

VEER NARMAD SOUTH GUJARAT UNIVERSITY

MPA

Semester - IV

Elective Courses:

Group EA: Human Resources Management:

PA-EA-04 Industrial Relations:

1. Indian Industrial Relations- An Overview, Influence of Technology on I.R.
2. Meaning & nature of grievance – Grievance Redressal Procedure - Discipline and its enforcement.
3. Industrial Dispute – Causes, prevention and settlement. Process and procedure in Industrial disputes settlement. Workers Participation in management.
4. Legal framework of Industrial relations – Trade Unions and I.R.

Selected Readings:

1. Sarma, A.M., Industrial Relations, Himalaya, Mumbai, 2002.
2. Ghosh, B., Industrial Relations in Developing Economy, Himalaya, Mumbai, 2001.
3. Subramani & Shah, Rajendra A., HRM and Industrial Relations, Himalaya, 2001.

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PA-EA-05 Human Resources Development:

1. Concept of H.R.D., - Its processes, methods and techniques;
2. Functions of HRD – Job evaluation- description and analysis, recruitment, training, placement, promotion & transfer, appraisal etc.,
3. The concept of Human Resource Audit – Its objective and methods – Strategies and issues in HRD.
4. Case studies in HRD.

Selected Readings:

1. Arya, PP & Tandon, B.P., Human Resources Development, Deep & Deep, New Delhi, 1995.
2. Rao, T.V, Human Resources Audit., Response- Sage, New Delhi, 1999.
3. Pareek, U., & Rao, T.V., Designing and Organizing Human Resource System, Oxford-IBH, New Delhi, 1992.

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PA-EA-06 Safety Management:

1. Concept, nature and Scope of Safety Management – An Introduction to Industrial Safety Management .
2. Safety Management – Planning, Organizing, Directing and Monitoring. Principles and Practices.
3. Accident Prevention – Safety Education and Training.
4. Employee Participation – Human Factors in Safety.

Selected Readings:

1. Anton, Thomas I., Occupational Safety and Health Management, Mcgraw Hill, Singapore, 1989.
2. Krishna, N.V., An Introduction to Safety Engineering and Management, Latest Edn.
3. Heinnch, H.V., Prevention of Industrial Accidents, Mcgraw Hill.

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Group EB: Crisis Management:

PA-EB-04 Police Management:

- 1) Development of Policing in India; Meaning , Nature , scope and importance of police functions ; Role of police in a civil society.
- 2) Police Administration – Tasks and functions; objectives of Policing-Law and Order maintenance-the problems and issues; Reformative and punishment-oriented policing – Relationship with prison Administration.
- 3) Machinery for Police Management in India - Control over police – External and internal – Role of the Mass media. Machinery for setting citizen's grievances.
- 4) Issues and problems of policing and Police Administration in contemporary times – The emergence & role of Police employee's Union.

Selected Readings:

- 1) Bhardwaj, R.K. Indian Police: Administration, National Publishing House, New Delhi, 1978.
- 2) Reghavan, R.K. Indian Police: Problems, Planning and perspectives: Manohar, New Delhi, 1989.
- 3) Trilok Nath., Indian Police Administration, A Guide for Police Officers, Sterling, New Delhi, 1983.

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PA-EB-05 Water Resources Management:

This course deals with Water issues relating to efficiency and economy in water Uses, conservation, the policy and programmes of the Government on Water Resources Development and Management.

1. Water Resources management – Challenges and Strategies – Management of water for sustainable Development.
2. National Water Policy – Integrated Water Resources Development – Role and responsibility of the Government – Issues and problems in implementation.
3. Water Resources Development and problems in different sectors – Forests, Flood, Poverty Alleviation, Irrigation.
4. Case Studies in Water Management – Experiences in Different Regions.

Selected Readings:

1. IIPA., Special Issue on Water Resources Management, July-Sept. 2003.
2. Sharma, V.K., Water Resources Planning and Management, Himalaya, Bombay, 1985.
3. Vaidyanathan, A., Water Resource Management: Institutions and Irrigation development in India, OUP, New Delhi, 1999.

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PA-EB-06 Public Health Management:

1. The Concept of Public Health; Meaning, nature, scope and objectives of Public Health Care Administration in India; Health care as a component of Social policy; Population and Health Care; Role of the WHO in Health Care.
2. Public Health Policies in India – Agencies involved in Policy formulation – Development of Public Health and Health Care in successive Five – year plans.
3. Machinery for administering Public Health Administration-Scope and role
4. Meaning and Scope of Primary Health Care – Administration of Primary Health Centres at the State level-Issues and problems in Primary Health Administration with particular reference to trained personnel and finance. A critical evaluation of Health Care Administration.

Selected Readings:

1. Goel, S.L., Public Health Management in India, (Vols. I to IV), Deep and Deep, New Delhi, 2002.
2. Rameswaram, G., Medical Health Administration in Rural India, Ashish, New Delhi.

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Group EC: Computer Applications and Management:

PA-EC-04 Project Management:

1. Concept of Project – Features and Principles – Project and Task Force: Similarities and Differences.
2. Basic considerations in Project Management – Process and procedure. Identification of Projects and project cycle.
3. Feasibility and viability of Projects – Financial , technical, market, Human resources, legal and socio-political.
4. Complexities in Project Implementation – Monitoring Implmentation – Control and accountability.

Selected Readings:

1. Sharma, K., Project Management, National , New Delhi, 2003.
2. Ramaraju, T., Project Management in the emerging Environmental Globalisation, Himalaya, Mumbai, 2002.
3. Harrison, F.L., Advanced Project Management, A Structured Approach, 1992.

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PA-EC-05 e-governance and Cyber Laws:

1. e-governance - Nature and scope – Applications of IT in government – its influence on the performance of Public Organisations.
2. Implementing strategies for e-governance initiatives – scope and limits Role of Public servants under e-government initiatives-Skills required and training of public servants.
3. IT and Policy Analysis – Meaning and significance – Methods and techniques. Cyber Laws -IT Act and its impact on other laws.
4. Citizen and e-governance – citizen participation in governmental process – Its influence on democratization and decentralized decision making in Public organizations.Practical work in Computer Laboratory.

Selected Readings:

1. Bedi, Kiran et.al., Government @ Net – New governance opportunities for India, sage, New Delhi 2001.
2. Pitt, D.C., & Smith, B.C., The Computer Revolution in Public Administration, Wheatsheaf Book, U.K., 1984.
3. Heeks, R.B. (ed)., Reinventing Government in the Information Age, Routledge, London, 2001.
4. IIPA., Information Technology and Indian Administration, July-Sept.2000, IIPA, New Delhi.

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PA-EC-06 ICT and Knowledge Management:

Knowledge Management is a set processes that attempts to effectively use the intellectual capital to maximize

Efficiency and competitiveness in Organizations. The course aims to prepare students for a career as Knowledge Managers or knowledge technologists in a wide range of environments.

1. Knowledge Management: Philosophy ; Role of Intellectual Capital in Organizational Development.- Issues in Intellectual Property Rights.
2. Tools and Technology of K.M. – ICT and Organizational System – Knowledge Mapping and Information Systems Audit.
3. Role of Human Resources Management, Technology and Culture on K.M. and Organizational Development.
4. Issues and Problems in K.M. – Knowledge Acquisition , IT Solutions, Information literacy and Research Methods.

Selected Readings:

1. Svenonius, Elaine., The Intellectual Foundation of Information Organization, MIT Press, 2000.
2. Liebowitz, Jay & Beckman, Tom., Knowledge Organizations, St. Lucie Press, 1998.
3. Davenport, Thamas H. & Prusak, Lawerance., Working knowledge – How Organizations manage what they know, HBS press, 1998.
4. Knowledge Organizations – Journal by International Society for Knowledge Organizations-(e- journal- <http://is.gseis.ucla.edu/orgs/isko/isko.html>)

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Optional Groups:

Group OB:

PA-OB-01 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.

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PA-OB-02 Management of Public Enterprises;

1. Evolution and Rationale of Public enterprises in India – Role of Public Enterprises in the context of Planned Economy.
2. Issues in Public Enterprises – Forms of Organizations; Managerial Control; Autonomy and Functional Management.
3. Relevance of Public Enterprises in an era of Liberalization, Privatization and Globalisation ;
Role of the Government – Principles of Cutback Management with reference to Public Enterprises.
4. Privatization and liberalization in Indian Context – The Experience in India – Its impact on Labour Policy.

Selected Readings:

1. Laxminarain., Public Enterprise Management and Privatisation, S.Chand & Co, Delhi, 2003.
2. Farnham, David., & Sylvia Horton., Managing the New Public Service., Macmillan, New Delhi, 1996.
3. Osborne, David., & Gabler, Ted., Reinventing Government, PHI, New Delhi, 1992.

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PA-OB-03 Women and Administration:

1. Gender Issues in Administration: Constitutional Provisions – Political, Social and Economic empowerment of Women. National Policy for Women Empowerment.
2. Women and Development – Policies and Developmental Programmes for women in India.
3. Women at work place – Issues, challenges and consequences.
4. Protection of Women's Rights – Human Rights and Women's Rights; Role of the National Commission for Women and Voluntary Agencies.

Selected Readings:

1. Tara Ali Baig (ed)., Women of India, Publications Division, GOI, New Delhi, 1990.
2. Mohini Giri, V., Emancipation and Empowerment of Women, Gyan Publishing House, New Delhi, 1998.
3. Singh, J.P.(ed)., The Indian Women: Myth and Reality, Gyan Pub. House, N.Delh, 1996.
4. Sharma, Usha., Women's Emancipation: Rights vs Population Control, Authors Pub., New Delhi, 2001.

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PA-OB-04 Management of Local Governments:

1. Rural Management; The concept of panchayati raj; Balwant Rai Mehta Committee and Asok Mehta Committee reports; The three-tier structure – Organisation, working and role of the respective tiers; position, powers and functions of the key panchayati raj functionaries; Official-non-official relationship;
2. State level control over Panchayati Raj Institutions; An assessment of the Panchayati raj Institutions.
3. Urban Management; Evolution of Municipal Government in India; Corporations and Municipalities
Notified Areas etc.
4. Status and legal framework; structure and functions; deliberative and executive organs; committee system; State Control over municipal bodies.

Selected Readings:

1. Maheswari, S.R., Local Government in India, Latest Edition.
2. Khanna, B.S., Panchayati Raj in India, 1996.
3. Mukopadhyaya, Alok., Municipal Government and Urban Development, IIPA, New Delhi, 1996.

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PA-OB-05 Management of Regulatory Authorities:

1. Philosophy of State Intervention and regulation of private Markets – Competitive and restrictive trade and commercial practices and its consequences on the market.
2. Development of the regulatory system: Experiences in the US – LPG, Market Economy and the role of the Regulatory Authorities/Commissions in India.
3. Role, status, objectives and functions of regulatory authorities – i.e., SEBI, TRAI, CERC and IDRAI.
4. Regulatory Authorities at the State Level – State ERA: Issues and problems of Regulatory mechanisms vis-à-vis government and clientele.

Selected Readings:

1. Kettl, Donald F., Sharing Power: Public Governance and Private Markets, The Brookings Institute, New York, 1993.
2. IIPA., Infrastructure in India's Development: Power, Transport and Communication, July-Sept.2001, IIPA, New Delhi.
3. Electricity Act, 2001. (Part X relating to Regulatory Commissions).
4. TRAI Act, 1997, 2000. Commercial Law Publishers, New Delhi, 2000.