

St. Josephs college for women (Autonomous), Visakhapatnam.

Political Science

**VI Semester,
POL6501 (4)**

Human Resource Management

**Time: 5 Hrs/Week
Max Marks: 100**

w.e.f.2015-2018("15AC")

OBJECTIVES: To enable the students to -

1. Understand the subject that has its foundation in day to day life.
2. Develop the ability to participate in the administrative process.
3. Develop the skills necessary for the process of Administration

COURSE:

UNIT — I : Human Resource Management —

1. Meaning , scope and significance
2. Recruitment and Training.
3. Promotion — Morale and Retirement.

UNIT — II: Financial Administration.

1. Meaning , scope and significance
2. Budget — Meaning — Principles
3. Preparation of Budget — Process
4. Implementation of Budget
5. Financial Control — Comptroller and Auditor General

UNIT — III: Chief Executive Officer

1. Role and Functions.
2. Type of chief executives
3. Importance.

UNIT — IV: Administrative Accountability

1. Legislative control
2. Executive control
3. Judicial control
4. Popular Control — Lokpal, Lokayuktha
5. Social Audit

UNIT V: E . Governance

1. Meaning, aims, objectives — Rationale — Capacities and contribution.
2. India's Experiment — National E.Governance Project — an appraisal.
3. Short comings — what needs to be done and E.Governance and popular expectations.

REFERENCES:

1. "Administrative Thinkers" — D.Ravindra Prasad, V.S.P. Prasad and P. Satyanarayana — Sterling Publishers Pvt.Ltd., 1992 .
2. "Public Administration concepts and theories "Naidu — New age international Pvt., Ltd., 1997.
3. Principles of Public Administration Telugu Academy Text Book .
4. News papers. Internet.