

Tribhuvan University
Faculty of Management
Office of the Dean



Course detail of
BPA (Bachelor of Public Administration) 2nd Semester

June 2024

BPA 152: English for Public Administration –II

Credits: 3
Lecture Hours: 48

Course Objective

This course aims to present the language and concepts found in books, newspapers, and magazine articles on public administration/management and economics; develop comprehension of management texts and listening skills; and foster the ability to express, summarize, analyze, criticize, and discuss management concepts.

Course Description

This course consists of review of standard grammatical forms, application of business and public administration writings, reading comprehension proficiency, application of reading comprehension, and composition skills.

Course Detail

Unit 1: Review of Standard Grammatical Forms:

10LHs

Review of the standards grammatical forms used in business and public administration writings

Unit 2: Application of Business and Public Administration Writings:

10LHs

Application of grammatical forms in a variety of business and public administration writings

Unit 3 Reading Comprehension Proficiency:

8LHs

Development of the foundational skills necessary for reading comprehension proficiency

Unit 4 Application of Reading Comprehension:

8LHs

Application of the foundational reading comprehension skills to business and public administration topics

Unit 5 Composition Skills:

12LHs

Writing logical, coherent and persuasive prose related to management and public administration

Suggested Reading

Gerson, Sharon J. (2006) *Teaching Writing: Process and Product*. New Delhi: Pearson.

Nissani, Moti/ Lohani Shreedhar (2013) *Adventures in English Vol 1*. Kathmandu: EKTA Books Pvt Ltd.

Nissani, Moti/Lohani, Shreedhar (2013) *Adventures in English Vol 2* . Kathmandu: EKTA Books Pvt Ltd

BPA 151: Development Administration

Credits: 3
Lecture Hours: 48

Course Objective

The objective of this course is to impart basic knowledge of development management. In addition, this course aims to provide a theoretical understanding of the development and the role of development partners.

Course Description

This course consists of introduction to development, theoretical approaches, organization and institution, development partners and issues of development.

Course Detail

Unit 1: Introduction to Development

10 LHs

Concept of Development; Development and growth, and modernization; Development administration- Concept and meaning; Difference between development administration and non-development administration

Unit 2: Theoretical Approaches:

10 LHs

Comparative public administration; Bureaucracy, Prismatic Sala Model; Decentralization; People's participation; Sustainable development

Unit 3: Organization and Institution:

8 LHs

Concept of organization and Institution; Institution- building model; Nation building; Barrier to Nation building; and Nationalism

Unit 4: Development Partners:

10 LHs

Role of government; Role of private sector; Role of third sector; Role of international organization (UNO and its specialized agencies, WB); Role of regional organizations (SAARC, EU, ASIAN)

Unit 5: Issues of Development:

10 LHs

Cross cutting issues- efficiency and performance; Citizen Charter; Maladministration and Corruption; Administrative reform; Environment management; Human rights; Impacts of ICT in society; Service delivery

Suggested Reading

Bhatta , Bhim Dev (2005) *Vikas Prashshan*. Kathmandu: Indira Bhatta

Bhatta , Bhim Dev(1979) *Development Administration in Nepal*. Kathmandu: Indira Bhatta

Bhatta, Bhim Dev (1988) *Development Management*. Kathmandu:Abhasdev Bhatta.

Bongartz, Heing/Dahal, Dev Raj(1996) *Development Studies: Self help Organization, NGOs and civil Society*. Kathmandu: Nepal Foundation for Advanced Studies.

Carcknell, Bisil Edward (2002)*Evaluating Development Aid: Issues Problems and Solutions*. New Delhi: Sage Publications.

Center for Empowerment Innovation and Development(2072) *Development Management*. Kathmandu: Pairabi Prakashan

Charles, K.J. (1983) *Total Development: Essay Towards an integration of Marxian and*

Gandhian Perspectives. New Delhi: Vika Publishing House pvt ltd.

Chatterjee, S.K.(1990) *Development Administration*. Delhi: Surjeet Publications.

Ed. Bhargav, Shivganesh(2007) *Developmental Aspects of Entrepreneurship*. New Delhi:Response Books.

Ed. Dreze, Jean And Sen ,Amrtya (2005) *Indian Development*. New Delhi: Oxford University Press.

Ed. Jomo K. S./ Ben, Fine.(2006) *The New Development Economics*. New Delhi:Tulik Books.

Ed. Seligson,M.A./ Smith J.T (2010) *Development and Under Development: The Political Economy of Global Inequality*. New Delhi: Viva Books.

Ed.Gallagher, Kevin P(2005) *Putting Development First*. London: ZED Books.

Ed.Kothari, Uma (2005) *A Radical History of Development Studies: Individuals, Institutions and Ideologies*. South Africa: New Africa Books.

Gasper, Des (2004) *The Ethics of Development*. New Delhi: Tejeshwar Singh for Vistaar Publications.

Joseph, T.M. (2009) *Decentralised Governance and Development*. New Delhi: Deepand Deep Publications.

Kafle, Naryan Prashad (2061) *Vikasha Prashaashan*. Kathmandu: Sharada Sharma Kafle.

Kafle, Naryan Prashad (2063) *Development Administration*. Kathmandu: Phulchooki Publication and Distributions.

Mose, David (2005) *Cultivating Development: An Ethnography of Aid Policy and Practice* . New Delhi: Vistara Publications.

Paudel, Narendra Raj (2014) *Development Management*. Kathmandu: Srijana Pahari.

Palekar, S. A. (2012) *Development Administration*. New Delhi:PHI Learning Private Limited.

Pandey, Devendra Raj (2009) *Nepal's Failed Development*. Kathmandu: Nepal South Asia Center.

Pandey, Yubraj (2072) *Development Management*. Kathmandu: Vidyarthi Pustak Bhandar. (Nepalai bhasko)

Peet, Richard (2005) *Theories of Development*. New Delhi: Rawat Publications.

Pieterse, Jan Nederveen (2001) *Development Theory: Deconstructions/ Reconstructions*. New Delhi: Vistaar Publications.

Pieterse, Jan Nederveen (2010) *Development Theory*. New Delhi: Sage Publications.

Sapru, R.K (2003) *Development Administration*. New Delhi: Sterling Publishers Private Limited.

Sen , Amartya (2006) *Development as Freedom*. New Delhi: Oxford University Press.

Singh, Anter (1981) *Development Administration*. Delhi: shree Publishing House.

ECO 151: Macro-economics

Credits: 3
Lecture Hours: 48

Course Objective

The purpose of this course is to impart the knowledge of macroeconomics. After completion of this course, students will be able to know the components of macroeconomics as well.

Course Description

This course consists of introduction to macroeconomics, national income accounting, and components of macroeconomics, theories of inflation and trade cycle, and monetary and fiscal policy.

Course Detail

Unit 1: Introduction to Macroeconomics:

8 LHs

Concept and Scope of Macroeconomics; Importance and uses of Macroeconomics; issues of macroeconomics

Unit 2: National Income Accounting:

10 LHs

Concept of National Income; Measurement Approaches: Expenditure Method, Income Method, Product Method; Difficulties in Measurement of National Income; Importance and Use of National Income

Unit 3: Components of Macroeconomics:

10 LHs

Concept of consumption function(Average and Marginal Propensity to Consume, Psychological Law of Consumption, Determinants of Consumption Function); Concept of saving(Paradox of Thrift, Determinants of saving); Concept of investment (Marginal Efficiency of Capital, Determinants of Investment); Concept of Multiplier (Leakages of Multiplier, Importance of Multiplier); Concept of Employment(Classical Theory of Employment, Keynesian Theory of Employment)

Unit 4: Theories of Inflation and Trade Cycle:

10 LHs

Concept of Inflation and Deflation and Factors Influencing Inflation; Computation of Rate of Inflation; Effects and Control of Inflation; Concepts of Trade Cycle; Phases of Trade Cycle and Economic Stabilization Policy

Unit 5: Monetary and Fiscal Policy:

10 LHs

Concept of Monetary Policy; Objectives and Instruments of Monetary Policy; Demand and Supply of Money; Concept of Fiscal Policy; Objectives and Instruments of Fiscal Policy; Significance of Fiscal Policy in Developing Countries

Suggested Reading

Abel, Andrew B/Bernanke, Bens/Croushore D.(2014)*Macro Economics*. New Delhi:Dorling Kindersley Pvt ltd.
Chriystal, Lipsey (2011) *Economics*.U.K. Oxford University Press.

Dahal, Madhav P./Kafle, Snehalata/Lamsal,Mani R./Khadka, Ramesh/Adhikari,

- Gyanendra/Pokhrel, Binod/Poudyal, Trilochan (2015) *Microeconomics*. Kathmandu: Buddha Publications.
- Dahal, Madhav P./Kafle, Snehalata/Mani R. Lamsal/Khadka, Ramesh/ Adhikari, Gyanendra/ Pokhrel, Binod/ Poudyal, Trilochan (2015) *Macroeconomics*. Kathmandu: Buddha Publications.
- Dewett, K.K./Verma, J.D. (2010) *Elementary Economic Theory*. New Delhi: S. Chand and Company Ltd.
- Jhingan, M.L. (2013) *Macro economic Theory*. Delhi: Vrinda Publication(p) Lid.
- Lekhi, R.K./Singh, Joginder (2014) *The Economics Development and Planning*. New Delhi: Kalyani Publishers.
- Mankiw, N. Gregory (2014) *Principles of Micro economics*. India : Cengage learning.
- Mier, Gerald M. (1984) *Leading Issues in Economic Development*. New York: Oxford University Press.
- Reejaal, Pushkar Raj (1996) *The Principles and Techniques of Development Planning*. Kathmandu: Indira Reejaal.
- Ruffin, Roy J./Gergory Paul R. (1983) *Principles of Macro economics*. Dallas: Scott, Foresman and Company.
- Shrestha, Rajendra Gopal/ Adhikari, Gyan Mani (2010) *Microeconomics : Text and Cases*. Kathmandu: Asia Publications.
- Shrestha, Rajendra Gopal/Adhikari, Gyan Mani (2014) *Macroeconomic*. Kathmandu: Sundevi prenting Service.

BPA 153: Fundamentals of Psychology for Public Administration

Credits: 3
Lecture Hours: 48

Course Objective

This course enables the students to understand basic processes and structures underlying human behavior as a basis for managing people in an organizational setting.

Course Description

This course consists of introduction to psychology, scientific study of psychology, motivation, learning, memory, thinking, intelligence, and personality

Course Detail

Unit 1: Introduction to Psychology:

10 LHs

Concepts, scope, major perspectives, trends for New Millennium and applications, theories in psychology: behaviorism, social learning and cognitive theories

Unit 2: Scientific Study of Psychology:

8 LHs

Use of Scientific Methods in Psychology: research methods, data collection and analysis and ethical considerations in psychological research

Unit 3: Motivation and Learning:

10 LHs

Motivation: intrinsic and extrinsic motivation, biological and psychological needs and motivation, emotion and its applications

Learning: concept, theories (classical conditioning, operant conditioning, and cognitive approaches to learning) and applications

Unit 4: Memory and Thinking:

10 LHs

Memory: information processing, sensory memory, short-term vs. long-term memory, forgetting and memory errors

Thinking: cognitive processes, cognitive biases and creative thinking, problem-solving strategies

Unit 5: Intelligence and Personality:

10 LHs

Intelligence: intelligence testing, emotional intelligence, and intelligence and cognitive abilities

Personality: trait-based approaches to personality, personality assessment, personality development, and application of personality in psychology

Suggested Reading

Baron, B.A. (2003) *Psychology*. Sixth Edition, Printice-Hall of India

Feldman, R.S.(2004) *Understanding Psychology*. Sixth edition. New Delhi, TATA McGraw-Hill.

Morgan, C.T., King, R.A. Weisz, J.R. & Schopler, J. (1993) *Introduction to Psychology*. New Delhi, TaTa McGraw-Hill Publishing Co. Ltd.

Lahey, B.B. (1998) *Psychology: An introduction*, New Delhi: TaTa McGraw-Hill Publishing Co. Ltd

Robbins, S.P. and Timothy, A(2007) *Organization Behaviour*, Twelfth edition, Prentice Hall of India

MTH 151: Mathematics

Credits: 3
Lecture Hours: 48

Course Objective

The objective of basic mathematics is to provide students with the basic mathematical skills required to understand social activities and to enhance quantitative analysis in social science research.

Course Description

This course consists of Set Theory, Real Number System, and Complex Number, Functions, Limits, and Continuity, Differentiation and Integration, Vectors, Matrix and Determinants, and Probability.

Course Detail

Unit 1: Set Theory, Real Number System, and Complex Number: 10 LHs

Concept and specification of sets; Types of sets and their relations; Laws of sets; Type of real numbers: Natural numbers, Integers, Rational numbers Irrational numbers and Real numbers; Properties: Addition, Multiplication, cancellation, distributive and order; Concept of complex number

Unit 2: Functions, Limits, and Continuity: 10 LHs

Constant and variable. Concept of functions. Types of functions. Graphic representation of algebraic, logarithmic and exponential functions. Computation of functional values; Domain and range of a function; Concept and theories of limit. Limit of function at a particular point and at infinity.

Unit 3: Differentiation and Integration: 10 LHs

Concept of derivatives.(Principle of algebraic, logarithmic and exponential functions); Methods of differentiation; Maxima and minima of a function of one variable; Concept of integration; Methods of integration(algebraic, logarithmic and exponential functions)

Unit 4: Vectors, Matrix and Determinants: 8 LHs

Concept of vector and algebra; Concept of matrix and algebra; Concept of determinants and algebra

Unit 5: Probability: 10 LHs

Concept of probability; Factorial notation, permutation and combination; Basic type of Probability (classical approach, relative frequency approach and subjective approach); some fundamental rules of probability (additional rule, multiplication rules, conditional probability)

Suggested Reading

Taro Yamane, (2012) **Mathematics for Economics**. New Delhi, Prentice –Hall of India,
Thomas and Finney, (2012) **Calculus and Analytic Geometry**, Addison
Bajracharya B.C., (2069 B.S.) **Basic Mathematics**, M.K. Publishers, 2nd Edition
Parajuli, K.K., (2010) **Basic Mathematics**, Sukunda Pustak Bhawan, fifth Edition
Amatya, Sunil, et al (2066 B.S.) **Basic Mathematics**, Kathmandu, Talaju prakashan