

Management of Resources

Course Objective

Resources at the disposal of administrators are always limited while the demand for them is unlimited. In this context the course seeks to equip the students with the basic concepts and practices in the field of resource and management relating to HR, Finance and Materials.

Unit – I Management of Human Resources -I

1. Meaning, Scope & Importance of Human Resources Management
2. Human Resources Planning
3. Recruitment & Selection

Unit – II Management of Human Resources -II

1. Promotion
2. Performance Appraisal
3. Human Resources Development

Unit III Management of Finance –I

1. Meaning, Nature & Scope of Financial Management
2. Budget: Importance, Principle, Preparation Enactment, Execution
3. Role of Finance Ministry

Unit – IV Management of Finance- II

1. Parliamentary Financial Committees -- PAC, Estimates Committee, Committee on Public Undertakings,
2. C& AG
3. Finance Commission

Unit V Management of Material –I

1. Meaning of Material Management
2. Importance of Material Management
3. Integrated Approach to Material Management


Unit VI Management of Material – II

1. Procurement of Materials
2. Storage of Materials
3. Distribution of Materials

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Issues in Indian Administration
B.A Public Administration Generic Elective Paper
VI Semester (UG PA601GET) Credits: 6

I. Control over Administration.

1. Need for Control over Administration.
2. Legislative Control.
3. Executive Control.
4. Judicial Control.

II. Integrity and Ethics in Administration.

1. Concept and Importance.
2. Machinery for checking corruption- Central Vigilance Commission, & State Vigilance Commission.
3. Lokpal & Lok Ayukta

III. Union – State Relations.


1. Legislative Relations.
2. Administration Relations.
3. Financial Relations.

IV. Administrative Reforms.


1. Need and Importance.
2. Good Governance.
3. Citizen's charter.

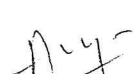
Suggested Readings:

1. S.R. Maheshwari, Indian Administration, Orient Longman, New Delhi, 2005.
2. Avasthi A. and Avasthi A.P., Indian Administration, Laxmi Narayan Agarwal, Agra, 1995.
3. Arora R.K. and R. Gopal, Indian Public Administration: Institutions and Issues, New Age International, New Delhi, 2003.
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5. Hoshiar Singh, Indian Administration, Kitab Mahal, New Delhi, 2004.
6. P.D. Sharma and B.D. Sharma, Indian Administration: Retrospect and Prospect, Rawat Publications, Jaipur, 2009.
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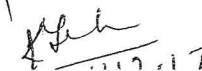

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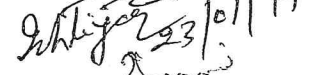
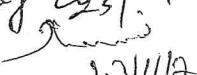

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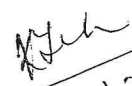
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11. S.R. Maheshwari, Public Administration in India, Oxford University Press, New Delhi, 2005.
12. Arora Ramesh K. (ed), Public Administration in India: traditions, Trends and transformation, Paragon, New Delhi, 2006.
13. Bharatwal C.P. Indian Administration Since Independence, Bharat Publishers, Luck now, 2003.
14. Prasad Kamla, Indian Administration, Politics, Policies and Prospects, Logman, Pearson, New Delhi, 2006.
15. Seth Satish C, Central Administration in India, Gyan Publications, New Delhi, 2003.

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