project work assigned to them.**

**Rule –5: Evaluation System:**

**The PGDPSM shall be a credit course system wherein each paper shall be assigned 40 credits.**

**Rule- 6:**

**(a) Each paper shall have a total of 40 credits and the dissertation shall carry 40 credits. Thus the entire PGDPSM programme will have a total of 480 credits, and its distribution during the four semesters is as below:**

Details	I Semester	II Semester	III Semester	IV Semester
No. of Papers	3 papers	3 papers	3 papers	2 papers and dissertation
Total Credits	120	120	120	120

**(b) Out of the 40 credits for each course, 20 credits shall be for continuous assessment and the balance 20 credits shall be for the **End Semester Examination.****

**Rule 7: Continuous Assessment:**

a. Credits in each of the papers shall be given by the teacher concerned on the basis of contact hours, assignments, seminars/presentations, tutorials, internal tests, reviews etc. The teaching schedule shall be prescribed by the teacher (the syllabus provides a broad framework about the areas/topics that may be covered in each of the paper) and the credit weightage is indicated below.

b. The credits (continuous assessment) in each of the paper shall be as follows:	
(a) Contact hours/field visits/Library work/Practical work etc	4 credits.
(b) Assignments/reviews (a minimum of 2)	6 credits.
(c) Internal Tests (a minimum of 2)	4 credits.
(d) Seminars/Presentations (a minimum of 2)	6 credits.
	-----
Total	20 Credits
	-----

c. The dissertation shall have 40 credits; 20 credits shall be for the viva-voce examination and the balance 20 credits shall be awarded by the supervising teacher based on the progress of research work.

**d. A student shall obtain a minimum of 8 credits in continuous evaluation in each paper including the dissertation. In case a student fails in a paper/s in continuous assessment, he/she shall not be permitted to appear in the End Semester Examination in that paper/s. He/she shall be permitted to appear in the End Semester Examination only after clearing the continuous assessment (in paper/s in which the student had failed) and that too only at the subsequent relevant End Semester Examination ( Odd or Even Semesters).**

#### **Rule 8: End Semester Examination:**

1. There shall be one End Semester Examination of 3 hours duration in each paper. The End Semester Examination shall be evaluated for 20 credits in each paper. **A student shall obtain a minimum of 8 credits to clear or pass a paper at the End Semester Examination.**

2. The mode of End Semester Examination and evaluation shall be decided by the faculty concerned in consultation with the Departmental Committee.

**3. A student, who fails in any paper/s in the End Semester Examination, can repeat (arrears) End Semester Examination in that paper/s along with the subsequent End Semester Examinations with a maximum of 3 attempts only.**

4. Students who, due to unavoidable circumstances, complete their programme beyond the stipulated period of four semesters (but not later than 4 years or 8 semesters from the date of their admission to the course) **will also be graded and awarded class.**

#### **Rule 9: Attendance:**

1. Every teaching faculty handling a paper shall be responsible for keeping record of the attendance of the candidates in their respective course/s.

2. A student who has attendance less than 75% shall not be permitted to clear a paper in which the short fall exists.

3. If Student-employees (of Public Organizations), after joining the PGDPSM Programme are transferred out of Surat before the completion of the programme, such candidates shall be given an option to continue the PGDPSM and complete the programme subject to the following conditions:

a) They shall be required to attend special contact programmes (lectures/tutorials) that would be held on second and fourth Saturdays and Sundays of a month during the duration of a particular Semester between 10.30 a.m. and 4.30 p.m. on the aforementioned days.

b) They shall be required to attend atleast 75% of such special contact programmes to make up for the loss on account of regular classes.

c) The total attendance during a semester (regular and special contact programme ) should be not less than 75 %.

**4. However, the rules and regulations relating to attendance of this University would be adopted with a provision that it would be applicable paper-wise.**

**Rule 10: Passing and award of the PG Diploma:**

a) A candidate shall obtain a minimum of 16 credits in each of the paper and the dissertation to clear or pass a paper.

b) In order to be considered for the award of the Post Graduate Diploma in Public Systems Management (PGDPSM) a candidate shall obtain a minimum of 200 credits in all the 11 (eleven) papers and the dissertation.

c) A candidate who obtains upto 250 credits shall be declared to have passed the PGDPSM in Pass Class.

d) A candidate who obtains credits between 251 and 300 shall be declared to have passed the PGDPSM in Second Class.

e) A candidate who obtains credits between 301 and 350 shall be declared to have passed the PGDPSM in First Class.

f) A candidate who obtains credits above 351 shall be declared to have passed the PGDPSM in First Class with Distinction.

**Rule 11: Grading of the Papers:**

A seven (7) point scale is used for the evaluation of the performance of the student to provide grading for each paper along with Grading point, Percentage Equivalent of Marks and Credits.

The grading system (for each course) is as given below:

<b><u>Letter grade</u></b>	<b><u>Grade Point</u></b>	<b><u>Percentage Equivalent of Marks</u></b>	<b><u>Credits</u></b>
<b>O-Outstanding</b>	<b>5.50 – 6.00</b>	<b>75 – 100</b>	<b>34 &amp; above</b>
<b>A-Very Good</b>	<b>4.00 – 5.49</b>	<b>60 – 74</b>	<b>29 to 33</b>
<b>B-Good</b>	<b>3.50 – 3.99</b>	<b>55 – 59</b>	<b>24 to 28</b>
<b>C-Above Average</b>	<b>3.00 – 3.49</b>	<b>50 – 54</b>	<b>19 to 23</b>
<b>D- Average</b>	<b>2.00 – 2.99</b>	<b>40 – 49</b>	<b>16 to 18</b>
<b>E-Poor</b>	<b>1.00 – 1.99</b>	<b>20 – 39</b>	<b>8 to 15</b>

**F-Very Poor          0.00 – 0.99                                  0 – 19                                  0 to 7**

**Note:**

- 1. Letter Grades E and F denotes failure in the course.**
- 2. The Multiplication Factors of 0.02 per mark between 75 and 100, 0.106 per mark between 60 and 74, 0.123 per mark between 55 and 59, 0.123 per mark between 50 and 54, 0.11 per mark between 40 and 49 may be applied in calculating the exact grade point.**
- 3. Grade points shall not be awarded for students who fail by securing E and F letter grades.**

**Rule 12: Credit Based Letter Grades**

The letter grades would be awarded on the basis of the number of credits obtained by the candidate for the entire (Cumulative credits earned in all the four semesters) PGDPSM Programme:

The letter grades are as below:

<b>Letter Grades</b>	<b>Total Credits</b>	<b>Class</b>
<b>(Cumulative of four Semesters)</b>		
1) 'O'	351 and above.	<b>Outstanding          I Class with Distinction.</b>
2) 'A'	301 to 350.	<b>Very Good          I Class.</b>
3) 'B'	276 to 300.	<b>Good          High II Class.</b>
4) 'C'	251 to 275.	<b>Above Average          II Class.</b>
5) 'D'	200 to 250.	<b>Average          Pass Class.</b>
6) 'E'	101 to 199.	<b>Poor          Fail.</b>
7) 'F'	Up to 100.	<b>Very Poor          Fail.</b>

---

**VII: Declaration of Results:**

1. After finalization of results by the Board of Examiners, the credits, letter grades and grade point awarded to the students in each paper (without the absolute marks) will be announced by the Department.
2. In case a student feels aggrieved, he/she can contact the concerned teacher for recheck of his/her performance within a week after the notification by the Department. The aggrieved student may be shown his/her answer papers (of the End Semester Examinations) by the teacher

concerned and rechecking, if need be , shall be done by a committee of two teachers (that also includes the teacher concerned) appointed by the Board of Examiners.

3. The mark sheet, showing the cumulative grade statement along with credits shall be issued by the Controller of Examination of this University.

#### **VIII: Departmental Committee:**

1. The Departmental Committee would comprise of all the faculty members of the Department. The Head of the Department shall be the Chairperson of the Committee.

#### **IX: Board of Examiners:**

1. The Board of Examiners would comprise of the Head of the Department as Chairperson and all the other faculty members of the Department as members of the Board of Examiners. In exceptional cases only, an external examiner for evaluating the dissertation and conduct of viva-voce examination may be appointed with the consent of the Dean, Faculty of Arts.

---

# **P.G.Diploma in Public Systems Management**

## **Semester I.**

### **Paper-1: Principles of Public Management:**

Unit I: Public Administration and Management – Nature, Scope and functions– Principles of Public Management.

Unit II: Theories of Management and organization- Principles of Public Organisation- Principles and practices in government.

Unit III : Constitutional Background of Indian Administration- Salient features of India's Administrative System.

Unit IV: An outline of the features of the Union and State governments in India. Features of the Bureaucracy in India.

Unit V: Control and Public Accountability of Public Bureaucracy and Management- Responsible and responsive Public Management – Nature and scope of Administrative Law and rule of law – role of the Judiciary.

-----  
**Suggested Readings:**

- 1) Basu, Rumki., Public Administration – Theory and Concepts.
- 2) Keeling. Desmond., Management in Government, GAU, London.
- 3) Stewart, Debra and Garson, David G., Organisational Behaviour and Public Management, Marcel Dekker, New York, 1983.
- 4) Chaturvedi, T.N., Administrative Accountability., IIPA, New Delhi, 1984.
- 5) Harman, Michael and Mayer, R.T., Organisation theory for Public Administration, Little, Brown & Co, Boston, 1986.
- 6) Jain, R.B., Bureaucratic Development in India.
- 7) Pylee, M.V., Constitutional Government in India.
- 8) Maheswari, S.R., Indian Administration (latest Edition).
- 9) Osborne, David. And Gaebler, Teb: Reinventing Government, PHI, New Delhi, 1992.
- 10) Jain, M.P. and Jain, S.N., Administrative Law in India.

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

## **P.G.Diploma in Public Systems Management**

### **Paper 2**

#### **Principles of Human Resources Management:**

Unit I: Meaning, nature and scope of Human Resources Management – Organisation theory and Human Resources.

Unit II: Planning process for HRM- Characteristics of HRD.

Unit III: Meaning and nature of Human Relations – Relationship with HRM – Organisational development and Human Relations.

Unit IV: Functions of HRD- Job evaluation, analysis, recruitment, training, placement, promotion etc.

Unit V: Human Resources Audit – Its significance – HRM and Audit in Public Organisations.

Suggested readings:

- 1) Michael, V.P., Human Resources Management and Human Relations, Himalaya Pub.House,Bombay,1995.
- 2) Davar, R.S. Personnel Management and Industrial Relations, Vikas,New Delhi,1996.
- 3) Dubin,R., Human Relations in Administration, PHI, New Delhi.
- 4) Arya,P.P. and Tandon, B.P..Human Resources Development, Deep and Deep, New Delhi.
- 5) Parekh,Uday., Organisational Behaviour Processes , Rawat,Jaipur,1996.
- 6) Rao,T.V., HRD Audit, Sage, 1999.

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

## P.G.Diploma in Public Systems Management

### Paper 3

#### Economic and Financial Administration:

Unit I: India's Economic Policy since independence – Features of New Economic Policy – Impact of LPG on India .

Unit II: LPG and the public sector in India – Role of government and Public Sector.

Unit III: Economic policy and the Financial System – its nature, scope and relationship.

Unit IV: Government Budgeting – Problems in resource mobilization – Management of Public Finance – Performance and Zero-based budgets.

Unit V: Financial Accountability and Control – Issues and problems of Cost Control, Audit and efficacy of Public expenditure.

Suggested readings:

- 1) Sengupta, N., Government and Business, (latest edn).
  - 2) Thavaraj, M.J.K., Financial Management, Chand & co, New Delhi, 1996.
  - 3) Kapila, Uma (ed.), India's economic Reforms, Associated, New Delhi, 2001.
  - 4) Osborne, David. And Gaebler, Ted., Reinventing Government, PHI, New Delhi, 1992.
  - 5) IIPA., Liberalization Policy and social concerns, Vol. XVII, No.3, 1996.
  - 6) Ganguly, S.P., Fundamentals of Government Budgeting in India, Concept, New Delhi, 1993.
  - 7) Bhanoji Rao, V.V., India's Economic Future, Tata Mcgraw Hill, New Delhi, 1993.
-

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

## P.G.Diploma in Public Systems Management

### Semester II

#### Paper 4

#### Management in Local Governments:

Unit I: Nature and Scope of Local Governments in India –Importance of District Administration and its role in Local Governance.

Unit II: Constitutional Background of Local governments – urban and rural – Significance of the 73rd and 74th Constitutional Amendment Act.

Unit III: Structure and functions of Urban governments – Issues and problems in urban governance – Role of the elected representatives in urban bodies.

Unit IV: Structure and functions of Rural governments – Issues and problems in panchayat system – Role of agencies like DRDA – Role of elected representatives in rural governance.

Unit V: Control over Local bodies – State government’s role- State Finance commissions- nature and scope of financial devolution.

#### Suggested readings:

- 1) Maheswari,S.R., Local Government in India.
  - 2) Mukhopadyay, Asok., Municipal Government and Urban Development,IIPA,New Delhi, 1996.
  - 3) State Machinery for Municipal Supervision, IIPA, New Delhi.
  - 4) Khanna, R.L., Municipal Government and Administration.
  - 5) Ram Reddy, Panchayati Raj in India.
  - 6) Raj Singh., Panchayati Raj Manual, Anmol, New Delhi,1996.
  - 7) Maheswari, S.R., Rural Development Administration.
  - 8) Mishra, Sweta., Changing pattern of District Administration, Mittal, New Delhi, 1996.
-

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

## **P.G.Diploma in Public Systems Management**

### **Paper 5**

#### **Social and Labour Welfare Administration.**

- Unit I: Meaning, nature and concept of social and labour welfare.
- Unit II: Social and Labour policies in India – Planning and development Administrative machinery for social and labour Administration.
- Unit III: Social and labour Legislations with special reference to select Acts of the Government of India.
- Unit IV: Methods in Social Administration – Role of NGOs in social welfare.
- Unit V: Role and Functions of Trade Unions –Exit policy and VRS and trade unions.

#### Selected Readings:

- 1) Goel, S.L. and Jain, R.K., Social Welfare Administration.
  - 2) Sachdeva, D.R., Social Welfare Administration in India.
  - 3) Marsh, B.C., Introduction to Social Administration.
  - 4) Singh, R.C.P. Labour Welfare Administration in India.
  - 5) Misra, S.N., An Introduction to Labour and Industrial Law.
  - 6) Punekar, S.D., Labour Welfare, Trade Unions & Industrial Relations.
-

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

## P.G.Diploma in Public Systems Management

### Paper 6

#### Computer Applications and e-governance:

Unit I: Basic concepts in IT – Hardware/Software- Input/output devices – Operation systems – standard software packages(MS Office) – Its applications.

Unit II: Networking and data communications – networking concepts. e-commerce,e-mail,www.

Unit III: Data based application system – MIS – Systems Analysis – PERT/CPM,OR,CBA ETC.

Unit IV: IT and Policy analysis – methods and techniques.

Unit V: Citizen and e-governance – citizen's participation in decentralized Decision making processes.

#### Selected Readings:

- 1)Pitt,D.C., and Smith,B.C., The Computer Revolution in Public Administration, Wheatsheaf Books,London,1984.
  - 2)Garson,David., Information technology and Computer applications in Public Administration, Hershey Idea Group Pub, 1999.
  - 3)Bhatnagar,S., &Schware,R.(eds)., Information and Communication technology in Development:Cases from India,Sage,New Delhi,2000.
  - 4)Information Technology and Indian Administration, IJPA, Vol:XLVI, No.3,2000, New Delhi.
  - 5)Rajaraman, V., Fundamentals of Computers,PHI,New Delhi.
  - 6)Srivatsava, T.N., An Introduction to Computers and their application to Banking Industry,Macmillan, New Delhi.
  - 7)Banerjee,U.K.&Sachdeva,R.K., Management Information Systems, Vikas, New Delhi,1996.
  - 8)Srinath,L.S., PERT andCPM., Principles and Applications.
-

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

## **P.G.Diploma in Public Systems Management**

### **Semester III**

#### **Paper 7**

#### **Advanced Course in Computer Applications:**

1. Computer Based Systems Architecture – Introduction to Client/Server systems, Distributed Systems, Parallel Processing, Centralized systems.
2. DBMS concepts – Basic terms and terminologies . Basic Issues in Database Design - Database integrity and security.
3. Security – Security aspects, Network security, encryption, digital signatures, firewalls.
4. Application of computers in various areas – Hospital, Banking, Police etc.

#### **Selected Readings:**

1. Korth, Henry F., Database System Concepts, Tata Mcgraw Hill, New Delhi.
  2. Kaufman, Charlie., Network Security (2nd Edn), PHI (EEE).
-

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

## **P.G.Diploma in Public Systems Management**

### **Paper 8 Public Policy Analysis:**

- 1) Influence of Social, cultural, political, economic and technological factors on Public policy processes – An under-standing of its implications and impact on policy implementation.
- 2) Policy formulation – Approach, process, methods and techniques of policy making – the machinery for public policy making with reference to India – policy making in selected sectors like Education, Energy, Health etc.
- 3) Policy implementation and evaluation – Agencies involved and their role and functions w.r.t. India.
- 4) Policy Analysis and Research – Methods and techniques for Policy Research – Role of Research Institutions.

#### **Selected Readings:**

- 1) Majcharzak, Anna., Methods for Policy Research, Sage, New York, 1984.
  - 2) Ganapathy, R.S. et.al. (eds., Public Policy and Policy Analysis in India, Sage, New Delhi, 1985.
  - 3) Mathur, Kuldeep & Bjorkman, J.N., Top Policy makers in India, Concept, New Delhi, 1994.
-

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

## **P.G.Diploma in Public Systems Management**

### **Paper 9**

#### **Disaster Management:**

- 1) Introduction to Disasters – Nature and Classification of Disasters – Profile of Disasters: Global, National, Regional.
- 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:**

1. Sharma, V.K (ed)., Disaster Management, NCDM, IIPA, New Delhi, 1994.
  2. Singh, K.S. (ed)., Disaster Management, Mittal, New Delhi, 1998.
  3. Cuny, F.C., Disasters and Development, New York.
-

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

## **P.G.Diploma in Public Systems Management**

### **Semester IV.**

#### **Paper 10**

#### **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:**

1. Pressman, Roger., Software Engineering: A Practitioner's Approach., Tata Mcgraw Hill, New Delhi.
  2. Murdick, Robert G et.al., Information Systems for Modern Management, PHI (EEE), New Delhi, Third Editon.
  3. Laudon, Kenneth C., Management Information System- Managing the Digital Firm,(7th Edn), Pearson Education.
-

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

## **P.G.Diploma in Public Systems Management**

### **Paper 11**

#### **NGOs and Management of Development Programmes:**

1. 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.
2. Rural Development Administration—Various programmes of rural development including I.R.D.P.
3. Programmes of Urban Development – Issues in population, slums and migration.
4. Voluntary Organizations – Its role and responsibility .
5. NGOs and Social Welfare – Reasons for supplementing the functional responsibilities . Governmental schemes for NGOs.

#### **Selected Readings:**

1. Arora, R.K., & Mathur, P.C.,(ed)., Development Policy and Administration in India, Associated Press, New Delhi, 1986.
  2. Sapru, R.K., Development Administration, Deep & Deep, New Delhi, 1986.
  3. IJPA, Special Number on Voluntary Organizations, IIPA, New Delhi.
-

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

## **P.G.Diploma in Public Systems Management**

### **Paper 12**

#### **Dissertation based on Project work:**

The Students shall choose a topic of study from their respective organization and shall prepare a project under the supervision of a recognized teacher. They shall submit their project at the end of the second year.

---