

**Indira Gandhi National Open University  
School of Social Sciences  
Faculty of Public Administration**

**All existing Academic Counsellors (of EPA and MPA Programmes) may be allotted the following Courses in BA Public Administration (General and Honours) CBCS**

BPAC 101/131: Perspectives on Public Administration  
BPAC 102/132: Administrative Thinkers  
BPAG 171 Disaster Management  
BPAC 103/133: Administrative System at Union Level  
BPAC 104/134: Administrative System at State and District Levels  
BPAC 105 Personnel Administration  
BPAG 172: Governance: Issues and Challenges  
BPAC 106: Understanding Public Policy  
BPAC 107: Comparative Public Administration  
BPAG 173: E-governance  
BPAC 108: Public Policy and Administration in India  
BPAC 109: Public Systems Management  
BPAC 110: Urban Local Governance  
BPAC 111: Public Finance and Administration  
BPAC 112: Rural Local Governance  
BPAC 104: Social Policies and Administration  
BPAC 113: Development Administration  
BPAC 114: Contemporary Issues and Concerns in Indian Administration

**New Academic Counsellors have to be identified for the following General and Honours CBCS Courses**

BPAG 174 Sustainable Development  
BPAS 184 Logistics Management  
BPAE 141: Right to Information  
BPAE 143: Administrative System in BRICS  
BPAE 142 Organisational Behaviour  
BPAS-186: Stress and Time Management

**Programme Coordinator**

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## DETAILS OF DISCIPLINE SPECIFIC COURSES

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### Right to Information (BPAE 141)

6 credits

The major aim of this Course is to familiarise the learners with evolution, concept, philosophy, achievements and limitations of right to information; issues and challenges in implementation of the Right To Information Act; clear understanding of the forward linkages: and strengthening governance through success stories. The Course deals with issues relating to awareness generation and accessibility for seeking information; transparency and accountability; and functioning of the Central Information Commission, State Information Commissions and Public Authorities under the Act. However, study brings out issues and challenges in implementation of the provisions regarding pro-active disclosure. In addition, study explores various challenges faced by the Central Information Commissioner, State Information Commissioners and Public Authorities under the Act. Even the challenges have been observed in the area of record-keeping, monitoring and reporting; and media. The Course highlights on International Documents and the RTI Act; bridging the gap between rights and their enforcement; and judgments as an instrument for facilitating RTI enforcement. It discusses the success stories, which contributed in strengthening the governance through right to information.

### SYLLABUS

#### Block 1 Right to Information

- Unit 1 Right to Information: Evolution, Concept , Philosophy, Achievements and Limitations
- Unit 2 Right to Information and Obligations of Public Authorities
- Unit 3 The Central Information Commission
- Unit 4 The State Information Commission
- Unit 5 The RTI Act: Powers and Functions of Information Commissions, and Appeal and Penalties

#### Block 2 Issues in Implementing the Right to Information Act

- Unit 6 Issues relating to Awareness Generation and Accessibility for seeking Information
- Unit 7 Right to Information: Issues of Transparency and Accountability
- Unit 8 Issues relating to the Functioning of Central Information Commission, State Information

Commissions and Public Authorities under the Act

- Unit 9 Implementation of Provisions regarding pro-active disclosure

#### Block 3 Challenges faced by various Stakeholders in implementing the RTI Act

- Unit 10 Challenges faced by the Central Information Commissioner, State Information Unit 1 Commissioners and Public Authorities under the Act
- Unit 11 Implementation of the RTI Act: Challenges relating to Record Keeping, Monitoring and Reporting
- Unit 12 Public and Media

#### Block 4 Forward Linkages

- Unit 13 International Documents and the RTI Act
- Unit 14 Judgments as an Instrument for facilitating RTI Enforcement

Unit 15 Bridging the gap between Rights and their Enforcement

Unit 16 Success Stories: Attempts to realise Transparency and Accountability

**Block 5 Future Prospects and Success Stories**

**Organisational Behaviour (BPAE 142)**

**6 credits**

The objective of the Course is to provide a foundation for understanding individual, group and organizational behaviour, which is essential for better management of human resources in an organisation. It takes into account various facets of organisational behaviour like motivation, group dynamics, team work, communication, and leadership. It also focuses on issues like organisational conflict, negotiation, organisational culture, organisational change and development, stress management, etc.

**Block 1 Concept and Relevance of Organisational Behaviour**

Unit 1 Organisational Behaviour: Meaning, Features, Significance and Models (Approaches)

Unit 2 Foundations of Individual Behaviour: Biography, Ability, Personality (Determinants and Models), Perceptions (Definitions, components, factors affecting perception in decision making).

**Block 2 Understanding Individual Behaviour**

Unit 3 Attitudes: Types – Job satisfaction, Commitment, Effects of employee attitude, Changing attitudes.

Unit 4 Learning: Nature, Theories- classical conditioning, operant conditioning, cognitive learning, social learning.

**Block 3 Organisational Behaviour: Major Facets**

Unit 5 Motivation: Concept and Theories (Maslow, Mc-Gregor, Herzberg, ERG); Selfless Action: GITA

Unit 6 Group Dynamics: Nature, Theories, Types of Groups

Unit 7 Team Work: Nature, Effectiveness, Impediments

Unit 8 Communication: Definitions, Interpersonal communication, Process of communication, Networks, Formal & Informal communication, Rumour & Grapevine, Barriers to effective communication, Building effective communication, Transformational theory

Unit 9 Leadership: Meaning, Basic Leadership Styles, Theories of leadership – Trait Theory, Behavioural, Contingency, Select Recent Theories and Skills

**Block 4 Life in Organisations and Organisational System**

Unit 10 Organisational Conflict: Meaning, Process, Types

Unit 11 Negotiation: Concept, Process, Approaches – Traditional, Modern

Unit 12 Change: Forces stimulating change, Resistance to change, Managing change

Unit 13 Organisational Culture: Definitions, Types, Maintaining and changing cultures; The learning organisation

Unit 14 Organisational Change and Development: Concept, Importance, Techniques.

Unit 15 Stress Management: Nature, Sources, Consequences, Managing Stress

Unit 16 Models: Challenges and Opportunities

## **Administrative System in BRICS (BPAE 143)**

**6 credits**

**BRICS** is the acronym coined for an association of major emerging national economies, that is, Brazil, Russia, India, China and South Africa. The bilateral relations among these nations are mainly based on equality, mutual benefit, and non-interference. The major objective of this discipline specific elective Course on Administrative System in BRICS is to familiarise the learners with constitutional framework and structure of the government in the BRICS nations. As the BRICS members are known for their influence on regional affairs, therefore to understand their administrative system study focuses on constitutional framework and structure of the Government in BRICS. The description of role of bureaucracy in policy-making, implementation and analysis provides clear understanding of administrative system. In addition, course highlights various control mechanisms over administration, personnel management, planning process, budgeting and auditing system, and local governance in selected nations. It also deals with emerging issues such as citizen and administration; growing role of civil society; and administrative reforms in governance.

### **SYLLABUS**

#### **Block 1 Constitutional Framework and Structure of Government in BRICS**

- Unit 1 BRICS : Constitutional Framework
- Unit 2 Structure of Government :Legislature
- Unit 3 Structure of Government :Executive
- Unit 4 Structure of Government :Judiciary

#### **Block 2 Bureaucracy and Control Mechanisms over Administration**

- Unit 5 Role of Bureaucracy : Policy-making, Implementation and Analysis
- Unit 6 Control Mechanisms over Administration

#### **Block 3 Personnel Management**

- Unit 7 Personnel Management :Recruitment and Promotion
- Unit 8 Personnel Management :Training

#### **Block 4 Planning, Budgeting and Auditing**

- Unit 9 Planning Process
- Unit 10 Budgeting and Auditing System

#### **Block 5 Local Governance**

- Unit 11 Local Governance in BRICS

#### **Block 6 Emerging Issues**

- Unit 12 Citizen and Administration
- Unit 13 Growing Role of Civil Society
- Unit 14 Administrative Reforms in Governance

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## DETAILS OF GENERIC/ INTERDISCIPLINARY COURSES

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### **Sustainable Development (BPAG 174)**

**6 credits**

The Course attempts to examine the challenges of balancing development and environment. The objective of the Course is to explain the major components of Sustainable Development by underlining its meaning, nature and scope. It brings home the point that it is not possible to develop if we are disregarding of what is left behind for our future progeny. The Course examines the goals of Sustainable Development and discusses the role of Global Commons and Climate Change. The specific feature of the Course is its focus on the Relationship between Sustainable Development and Developmental goals as well as alternative ways of resource generation and capacity enhancement.

### **SYLLABUS**

#### **Block 1 Concept of Sustainable Development**

Unit 1 Meaning, Nature and Scope of Sustainable Development

Unit 2 Major Components of Sustainable Development

Unit 3 Approaches to Sustainable Development

Unit 4 Goals of Sustainable Development

#### **Block 2 Development, Sustainability and Climate Change**

Unit 5 Concept of Global Commons and Climate Change

Unit 6 International Conventions on Sustainable Development

Unit 7 Interrelationship among Development, Sustainability and Climate Change: Case for Differentiated Responsibilities

#### **Block 3 Health, Education and Food Security**

Unit 8 Relationship between Sustainable Development and Food Security

Unit 9 Role of Green and Converging Technologies toward Health, Sanitation and Food Security

Unit 10 Role of Education in Sustainable Development

#### **Block 4 Sustainable Development: A Way Forward**

Unit 11 Role of Policy Innovations in Sustainable Development

Unit 12 Recognition of Ecological limits of Equity and Justice

Unit 13 Alternative ways of Resource Generation and Capacity Enhancement

Unit 14 Role of Non-State Stakeholders in Sustainable Development

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## DETAILS OF ABILITY/ SKILL ENHANCEMENT COURSES

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### **Logistics Management (BPAC 184)**

**4 Credits**

Logistics Management is the part of supply chain management that involves planning, implementing, controlling the movement, storage of goods and services and related information between the point of origin and the point of consumption to meet the needs of the customers.

This Course on ‘Logistics management’ attempts to introduce the learners to the concept, principles of logistics, logistics management cycle. The important components of logistics management that includes procurement of material and inventory control, handling, packaging, transportation, warehousing, storage, information monitoring are analysed. The emerging trends in the area of logistics management that encompasses customer satisfaction, green logistics, issues pertaining to outsourcing logistics management and its challenges are examined in the course.

#### **Block 1 Introduction to Logistics Management**

- Unit 1 Logistics : Concept, Principles and Forms
- Unit 2 Logistics Management: Conceptual Framework, Scope and Importance,
- Unit 3 Logistics and Supply Chain Management- Inter relationship
- Unit 4 Logistics Management Cycle

#### **Block 2 Logistics Management: Components**

- Unit 5 Procurement of Material and Inventory Control

- Unit 6 Material Handling and Packaging
- Unit 7 Transportation, Warehousing and Storage
- Unit 8 Information Monitoring
- Unit 9 Logistics Information System

#### **Block 3 Logistics Management: Emerging Trends**

- Unit 10 Customer Satisfaction
- Unit 11 Green Logistics
- Unit 12 Outsourcing Logistics Management: Issues
- Unit 13 Effective Logistics Management: Challenges

### **Stress and Time Management (BPAS 186)**

**4 Credits**

In everyday life, we experience stress and time related issues in various situations. In this course, learners will learn how they can make adjustments and manage to cope with stress and time management more effectively. This 4 credit course consisting of 10 units deals with understanding of stress and time management. To explore the causes and impacts of stress and poor time management this course focuses on the workplace stress; distractions at workplace, that is, waste of time; effects of poor time management on job performance; and effects of stress on health. In view of above, study highlights time wasters and time savers; and effective methods and approaches of stress and time management. In the end, Course focuses on following stress and time management practices to achieve happiness and success in life.

**Block 1 Understanding Stress and Time Management**

Unit 1 Understanding Stress

Unit 2 Understanding Time Management

**Block 2 Stress and Poor Time Management**

Unit 3 Workplace Stress: Major Causes

Unit 4 Waste of Time: Distractions at Workplace

Unit 5 Poor Time Management : Effects on Job Performance

Unit 6 Stress and Health: Effects of Stress on Health

**Block 3 Towards Stress and Time Management**

Unit 7 Time Wasters and Time Savers

Unit 8 Stress Management: Effective Methods and Approaches

Unit 9 Time Management: Effective Methods and Approaches

Unit 10 Stress and Time Management: Towards Happiness and Success

