

Tribhuvan University
Faculty of Management
Office of the Dean



SYLLABUS
OF
BACHELOR OF PUBLIC ADMINISTRATION (BPA) PROGRAM

December 2023

Bachelor of Public Administration (BPA), as an academic program of Tribhuvan University, is designed to provide a student with a well-balanced education and the skills to foster a professional career in public affairs management. It focuses upon the study of social intricacies, including the organization, structure, and processes of government as well as social organizations helping students to lead in dealing with societal challenges related to public affairs. Students develop leadership, analytical, organizational, research, and communication skills. Students would be able to be involved in a wide range of public affairs, such as good governance, project management, development management, human resource management, and leadership development, as well as local governance. This program is designed to fulfill the gaps by developing middle level professionals required in public organizations. In general, students will learn to oversee a diverse workforce and community in public, private, and non-profit organizations. Students will enhance their knowledge and skills to manage the mix of local and regional needs to achieve optimal results within a multifaceted range of governmental regulations and political processes.

Graduates of the BPA will be able to utilize their knowledge in various areas in state and local government, public and federal agencies, and private and public organizations, including non-profit sectors both in Nepal and worldwide. Thus, the BPA degree attempts to fulfill the mission of the university to promote intellectual quest and critical thinking needed in local, national, and global community.

Objective of the BPA Program

The Bachelor of Public Administration (BPA) aims to enable graduates to tap into the opportunities available in many employment positions in the public, private, and NGO sectors.

Upon completion of the program, the graduates will be able to:

- Develop learning, research, and professional skills in the area of public management;
- Prepare public managers to meet the needs and challenges of public service;
- Demonstrate an awareness of and knowledge of the political context of the duties of a public servant;
- Exhibit ethical conduct while maintaining awareness of the large responsibilities of serving the public interest and

- Become effective managers, specialists, and figureheads in both the public sector and public organizations.

Program at a Glance

The BPA program's course cycle is completed in eight semesters (four years). The total weightage of the program is 120 credits, covering Administrative Sciences with 84, inter-related coursed basic to public administration 6 credits, Specialization with 18 credits, Computer Application with 6 credits, and Internship and Report Writing with 6 credits, as given below.

Semester-wise subject list

1 st Semester (Total 15 Cr. Each subject- 3Cr)	2 nd Semester (Total 15 Cr. Each subject- 3Cr)
BPA 101 Foundations of Public Administration BPA 102 Sociology and Public Sector BPA 103 English for Public Administration - 1 ECO 101 Micro-economics BPA 104 Organization Theory and Administration	BPA 152 English for Public Administration-II BPA 151 Development Administration BPA 151 Macro-economics BPA 153 Fundamentals of Psychology for Public Administration MATH 151 Basic Mathematics
3 rd Semester (Total 15 Cr. Each subject- 3Cr)	4 th Semester Total 15 (Cr. Each subject- 3Cr)
BPA 201 Public Finance and Revenue Governance BPA 202 International Administration BPA 203 Local Governance BPA 204 Human Resource Management BPA 205 Applied Statistics in Public Administration	BPA 251 Social Development and Nation Building BPA 252 Comparative Politics and Administration BPA 253 Basics of Public Policy BPA 254 Nepalese Legal system and Administration BPA 255 Development Policy and Planning in Nepal
5 th Semester (Total 15 Cr. Each subject- 3Cr)	6 th Semester (Total 15 Cr. Each subject- 3Cr)
BPA 301 Organizational Behaviour in Public Sector BPA 302 Administrative Law BPA 303 Public Office Management BPA 304 Public Service Delivery ITC 301 Fundamentals of Computer	BPA 351 Research Methods in Public Administration BPA 352 Government Budgeting, Accounting and Auditing BPA 353 Environment Policy and management ITC 351 Computer Application Specialization- I
7 th Semester (Total 15 Cr. Each subject- 3Cr)	8 th Semester (Total 15 Cr. Each subject- 3Cr)
BPA 401 Evolution and Development of Nepalese Public Administration BPA 402 Recent Trends in Public Management and E-governance BPA 403 Public Security Management Specialization-II Specialization-III	PA 491 Internship - 6cr. Specialization- IV Specialization- V Specialization- VI
Development Management Administration Area	Human Resource Management Area
DMA 451 Project Management(I) DMA 452 Cooperative Management(II) DMA 453 Tourism Management(III) DMA 454 Social Development(IV) DMA 478 Procurement Management(V) DMA 456 Disaster Management(VI)	HRM 467 Diversity Management (I) HRM 468 Human Resource Audit(II) HRM 463 Human Resource Development(III) HRM 464 Performance Management(IV) HRM 465 Total Quality Management(V) HRM 466 Employer-employee Relations(VI)
SPA 3: Local Governance and Management Area	
LGM 471 Local Planning(I) LGM 472 NGO Governance(II)	Student shall choose one of the three specialization areas (SPA), i.e., 6 subjects

LGM 473 Rural-Urban Partnership(III) LGM 474 Public Private Partnership(IV) LG 475 Local Finance(V) LGM 477 Local Government Management(VI)	of one group only
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Evaluation Scheme

Code No. & Course Title	Internal	Theory	Practical	Total
BPA 101 Foundations of Public Administration	40	60	...	100
BPA 102 Sociology and Public sector	40	60	...	100
BPA 103 English for Public Administration- I	40	60	...	100
ECO 101 Micro-Economics	40	60	...	100
BPA 104 Organization Theory and Administration	40	60	...	100
BPA 152 English for Public Administration- II	40	60	...	100
BPA 151 Development Administration	40	60	...	100
ECO151 Macro-economics	40	60	...	100
BPA 153 Fundamentals of psychology for Public Sector	40	60	...	100
BPA 151 Basic Mathematics	40	60	...	100
BPA 201 Public Finance and Revenue governance	40	60	...	100
BPA 202 International Administration	40	60	...	100
BPA 2031 Local Governance	40	60	...	100
BPA 204 Public Human Resource Management	40	60	...	100
BPA 205 Applied Statistics in Public Administration	40	60	...	100
BPA 251 Social Development and Nation Building	40	60	...	100
BPA 252 Comparative Politics and Administration	40	60	...	100
BPA 253 Basics of Public Policy	40	60	...	100
BPA 254 Nepalese Legal system and Administration	40	60	...	100
BPA 255 Development Policy and Planning in Nepal	40	60	...	100
BPA 301 Organizational Behaviour in Public Sector	40	60	...	100
BPA 302 Administrative Law	40	60	...	100
BPA 303 Public Office Management	40	60	...	100
BPA 304 Public Service Delivery	40	40		100
ITC 301 Fundamentals of Computer	40	60	20	100
BPA 351 Research Methods in Public Administration	40	60	...	100
BPA 352 Government Budgeting, Accounting and Auditing	40	60	...	100
ITC 351 Computer Application	40	40	20	100
BPA 353 Environment Policy and management	40	60	...	100
BPA 401 Evolution and Development of Nepalese Public Administration	40	60	...	100
BPA 402 Recent Trends in Public Management and E-governance	40	60	...	100
BPA 403 Public Security management	40	60	...	100

Development Management Administration Area				
DMA 451 Project management	40	60	...	100
DMA 452 Cooperative Management	40	60	...	100
DMA 453 Tourism management	40	60	...	100

DMA 454 Social Development	40	60	...	100
DMA 478 Procurement Management	40	60	...	100
DMA 456 Disaster Management	40	60	...	100
Human Resource Management Area				
HRM 467 Diversity Management	40	60	...	100
HRM 468 Human Resource Audit	40	60	...	100
HRM 463 Human Resource Development	40	60	...	100
HRM 464 Performance Management	40	60	...	100
HRM 465 Total Quality Management	40	60	...	100
HRM 466 Employer-employee Relations	40	60	...	100
Local Governance Area				
LGM 471 Local Planning	40	60	...	100
LGM 472 NGO Governance	40	60	...	100
LGM 473 Rural-Urban Partnership	40	60	...	100
LGM 474 Public Private Partnership	40	60	...	100
LGM 475 Local Finance in Nepal	40	60	...	100
LGM 477 Local Government Management	40	60	...	100

Eligibility for Admission

Those students who successfully completed twelve-year schooling or its equivalent from any university, board, or institution recognized by Tribhuvan University in any discipline in the 10+2 or PCL or equivalent program will be eligible to apply to this program. Student selection will be based on merit, ascertained by a written test, a score of +2 or equivalent, and the interview.

Admission Criteria

Written Test: Eligible applicants are required to appear in the entrance test conducted by Faculty of Management, Tribhuvan University. The test will follow the international testing pattern and standards. It includes the areas like:

- Verbal ability
- Quantitative ability
- Logical reasoning
- General awareness

There shall be altogether one hundred (100) objective questions containing twenty-five (25) questions in each section with a total weight of 100 marks. To qualify for the interview, students must secure a minimum of 40 percent in the written test.

Interview: Applicants securing the above cut-off point marks in the written test will be short-listed. Only short listed candidates will be interviewed and selected for admission.

Teaching Pedagogy

The general methods of instruction in the BPA program will be a combination of class lectures, group discussions, role play, problem-solving exercises, guest lectures, case studies, literature reviews, assignments, term papers, seminar presentations, and project/fieldwork. The teaching faculty will determine the choice of teaching pedagogy as per the need of the course.

The concerned faculty shall develop a detailed course outline and work plan at the beginning of each semester and also recommend the basic text and other reference materials for effective teaching-learning of the course modules.

Minimum General Requirement

The minimum general requirements for the BPA program are as follows:

- An academic semester will consist of at least 75 teaching days, excluding the days taken for admission and semester examination.
- A paper of 3 credit will have 48 lecture hours. Each lecture will be of 1 hour duration.

Attendance and Evaluation

In order to qualify to appear in the semester final examination, a student must meet the minimum attendance requirement of 80 percent in the classes actually held. Students can only appear in the next semester if they appear in the previous semester. The Evaluation of the students is based on internal and external examination. The weightage of the internal examination will be 40 percent, whereas 60 percent for the external written examination. There will be 20 marks practical examination in fundamentals of Computer and Computer Application in the fifth and sixth semesters, respectively. An internal examination will be conducted by the Campus itself, and an external written examination will be conducted by the Faculty of Management, Tribhuvan University. The final grade of the student shall be determined by the overall performance in the internal and external examinations. In order to qualify to appear in the semester final examination, a student must meet the following requirements:

- The student must have a minimum of 80 percent attendance of the classes held.

- The students will not be allowed to appear in the second semester without appearing in the first semester. The same rule will be followed up to eight semesters.

The Grading System

The final Evaluation of students is done through the examination conducted by Tribhuvan University. Students must secure a minimum grade of 'C' or Grade Point Average (GPA) of 2.0 in the internal Evaluation in order to qualify to appear in the semester examination. In order to pass the semester examination, the student must secure a minimum grade of 'C' or Cumulative Grade Point Average (CGPA) of 2.00. The grading system shall be as follows:

Letter Grade	Cumulative Grade Point Average (CGPA)	Divisions/Remarks
A	3.50 to 4.00	First division with distinction
B	2.50 to 3.49	First division
C	2.00 to 2.49	Second division
D	1.50 to 1.99	Pass in individual paper
F	Below 1.50	Fail

Make-up Examination and Re-registration: In case of failure in one or more courses at the end of semester examinations, students can appear in a make-up examination in the subsequent semester. A student can appear only on two courses (6 credit hours) in the make-up examination. If the student fails the make-up examination, he/she shall have to reregister and repeat the course as per the course cycle. A student can reregister only two courses (6 credits hours) in a semester. The examination of the reregistered course shall be held as per the course cycle.

Internship/Field Work

Each student shall prepare an internship report/field work/project work in the eighth semester based on his/her work in the respective organization assigned to him/her in a prescribed format of the Faculty of Management, Tribhuvan University. Students shall be attached to organizations where they have to work for eight weeks. The report's quality will be evaluated based on the clarity of the research problem and the objective, followed by the appropriateness of methodology, the exactness of findings, and the conclusion, including references. The report must be submitted by the end of the eighth semester. Students must secure a minimum grade of "C" in the internship. The internship carries a weight equivalent to 6 credit hours.

Graduation Requirement

The BPA program extends over four academic years (Eight semesters). The degree is awarded upon the successful completion of all the required courses. All candidates for the BPA degree must fulfill the following requirements:

- The successful completion of 120 credits, as prescribed, with passing grades in all the courses with a CGP of 2.00,
- A minimum grade of 'C' obtained in the internship
- Completion of courses to fulfill the requirements of the BPA program must occur within seven years from the time of registration as prescribed for the fulfillment of the BPA program by Tribhuvan University.

Scholarship Provision and Fee Structure

There would be a scholarship for the student. Priority of providing scholarships will be given to the students who studied +2 and SLC from public schools/colleges.

First Semester
BPA 101 : Foundations of Public Administration

Credits: 3
Lecture Hours: 48

Course Objective

The basic purpose of this course is to provide a basic knowledge of public administration. The course aims to familiarise the students with the concept, theoretical approaches, and recent issues of public administration.

Course Description

This course consists of Introduction to Public Administration, Changing Nature of Public Administration, Administrative Theories, Bureaucracy and Public Administration, and Simon's Decision Making.

Course Detail

Unit 1: Introduction to Public Administration: 12 LHs

Meaning of Public Administration; Nature and Scope of Public Administration; Significance of Public Administration; Public and Private Administration; Evolution of Public Administration as an Academic Discipline

Unit 2: Changing Nature of Public Administration: 10 LHs

Period of Dichotomy, Development of Independent Discipline, Behavioural Challenges, Crisis of Identity, New Public Administration, Rigg's Comparative Public Administration

Unit 3: Administrative Theories: 12 LHs

Classical Theory (Scientific Management; Bureaucratic Theory; and Management School Theory, Human Relations and Decision-making); Behavioral Theory (Ecological Theory, System Theory Contingency, Participative)

Unit 4: Bureaucracy and Public Administration: 8 LHs

Max Weber's contribution to Administration, Theory of Bureaucracy, Model of Bureaucracy, Principles of Bureaucracy

Unit 5: Simon's Decision Making: 6 LHs

Administrative Behaviour & Decision Making, Rationality in Decision Making and Administrative Behaviour

Suggested Reading

- Adhikari, Dhruva (2058) *Sarbjnik Prashanko Siddhanta*. Kathmandu:Pairabi Prakashan.
- Basu Rumki (1992) *Public Administration Concept and Theory*. New Delhi: Sterling Publishers Private Limited.
- Bhatta, Bhim Dev (2065) *Srabjnik Prashan ko Adharbhut Siddhanta*. America: Shree Asisdev Bhatta.
- Caiden, Gerald (1971) *The Dynamics of Public Administration: Guide Lines to Current Transformation in Theory and Practice*. America, Dryden Press.
- Cox, Raymond/ Buck Susan J./Morgan, Betty N. (1994) *Public Administration in the Theory and Practice*. Delhi Pearson Education Ltd.
- Ed. Bava, Norjahan (2004) *Public Administration in The 21st Century*. New Delhi: Kanishak Publishers and Distributors.
- Ed. Chakraborty, Bidyut/ Bhattacharya, Mohit (2003) *Public Administration: A Reader*. New Delhi: Oxford University Press.
- Goel, S.L (2008) *Public Administration: Theory and Practice*. New Delhi Deep and Deep Publication Private Limited.
- Henry, Nicholas (2008) *Public Administration and Public Affairs*. India: Dorlin Kindersley Pvt Ltd.
- Maheshwari, Avasthi (1997) *Public Administration*. Agra Lakshmi Narain Agrawal.
- Nigro, Felix A./Nigro Lloudg (1980) *Modern Public Administration*. New York Harper and Row Publishers.
- Pokhrel, Krishna (2072) *Rajya Janaprashan ra Srabjnik Mamila*. Kathmandu: M.K. Publishers and Distributors.
- Poudyal Madhab (1986) *Aspects of Public Administration in Nepal*. Delhi: National Book Organization, Publishers Distributors.
- Pradhan, Prachand (2033) *Public Administration In Nepal*. Kathmandu: CEDA
- Riggs, F.W. (1975) *The Ecology of Public Administration*. New Delhi: The Indian Institute Public Administration.
- Rosenbloom, David H. K. ravchuk, Robert S. (2005) *Public administration: Under standin Management, Policies and law in The Public sector*.
- Sharma, M.P./Sadana, B.L./Kur, Harprett (2013) *Public Administration: In Theory and Practice*, Allahabad, Kitbmal.
- Shrestha, Tulishi Narayan (2007) *Public Administration*. Kathmandu: Ratna Pustak Bhandar.
- Tayagi, A.R. (1992) *Public Administration*. Delhi: Atmaram and Sons.

Twari , Madhunidhi (2060) *Sarbjnik Prashanka Pakshya* . Kathmandu:Shreemati Kanti Tiwari.

White, Leonard D (1989) *Introduction to the Study of Public Administration*. New Delhi:
Eurasia Publishing House.

BPA 102 : Sociology and Public Sector

Credits: 3
Lecture Hours: 48

Course Objective

The main objective of this course is to impart basic concepts and theories of sociology so that students will be able to understand the social issues and their impact on governance.

Course Description

This course consists of Concept of Sociology, Society, culture, and social groups, Social institutions, Socialization, and Social theories.

Course Detail

Unit 1: Introduction to Sociology 12 LHs

Concept of Sociology, Evolution of Sociology, Similarities and Differences between Sociology and Anthropology; Relationship of Sociology with History, Political Science, Economics, Social Psychology, and Biological Sciences and use of Sociological Knowledge in Public Administration

Unit 2: Social and Interpersonal Dynamics 10 LHs

Society, culture, and social groups; Status and role; Norms and values; Social stratification: Class, caste, and ethnicity; Organizations: Formal and informal; Social interaction: Cooperation, conflict, coercion, and social exchange

Unit 3: Social Institutions: 6 LHs

Family, marriage, and religious institutions; Political and Economic institutions

Unit 4: Socialization: 8 LHs

Necessity of nurture; Difference between humans and animals; Acculturation and assimilation; Process, stages and agents of socialization

Unit 5: Social Theories: 12 LHs

Concept of theory and meta-theory; Theoretical perspective: Functionalism, conflict paradigm, and interactionism; Positivism, constructivism, and modernism; World system theory, structuralism, and feminism

Suggested Reading

- Abraham M.F. (2006). *Contemporary sociology: An introduction to concept and theories*. New Delhi: Oxford University Press.
- Adhikari, G.P. (2054 BS.). *An introduction to sociology and anthropology* (Text in Nepali). Kathmandu: Ratna Pustak Bhandar.
- Anden, J.W.V.(1990). *The social experience: An introduction to sociology* (2nd ed) USA: McGraw-Hill Pub. Co.
- Charon, J.M., Ed. (1999). *The meaning of sociology: A reader* (6th ed.) New Jersey: Prentice-Hall.
- Inkeles, A. (1982). *What is sociology? An introduction to discipline and profession*. New Delhi: Prentice-Hall Pvt.Ltd.
- Ritzer, G. (1992). *Sociological theory* (5th ed.). New Delhi: McGraw-Hill.
- Shepard, J.M. (1984). *Sociology* (2nd ed.). New York: West Publishing Company

BPA 103 : English for Public Administration-I

Credits: 3
Lecture Hours: 48

Course Objective

The purpose of this course is to help students to improve their English skills. Oral, listening, and academic writing skills and conversational fluency are emphasized in everyday public communication. The instruction includes vocabulary, grammar, listening, pronunciation, writing, and viewing exercises for practice.

Course Description

This course consists of English for Public Administration 1, English for Public Administration 2 Essays, Basics of English, and Academic Writing Skills.

Course Detail

Unit 1: English for Public Administration 1

8 LHs

Role and Scope of Public Administration in Society, Information Technology and Public Administration

Unit 2: English for Public Administration 2

6 LHs

Public Management, Human Resources in Administration

Unit 3: Essays:

12 LHs

Why Go to University?; Curbing the Oneeyed Monster; How Sane Are We?; The Burden of Skepticism; Keeping Errors at Bay; We are Breaking the Silence about Death; The Savage Male;

Unit 4: Basics of English:

12 LHs

Listening Skills; Speaking Skills; Reading Skills; Structure Analysis; Remedial Grammar; Test and Revision. Development of Writing Skills; Report Writing; Reference Skill

Unit 5: Academic Writing Skills:

10 LHs

Introductory Concepts of Academic Writing; Various Types of Academic Writing; Basics of Academic Writing and Organizing Arguments

Suggested Reading

Gerson, Sharon J. (2006) *Teaching Writing: Process and Product*. New Delhi: Pearson.
Cigan, Bianaca , English for Public Administration, <https://moodle.fspac.abbcluj.ro>>

overviewfiles

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

Q. M. Billah, G. S. Chowdhury & Monjurul Alam: *Foundation English for Undergraduate*

A. Thomason & A. V. Martinet : *A Practical English Grammar*

W. Stannard Allen : *Living English Structure*

R. A. Close : *The English We Use*

J.P.B. Allan and Widowson : *English in Social Studies*

Books, 1996. Gerson, Sharon j. & Gerson, Steven M., **Technical Writing**, Oxford: OUP, 1998.

Hornby, A.S., **Oxford Advance Learner's Dictionary**, Oxford:OUP, 2000.

Huddleston, Rodney & Pullum, Geoffrey K. **The Cambridge Grammar of the English Language**, Cambridge University Press, 2002

ECO 101: Micro-economics

Credits: 3
Lecture Hours: 48

Course Objective

The objective of this course is to make the students able to understand, explain, and apply the concepts and tools of microeconomics in economic analysis. Thus, the course has been designed to equip the students with analytical tools of microeconomics.

Course Description

This course consists of the Introduction to microeconomics, Theory of Consumer's Behaviour and Demand Analysis, Costs and Revenue Analysis, Theories of factor pricing, and Market and Supply Analysis.

Course Detail

Unit 1: Introduction to Micro-economics:

8 LHs

Concept of Economics; Concept and Scope of Micro-economics; Importance and Uses of Microeconomics

Unit 2: Theory of Consumer's Behaviour and Demand Analysis:

15 LHs

Concept of consumer's behavior; Concept and Types of Demand; Determinants of Demand and Demand Function; Concept of Elasticity: Price, Income and Cross Elasticity of Demand and its Measurement; Utility Analysis: Concept of Cardinal and Ordinal Utility Analysis; Marginal Rate of Substitution; Consumer's Equilibrium Production: Production Function; Laws of variable proportion; Laws of returns to scale.

Unit 3: Costs and Revenue Analysis:

8 LHs

Concepts of Costs; Short Run Cost Curves; Long Run Cost Curves; Concept of Revenue; Revenue Curves under Perfect and Imperfect Competition

Unit 4: Theories of Factor Pricing:

10 LHs

Modern theory of rent, marginal productivity theory of wages, loanable fund theory and liquidity preference theory of interest, dynamic and innovation theory of profit.

Unit 5: Market and Supply Analysis:

7 LHs

Market analysis: Concept of perfect and imperfect competitive market; Supply analysis: Concept of Supply; Determinants of Supply

Suggested Reading

Dahal, M. Neupane, B. and Poudel, M. (2011). *Micro Economics*. Kathmandu: Asia Publications Pvt. Ltd. (in Nepali)

Dewett K. K. & Verma J. D (latest edition). *Elementary Economic Theory*. India: S. chanda & Company Ltd.

Dewett, K. K. (2005). *Modern Economic Theory*. New Delhi: S. Chand & Company Ltd.

Ghingan, M. L. (2000). *Advanced Economic Theory*. New Delhi: Vrinda Publication (P) Ltd.

Gregory, N. (2008). *Principle of Microeconomics*. New Delhi: Cengage Learning India Private Limited.

Jhingan, M. C. (2009). *Microeconomic Theory*. New Delhi: Vrinda Publication (P)

Ltd. Joshi, S. (2008). *Microeconomics*. Kathmandu: Taleju Prakashan.

Koutsoyiannis, A. (2011). *Modern Microeconomics*. London: Macmillon Press Ltd.

Mithani, D. M. (2010). *Principle of Economics*. New Delhi: Himalayan Publishing House India.

BPA 104: Organization Theory and Administration

Credits: 3
Lecture Hours: 48

Course Objective

The objective of this course is to impart the knowledge of organization theory. It also gives a glimpse of the theoretical development of organization.

Course Description

This course consists of the Introduction to Organization Theory, Organizational Management and Structure, Classical Organization Theories, Neo Classical and Contemporary Organization Theories, and Conflict, Power, and Ethics in Organizations.

Course Detail

Unit 1: Introduction to Organization Theory: 10 LHs

Concept of organization and principles/bases of forming organizations, concept and historical development of organization theory and its significance

Unit 2: Organizational Management and Structure: 12 LHs

Planning, organizing, coordinating, controlling leadership, centralization and decentralization; organizational structures: pyramid, functional, divisional, matrix, horizontal and vertical structures, line and staff agencies

Unit 3: Classical Organization Theories: 10 LHs

Scientific management, bureaucratic theory, administrative management theory, and human relations theory

Unit 4: Neo Classical and Contemporary Organization Theories: 10 LHs

Systems theory, contingency theory, institutional theory, and organization ecology theory

Unit 5: Conflict, Power, and Ethics in Organizations: 6 LHs

Sources and managing conflict in organizations, formal and informal power structures and power dynamics in organizations, ethics in organizations and sources of personal ethical values

Suggested Reading

Allen, Louis A.(1958)*Management Organization*. New Delhi: McGrawhill Kogakusha LTD.

Chopra, R.K.(2013)*Office Organization and Management*. New Delhi: Himalaya Publishing House.

Donnelly, James /Gibson, James L.Ivancevich John M. (1992)*Fundamentals of Management*. America :Richard D Irwin Inic.

- Jones, Gareth R.(2007) *Organizational Theory, Design and Change*. India:Dorling Kindersley Private Ltd.
- Kast, Fremont E/ Rosenzweig, James E.(1985) *Organization and Management: A System and Contingency Approach*. New York:McGraw-Hill Book Company.
- Kontz, Harold/O'Donnell, Cyril/Wehrich, Heinz(1980) *Management*, Tokyo: McGraw_hill Kogakusha Ltd.
- Pant, Prem Raj(2014)*Principles of Management*. Kathmandu: Buddha Academic Publishers and Distributors.
- Quible, Zanee K. (2011) *Administrative Office Management: An introduction*. New Delhi:PHL Learning Private Limited.
- Robbins, Stephen P./Mathew, Mary(2013) *Organization Theory*. India: Dorling Kindersley.

Second Semester

BPA152 : 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.
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- Ed. Seligson,M.A./ Smith J.T (2010) *Development and Under Development: The Political Economy of Global Inequality*. New Delhi: Viva Books.
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- Ed.Kothari, Uma (2005) *A Radical History of Development Studies: Individuals, Institutions and Ideologies*. South Africa: New Africa Books.
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- Joseph, T.M. (2009) *Decentralised Governance and Development*. New Delhi: Deepand Deep Publications.
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- 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)
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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.

BPA 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.
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- 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) Ltd.
- 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.
- Reejal, Pushkar Raj (1996) *The Principles and Techniques of Development Planning*. Kathmandu: Indira Reejal.
- 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 printing 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

MATH 151: Basic 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 DEdition

Parajuli, K.K, (2010) **Basic Mathematics**, Sukunda Pustak Bhawan, fifth Edition

Amatya, Sunil, et al(2066 B.S.) **Basic Mathematics, Kathmandu, Talaju prakashan**

Third Semester

BPA 201 : Public Finance and Revenue Governance

Credits: 3

Lecture Hours: 48

Course Objective

The objective of this course is to provide foundations for general understanding about public finance.

Course Description

This course consists of public finance and theory, government revenue, public expenditure, public debt, and fiscal policy & budget.

Course Detail

Unit 1: Public finance and Theory: 12 LHs

Concept and scope of public finance; Theory of public goods: Public goods/Private goods, Public sector /Private sector; Social wants and merit wants; Externalities; Public Goods and allocation of resources; Recent issues in public finance

Unit 2: Government Revenue: 10 LHs

Concept and sources of government revenues; Principle of taxation- Canons of taxation & Equity principles; Types of Taxation, Taxation & economic development

Unit 3: Public Expenditure: 8 LHs

Concept of public expenditure; Objectives of public expenditure; Principle of maximum social advantage;

Unit 4: Public Debt: 10 LHs

Concept and sources of public debt; Need for public debt; Burden of public debt; Management of public debt

Unit 5: Fiscal Policy & Budget: 8 LHs

Concept of fiscal policy & its importance; Concept of government budget; Budget cycle; Concepts of balanced vs deficit budget

Suggested Reading

Adhikari, H.P.(2018) *Aspects of Public Finance*, Kathmandu: Image Adhikari

Bhatia, H.L (2010) *Public Finance*. New Delhi: Vikas Publishing House pvt LTD .

Bista, Balgobinda(2061)*Public Finance Theory and Practice*. Kathmandu: Pairbi prakashan.

David, Bruce F/Duncombe, Bruce F(1972) *Public Finance*. New York:Holt Rinehart and Winston Inc.

Hockley ,Grahamd (1979) *Public Finance* .London : Routledge and Kegan paul Ltd.

Joshi Shyam(2060) *Public Economics*. Kathmandu: Taleju Prakashan

Kandel, Puspa Raj(2061) *Nepalko Sarbjanik Bitta Vybasthapanka Khi Pakshyharu*.
Kathmandu:Buddha Publishers

Lekhi, R.K.(1995)*Public Finance*. New Delhi:Kalyani Publishers.

Lekhi, R.K./Singh, Joginder (2014)*The Economics of Development and Planning*. New Delhi:
Kalyani Publishers.

Mehta, J.K.(1975) *Public Finance*. Allahabad: Kitab Mahal.

Singh, S.K.(2001)*Public Finance*. New Delhi: S. Chand & Company LTD.

Singh,S.K (2010) *Public Finance : In the Theory and Practice*. New Delhi : S.Chand and
company pvt.ltd .

Sundharam ,KPM/Andley ,K.K (1998) *Public Finance : Theory and Practice* .New Delhi
,S.Chand and company ,Limited

Sundharam, K.P.M./Andley, K.K.(2003)*Public Finance: Theory and Practice*. New Delhi: s.
Chand & Company LTD.

Taylor , Philip (1961) *The Economics of Public Finance* .Calcutt.Oxford and IBH Publishing
Company.

Tyagi, B.P.(2004) *Public Finance*. Meerut:Jai Prakash Nath & Co.

BPA 202 : International Administration

Credits: 3
Lecture Hours: 48

Course Objective

This course aims to familiarize the students with the core aspects of international administration so that students can analyze the functioning of the contemporary international system. It also helps students to identify emerging global issues faced by the present world.

Course Description

This course consists of introduction to international administration, the United Nations system, regionalism and regional organizations, regional cooperation in South Asia, and emerging trends and challenges.

Course Detail

Unit 1: Introduction to International Administration: 10 LHs

Concept, nature and scope; modern state system; international organizations; international law; international bureaucracy

Unit 2: The United Nations System: 12 LHs

The formation of the United Nations, its purposes and principles; principal organs and their functions; and the role of UN agencies (UNDP, the Human Rights Council, the OHCHR)

Unit 3: Regionalism and Regional Organizations: 10 LHs

Economic cooperation under regional organizations, European Union, Asia-Pacific Economic Cooperation (APEC); Association of Southeast Asian Nations (ASEAN)

Unit 4: Regional Cooperation in South Asia: 8 LHs

South Asian Association for Regional Cooperation (SAARC); Economic cooperation, its achievement and constraints, an overview of BIMSTEC

Unit 5: Emerging Trends and Challenges: 8 LHs

Emerging Trends, Issues, and Challenges of International Administration

Suggested Reading

Karns, Margaret P./ Mingst, Karen A. (2010). *International Organizations: The Politics and Processes of Global Governance*. New Delhi: Viva Books. 14074

Bastola, Mukesh Kumar (2018). *Global Governance: Governance in a New World Order*. Kathmandu.

BPA 203 : Local Governance

Credits: 3
Lecture Hours: 48

Course Objective

The main objective of this course is to provide the theoretical understanding of local governance. In addition, it helps to provide the local planning, local resource mobilization, and local human resource management.

Course Description

This course consists of local governance, local planning and resource mobilization, human resource management, and public private partnership.

Course Detail

Unit 1: Local Governance:

10 LHs

Concept, scope, and significance of local governance; level of governance; federalism and LG; Classification of LG

Unit 2: Planning and Resource Mobilization:

10 LHs

Concept of Local Planning and Resource Mobilization, Strategic planning in local governance, Decentralized planning and community participation in planning and resource mobilization

Unit 3: Human Resource Management:

12 LHs

Concept of human resource development and management at local level; Emergence of human resource system; Approaches of local personnel system; Role and importance of human resource at local governance level; Issues and challenges of personnel system at local level in Nepal

Unit 4: Decentralization and Citizen Engagement:

8 LHs

Decentralization: concept, forms, benefits and challenges
Citizen Engagement: concept, mechanisms for citizen engagement, and significance of citizen engagement in local governance, and participatory decision making

Unit 5: Public Private Partnership:

8 LHs

Concept, types, public private partnership (PPP) in LG, Rural urban partnership in local governance, benefits of PPP in LG, and challenges of public private partnership

Suggested Reading

Baral, Lok Raj.; Hachhethu, Krishna; Khanal, Krishna,; ,Dhurba Kumar& Sharma, Hari (2004)*Local Governance*. Delhi Adroit Publishers.

Dhungel, Dwarika N. (2002).*Governance Situation in Nepal*. Kathmandu: Institute for Integrated Development Studies.

Ed. Jain L.C (2005). *Decentralisation and Local Government*. New Delhi: Orient Longman.

Ed. Jhapa, Ganga (1998). *Local Self-Government in Nepal*. Kathmandu: Political Science

Association of Nepal.

Ed. Joyal, Niraga/ Amit Prakash/ Sharma Pradip Kumar(2006). *Local Governance in India*. New Delhi: Oxford University Press.

Ed. Pattanayak, Raimann (1994). *Local Government Administration Reform*. New Delhi: Anmol Publications Pvt.ltd.

Ed. Pierre, Jon (2000). *Debating Governance*. New York: Oxford University Press.

Ed. Richards, Peter G. (1975). *The Reformed Local government System*. London: George Allen and Unwin Ltd.

Khanal Rabindra (no date). *Local Governance in Nepal*. Democracy at Gross Root. Lalitpur, Smriti Books.

Maheshwori, S.R (1984). *Local Government in India*. New Delhi: Lakshmi Naraiian Agrawal.

Maheshwori, S.R (1984). *Local Government in India*. New Delhi: Lakshmi Naraiian Agrawal.

Meehan, Eugeme J/Roche John P/ Stedman, Murray S (1966). *The dynamics of Modern Government*. New Delhi: McGraw-Hill Inc.

Muttalib,M.A./ Khan, Mohd Akbar Ali (1982). *Theory of Local Government*. New Delhi: Sterling Publishers private limited.

Opie, Roger (1972). *Local Government*. A Wheaton and Company Limited.

Ostrom, /Vincent,/ Bish, Robert /Ostrom Elimor(1988). *Local Government in the United States*. NewYork: Kampmann and Company.

Rai, B.C (1974.) *Local Government*.

Sharma, Subash/Acharya, Basanta(2069). *Sthaniya Swyatha Sashan Pranali Sidhanta ra Behawar*. Kathmandu: Archana Gautam/ Jamuna Aryal.

Shrestha, Tulsi Narayan,(1996). *The Concept of Local Government and Decentralization*. Kathmandu: Ratna Pustak Bhandar.

BPA 204 : Human Resource Management

*Credits: 3
Lecture Hours: 48*

Course Objective

The main objective of this course is to provide basic understanding on the concepts of human resource management. Furthermore, this study will be helpful to enhance knowledge on the various aspects of human resource and the utilization of human resource skills for organizational effectiveness.

Course Description

This course consists of Introduction to Human Resource Management, Human Resource Planning, Recruitment and Selection, Development and Compensation, and Challenges.

Course Detail

Unit 1: Introduction to Human Resource Management: 10 LHs

Concept, characteristics, objectives, and components of HRM

Unit 2: Strategic HR Planning 8 LHs

Workforce analysis, talent acquisition and recruitment planning, HR inventory, and succession planning

Unit 3: Recruitment and Selection: 10 LHs

Recruitment: concept, purpose of recruitment in organizations, recruitment planning, and attracting candidates, Selection: Concept and methods and process, placement of human resources

Unit 4: Development and Compensation: 10 LHs

HR training and Career development
Rewards management, Employee grievances and disciplines

Unit 5: Challenges: 10 LHs

Emerging HR challenges: managing a diverse workforce, talent acquisition and retention, changing employment relationships, and harnessing technology for HR practices, HR information system

Suggested Reading

Adhikari, Dev Raj (2014) *Human Resource Management*. Kathmandu: Buddha Academic Publishers and Distribution

Agrawal, Govinda Ram (2011) *Dynamics of Human Resource Management in Nepal*. Kathmandu: M.K. Publishers and Distributors.

Ahusa, K.K (1992) *Personnel Management*. New Delhi . Kalyani Publishers .

Armstrong, Michael (2005) *A Hand Book of HRM practice* London: Kogan Page Limited.

- Armstrong, Michael (2012) *Armstrong's Hand Book: of Human resource Management Practice* 12th Edition. London: Koganpage.
- Bhatrai , Manoj (2063) *Manab Sansadhan Bybasthan*. Kathmandu : Dhaulagiri Books and Stationary
- Bramham ,John (1982) *Practical Manpower Planning* .
- Cascuo,wayne f.(1998) *Managing Human Research* .Boston,Mc Graw-Hill G1953
- Decenzo ,David A/Robbins ,Stephen P.(1998)*Person Human Resource Management* .New Delhi Ashok K Ghosh Prentice Hall .G 1765
- Dessler , Gary /Varkkey ,Biju (2013) *Human Resource Management* .India Pearson .
- Dessler,Gary (2011) *A Framework for Human Resource Management* .Delhi Pearson.
- Flippo,Edwin B. (1984) *Personnel Management*
- French, wendell C . (1997) *Human Research Management* .India ;All Indian publishers and distributions .
- Mamoria, C.B()*Management of human Resources* .New Delhi .Himalaya Pulishing House .
- Mejia, Luis R.G./Balkin, D.B /cardy Rober L. (2002) *Managing Human Resource*. New Delhi : Prentice Hall of India.
- Mondy , R Wayne (2009) *Human Resource Management* .India Person .
- Mondy, R . Wayne (2009) *Human Resource Management* India:Dorling, Kindersley Indian Private Limited
- Nair,N.G. (2002)*Resource Management*. New Delhi: Vikas Publishing House Pvt ltd.
- Novit , Mitchell S(1979) *Essentials of Personnel Management* .London. Prentice Internatinal .
- Prasad, Lallan /Bannerjee (1990) *Management of Human Resources*. New Delhi: Sterling publishers private Limited.
- Shrestha Kulnarsingh (2004) *Human Research Management* .Kathmandu Nabin prakashan .
- Strauss ,George /Sayles ,Leonard R.(1980) *Personnel : The Human Problems of Management* .New Delhi .Prentice –Hill of India Private Limited
- Tiwari Madhunidhi (2061) *Nepal ko Nilamati sewa janshakti Bybasthan*,Kathmandu : Shreemati Kanti Tiwari

BPA 205 : Applied Statistics in Administration

Credits: 3
Lecture Hours: 48

Course Objective

This course aims to provide students with the knowledge of statistical tools and techniques so that they can describe social phenomena quantitatively.

Course Description

This course consists of introduction of statistics, measures of central tendency, determining the Bi- variate relationships, analysis of time series, and index number.

Course Detail

Unit 1: Introduction to Statistics:	8 LHs
Meaning nature and scope of statistics; Use of statistics; Importance of statistics; Limitation of statistics and data management	
Unit 2: Measures of Central Tendency:	8 LHs
Mean, Median, Mode, Dispersion, Skewness, and Kurtosis	
Unit 3: Determining the Bi - Variate Relationship:	10 LHs
Correlation analysis; Regression analysis	
Unit 4: Analysis of Time Series:	10 LHs
Measurement of trends (Graphical, semi average, least square) & measurement of seasonal variation; Intrapolation & Extrapolation	
Unit 5: Index Number:	12 LHs
Laspeyre's, Paasche's and Fisher's index number; Time reversal test and factor reversal test; Consumer's price index number : Aggregative expenditure method, family budget method, & Base shifting and deflating	

Suggested Reading

Chandan, J.S (2009) *Statistics for Business and Economics*. New Delhi: Vikas Publishing House PVT ltd

Chao, Lincoln (1974) *Statistics Methods and Analysis*. New delhi: McGraw –Hill Kogakusha, Ltd.

Gupta, B.N (1992) *Statistics: Theory and Practice*. Agra: Sahitya Bhawaan.

Gupta, S.C. (2010) *Fundamentals of Statistics*. New Delhi:Himalayan Publishing House.

Levin, Richard I/Rubin , Davids (1998) *Statistics for Management*. New Delhi:Pearson Education.

Sahi, Hari Bhakta (2016) *Statistics for Public Management*. Kathmandu:Radhika Shahi.

Sharma , Pushkar Kumar/Chaudhary, Arun Kumar (2071) *Statistical Methods*.

Kathmandu:Khanal Publishers PVt . LTd.

Shrestha, Sunita/Silwal, Dhruva Prashad (2070) *Statistical Methods in Management*.
Kathmandu:Taleju Prakashan publishers and Distributors

Taha, Hamdy A. (1999) *Operations Research an Introduction*. New DelhiPrentice Hall of India.

Fourth Semester
BPA 251: Social Development and Nation Building

Credits: 3
Lecture Hours: 48

Course Objective

This course aims to impart knowledge of social change and nation building. It also helps students to understand social change and nation building better.

Course Description

This course consists of introduction, social institutions and change, phenomena of social change, concept and theories of nation building, and nation building in Nepal

Course Detail

Unit 1: Introduction to Social Change and Social Development: 8 LHs

Concept of social change; factors affecting, process and theories of social change, social change as a catalyst for social development

Unit 2: Social Institutions and Change: 8 LHs

Family, marriage and social change, education, identify and cultural norms, religion, polity and social change, consequences of social changes

Unit 3: Phenomena of Social Change: 8 LHs

Social movement and social change, culture, collective behavior, gender role, urbanization, and information technology,

Unit 4: Concept and Theories of Nation Building: 12 LHs

Nations, State, nation building and state-building, capacity building, national identity, social harmony, social inclusion, peace-building, post-conflict reconstruction, international politics of ethnicity and nationalism

Unit 5: Nation Building in Nepal: 12 LHs

History, social inclusion and affirmative action, problem of nation building in Nepal; gender discrimination, girls trafficking, caste-based untouchability, exclusion of marginalized communities; Democratic governance and efforts of restructuring the state.

Suggested Reading

- Abraham M.F. (2006). *Contemporary sociology: An introduction to concept and theories*. New Delhi: Oxford University Press.
- Adhikari, G.P. (2054 B.S.). *An introduction to sociology and anthropology* (Text in Nepali). Kathmandu: Ratna Pustak Bhandar.
- Francis Fukuyama State Building
- Huberman, L. & Sweezy, P.M. (2010). *Introduction to socialism: Including the ABC of socialism*. New York: Aakar Books.
- Maclver, R.M & Page, C.H. (2011). *Society: An introductory analysis*. India: Macmillan Publishers.

Maharjan, P.N., Ed. (2013). *Building peace and building democracy*. Kathmandu: Center for Nepal and Asian Studies.

Paudyal, M. Nation building and public administration Samuel

P. Huntington Clash of civilization

Shepard, J.M. (1984). *Sociology* (2nd ed.). New York: West Publishing Company

Upreti, B.C., Ed. (2011). *State and democracy in Nepal*. Delhi: Kalinga Publications.

Whelpton, J. (2012). *A history of Nepal* (2nd ed.). Delhi: Cambridge University Press.

BPA 252 : Comparative Politics and Administration

Credits: 3

Lecture Hours: 48

Course Objective

This course aims to equip students with a foundational knowledge of different political systems, institutions, and ideologies necessary for comparing political systems and understanding the politics in Nepal.

Course Description

This course consists of introduction to comparative politics, political systems, political participation and ideologies, comparing politics, and politics in Nepal.

Course Detail

Unit 1: Introduction to Comparative Politics: 8 LHs

Meaning, nature and scope of comparative politics, states, sovereignty, and challenges of states

Unit 2: Political Systems: 12 LHs

Comparing political systems, classification of political regimes and forms of government, public and political institutions: executive, legislative, judicial branches, and bureaucracy, political culture, socialization, and communication

Unit 3: Political Participation and Ideologies: 8 LHs

Interest articulation and aggregation, and political parties; electoral system, political ideologies: nationalism, liberalism, socialism and identity politics

Unit 4: Comparing Politics: 12 LHs

Comparison of politics between China and India: political history, political structures, party system and political parties, national and sub national government structure, political culture, and interest groups

Unit 5: Politics in Nepal: 8 LHs

Political history and political development, constitutional development, party system and political parties, political and government structures, interest groups, challenges to democratic consolidation.

Suggested Reading

Almond, G.A & Powell, G.B., Storm, K & Dalton, R.J. (2001) *Comparative politics today: A*

- world View* (7th edition), Delhi: Pearson Education Asia.
- Almond, G.A. & Powell, G.B. (1972) *Comparative politics: A developmental approach*, New Delhi: Oxford & IBH Publishing Co.
- Cheema, G. Shabbir(2005) *Building Democratic Institutions:Governance Reforms in Developing Countries*, Kumarian Press, Inc., United States
- Gyanwali, Ram Prasad, 2012, *Know Nepal*, Kathmandu: Bhundipuram Prakashan
- Joshi, Bhuvan Lal and Leo E. Rose, *Democratic Innovation in Nepal*, Berkeley: University of California Press, 1966
- Pokharel, Krishna,(2068 B.S.), *Major Parliamentary and Nonparliamentary Political Systems*, M.K. Publishers and Distributors , Kathmandu, Nepal
- Pokharel, Krishna.(2069B.S.) *State, Public Administration and Public Affairs*, M.K. Publishers and Distributors , Kathmandu, Nepal
- Ray, S.N.(1999), *Modern Comparative Politics*, Prentice-Hall of India
- Regmi, D.R., *Modern NepalVol. I*, Calcutta: K.L. Mukhopadhyay, 1975
- Shah Rishikesh, *Nepalese Politics: Prospects and Retrospects*
- Shah, Rishikesh, *Modern Nepal: A Political History 1769-1955. Vol I. 1769-1885*, New Delhi: Manohar Publications, 1990
- Sharma, Devi Prasad,*Adhunik Nepalko Itihas*, Kathmandu: Ratna Pustak, 2047 B.S.
- Shrestha, Tulsi Narayan (1996), *The Concepts of Local Government and Decentralization*, Ratna Pustak Bhandar, Kathmandu , Nepal

BPA 253 : Basics of Public Policy

Credits: 3
Lecture Hours: 48

Course Objective

This course aims to introduce students to the basic concept and principles of public policy that will enable them to understand policy making issues and their relevance in contemporary society.

Course Description

This course consists of introduction to public policy, theories of policy making, policy making process, policy implementation, and policy monitoring and evaluation

Course Detail

Unit 1: Introduction to Public Policy: 10 LHs

Context of public policy; Concepts of public policy and policy analysis; Nature of public policy; Types of public policy; Scope of public policy; Significance of studying public policy

Unit 2: Theories of Policy Making: 8 LHs

Pluralism, Elitism, Institutionalism, and Functionalism

Unit 3: Policy Making Process: 10 LHs

Components of the policy making process; Problems and Issues; Policy agenda; Actors & Institutions; Resources; Factors influencing policy making process; Concept of Policy cycle

Unit 4: Policy Implementation: 10 LHs

Elements of implementation; Implementers; Approaches to policy implementation- Top-down model & Bottom-up model; Conditions for effective implementation

Unit 5: Policy Monitoring and Evaluation: 10 LHs

Concept of policy monitoring and evaluation; Functions of evaluation; Evaluators; Criteria of evaluation; Problems of evaluation

Suggested Reading

Adhikari, Dhruba(2061) *Public Policy Analysis*. Kathmandu:Pairabi Prakashan. (Nepali Language)

Anderson, James E (2014) *Public policy Making*.

Cochran, Charless L/Malone, Eloise F.(2007)*Public Policy: Perspectives and Choices*. New Delhi:Viva Books Private Limited.

Devkota, Satish, Chandra(2060)*Public Policy Analysis*. Kathmandu: Ratna Pustak Bhandar.

Ed. Saxena, Pradeep K.(1993)*Comparative Public Policy*. Delhi:Rawat Publications

Edwards, George/Sharkansky(.....) *The policy Predicament*

Farohock, Fread M.(1979) *Public Policy: Scope and Logic*. New Jersey: Prentce –Hall INC Englewood cliffs.

- Frohlich, Norman/Oppenheimer(.....) *Modern Political Economy*
- Hill, Michael/Hupe, Peters(2006) *Implementing Public Policy: Governance in Theory and Practice*. New Delhi: Sage Publications.
- Howlett, Michael/ M Ramesh(2003) *Studying Public Policy: Policy Cycles and Policy Sub Systems*. New York: Oxford University.
- Joshi, Shyam.(2062) *Economic Policy Analysis*. Kathmandu: Taleju Prakashan.
- King, Gary/Keohane, Robert O/Verba, Sidney,1994) *Designing Social Inquiry :Research*. New Jersey:Princeton University press.
- Layder, Derek(2005) *Sociological Practice: Linking Theory and Social Research* .New Delhi: Sage Publications.
- Pandey, Yubraj(2069) *Public Policy Formulation, Implementation Monitoring Evaluation and Analysis of Public Policy*. Kathmandu:Vidhyarthi Pustak Bhandar.
- Paul, Devik(1995) *Public Policy Formulation and Implementation In India* Delhi: Devika Publications.
- Rana, Rajib Bikram(2014) *Aspects of Public Policy*, Kathmandu: KAntipur College of Public Management.
- Reejal Pushkar Raj(2003)*Fundamental of Public Policy Analysis*. Kathmandu: Pairabi Prakashan.
- Sahni, Pradeep(1987)*Public Policy: Conceptual Dimension*. India:Kitab Mahal.
- Sapru, R.K.(2011)*Public Policy: Art and Craft of Policy Analysis*. New Delhi: PHI Learning Private Limited.
- Sapru, R.K.(2014)*Public Policy: Formulation, Implementation and Evaluation*. New Delhi: Sterling Publishing Private Limited.

BPA 254 : Nepalese Legal System and Administration

Credits: 3
Lecture Hours: 48

Course Objective

The objective of this course is to provide the concept of law, its philosophy and applications in general, and particularly in Nepal.

Course Description

This course consists of introduction to law, sources of law, schools of law, judiciary in Nepal, and judiciary Process

Course Detail

Unit 1: Introduction to Law:

10 LHs

Concept of law, purpose, types, nature and importance, constitution and constitutionalism

Unit 2: Sources of Law:

10 LHs

Law making process, Sources of law (legislation, custom, precedent, convention)

Unit 3: Schools of Law:

10 LHs

Common law, civil law, and hybrid legal systems; natural law theory, analytical school, sociological school, realist school; functions of law and its relation with other discipline

Unit 4: Judiciary in Nepal:

10 LHs

Role of judiciary, separation of powers, district courts, appellate courts, and Supreme Court and their jurisdiction

Unit 5: Judiciary Process:

8 LHs

Concept of judiciary process, stages of the judiciary process, appeals process, and judiciary process in Nepal

Suggested Reading

Lamsal, Narayan(2050). *Principles of Law*. Kathmandu: Ratna Pustak Bhandar.

Pradhananga, Ranjitbhakta/ Silwal, Kishor (2071). *A General Outline of Jurisprudence*. Kathmandu: Bhrikuuti Academic Publications.

BPA 255 : Development Policy and Planning in Nepal

Credits: 3
Lecture Hours: 48

Course Objective

This course will equip students to understand development planning theory and the Nepalese economy.

Course Description

This course consists of development planning, Nepalese economy and development plan, planning in Nepal, human development in Nepal, and concept of foreign trade and commerce.

Course Detail

Unit 1: Development Planning:

10 LHs

Concept of Development and Growth; Concept of Development Planning; Types of Planning; Importance of development planning in developing countries

Unit 2: Nepalese Economy and Development Plan:

10 LHs

Structure and corporate of Nepalese Economy-Agriculture and non-agriculture; Sources of Resources- Natural, human, physical, financial, social capital resources

Unit 3: Planning in Nepal:

10 LHs

Overview and characteristics of National Planning in Nepal; Economic Policies, Programme and Progress; National Plan Formulation Process; Role of Planning Institutions

Unit 4: Human Development in Nepal:

10 LHs

Concept of Human Development; Human Development Status of Nepal; Poverty and its status in Nepal; Causes and effect of poverty in Nepal

Unit 5: Foreign Trade and Commerce:

8 LHs

Concept of foreign trade and commerce, trade policy; growth and composition of foreign trade in Nepal and its issues and constraints

Suggested Reading

Ed.Gupta, D.B/ Halan, Y.C/ Desi, P.B. (1982). *Development Planning and Policy*. New Delhi: Wiley Eastern Limited.

Jhingan, M.H.(2007). *The Economics of Development and Planning*. New Delhi: Vrinda Publications.

Lekkhi, R.K/Singh, Johinder (2014). *The Economics of Development and Planning*. New Delhi: Kalyani Publishers.

Sharma, Neelamkumar (2062). *Economics of Development and Planning*. Kathmandu: Pairawi Prakashan.

Shrestha, B.P (1974) *An Introduction to Nepalese Economic*. Kathmandu: Ratna Pustak Bhandar.

Fifth Semester

BPA 301 : Organizational Behaviour in Public Sector

Credits: 3

Lecture Hours: 48

Course Objective

This course aims to provide foundational knowledge and conceptual understanding of organizational behavior theories and skills to put those ideas and theories into practice. Key techniques and processes designed to improve organizational efficiency and effectiveness are examined from the perspective of management, employees, and society.

Course Description

This course consists of organization behaviour, basic human processes, individual in the organization, group dynamics, organizational processes, and HR motivation

Course Detail

Unit 1: Organization Behaviour:

10 LHs

Scope and Process; Organization and the Individual, Concept of OB, OB and Behavioral Sciences, Historical development of OB, Concept and Importance of Process, Process levels

Unit 2: Basic Human Processes:

10 LHs

Concept of Learning, Learning Theories, Social Perception and social identity, Basic nature of personality, Understanding emotions and Stress

Unit 3: Individuals in the Organization and Group Dynamics:

10LHs

Individual behavior: personality, perception, attitudes, job satisfaction, emotion, work attitudes, and values

Group dynamics: group formation and development, group decision-making, effective groups, nature of communication, leadership in groups, group cooperation and conflict

Unit 4: Organizational Processes:

8 LHs

The Basic nature of Organization Culture, The concept of Organization Change, Meaning and Significance of Organization Development

Unit 5: HR Motivation:

10LHs

Concept, importance and process of motivation, theories of motivation

Suggested Reading

Adhikari, Dev Raj(2014) *Organizational Behaviour*. Kathmandu: Buddha Academic Publishers and Distributors.

Agrawal, Govind Ram(2015)*Organizational Behavior in Nepal*. Kathmandu:M.K . Publishers

and Distributors.

Brown, Warren B/ Moberg, Dennis. J (1980) *Organizational theory and Management: A Margo Approach*. New York: John Wiley and Sons.

K.C, Phatta Bahadur(2060)*Sanhathnatmak Bybahar*. Kathmandu:Nabin Prakashan.

Kelly, Joe (1987) *Organizational Behaviour:Its Data, First Principles and Application*. Delhi: Surjeet publications.

Luthans Fred(1992))*Organaizational Behaviour*. New York: McGraw_Hill Inc

Luthans, Fred(1998) *Organizational Behavioural*. Boston:Irwin McGraw-Hill

Mathema,Sushil Bhakta/Bhattarai, Manoj(2071) *Santhnatmak Bybahar*. Kathmandu: Dhaulagiri Booka and Stationary.

Moorhed/Gregory/Griffin, Rocky(1999) *Organizational Behavior*. Delhi: AITBS Publishers and Distributors.

Newstrom, John W./Davis, Keith(2003) *Organizational Behaviour: Human Behaviour at Work*. New Delhi: Tata McGraw-Hill Publishing Company Limited.

Pradip Kumar(1996) *Organizational Theory and Behaviour*. India:Kedarnth Ram Nath and Company.

Pugh, D.S.(1971) *Organization Theory*. England:Penguin Books.

Raw, V.S ./Narayan, P.S.(1995) *Organization Theory and Behaviour*. Delhi:Konark Publishers Pvt

Robbins,Stephen. P./Sanghi, Seema(2007) *Organizational Beaviour*. Delhi:Dorling Kindersley.

Singh, Hridaya Bahadur(2072) *Sangthnatmak Bybhar tatha Manab Sansadhan Bybasthapan*. Kathmandu: Asmita Books Publishers and Distributer.

BPA : 302 Administrative Law

Credits: 3
Lecture Hours: 48

Course Objective

The course intends to focus on the legal problems associated with regulation by administrative agencies. The course includes a discussion of the legislative authority requisite to agency action.

Course Description

This course consists of introduction to administrative law, institutions and functions of government, law making, grievance handling, and judicial review and writs

Course Detail

Unit 1: Introduction to Administrative Law:

10 LHs

Concept and sources of administrative Law, Principles of administrative law, Constitutional aspects of administrative law: Separation of Powers and The Rule of Law

Unit 2: Institutions and Functions of Government:

8 LHs

Executive, Legislative and Judicial, Differences between Administrative, Legislative and Judicial Functions

Unit 3: Law Making:

10 LHs

Concept of Legislation and Delegated Legislation, Delegated legislation and its control

Unit 4: Grievance Handling:

10 LHs

Concept of Ombudsman and Maladministration, Role and Functions of National Vigilance Centre (NVC) and Commission for Investigation of Abuse of Authority (CIAA) in Nepal, Administrative Tribunals

Unit 5: Judicial Review and Writs:

10 LHs

Concept of judicial review, Importance of judicial review, Types and functions of writs: Certiorari, Mandamus, Quo-Warranto, Prohibition, Habeas corpus.

Suggested Reading

Wade, HWR/ Forsyth, CF. (1995). *Administrative Law*. New York: Clarendon Press Oxford
(7th Ed) 10953.

Wade, HWR/ Forsyth, CF. (2005). *Administrative Law*. New Delhi: oxford University Press. 14448

Pandey Keshav Raj (2058). *Administrative Law*. Kathmandu: Niirmal Gurung (Nepali Language).

Devkota, Khim Lal (2059). *Administrative Law*. Kathmandu: Pairawai Prakadhan. (Nepali Language).

Khanal, Shambhu Prasad (2066). *Administrative Law*. Kathmandu: Prashanti Prakashan.

BPA 303 : Public Office Management

*Credits: 3
Lecture Hours: 48*

Course Objective

The objective of this course is to provide concepts and practices of Office Management to the students. After completing the course, the students will understand organizations and office layout management, procedures and methods of the office system, personnel system, record management, and the application of scientific methods and IT in the organization.

Course Description

This course consists of Introduction to Office Management, Public relations, Office System, Record Management, and General Services.

Course Detail

Unit 1: Introduction to Office Management:

10 LHs

Concept and importance of Office Management, Organization and employees, Organizational charts, Functions of office manager, Office accommodation, Office furniture and lay-out, Physical conditions

Unit 2: Public Relations:

10 LHs

Concept and importance, media relations and tools of public relations, (Press release, press conference, interaction and discussion), stakeholder engagement, Role & duties of spokespersons, Right to information with reference RTI Act

Unit 3: Office System:

10 LHs

Office procedures, customer/client services and service quality, O & M, Work charts, Minutes, Work measure, production and control, Office machines, Application of IT

Unit 4: Record Management:

8 LHs

Records administration, Indexing, Filing system and its equipment, Hard copy and soft records

Unit 5: General Services:

10 LHs

Communication system, Online operation, Outward mail and postal services, Correspondence, Office stationery, Prevention of fraud, Report writing

Suggested Reading

Arora, S.P (1980). *Office Organization And Management*. New Delhi: Vikash Publishing House Pvt Ltd.

Chopra, R.K/ Gauri, Priyanka (2015). *Office Management*. Mumbai: Meena Pandey For Himalaya Publishing House.15042

BPAITC 301: Fundamentals of Computer

*Credits: 3
Lecture Hours: 48*

Course Objective

This course provides students with basic concepts of computers and develops their ability to analyze and interpret general problems through computer applications. Students learn to use basic CLI in Linux, word processing, spreadsheets, and presentations, and write simple programs and scripts. Students will be able to solve general problems with the application of computers after taking this course.

Course Description

This course consists of introduction to computer, operating system and user interface, software applications, programming/scripting, introduction to network, internet and advanced topics.

Course Detail

Unit 1: Introduction to Computer: 10 LHs

Introduction and History of computing – Need for calculating device, Encryption, Modeling, simulation, research; brief history, types; Building Blocks, hardware and software components; Data Representation and logic – Analog, Digital; Binary, Decimal, Conversion, Binary operations; Bits, Bytes, Character data representation – ASCII, Unicode, Graphic data representation – Raster, Vector, pixel; Logic gates

Unit 2: Operating System and User Interface: 8 LHs

Introduction to operating system, Function, Distributed OS, Cloud Computing, Network OS, Virtual machines; Operating systems and Linux – Unix, Linux, Windows, OS/2; Ubuntu, Mac OS, DOS, Android; Concepts of File systems FAT, NTFS, EXT etc; Filenames and Extensions; File Attributes - System, Hidden, Read Only, Archive; User Interface – GUI, CLI

Unit 3: Software Applications/ Office Packages: 10 LHs

Word processor, Spreadsheet, Presentation; Data analysis: Very brief introduction to SPSS, R, Python; Database - Very brief introduction to flat File system, RDBMS, NOSQL; Graphics – Very brief introduction to gimp, Photoshop, MS picture manager, MS Paint; Other packaged applications

Unit 4: Programming/scripting: 10 LHs

Programming concepts, languages; Assembler, Interpreter and compiler; Basic constructs in PL - Variables and constants, Looping, Logic; Program design, Program structure, Algorithm, Program Specification; Introduction to programming and scripting languages - Python, Javascript, C, Java, HTML, R; Problem solving by programming in Python; Object oriented and structured programming

Unit 5: Introduction to Network, Internet and Advanced Topics: 10 LHs

Computer network – Introduction, use, Type, LAN, WAN, Internet, Intranet; Malicious software and control, Firewall, Antivirus, Encryption, Decryption, Digital Signature; Cyber laws: Computer Crime, information privacy and security; Concepts of social

network, graph representation, advantages, threats, SNA, Blogging; Internet, Search Engines, database, metadata etc; Artificial Intelligence, Machine Learning, Applications in Public Administration, research etc.; Automation technologies: Mechanical, electronic, digitization

Suggested Reading

*Kalicharan Noel: **An Introduction to Computer Studies**, Cambridge University Press; London.*

*Tutorials point **Python tutorial**<http://www.tutorialspoint.com/python/index.htm>*

Open office tutorial

*Rajaraman V.: **Fundamentals of Computers**, Prentice-Hall of India, New Delhi.*

*Peter Norton's **Introduction Computer** McGraw Hill Publishing Company Limited, New Delhi*

*Jain R. K. **Conventional and Objective Type on Computer**, Khanna Publisher Delhi.*

P.K. Sinha, "Computer Fundamentals"

BPA 304: Public Service Delivery

*Credits: 3
Lecture Hours: 48*

Course Objective

The objectives of this course is to aware the students about the paradigm shift in the policy of the government to act in partnership or in a collaborative way so that the services delivered to the people become reliable, satisfactory and trust worthy in quality and quantity.

Course Description

This course consists of Introduction to Public Service Delivery, Forms and Procedures, Approaches, Networking, and Issues in public service delivery.

Course Detail

Unit 1: Introduction to Public Service Delivery:

10 LHs

Concept and meaning of public service delivery, pattern of service delivery, Sectoral engagement in public service delivery.

Unit 2: Forms and Procedures:

10 LHs

Forms of service delivery, procedures of service delivery, technology used in service delivery, RTI and Public service delivery

Unit 3: Approaches:

10 LHs

Approaches to public service delivery, organizations, planning and control for public service delivery, transparency in public service delivery

Unit 4: Networking:

10 LHs

Networking in public service delivery, interrelationship between citizen and governments in service delivery, integrity in service delivery

Unit 5: Issues:

8 LHs

Quality vs quantity, service standard, benchmarking, participation and accountability

Suggested Reading

Egarman, John (2007), Service Delivery: A Challenge for Local Governments, VNG: The Netherlands;(approaches)

Gargan, John J. ED (1997), A Handbook of Local Government and Administration, Hong Kong : Marcel Dekker Inc.

Henry, Nicholas (2007) Public Administration and Public Affairs, New Delhi: Prentice Hall

Holzer, Marc and Richard W. Schweitzer (2011), Public Administration: An Introduction, Delhi: PHI Learning

World Bank Publications, Publications of National Planning Commission

Sixth Semester

BPA 351: Research Methods in Public Administration

Credits: 3

Lecture Hours: 48

Course Objective

The objective of this course is to familiarize students with the principles behind research work, Practical knowledge of research work, and perform research work in the field.

Course Description

This course consists of introduction to research, fundamentals of research, data collection methods in social sciences, sampling, and proposal and report writing.

Course Detail

Unit 1: Introduction to Research:

8 LHs

Concept of Research, Nature and Objectives of Research, Characteristics of Research, Significance of Research

Unit 2: Fundamentals of Research:

12 LHs

Concept of literature review, Concept of research problem, Concept of variables, Concept of measurement, Research methods (Descriptive, Explanatory and Exploratory) Technical aspects such as citing reference, bibliography and annex

Unit 3: Data Collection Methods in Social Sciences:

12 LHs

Data and its type(Quantitative, qualitative, Chronological, Geographical), Data Collection methods, Schedule (Concept ,Purpose, Type ,Importance ,Merit and Demerit, Questionnaire (Concept ,Purpose, Type ,Importance ,Merit and Demerit), Interviews (Concept ,Purpose, Type ,Importance ,Merit and Demerit), Observation Methods (Concept ,Purpose, Types ,Importance ,Merit and Demerit

Unit 4: Sampling:

6 LHs

Concepts, significance and techniques

Unit 5: Proposal and Report Writing:

10 LHs

Concept, function, type, purpose of writing academic Proposal, Steps of writing academic Proposal, Features (Qualities) of a good academic Proposal, Concept, function, type, purpose of writing Report. Steps and of writing academic Report, Features (Qualities) of a good academic Report.

Suggested Reading

Acharya, Balaram (2064)*Anusandhan Paddhati Tatha Prtibedan Lekhan*. Kathmandu: National Book center

Adhikari, Ganesh Prashad (2003) *Social Research for Thesis writing*. Kathmandu: Investigation Nepal.

- Baskota, Suman (2061) *Research Methodology*. Kathmandu: New Hira Books Enterprise.
- Bhanadari,, Dila Ram (2012) *Research Methodology*. Kathmandu:Dhaulagiri Books and Stationery.
- Creswell, Hohn W.(2009) *Research Design: Qualitative, Quantitative and Mixed Methods Approches*.New Delhi: Sage Publications Pvt Ltd.
- Joshi, Puspa Raj (2003) *Research Methodology*. Kathmandu:Buddha Academic Publishers and Distributers Private LTD
- Joshi, Puspa Raj (2064) *Anusandhan Paddhati*. Kathmandu:Buddha Academic publishers and Distributors.
- Kerlinger, Fred.N. (2000) *Foundations of Behavioural Research*. Delhi:Surjeet Publications.
- Khati, Radhaber D.(2006) *Introduction to Research Methods*. Kathmandu: Thirdeye Publishers
- Kothari, C.R. (2010) *Research Methodology: Methods and Techniques*. NewDelhi: New age International Private limited Publishers.
- Kuhan, Thomas S. (1970) *The Structure of Scientific Revolutions*. America:International Encyclopedia of Unified Science.
- Pant, Prem Raj (2016) *Social Science Research and Thesis Writing*. Kathmandu: Buddha Publication.
- Sharma , Puspa Raj(2064) *Research Methodology With SPSS: Useful Thesis, Project Work and Report Writing*.
- Sharma, BAV/Prashad, Ravindra/P. Shatyanaryan. (1989) *Research Methodology*. New Delhi: Sterling Publishers Private Limited.
- Young, Pauline V.(1982) *Scientific Social Survey and Research*. New Delhi:Prentice-Hall of india Private Limited.

BPA 352 : Government Budgeting, Accounting and Auditing

Credits: 3

Lecture Hours: 48

Course Objective

The objective of the course is to provide students with a basic knowledge of budgeting, accounting, and auditing to make them competent in understanding evolution, Principles, and theories together with the significance of Finance and Budgeting in operation.

Course Description

This course consists of budget, accountancy, and financial statements, governmental accounting, and auditing.

Course Detail

Unit 1: Budget:

10 LHs

Meaning, history of Budget in Nepal, features and component of budget, Classification of budgeting, Formulation of budget cycle, Theories of budgeting, Process of budget formulation and budget cycle,

Unit 2: Accountancy:

12 LHs

Conceptual Foundation, Book-keeping and accounting: meaning and importance, Accounting: principles, concept and conventions, Double-entry system: meaning and features, Financial Transaction and Record Keeping (Accounting records), Accounting equation, Journal, debit and credit rules, books of original entry, types of accounts and subsidiary books including Cash Books and Petty Cash Book, Ledger accounts, Trial balance, Depreciation, Bank reconciliation

Unit 3: Financial Statements:

8 LHs

Income statement, Balance sheet, Change in equity, Cash flow statement, Notes to Accounts

Unit 4: Governmental Accounting:

10 LHs

Financial administration of Governmental of Nepal; Store Accounting: Introduction, features, importance and forms used for recording, Principles and procedures of Nepal Government's expenditure accounting system based on budgetary accounting; Treasury Single Account, Budget Sheet and Ledger Accounts, Financial reporting by field offices.

Unit 5: Auditing:

8 LHs

Introduction, importance, objectives, types, internal auditing system of government of Nepal

Suggested Reading

Fess, Philip E(1987). *Accounting Principles*. Dallas: South-Western Publishing Co.

Neeley, L. Padem/ Imek, Frank J(1987). *Accounting Principles and Practice*. Dallas: South-Western Publishing Company.

Koirala and Others(2072). *Principles of Accounting*. Kathmandu: Asmita Books Publishers and

Distributors

Koirala and Others (2072). *Principles of Accounting II*. Kathmandu: Asmita Books Publishers and Distributors.

Lamichhane, Basudev Auditing

Nepal, Ram Babu, Performance Auditing Concept & Practice

Nepal Auditing Standards

Nepal Accounting Standards

International Financial Reporting Systems

ITC351 : Computer Applications

Credits: 3
Lecture Hours: 48

Course Objective

This course aims to provide students with fundamental knowledge in the management information system (MIS), Decision support system (DSS), and underlying database management system (DBMS). It introduces students to file systems, relational DBMS, and newer concepts like the NoSQL system. It makes them proficient in developing and using the RDBMS system. Students should be able to extract useful information from raw data for management and business administration using DBMS.

Course Description

This course consists of introduction to computer applications, information storage technologies in use, database systems, SQL and database operations, advanced database concepts and operations, and lab works & project work.

Course Detail

Unit 1: Introduction to Computer Applications: 8 LHs

Data and Information, Definition of and characteristics DBMS, File organizations; the sequential file organizations; the indexed sequential file organization, Information systems, Transaction processing systems, office automation systems

Unit 2: Information Storage Technologies in Use: 6 LHs

Data storage in flat file, unstructured and semi-structured, Introduction to RDBMS, Web, big data and NoSQL

Unit 3: Database Systems: 10 LHs

Concepts, Architecture and Models: Data models, DBMS architecture and data independence, Database environment, E-R model; Relational Model

Unit 4: SQL and Database Operations: 10 LHs

Introduction to SQL, Queries, Set operations, Null values, Joined relation, DDL and DML

Unit 5: Advanced Database Concepts and Operations: 14 LHs

Concepts of Constrains, views, triggers, transactions: Security and integrity violations, Access control and authorization, Concept of views, triggers, indexes, transactions, Concept of OLAP, data cube, report generator, applications of database systems in organizations

Suggested Reading

Kalicharan Noel: **An Introduction to Computer Studies**, Cambridge University Press; London.
Tutorials point **Python tutorial**<http://www.tutorialspoint.com/python/index.htm>

Open office tutorial

Rajaraman V.: **Fundamentals of Computers**, Prentice-Hall of India, New Delhi.

Peter Norton's **Introduction Computer** McGraw Hill Publishing Company Limited, New Delhi
Jain R. K. **Conventional and Objective Type on Computer**, Khanna Publisher Delhi.

P.K. Sinha, "Computer Fundamentals"

Date, C.J., An introduction to Database Systems, New Delhi: Pearson Education

Hansen, Gary W. and Hansen, James V., Database Management and Design, New Delhi: Prentice Hall of India Pvt. Ltd.

Silberschatz, Abraham et al, Database Systems Concepts, New York, McGraw Hill Company.

BPA 353 : Environment Policy and Management

*Credits: 3
Lecture Hours: 48*

Course Objective

The objective of this course is to familiarize the students with environmental management so that they can learn strategies to save the environment and climate change.

Course Description

This course consists of introduction to environment, environment and ecology, environmental management, institutional arrangement in Nepal, and environmental management in Nepal.

Course Detail

Unit 1: Introduction to Environment: 12 LHs

Environment and Development: Meaning, components, Importance of Environment.
Sustainable Development: Evolution of Environmentalism, Emergence, Meaning and Features of Development.

Unit 2: Environment and Ecology: 6LHs

Introduction to Ecosystems, Biodiversity, and Conservation
Ecology: Meaning, Types, and Components

Unit 3: Environmental Management: 10 LHs

International and Regional Initiatives for environmental management, Environment Impact Assessment and Climate Change: Environmental Impact Assessment: concept, need and importance and practices. Climate change and its adaptation: Its nature, impact, mitigation and adaptation

Unit 4: Institutional Arrangement in Nepal: 8 LHs

Government, NGOs, private sector, local government, and legal instruments

Unit 5: Environmental Management in Nepal: 12 LHs

Environmental Initiatives in Nepal: Policies, plans and strategies of Government on Environment. Environmental Issues in Nepal: Environmental issues that are facing Nepal and their solutions.

Suggested Reading

Dessler, Andrew E(2015). *Introduction to Modern Climate Change*.New Delhi: Cambridge University.

Krishnamoorthy, Bala(2008). *Environmental Management Text and Cases*. New Delhi: Prentice Hall of India.

Seventh Semester

BPA 401 : Evolution and Development of Nepalese Public Administration

Credits: 3

Lecture Hours: 48

Course Objective

The objective of this course is to familiarize students on the evolution and development of administrative system of Nepal.

Course Description

This course consists of evolution of administrative system of Nepal, development of modern Nepal's administrative system, administrative reform in Nepal, administrative reform and change, and issues and challenges.

Course Detail

Unit 1: Evolution of Administrative System of Nepal: 10 LHs

Ancient administration of Nepal, Kirata, and Lichchhabi period, Mediaeval Administration of Nepal: Nepal Mandal, and Karnali Pradesh

Unit 2: Development of Modern Nepal's Administrative System: 8 LHs

Modern Nepal's Administration (1768-1951), Shah period, and Rana Period

Unit 3: Administrative Reform in Nepal: 10 LHs

Reform during Rana rule, reform in democratic era, reform during Panchayat period, reform after 1990 and onwards

Unit 4: Administrative Reform and Change: 10 LHs

Administrative Reform and institution building, administrative reform and change in civil service, decentralization and administrative reform in Nepal

Unit 5: Issues and Challenges: 10 LHs

Administrative Reform and the role of the government Agencies, Issues and challenges of administrative reform in general and particularly in Nepal

Suggested Reading

Agraawal, Hem Narayan(1976). *The administrative System of Nepal from Tradition to Modernity*. New Delhi: Vikash Publlishing House Pvt Ltd.

Baiday, Tulasi Ram/ Manandhar, Triratna(2053). *Aadhunik Nepal ko Prashasanik Itihas(1768-1951)*. Kathmandu: Nepal Asiali Anusandhan Kendra.

Bhatta, Bhimdev (2071). *Nepal ko Prashasanik Itihas*. Kathmandu: Sopan Mashik.

Bhattraï, Ghanashyam.(2064). *Nepal ko Sthaniya Prashasan ko Itihas (1768-1951AD.)*. Delhi: Adiroit Publishers.

Poudyal, Madhab(1989). *Administrative Reforms in Nepal*. New Delhi: National Book Organization.

Shrestha, Tulsî Narayan(2005). *Nepalese Administration A Historical Perspective*. Kathmandu: Ratna Pustak Bhandar.

BPA 402: Recent Trends in Public Management and E-governance

Credits: 3

Lecture Hours: 48

Course Objective

This course intends to inform students about new issues in public affairs management at present.

Course Description

This course consists of reforms in the public sector, new public management, managerial approaches in public sector, introduction to e-governance, and policy of e-governance.

Course Detail

Unit 1: Reforms in the Public Sector: 8 LHs

Problems and challenges in the Public Sector, Reform activities in the Public Sector

Unit 2: New Public Management: 12 LHs

Need of New Public Management, Concept of New Public Management, Characteristics of New Public Management, Strength and Weakness of New Public Management, Application of New Public Management

Unit 3: Managerial approaches in Public Sector: 6 LHs

Management by Objective, Total Quality Management

Unit 4: Introduction to E-governance: 12 LHs

Meaning and Significance, E-Government: Meaning, Role of E-governance in Public Administration, Applications of ICTs in Governance: Concept and components of ICT. E-service Application in Nepal

Unit 5: Policy of E-governance: 10 LHs

Information policy, Right to Information Act, Good Governance Act and Cyber laws

Suggested Reading

Bangural, Y. and George A.L. (2007) *Public Sector Reform in Developing Countries*. Palgrave Macmillan.

Brendan, C.N.(2001) *Public Sector Reform: An International Perspective*. Palgrave Macmillan.

ICT Rules and Regulations

Right to information Act

Good Governance Act

BPA 403: Public Security Management

*Credits: 3
Lecture Hours: 48*

Course Objective

This course aims to impart knowledge of security and its management. Students will be able to understand the dynamics of security management.

Course Description

This course consists of introduction to security management, issues in security management, institutional arrangement for security management, security and development, and contemporary issues in security management.

Course Detail

Unit 1: Introduction to Security Management: 10 LHs

Meaning of security, physical, information, and personnel security, security management: concept, nature and scope

Unit 2: Issues in Security Management: 8 LHs

Security threats: Insurgency, terrorism, Demonstration, Theft, Burglary, Cyber security and cyber crimes, human trafficking

Unit 3: Institutional Arrangement for Security Management: 14 LHs

Institutional arrangements for security management and their functions: national security council, implementing agencies such as Home ministry, Defence ministry, Nepal Army, Nepal Police, Nepal Armed Police Force, National Investigation Bureau, and Private Security agencies)

Unit 4: Security and Development: 6 LHs

Concept and its importance, community policing, security challenges to development,

Unit 5: Contemporary Issues in Security Management: 10LHs

Risk assessment, emergency planning and communication, security awareness, social impact of security measures, security policy strategies and contemporary issues in Nepal

Suggested Reading

Allen Collins (2003), *Security in South East Asia, Domestic, Regional, and Global Issues*, New Delhi.

BM Ponnappa (2004), *Information Security and Technology*, New Delhi: Manas Publications, 2004

Darshan Khular (2000), *Security Peace and Honour*, Manas Publications, New Delhi, 2000

Prem Singh Basnet (2004), *New Paradigm in Global Security*, Civil Military Relation in Nepal, Nepal-Bhrikuti Academic Publications.

Eighth Semester

PA 491 :Internship

Course Objective

The objectives of internship to the students is to gain professional learning experiences involving them in practical work related field to seek the extent of application of their theoretical knowledge gained in their courses to real work situation and to develop a wide range of skills essential for their future career.

Course Description

Students studying in the eighth semester of the BPA program are responsible for seeking and identifying suitable internship opportunities in external organizations through various means. They can coordinate with their campuses in the process. Once students identify a potential internship opportunity, they must obtain approval from their campus /college. The campus/college evaluates the organization and the nature of the internship to ensure they meet the necessary criteria and align with the academic standards set by the BPA program.

Upon receiving approval, students must engage in internship activities within the host organization. The organization and the student may enter into an agreement that may include the terms and conditions of the internship, working hours, confidentiality, liability, and other details. It is the responsibility of the student to adhere to the rules and regulations of the host organization throughout the internship period.

Students must submit an internship report to the campus/college after completing the internship. The report should meet the requirements prescribed by the FoM, Office of the Dean. It should include the intern student's work experience, the learning outcomes achieved, reflections on personal and professional growth, and future career aspirations. The report shows the intern's accomplishments and the application of theoretical knowledge in real work situations.

The campus/college manages the viva voce examination of the internship report, based on the guidelines of the FoM, Office of the Dean, to assess the quality of the report and ensure that it meets the academic standards set by the program. Based on the quality and academic standards of the report, the marks are assigned to the students and submitted to the FoM, Office of the Dean to fulfill the academic credit requirements of the BPA program.

Specialization Courses

A. Development Management Areas

DMA 451 : Project Management

Credits: 3

Lecture Hours: 48

Course Objective

This course aims to develop students' understanding of the basic concepts and tools of project management so that they can handle projects.

Course Description

This course consists of introduction to project management, project planning, project appraisal, project implementation, and project monitoring and evaluation.

Course Detail

Unit 1: Introduction to Project Management: 10 LHs

Concept and types of Project, Relation between Plan, Program and Project, Project Cycle, Project Management

Unit 2: Project Planning: 8 LHs

Concept of Project Formulation, Project Planning Process, Feasibility Study, Project Schedule, Risk Assessment, and Proposal Writing

Unit 3: Project Appraisal: 10 LHs

Concept and aspects of Project Appraisal – market, technical, economic, financial, environmental, organizational, Appraisal Technique: Concept of Discounting and Non Discounting Techniques

Unit 4: Project Implementation: 10 LHs

Concept of Project Implementation, types of project organization structure, Project Scheduling: Gantt Chart, Network Techniques – PERT, CPM

Unit 5: Project Monitoring and Evaluation: 10LHs

Monitoring project activities and progress, monitoring and evaluation adopted by NPC Nepal, process and impact evaluation of projects, Project Management Information System (PMIS): Concept and Process, Case study preparation

Suggested Reading

Agrawal, Govind Ram (2014) *Project Management*. Kathmandu: M.K. publishers and Distributer.

Chandan, Prasanna (1999) *Projects: Planning Analysis Selection Implementation and Review*. New Delhi: Tata McGraw-Hill Publishing Company Limited.

Chaudhary, S. (2001) *Project management*. New Delhi: Tata Mc Graw –Hill Publishing

company Limited.

Joy, P.K. (1999) *Total Project Management: The Indian Context*. Delhi: Machmilin India Limited.

Karki , Rajendra (2063) *Project management*. Kathmandu: M.K. publishers and Distributers.

Kerzner, Harold (2004) *Project management: A Systems Approach to planning Scheduling and Controlling*.

Little, IMD and Mirrless, J.A.(1974) *Project Appraisal and Planning for Developing Countries* . New Delhi: Oxford and IBH Publishers company.

Meredith, Jack/Mantel, Samuel J. (1989) *Project Management*. New York: John Wiley and Son. Inc.

Rijal, Puskar Raj (2059) *Essential of Project appraisal and Management*. Kathmandu Kastamandap Academic Enterprise.

Sharma, Bhakti P. (2006) *Project management: Planning , Analysis and Control*. Kathmandu: Ekta Books.

DMA 452 :Cooperative Management

Credits: 3
Lecture Hours: 48

Course Objective

This course intends to impart particular knowledge and skills required for governing and managing cooperatives. The course consists of the origin and development of cooperatives, different forms of cooperatives, issues in cooperative governance and management, and recent developments in the field of cooperatives.

Course Description

This course consists of foundation of cooperatives, governance structure, issues in cooperative management, and evolution and legal framework of Co-operative in Nepal

Course Detail

Unit 1: Foundation of Cooperatives:

10LHs

Meaning and definition, Characteristics, Objectives, Functions, Significance, Fundamental Principles, Values, Scope and Types

Unit 2: Cooperative Management:

10LHs

Concept of Cooperative Management, Cooperative Business Compared with Investor Owned Business and Comparison of Managements of Profit Businesses and Cooperative

Unit 3: Governance Structure:

8LHs

Governance Structure of Cooperative– Board –Executive Relationship Participative Democratic Control

Unit 4: Issues in Cooperative Management:

10LHs

Professional Management, Operational Efficiency – Cooperative Democracy Vs Efficiency – Key Result Areas – Strategies for sustainable Development of Cooperatives

Unit 5: Evolution and legal framework of Co-operative in Nepal:

10LHs

Traditional cooperatives in Nepal, Modern Co-operatives in Nepal, Types of cooperatives in Nepal, Major features of cooperative Acts, rules and regulations in Nepal, Institutional arrangements of Co-operatives in Nepal

Suggested Reading

Kamat G.S. (2011). *New Dimensions of Cooperative Management*. New Delhi: Himalaya Publishing House.

Thakuri, Chandra B. (2010). *An Anatomy of Co-operative Movement in Nepal*. Kathmandu: Upkar Prakashan.

DMA 453 :Tourism Management

Credits: 3
Lecture Hours: 48

Course Objective

This course aims to impart the knowledge of tourism management in Nepal. After completion of this course, students will be able to understand the dynamics of the tourism industry.

Course Description

This course consists of Introduction to tourism management, tourism organizations and role of different stakeholders, tourism resources and tourism products in Nepal, policy, plan and regulations in Nepal, and impacts of tourism in Nepal.

Course Detail

Unit 1: Introduction to Tourism Management: 10LHs

Concepts, features/characteristics and Significance, Evolution of Tourism at National Level and Global Level, Types and forms of tourism, Factors affecting tourism

Unit 2: Tourism Organizations and Role of Different Stakeholders: 8LHs

Tourism Organizations and their roles: government tourism bodies, tourism associations, tour operators and local communities, role and function of international organizations in tourism development

Unit 3: Tourism Resources and Tourism Products in Nepal: 8LHs

Natural Resources, Cultural Resources, Tourism Products, Major tourist destinations

Unit 4: Policy, Plan and Regulations in Nepal: 12LHs

Tourism policy in Nepal and related rule and regulation, Tourism Act, National Aviation Policy, Nepal Tourism Board Act, Civil Aviation Authority of Nepal Act, Different National regulations relating to Tourism, Policies and priorities regarding tourism under different National (Periodic) plans, Human resource and training

Unit 5: Impacts of Tourism in Nepal: 10LHs

Economic (income and employment generation), socio-cultural, environment, and infrastructure, challenges of tourism development

Suggested Reading

Satyaj, Yajna Raj (2000). *Tourism Science in Nepal*. New Delhi: Adroit Publishers.

DMA 454 : Social Development

Credits: 3
Lecture Hours: 48

Course Objective

The objective of this course is to familiarize the students about the basic tenants of social development, its characteristics, principles, policies, programs and strategies. Upon the completion of this course the students will be able to work in the field of social development and social sectors.

Course Description

This course consists of introduction to social development, historical perspective and philosophical schools of social development, policies of social development, social development strategies, and contemporary issues in social development.

Course Detail

Unit 1: Introduction to Social Development: 10LHs

Meaning, nature, concept, significance of social development and its issues and challenges, social development and social change

Unit 2: Historical Perspective and Philosophical Schools of Social Development: 8LHs

Capitalist and socialist, differences between development and social development

Unit 3: Policies of Social Development: 10LHs

Role of the state in social development, welfare state and promotion of social development; social equity and social justice; human rights and social development; social development policies in Nepal.

Unit 4: Social Development Strategies: 12LHs

Social development and capacity building, human capital formation for social development; youth development, social security, Senior citizen, child development, health, education and sanitation programs for social development

Unit 5: Contemporary Issues in Social Development: 8LHs

Stakeholder's participation in social development, poverty reduction and social development issues, inclusiveness and social development.

Suggested Reading

Pieterse, Jan Nadevreen (2010), *Development Theory*, New Delhi: Sage (Chapter on social development)

National Human Rights commission/government of Nepal/UNHCR (2011), *Indicators for Monitoring economic, social and cultural rights in Nepal*, Lalitpur: NHRC

NPC/GON (2010), Three Year Interim Plan 2067/68- 2069/070, Kathmandu: NPC (chapter on social development)

*HMG/NPC, UNDP (2010) Millennium Development Goals Need Assessment for Nepal,
Kathmandu: NPC*

Policy documents on social development published by Government and other agencies.

Reading on Human Development-UNDP Pitambar

DMA 478 : Procurement Management

Credits: 3
Lecture Hours: 48

Course Objective

This course aims to enhance performance and efficiency by increasing the knowledge and skills of the students in managing the procurement function.

Course Description

This course consists of introduction to procurement, procurement management processes, steps in the procurement process, contract management in procurement, and e-procurement value chain.

Course Detail

Unit 1: Introduction to Procurement: 10LHs

Definition and basics of procurement, Principles of Procurement, Importance of procurement, Identifying procurement categories, Objectives of effective procurement

Unit 2: Procurement Management Processes: 8LHs

Planning procurement management, Conducting procurements, Controlling procurements, Closing procurements

Unit 3: Steps in the Procurement Process: 12LHs

Conduct an internal needs analysis, Assess the supplier market, Collect supplier information, Develop a sourcing/outsourcing strategy. Implement the sourcing strategy, Negotiate with suppliers and select the winning bid, Implement a transition plan or supply chain improvements

Unit 4: Contract Management in Procurement: 10LHs

Developing a contract management plan, Best practices in contract management, Contract drafting and clause negotiation ,Contract monitoring and evaluation, Contract close-out and continuous improvement

Unit 5: e-Procurement Value Chain: 8LHs

e-Informing, e-Tendering, e-Auctioning, e-Purchasing, e-Ordering ,e-Invoicing ,e-Contract management

Suggested Reading

Khi V. Thai (ed), International Handbook of Public Procurement, Taylor & Francis Group, 2009
Peter, B., David, F., David, J., and Johnes. (2005) Purchasing Principles and Management, 9th Edition. Pearson Education Limited.
Lysons, K and Farrington, B. (2006) purchasing and supply chain management, 7th edition. India: Prentice Hall

Public Procurement Act (2063), GoN

Public Procurement Rules (2064), GoN

Electronic Procurement System Operation Guidelines (2023)

DMA456 : Disaster Management

Credits: 3
Lecture Hours: 48

Course Objective

This course aims to impart knowledge of disaster and its management so that students can learn disaster management strategies upon completing this course.

Course Description

This course consists of introduction to disaster management, approaches to disaster management, institutional arrangement, and policy and strategies.

Course Detail

Unit 1: Introduction to Disaster Management:

10LHs

Concept, scope and importance of disaster management, types of disasters, basic functions of disaster management, dynamics of disaster management

Unit 2: Approaches to Disaster Management:

10LHs

Risk assessment, risk reduction, preparedness and planning, emergency response, rehabilitation and reconstruction in disaster management, cooperation and partnership in disaster management

Unit 3: Disaster Prevention and Mitigation:

10LHs

Land-use planning, climate change adaptation strategies, addressing environmental vulnerabilities, disaster-resistant infrastructures, emergency response mechanisms, capacity development of emergency responders, and community awareness and campaigns

Unit 4: Institutional Arrangements:

10 LHs

National organizations (Home ministry/ Ministry of Home Affairs, Ministry of Defence Ministry), Security agencies: Nepal Army, Nepal Armed Police Force, Nepal Police, Local bodies: Civil Society organizations, Inter-organizations coordination

Unit 5: Policy and Strategies:

8 LHs

Disaster act and regulation, Disaster management in periodic plans & Resource mobilization, Action plan, Management information system and its use

Suggested Reading

Charles, M.T. and Kim, J.C.K. (1988) *Crisis Management: A Casebook*. Springfield, Illinois:

Charles C. Thomas.

Gupta, H.K. (2003) *Disaster Management*, Hyderabad : Hyderabad University Press.

May, P.J. and Williams, W. (1986) *Disaster Policy Implementation: Managing Programs under Shared Governance*, New York: Plenum Press.

Natural Disaster Policy, Government of Nepal, Ministry of Home.

Pinkowski, Jack (Ed.) *Disaster Management Handbook*, New York : Taylor & Francis Group.

Rubin, C.B. and Barbee, D. (1985) " Disaster recovery and hazard mitigation: Bridging the intergovernmental gap". *Public Administration Review*, 45: 57–63.

B. Human Resource Management Areas

HRM 467: Diversity Management

Credits: 3

Lecture Hours: 48

Course Objective

The course enlightens the students about the importance of learning workforce diversity. The module shall lead students to increased cultural understanding. Students will be better prepared for a diverse workplace and interact better with people from different cultures and social groups.

Course Description

This course consists of Introduction to workforce diversity, workforce diversity and HRM functions, diversity and performance, strategies to manage diversity, and issues in managing diversity and recent trends.

Course Detail

Unit 1: Introduction to Workforce Diversity: 10LHs

An Overview of Workforce Diversity: Meaning, Features and Significance, Dimensions of Workforce Diversity, Advantages and Limitations of having a diverse workforce, Positive and Negative effects of workforce diversity in workplace

Unit 2: Workforce Diversity and HRM Functions: 10LHs

Steps to Recruiting and Retaining a Diverse Workforce, Workforce Diversity and HRM Functions – Diversity and Recruitment, Diversity and Supervision, Diversity and Compensation

Unit 3: Diversity and Performance: 8LHs

Workforce Diversity: Key to Organizational Performance, Diversity and Work life Balance, Workforce Diversity as a Determinant of Sustainable Competitive Advantage

Unit 4: Strategies to Manage Diversity: 10 LHs

Organizational Strategies for Managing Workforce Diversity – Workplace Inclusion, Strategies through Corporate Leadership, Diversity Training and Mentoring, Techniques of Managing Work Force Diversity, Approaches to Diversity Management System

Unit 5: Issues in Managing Diversity and Recent Trends: 10 HRs

Best Practices in Achieving Workforce Diversity, Diversity and Multi-culturism, Global workforce diversity management, Recent Trends of Diversity, Role of Technology in Handling Workforce Diversity, Workforce Diversity Management for Creativity and Innovation

Suggested Reading

Gary Dessler (2021), Framework for Human Resource Management, A, 7th edition, Pearson

Scott, C. L., & Byrd, M. Y. (Eds.). (2012). Handbook of research on workforce diversity in a global society: Technologies and concepts. Business Science Reference/IGI Global. <https://doi.org/10.4018/978-1-4666-1812-1>

Marilyn Y. Byrd, Chaunda L. Scott (Eds.) (2018) Diversity in the Workforce: Current Issues and Emerging Trend, Routledge,

Ellen Ernst Kossek, Sharon A. Lobel (Eds.) Managing Diversity: Human Resource Strategies for Transforming the Workplace

Michàlle E Mor Barak (2010) Managing Diversity: toward a globally inclusive workplace. Thousand Oaks, London, New Delhi: Sage

HRM 468: Human Resource Audit

Credits: 3
Lecture Hours: 48

Course Objective

The human resource audit course is designed to help students learn how to conduct an effective HR audit. Students will learn how to identify potential areas for improvement in their operations and develop action plans for improvement.

Course Description

This course consists of planning and preparation, risk management, process improvement, talent management, and human resource development and human resource audit.

Course Detail

Unit 1: Planning and Preparation: **10LHs**

Human Resource Planning, Legal and regulatory requirements, Inclusion

Unit 2: Risk Management: **8LHs**

Compliance with labour laws, employee turnover, and employee satisfaction

Unit 3: Process Improvement: **10LHs**

HR processes, HR costs, and improvement of overall efficiency

Unit 4: Talent management: **10LHs**

Talent management practices, including recruitment, training, and retention

Unit 5: Human Resource Development and Human Resource Audit: **10LHs**

HRD Strategies, HRD styles and organizational performance, HRD for competencies

Suggested Reading

T.V. Rao, HRD (1999) Audit: Evaluating the Human Resource Function for Business Improvement, SAGE Publications India.

John H. McConnell (2011). Auditing Your Human Resources Department: A Step-by-Step Guide to Assessing the Key Areas of Your Program , AMACON.

Trupti Shelke and Vibhav Galadagekar (2022). Human Resource Accounting and Auditing, Hmalayan Publishing House,

HRM 463 : Human Resource Development

Credits: 3

Lecture Hours: 48

Course Objective

The objective of this course is to make the students aware of the theory and practice of human resource development and its management so that after completing this course, they can assume the role of human resource manager in public and private organizations.

Course Description

Course Detail

Unit 1: Introduction to Human Resource Development: 12 LHs

Concept and Nature of human resource development; Human and social capital building and human development; indicators of human resource development, Function of HRM, difference between HRM & HRD

Unit 2: Human Resource Planning: 8LHs

Human resource plan at Macro and Micro Level; Governing factors for human resource plan.

Unit 3: Acquisition and utilization of Human Resource: 10 LHs

Recruitment, training and development, Human resource inventory, Performance appraisal, socialization, Promotion, transfer and retirement

Unit 4: Compensation and benefits: 8LHs

Salary and other benefits like health, education, transport, housing, insurance, safety, compensation policy

Unit 5: Policies and Practices for Human Resource Development: 10LHs

Inclusiveness; positive discrimination and affirmative policies; issues and challenges.

Suggested Reading

Agrawal, Govind Ram (2013) *Human Resource Development In Nepal*. Kathmandu:M.K.Publishers and Distributors.

Ed. Pandey, Sriram Raj/Tropp, Shawjna/Sharma, Bikas/ Khtiwada, Yub REaj (2006) *Nepal Reading in Human Development*. Kathmandu: United Nations Development Programme.

Jayaa Gopla, R. (1993) *Human Resource Development: Conceptual Analysis and strategies*. New Delhi: sterling Publishers Private Limited.

Rao, T.V. (2001) *Reading in Human Resource Development*. New Delhi: Oxford IBH Publishing Co Pvt Ltd.

HRM 464: Performance Management

Credits: 3
Lecture Hours: 48

Course Objective

The objective of this course is to impart the basic knowledge and skills for improving human performance in the organization. It intends to provide a contemporary conceptual framework for performance management.

Course Description

This course consists of foundation of performance management, performance planning, performance managing, performance appraisal, and performance monitoring.

Course Detail

Unit 1: Foundation of Performance Management: 12 LHs

Introduction, Perspectives of Performance management, pre-requisites of Performance Management, Characteristics of and Objectives of Performance Management, Principles of Performance management, Performance Management Model and Benefits of Performance management

Unit 2: Performance Planning: 12 LHs

Meaning of Performance Planning, Setting Performance Criteria, Characteristics and Principles of Performance criteria, Process of Setting Performance Criteria, Characteristics and Objectives of Performance planning, process of Performance Planning and Barriers of Performance Planning

Unit 3: Performance Managing: 8 LHs

Meaning, Characteristics, Objectives, Importance and Process of Performance Managing

Unit 4: Performance Appraisal: 8 LHs

Meaning, Characteristics, Objectives, importance, Principles, Process, Approaches and Methods of Performance appraisal

Unit 5: Performance Monitoring: 8 LHs

Meaning, Characteristics, Objectives, importance, Principles, Process of Performance Monitoring Performance Management Audit

Suggested Reading

Armstrong (2017), *Performance Management*,

Chadha, P. (2009) *Performance Management* , Macmillan Publishers India Ltd.

Kohli, A.S. and Deb, T. (2008) *Performance Management*, Oxford University Press

HRM 465 :Total Quality Management (TQM)

Credits: 3
Lecture Hours: 48

Course Objective

The purpose of this course is to acquaint the students with the application of the concept of total quality management in the organization.

Course Description

This course consists of fundamentals of TQM, TQM processes, quality and quality circle, leadership in TQM, and continuous improvement and quality in public service.

Course Detail

Unit 1: Fundamentals of TQM:

10 LHs

Concept, Basic elements, Major approaches, Difference between traditional management and Total Quality Management, TQM System, Benefits of TQM

Unit 2: TQM Processes:

10 LHs

Concept and Significance of Process reform, Quality Process, Continuous Reform, Strategies for Total Reform, Crises management against Reform

Unit 3: Quality and Quality Circle (QC):

10 LHs

Concept of Quality, Quality Dimensions, Concept of Quality circle, Characteristics of Quality Circle, Scope and Objectives of QC

Unit 4: Leadership in TQM:

10 LHs

Role of Leadership in TQM, Attributes of TQM leadership, organization Culture and behavior, Norms for employees

Unit 5: Continuous Improvement and Quality in Public Service:

8 LHs

Concept of Kaizen, Characteristics of Kaizen, Kaizen cycle, implementation of TQM in Public Sector

Suggested Reading

Bagada, S.D. (2008) *Total quality Management*, Himalayan Publishing House, Delhi

Bank, John (2000) *Total quality management*, Pearson Education ltd.

Dhakal, Bimal(2066). *Total Quality Management*. Kathmandu: Airabati Prakashan.

HRM 466 : Employer-Employee Relations

Credits: 3
Lecture Hours: 48

Course Objective

This course aims to provide knowledge to students on the basic concept of employer-employee relations to develop their skills in effective management work environments.

Course Description

This course consists of employer-employee relations, trade unions, labour policy and legislation, dispute settlement mechanism, and labour welfare.

Course Detail

Unit 1: Employer-Employee Relations:

8LHs

Concept and dynamics, Theoretical perspectives

Unit 2: Trade Unions:

10LHs

Introduction, Trade Union in Nepal, Employers' associations and employment relations. Role of government in employment relations

Unit 3: Labour Policy and Legislation:

10LHs

Major feature of labour policy in Nepal, Labour legislation and administration in Nepal

Unit 4: Dispute Settlement Mechanism and Collective Bargaining:

12LHs

Concept, nature and level of bargaining; the legal framework of collective bargaining in Nepal, Workers participation, forms and methods of participation Workers participation in Nepal,

Unit 5: Labour Welfare:

8LHs

Labour welfare programs and social security, ILO and Nepal.

Suggested Reading

ILO, *Labour administration: A profile on Nepal*. Kathmandu: The Office of the ILO Advisor

Prem R. Pant and Narayan Manandhar(eds) *Industrial relations in Nepal*, Kathmandu:FNF and IRF, 1998.

PramodVema, *Management of Industrial Relation*, New Delhi: Oxford and IBH publishing co.

JI Husband, *Labour Administration*. New Delhi: Oxford and IBH Publishing co.

C. Local Governance and Management Areas

LGM 471: Local Planning

Credits: 3

Lecture Hours: 48

Course Objective

This course aims to ensure students learn about planning and its importance at the local level, its strategies, processes, and outcomes so that they can assume the responsibility as planners at the local level.

Course Description

This course consists of introduction to local planning, local government in local planning, and planning process at local bodies, focus of local planning in Nepal, and monitoring and evaluation.

Course Detail

Unit 1: Introduction to Local Planning: **12LHs**

Concept and approaches of local planning; Role and importance of planning at local government level; relations between local plan and national plan

Unit 2: Local Government in Local Planning: **10LHs**

Roles and responsibilities of local governments; Situation analysis and need assessment stakeholders participation; Resource planning and local plan

Unit 3: Planning process at Local Bodies: **10LHs**

Planning at VDCs and Municipalities and District level planning, participation of different stakeholders in local planning process

Unit 4: Focus of local planning in Nepal: **8LHs**

Priority areas of planning, resource planning and priority of planning; plan implementation,

Unit 5: Monitoring and Evaluation: **8LHs**

Monitoring and evaluation, issues and challenges of local planning, field work

Suggested Reading

Acharya, Balaram (2062). *Rural Development: Theories and Approaches*. Kathmandu: National Book Center.

Adhikary, Shyam Prasad (2038). *Rural Development in Nepal Problems and Prospects*. Kathmandu: Lalitpur Sajha Prakashan.

AZIZ Sartaj (1978). *Rural Development*. London: The Macmillan Press Ltd.

Chambers, Robert (2004). *Rural Development : Putting the Last First*. Delhi: Pearson Education.

Das, Prabhakar Lal (2054). *Sociology of Rural Society*. Kathmandu: Rekha Rani Prakashan.

Hada, Gambhir Bahadur (2062). *Rural Economics of Nepal*. Kathmandu: Dikshanta Pustak Bhandar.

Hada, gambhir Bahadur (2063). *Rural Resources, Environment and Management*. Kathmandu: Gyankunja Pustak Bhandar.

Singh, Katar (1999). *Rural Development: Principles, Policies and Management*. New Delhi: Sage Publicatoin.

LGM 472: NGO Governance

Credits: 3
Lecture Hours: 48

Course Objective

The objective of this course is to provide the students with an understanding of the concepts and practices of Non-governmental Organizations (NGO) and its role in development.

Course Description

This course consists of introduction to NGO governance, growth of NGOs in Nepal, NGOs in development, NGO governance, and issues and implications.

Course Detail

Unit 1: Introduction to NGO Governance:

10LHs

Concept of voluntarism, Concept of Civil Society Organizations/NGOs, NGOs as Social capital, Roles and Functions of NGOs

Unit 2: Growth of NGOs in Nepal:

10LHs

A Brief Account of Traditional Welfare Services in Nepal, Growth of Modern NGOs in Nepal, Registration and affiliation process of NGOs in Nepal, Types of NGOs in Nepal, INGOs and their role in Nepal

Unit 3: NGOs in Development:

10LHs

Socio-economic status of Nepal, Overview of development plans and their contributions (Overview of NGO policies and strategies on NGOs in development plans and their contributions to national development)

Unit 4: NGO Governance:

8LHs

Monitoring and evaluation of NGOs/INGOs, Accountability of NGOs

Unit 5: Issues and Implications:

10LHs

Issues and implications of NGOs in Development, Examining NGO as an Alternative Institution, Current Issues and challenges of NGOs

Suggested Reading

Chand, Diwaker (1991). *Development through Non-Government Organizations*. Kathmandu: Institute for National Development Research and Social Service.

Chitrakar, Ami(1996). *Working with NGOs*. Nepal IUCN.

Dhakal, Tek Nath (2006). *NGOs in Livelihood Improvement: Nepalese Experience*. New Delhi: Adroit Publishers.

Ed. Vartola, Juha/Ulvila, Marko/ Hossain Farhad and Dhakal Tek Nath .*Development NGO, Facing the 21st Century Perspectives From south Asia*. Kathmandu: Institute for Human Development.

LGM 473: Rural-Urban Partnership

*Credits: 3
Lecture Hours: 48*

Course Objective

This course aims to orient the students about rural urban partnership and its role in minimizing the differentiation between rural and urban development, its strategies, and measures to be taken so that the students will be able to understand the changing context of development and also can assume the responsibility as change agents.

Course Description

This course consists of introduction to **rural-urban partnership**, basic theories of rural urban partnership, relationship between town and hinterland, rural urban linkage and, entrepreneurship development, and rural urban partnership and local governments.

Course Detail

Unit 1: Introduction to Rural-Urban Partnership: 10LHs

Meaning and concept of rural urban partnership, relationship with development, its importance, importance of complimentary developmental role through partnership

Unit 2: Basic Theories of Rural Urban Partnership: 10LHs

Core and periphery Model; Gateway Model; Central Place Theory; Growth Pole Model; Regional Development Model

Unit 3: Relationship between Town and Hinterland: 10LHs

Classification of rural and urban areas; migration and linkage, resource and linkage, technology and product and linkage; Techniques of rural urban linkage and importance of networking in linkage building

Unit 4: Rural Urban Linkage and Entrepreneurship Development: 8LHs

Human capital formation and development; Institutional Development for linkages and its forms for partnership for entrepreneurship

Unit 5: Rural Urban Partnership and Local Governments: 10LHs

Role of Local Governments in rural urban partnership, Tole and Lane organizations for partnership; partnership and poverty reduction

Suggested Reading

Jnawaly, damodar (2004), Rural Urban Interaction: A Geographical Perspective, Kathmandu: students Books Publishers

Pradhan, Pushker (.....) Rural Urban Linkage, Kathmandu: UNDP/RUPP

Bennet, Jenny (2006), Rural Urban Partnership Program in Nepal, Kathmandu:RUPP (TO BE VERIFIED)

LGM 474: Public Private Partnership

*Credits: 3
Lecture Hours: 48*

Course Objective

This course aims to acquaint students with the recent trends of governance and development through the participation of stakeholders. At the end of the course, the students will be familiar with the concepts, principles, and practices of public private partnerships.

Course Description

This course consists of introduction, setting the framework, PPP project life cycle, models and types of public private participation, and policy and challenges.

Course Detail

Unit 1: Introduction to Public Private Partnership: 10LHs

Meaning and concept of partnership, objectives of partnership, its relevance in development, partnership and service delivery, Privatization and PPP

Unit 2: Setting the Framework: 8LHs

Policy rationale, legal and regulatory framework, investment framework and implementation framework

Unit 3: PPP Project Life Cycle: 10LHs

Project initiation and screening, business case, conducting feasibility, tendering and procurement, bidders selection, contract signature, PPP performance monitoring and contract compliance

Unit 4: Models and Types of Public Private Participation: 10LHs

Service contract, management contract, leasing, Concessions, Built Operate and Transfer Models (BOT),

Unit 5: Policy and Challenges: 10LHs

Policy and objectives of public private partnership, working strategies for public private partnership for development PPP policy, issues and challenges- and risks therein

Suggested Reading

Faraquharson, E., Matle, C.T., Yescornba, E.R. and Encinas(2011) How to Engage with the Private Sector in Public-Private Partnerships in Emerging Markets, World Bank.

Turina, N., and Puric, D.C.(2013) Overview and PPP Models

Savas, E.S.(2001), Privatization and Public-Private Partnership, East-West Publication

LGM 475: Local Finance

Credits: 3
Lecture Hours: 48

Course Objective

The course intends to impart knowledge of finance, especially in local bodies of Nepal. Students will be able to understand the dynamics of local finance after completing this course.

Course Description

This course consists of introduction, fiscal decentralization in Nepal, fiscal federalism, local government revenue and expenditure in Nepal, and resource mobilization at local bodies.

Course Detail

Unit 1: Introduction to Local Finance: 8LHs

Concepts of local finance, Need and importance of Local Finance in Economic Development

Unit 2: Fiscal Decentralization in Nepal: 8LHs

Approaches of Fiscal Decentralization, Fiscal Decentralization Policy and its dimensions

Unit 3: Fiscal Federalism: 10LHs

Concept of Fiscal Federalism, Division of Fiscal Power and Functions: Allocation, Distribution and Stabilization, Vertical and Horizontal Fiscal Relationship

Unit 4: Local Government Revenue and expenditure in Nepal: 12LHs

Sources of revenue at local bodies in Nepal: Tax and Non-tax, Grants in Aid, Local Government Borrowing, Pattern of Local Government Expenditure, Local budgeting, Local accounting and auditing

Unit 5: Resource Mobilization at Local Bodies: 10LHs

DDC, VDC and Municipality, People's Participation in Local Resource Mobilization, Role of Partnership for Local Resource Mobilization, Issues and challenges of local finance in Nepal,

Suggested Reading

Acharya, Balaram(2062). *Rural Development: Theories and Approaches*. Kathmandu: National Book Center.

Adhikary, Shyam Prasad(2038). *Rural Development in Nepal Problems and Prospects*. Kathmandu: Lalitpur Sajha Prakashan.

AZIZ Sartaj(1978). *Rural Development*. London: The Macmillan Press Ltd.

Chambers, Robert(2004). *Rural Development : Putting the Last First*. Delhi: Pearson Education.

Das, Prabhakar Lal(2054). *Sociology of Rural Society*. Kathmandu: Rekha Rani Prakashan.

Hada, Gambhir Bahadur(2062). *Rural Economics of Nepal*. Kathmandu: Dikshanta Pustak Bhandar.

Hada, gambhir Bahadur(2063). *Rural Resources, Environment and Management*. Kathmandu: Gyankunja Pustak Bhandar.

Singh, Katar(1999). *Rural Development: Principles, Policies and Management*. New Delhi: Sage Publicatoin.

LGM 477 : Local Government Management

*Credits: 3
Lecture Hours: 48*

Course Objective

The aim of this course is to educate, enlighten, and expose students to the evolution, principles, practices, theory, and workings of local government. It provides an overview of forms, structures, functions, and services of local government.

Course Description

This course consists of overview of local government management, regulatory framework, civic engagement, local government and service delivery, and control of the local government.

Course Detail

Unit 1: Overview of Local Government Management: 10LHs

Meaning of Local Government, Objectives, Reasons for Creating of Local Government and Importance of Local Government

Unit 2: Regulatory Framework: 8LHs

The Statutory and Regulatory Framework for Local Government, Local Government and Its External Environment

Unit 3: Civic Engagement: 8LHs

Civic Engagement in Policy and Management of Local government, Local Government and Nonprofit Relationships

Unit 4: Local Government and Service Delivery: 12LHs

Management of Public Housing, Management of Economic Development, Management of Public Safety, Management of Cultural and Recreational Services, Management of the Transportation System, Development and Redevelopment of Infrastructure, Management of Solid-Wastes Disposal, Disaster Risk Management

Unit 5: Control of the Local Government: 10LHs

Legislative control, Administrative control, Judicial control, Intergovernmental relationship, Problems and Prospects of Local Government

Suggested Reading

Nicolas A. Valcik, Teodoro J. Benavides (ed) , Local Government Management , Routledge, 2023

Richard D. Bingham (ed), *Managing Local Government: Public Administration in Practice*,
SAGE Publications, Inc. 1991

Annelise Venter, Gerrit Van der Waldt (ed), *Municipal Management: Serving the People*, Juta
and Company Ltd, 2007