

# **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.
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