

Tribhuvan University
Faculty of Management
Office of the Dean, Kirtipur



Bachelor of Public Administration (BPA)
Curriculum

Tribhuvan University

Faculty of Management

Introduction

The Faculty of Management (FoM), Tribhuvan University has its ultimate objective of educating students for professional pursuits in business, industry, and government. It is further dedicated to enhancing the knowledge and understanding of business and public administration. In this pursuit, FoM aims to develop networking with management institutes in the country and abroad to exchange new knowledge, technology and methods of higher level efficiency in management of business and public entities. It also aims continuously to innovate and promote cost effective, socially relevant, modern technology-based management educational programmes in Nepal.

Master of Travel and Tourism Management (MTTM), Master of Hospitality Management (MHM), Master of Business Management (MBM), Master of Finance and Control (MFC) and Master of Philosophy (M.Phil) Programme. The FoM also offers doctoral Programme in management leading to a degree of Doctor of Philosophy (Ph. D). The FoM offers instruction to Bachelor of Business Studies (BBS), Bachelor of Business Administration (BBA), Bachelor of Travel and Tourism Management (BTTM), Bachelor of Hotel Management (BHM), Bachelor of Information Management (BIM), Bachelor of Business Management (BBM), Bachelor of Public Administration (BPA), Post Graduate Diploma in Police Science (PGDPS), Master of Business Studies (MBS), Master of Business Administration (MBA), Master of Public Administration (MPA).

Goals of Faculty of Management

Each academic programme in operation under FoM, has its own specific objectives. They are:

- to prepare middle and top level professional managers capable of handling business in dynamic global
- to produce socially responsible and creative entrepreneurs capable of promoting business and industry for the socio-economic development of Nepal,
- to conduct research and management development programmes for enhancing the knowledge and skill base of academics and practicing managers,
- to innovate and promote management programmes catering to the various social and economic sectors of Nepal,
- to establish linkages with leading universities and management institutes abroad and collaborate with them in programme development and implementation, and
- to develop managers for public sector with competency in public policy management.

Bachelor of Public Administration

Description of BPA Program

Bachelor of Public Administration (BPA) as an academic program of Tribhuvan University is created to prepare students to foster career in public affairs management. The graduates of BPA program would be able to resolve societal challenges related to public affairs in general and particularly in good governance, project management, development management, human

resource management and leadership development as well as local governance. Similarly, BPA program provides in-depth knowledge of public administration focusing on social responsibility that befalls on middle level professionals. This program is designed to fulfill the gaps by developing middle level professionals required especially in the public sector organizations. In addition, 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 both local and regional needs in order to achieve optimal results within a multifaceted range of governmental regulations and political process.

After completing this course, students will be able to utilize their knowledge in a variety of areas in state and local government, public and federal agencies, and private and public organizations including non-profits sectors both in Nepal and worldwide. Thus BPA degree attempts to fulfill the mission of Tribhuvan University to promote intellectual quest and critical thinking needed in local, national and global community. BPA aims to enable students to develop a greater awareness and responsiveness to fellow members within and outside the borders. Public Administration is a field in which these skills are urgently needed on a daily basis.

Objectives of the Program

The objective of the BPA program is to enable graduates to tap on the opportunities available in multitude of employment positions in the public, private and NGO sector. After successfully completing this program, students will be able to:

- Develop learning and professional skills in the area of public sector management;
- To serve in the public sector as middle level managers and to fulfill the needs and challenges of public service delivery;
- Demonstrate an awareness and to know the official facilities, duties of public employees and activities in the area of public sector management;
- Be qualified human resources in the field of public sector, private sector and nonprofit management by exhibiting ethical conduct, maintaining awareness and taking responsibilities of serving public interest;
- Learn research activities and conduct researches in different disciplines of social sciences;
- Build theoretical and practical knowledge of various social sciences.

Eligibility for Admission

Those students who successfully completed twelve-year schooling or its equivalent (10+2 or PCL or equivalent program) in any discipline from any university, board or institution recognized by Tribhuvan University will be eligible to apply for this program.

Admission Criteria

Students are selected on the basis of merit which is ascertained by written test, score of +2 or equivalent, and interview.

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

- Verbal ability
- Quantitative ability

- Logical reasoning
- General awareness

There shall be altogether 100 (one hundred) objective questions containing 25 (twenty five) questions in each section with a total weight of 100 marks. Student must secure a minimum of 40 per cent in the written test in order to qualify for the interview.

Interview: Applicants securing 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 BPA program will be combination of class lecture, group discussion, and role play, problem solving exercise, guest lecture, case study, literature review, assignment, term paper, seminar presentation and project/field work. 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 course modules.

Minimum General Requirement

The minimum general requirements for BPA program are as follows:

- A academic semester will consist of a minimum 90 working days excluding the days taken for admission and semester examination.
- A course of 3 credit hours will have 48 lectures. Each lecture will be of 1 hour duration.

Attendance and Evaluation

In order to qualify to appear in the final examination, a student must meet the following requirements:

- The student must have a minimum of 80 per cent attendance in the classes actually held.
- The students will not be allowed to appear in the second semester without appearing in the first semester. The same rule will be applied to all semesters.

The evaluation of the students is based on internal and external examination. The weightage of internal examination, except fundamentals of computer and computer applications, will be 40 percent internal examination and 60 percent external examination respectively. There will be 20 marks practical examination in fundamentals of computer and computer applications. Internal examination will be conducted by campus itself and external and practical examination by Faculty of Management, Tribhuvan University. The final grade of the student shall be determined on the overall performance in internal and external examinations.

Grading System

The final evaluation of students is conducted through the examination conducted by Faculty of Management, Tribhuvan University. Student must secure a minimum of grade 'C' or Grade Point Average 2.0 in internal evaluation in order to qualify to appear in final examination. In order to pass in final examination, students must secure a minimum of grade 'C' or Cumulative Grade Point Average of 2.00. The grading system shall be as follows:

Letter Grade	Cumulative Grade Point Average	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
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Make-up Examination and Re-registration

In case of failure to pass in one or more courses at the end of semester examinations, students can appear in make-up examination in subsequent semester. A student can appear only on two courses (6 credit hours) in make-up examination. If the student fails in 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) in a semester. The examination of re-registered course shall be held as per the course cycle.

Internship/Field Work

Each student shall prepare an internship report/a 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 Central Department of Public Administration, Tribhuvan University. Students shall be attached to organizations where they have to work for a period of eight weeks. The quality of report will be evaluated on the basis of clarity of research problem, appropriateness of methodology, exactness of findings, conclusion and references. The report must be submitted by the end of the eighth semester. Students must secure a minimum grade of "C" in the internship.

Graduation Requirement

The BPA degree is awarded upon the successful completion of all required courses. All candidates for the BPA degree must fulfill the following requirements:

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

Scholarship

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

Course Composition

The duration of BPA program is of four years (eight semesters). The total weightage of the program has 120 credits covering administrative sciences with 90 credits, specialization 18 credits, computer 6 credits, and internship and report writing 6 credits as given below.

First Semester

Subjects	Nature of course	Credit
BPA 101 English I	Theory	3
BPA 102 Foundation of Public Administration	Theory	3
BPA 103 Sociology	Theory	3
BPA 104 Microeconomics	Theory	3
BPA 105 Organization Theory	Theory	3

Second Semester

Subjects	Nature of course	Credit
BPA 201English II	Theory	3
BPA 202Development Administration	Theory	3
BPA 203Macroeconomics	Theory	3
BPA 204Fundamentals of psychology	Theory	3
BPA 205Mathematics	Theory	3

Third Semester

Subjects	Nature of course	Credit
BPA 301Public Finance	Theory	3
BPA 302International Administration	Theory	3
BPA 3031Local Governance	Theory	3
BPA 304 Human Resource Management	Theory	3
BPA 305Applied Statistics in Public Administration	Theory	3

Fourth Semester

Subjects	Nature of course	Credit
BPA 401Social Change and Nation Building	Theory	3
BPA 402Comparative Politics	Theory	3
BPA 403Basics of Public Policy	Theory	3
BPA 404 Nepalese Legal System	Theory	3
BPA 405Development Planning and Nepalese Economy	Theory	3

Fifth Semester

Subjects	Nature of course	Credit
BPA 411 Organizational Behaviour	Theory	3
BPA 412 Administrative Law	Theory	3
BPA 413 Office Management	Theory	3
BPA 414 Fundamentals of Computer (20 marks practical)	Theory and practical	3
BPA 415 Revenue governance	Theory	3

Sixth Semester

Subjects	Nature of course	Credit
BPA 421 Research Methods in Public Administration	Theory	3
BPA 422 Government Budgeting, Accounting and Auditing	Theory	3
BPA 423 Computer Applications (20 marks practical)	Theory and practical	3
BPA 424 Environment management and Climate Change	Theory	3
Specialization- I	Theory	3

Seventh Semester

Subjects	Nature of course	Credit
BPA 431 E-governance	Theory	3
BPA 432 Recent Trends in Public Management	Theory	3
BPA 433 Security management	Theory	3
Specialization-II	Theory	3
Specialization-III	Theory	3

Eighth Semester

Subjects	Nature of course	Credit
Specialization-IV	Theory	3
Specialization-V	Theory	3
Specialization-VI	Theory	3
PA 450 Internship	Practical	6

Specialization Courses

A. Development Management Area

Subjects	Nature of course	Credit
DM 451 Project Management	Theory	3
DM 452 Cooperative Management	Theory	3
DM 453 Tourism Management	Theory	3
DM 454 Social Development	Theory	3
DM 455 Auditing in Nepal	Theory	3
DM 456 Disaster Management	Theory	3

B. Human Resource Management Area

Subjects	Nature of course	Credit
HRM 461 Nepalese Personnel Administration	Theory	3
HRM 462 Administrative Reform	Theory	3
HRM 463 Human Resource Development	Theory	3
HRM 464 Performance Management	Theory	3
HRM 465 Total Quality Management	Theory	3
HRM 466 Employer-employee Relations	theory	3

C. Local Governance Area

Subjects	Nature of course	Credit
LG 471 Local Planning	Theory	3
LG 472 NGO Governance	Theory	3
LG 473 Rural-Urban Partnership	Theory	3
LG 474 Public Private Partnership	Theory	3
LG 475 Local Finance	Theory	3
LG 476 Public Service Delivery	Theory	3

Course Contents

First Semester

BPA 101 English-I

Course Objective

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

Contents

1. Poem: Piano; Great Scott! Gadzooks!; On the Eve of His Execution; Stopping by woods on a Snowy Evening; Where the Mind is Without Fear
2. Short Stories: Uudhithira's Wisdom; The Brave Little Parrot; If Not Higher; The Library Card; Marriage is a Private Affair; Who was to Blame?; Third Thoughts; Mr. Know-All; The Telegram on the Table; The Great Answer; A Tale
3. Essays: 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;

4. Basics of English: Listening Skills; Speaking Skills; Reading skills; Structure Analysis; Remedial Grammar; Test and Revision. Development of Writing Skills; Report Writing; Reference Skill
5. Academic Writing Skills: Introductory concepts of Academic Writing; Various Types of Academic Writing; Basics of Academic Writing and organizing arguments.

References

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- 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
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- Gerson, Sharon j. & Gerson, Steven M. (1998). Technical Writing, Oxford: OUP.
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BPA 102 Foundation of Public Administration

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.

Contents

1. Introduction to Public Administration: 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
2. Approaches to the Study of Public Administration: Political Approach to Public Administration; Managerial Approach to Public Administration; Legal Approach to Public Administration; Interdisciplinary approach to Public Administration
3. Administrative Theories: Classical Theories (Scientific Management theory; Bureaucratic Theory; and Management School theory), Neo classical theories (Human Relations and

Behavioral theory) Decision-making theory, Ecological theory, System Theory Contingency theory, and Participatory theory

4. Contemporary Development in Public Administration: New Public Administration, New Public Management, New Public Service, and Governance
5. Emerging Issues in Public Administration: Globalization and its impacts

References

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BPA 103Sociology

Course Objective

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

Contents

1. 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 & Use of sociological knowledge in public administration
2. 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
3. Social institutions: Family, marriage, and religious institutions; Political and Economic institutions
4. Socialization: Necessity of nurture; Difference between humans and animals; Acculturation and assimilation; Process, stages and agents of socialization
5. Social theories: Concept of theory and meta-theory; Theoretical perspective: Functionalism, conflict paradigm, and interactionism; Positivism, constructivism and modernism; World system theory, structuralism and feminism

References

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BPA 104Microeconomics

Course objective

The objective of this course is to prepare 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.

Contents:

1. Introduction: Micro-economics: Concept of Economics; Concept and Scope of Micro-economics; Importance and Uses of Microeconomics
2. Theory of Consumer's Behaviour and Demand Analysis: 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.
3. Costs and Revenue Analysis: Concepts of Costs; Short Run Cost Curves; Long Run Cost Curves; Concept of Revenue; Revenue Curves under Perfect and Imperfect Competition
4. Theories of Factor Pricing: modern theory of rent, marginal productivity theory of wages, loanable fund theory and liquidity preference theory of interest, dynamic and innovation theory of profit.
5. Market and Supply Analysis: Market analysis: Concept of perfect and imperfect competitive market; Supply analysis: Concept of Supply; Determinants of Supply

References

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BPA 105 Organization Theory

Course Objective

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

Contents

1. Organization: Concept and Types of organization, Bases of organization, Organizational goals
2. Management: Concept, Functions such as planning, organizing, coordinating, leadership, Controlling
3. Structure of Organizations: Line and staff agency, Pyramid shape, Bell shape, Flat shape, Matrix structure
4. Authority and Power: Traditional authority, Charismatic authority, Legal rational authority
5. Theories of Organizations: Scientific management theory, Administrative theory, Bureaucratic theory, Human relation theory, Behavioral theory, System theory, Contingency theory.

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Second Semester

BPA 201 English-II

Course Objective

This course aims to present the learners with the language and concepts found in books and newspapers and magazine articles on public administration/management and economics; to develop the comprehension of management texts; to develop the listening skills in the fields of public administration and management; provide the learners with opportunities to express management concepts, reformulating the learner's own while summarizing, analyzing, criticizing and discussing ideas.

Contents

1. Grammatical and structural review of English: review of standards grammatical forms and their application in a variety of business and public administration writings.
2. Reading comprehension: development of reading comprehension proficiency with special reference to business and public administration topics.
3. Composition skills: writing logical, coherent and persuasive prose related to management

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BPA 202 Development Administration

Course Objective

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

Contents

1. Introduction: Concept of Development; Development and growth, and modernization; Development administration- Concept and meaning; Difference between development administration and non-development administration
2. Theoretical approaches: Comparative public administration; Bureaucracy; Prismatic Sala model; Decentralization; People's participation; Sustainable development; Institutionalism
3. Organization and Institution: Concept of organization and Institution; Institution-building model; Nation building; Barrier to Nation building; and Nationalism
4. Development partners: Role of government; Role of private sector; Role of third sector; Role of international organizations (the United Nations and its specialized agencies, the World Bank); Roles of regional organizations (SAARC, EU, ASIAN)
5. Issues of development: Cross cutting issues- efficiency and performance; Citizen Charter; Maladministration and Corruption; Administrative reform; Environment management; Human rights; Impacts of ICTs in society; Service delivery

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BPA 203 Macroeconomics

Course Objective

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

Contents

1. Introduction to Macroeconomics, Concept and Scope of Macroeconomics; Importance and uses of Macroeconomics; issues of macroeconomics
2. National Income Accounting: Concept of National Income; Measurement Approaches: Expenditure Method, Income Method, Product Method; Difficulties in Measurement of National Income; Importance and Use of National Income
3. Components of Macroeconomics: 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)
4. Theories of Inflation and Trade Cycle: 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
5. Monetary and Fiscal Policy: 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

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BPA 204 Fundamentals of Psychology

Course Objective

The basic objective of this course is to enable the students to understand basic processes and structures underlying human behavior as a basis for managing people in an organizational setting.

Contents

1. Introduction: concepts, major perspectives, trends for New Millennium and applications
2. Psychological Research, Perception and Social thought
3. Motivation and Emotion and applications of emotion, Learning: concept, theories and applications
4. Memory and Forgetting, Thinking and Problem solving
5. Human intelligence, Emotional intelligence and its applications, Personality

References

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BPA 205 Basic Mathematics

Course Objective

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

Contents

1. Set Theory, Real Number System and complex number: 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
2. Functions, Limits and Continuity: 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.
3. Differentiation and Integration: 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)
4. Vectors, Matrix and Determinants: Concept of vector and algebra; Concept of matrix and algebra; Concept of determinants and algebra
5. Probability: 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)

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Third Semester

BPA 301 Public Finance

Course Objective

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

Contents

1. Public finance and Theory: 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
2. Government Revenue: Concept and sources of government revenues; Principle of taxation- Canons of taxation & Equity principles; Types of Taxation, Taxation & economic development
3. Public Expenditure: Concept of public expenditure; Objectives of public expenditure; Principle of maximum social advantage;
4. Public debt: Concept and sources of public debt; Need for public debt; Burden of public debt; Management of public debt
5. Fiscal policy & Budget: Concept of fiscal policy & its importance; Concept of government budget; Budget cycle; Concepts of balanced vs deficit budget

References

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- Singh, S.K. (2010). Public Finance: In the Theory and Practice. New Delhi: S.Chand and company Pvt. Ltd.
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- Joshi Shyam (2060). Public Economics. Kathmandu: Taleju Prakashan

BPA 302 International Administration

Course Objective

The objective of this course is to familiarize the students with the core aspects of international administration so that students can analyze the functioning of the contemporary international system. The course will also help students to identify emerging global issues faced by the present world. The course focuses on the dynamic nature of the subject matters.

Contents

1. International administration- Concept, nature and scope; Modern state system; international organization; international law; international bureaucracy
2. The United Nations System: The formation of the United Nations, its purpose, its function and its accomplishments and functioning; and role of specialized agencies
3. Regionalism and Regional Organizations: European Union, Asia-Pacific Economic Cooperation (APEC); Association of Southeast Asian Nations(ASEAN) and OPEC
4. Regional Cooperation in South Asia: South Asian Association for Regional Cooperation (SAARC); Economic cooperation, its achievement and constraints
5. Emerging Trends, Issues and Challenges of International Administration

References

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BPA 303 Local Governance

Course Objective

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

Contents

1. Local governance, its meaning and concept; level of governance; federalism and LG; Classification of LG;
2. Local planning and resource mobilization- decentralized planning; community participation,
3. Human Resource Management: 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 in Nepal;
4. Public private partnership in local governance, rural urban partnership in local governance.

References

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BPA 304 Human Resource Management

Course Objective

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

Contents

1. Concept, characteristics, objectives and components of HRM. Emerging HR challenges.
2. Human Resource Planning: assessing current HR, HRM inventory,
3. HR information system, and succession planning. Job analysis: meaning, purpose, methods and techniques.
4. Job design: concept and approaches.
5. HR training and development, Career development, Rewards management, Employee grievances and disciplines.

References

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BPA 305 Applied Statistics in Public Administration

Course Objective

This course aims to provide students with the knowledge of statistical tools, quantitative facts and techniques to describe social phenomena.

Contents

1. Meaning nature and scope of statistics; Use of statistics; Importance of statistics; Limitation of statistics and data management.
2. Measures of Central tendency, Dispersion, Skewness and Kurtosis
3. Determining the Bi - Variate relationship: Correlation analysis; Regression analysis
4. Analysis of Time Series: measurement of trends (Graphical, semi average, least square) & measurement of seasonal variation; Intrapolation & Extrapolation.
5. Index Number: 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

References

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Taha, Hamdy A. (1999). Operations Research an Introduction. New Delhi: Prentice Hall of India.

Fourth Semester

BPA 401 Social Change and Nation Building

Course Objective

The course aims to impart the knowledge of social change and nation building. It also helps to better understanding of social change and nation building.

Contents

1. Concept of Social change; factors affecting; process and theories of social change;
2. Social institutions and change: family, marriage and social change, education, religion, polity and social change
3. Phenomena of social change: social movement and social change, collective behavior, gender role, urbanization, and information technology
4. Concept and theories of Nation building: concept of nation and 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.
5. Nation building in Nepal: 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.

References

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BPA 402Comparative Politics

Course Objective

The objective of this course is to provide the students with basic knowledge of different aspects of political system, political phenomena and politics of India, China and Nepal.

Contents

1. Comparative politics: meaning, nature and scope, Challenges of State, and State-building

2. Comparative Political System: Structures and Functions; Political Socialization, Political culture; Functional aspects of a political system; Comparison of political system
3. Interest Articulation: interest articulation structures/ interest groups, channels & means of interest articulation; Interest aggregation and political parties; The capabilities of a political system
4. Comparison of Politics between India and China
5. Political Development and governance in Nepal: Phases of political and constitutional development since 1768 A.D.; Challenges and opportunities of democracy and governance; Political Parties and Pressure Groups- their nature and roles; State structure- central, sub-national and local; Local self government: their roles and functions; NGOs and INGOs in Nepal

References

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

BPA 403 Basics of Public Policy

Course Objective

The objective of this course is to introduce students the basic concept and principles of public policy that will enable them to understand policy making issues and its relevance in the contemporary society.

Contents

1. Introduction to Public Policy: 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
2. Theories of Policy Making; Pluralism; Elitism; Institutionalism; Functionalism
3. The Policy Making Process; Components of the policy making process; Problems and Issues; Policy agenda; Actors & Institutions; Resources; Factors influencing policy making process; Concept of Policy cycle
4. Policy Implementation: Elements of implementation; Implementers; Approaches to policy implementation- Top –down model & Bottom-up model; Conditions for effective implementation
5. Policy Monitoring and Evaluation: Concept of policy monitoring and evaluation; Functions of evaluation; Evaluators; Criteria of evaluation; Problems of evaluation

References

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- BPA 404 Nepalese Legal System**

Course Objective

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

Contents

1. Concept of law, purpose, types, nature and importance,
2. Sources of law- legislation, custom, precedent, convention,
3. Schools of law- natural law theory, analytical school, sociological school, realist school; functions of law and its relation with other discipline;
4. Judiciary in Nepal- district court, appellate court and supreme court;
5. Judiciary process in Nepal and case study

References

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BPA 405 Development Planning and Nepalese Economy

Course Objective

The course objective is to provide the better understanding of development planning theory and Nepalese Economy.

Contents

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

2. Nepalese Economy and development plan: Structure and corporate of Nepalese Economy- Agriculture and non-agriculture; Sources of Resources- Natural, human, physical, financial, social capital resources
3. Planning in Nepal : Overview and characteristics of National Planning in Nepal; Economic Policies, Programme and Progress; National Plan Formulation Process; Role of Planning Institutions
4. Human Development in Nepal; Concept of Human Development; Human Development Status of Nepal; Poverty and its status in Nepal; Causes and effect of poverty in Nepal
5. Concept of Foreign Trade and Commerce; Trade policy; growth and composition of foreign trade in Nepal and its issues and constraints.

References

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Fifth Semester

BPA 411 Organizational Behaviour

Course objective

The objective of this course is to provide foundational knowledge and conceptual understanding of Organizational Behavior (OB) theories and to provide 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 at large.

Contents

1. Organization Behaviour: Concept, Scope and Process of OB; Organization and the Individual, Historical development of OB, OB and Behavioral Sciences,
2. Basic Human processes: Concept of Learning, Learning Theories, Social Perception and social identity, Basic nature of personality, Understanding of emotions and Stress
3. Individual in Organizations: Concept and Significance of job satisfaction; Basic Concept, importance and process of motivation. Motivation theories
4. Group Dynamics: Concept and types of Group, Group dynamics, Teams and their effectiveness, Basic nature of Communication, Barriers of communication, The nature and functions of leadership
5. The Organizational Processes: The Basic nature of Organizational Culture, The concept of Organization Change, Meaning and Significance of Organization Development

References

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- Pugh, D.S. (1971). Organization Theory. England: Penguin Books.
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- Robbins Stephen. P. & Sanghi, Seema (2007). Organizational Behaviour. Delhi: Dorling Kindersley.
- Singh, Hridaya Bahadur (2072). Sanghthnatmak Bybhar tatha Manab Sansadhan Bybasthapan. Kathmandu: Asmita Books Publishers and Distributer.

BPA: 412 Administrative Law

Course Objective

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

Contents

1. Introduction: Concept and sources of administrative Law, Principles of administrative law, Constitutional aspects of administrative law : Separation of Powers and The Rule of Law
2. Institutions and Functions of Government: Executive, Legislative and Judicial. Differences between Administrative, Legislative and Judicial Functions.
3. Law Making: Concept of Legislation and Delegated Legislation, Delegated legislation and its control

4. Grievance Handling: 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
5. Judicial Review and Writs: Concept of judicial review, Importance of judicial review, Types and functions of writs: Certiorari, Mandamus, Quo-Warranto, Prohibition, Habeas corpus.

References

- Khanal, Shambhu Prasad (2066). Administrative Law. Kathmandu: Prashanti Prakashan.
- Pandey Keshav Raj (2058). Administrative Law. Kathmandu: Niirmal Gurung (In Nepali).
- Devkota, Khim Lal (2059). Administrative Law. Kathmandu: Pairawai Prakadhan (In Nepali).
- Wade, H.W.R. & Forsyth, C.F. (1995). Administrative Law. NewYork: Claarendon Press Oxford
- Wade, H.W.R. & Forsyth, C.F. (2005). Administrative Law. New Delhi: oxford University Press.

BPA 413 Office Management

Course Objective

The objective of this course is to provide concepts and practices of office management to the students. After the completion of this course, the students will have understanding on organizations and the office layout management, procedures and methods of the office system, personnel system, record management and the application of scientific methods and IT in organization.

Contents

1. Introduction: Concept and importance of Office Management, Organization and employees, Organizational charts, Functions of office manager, Office accommodation, Office furniture and lay-out, Physical conditions
2. Public relations: Concept and importance, tools of public relations, (Press release, press conference, interaction and discussion), Role & duties of spokespersons, Right to information with reference RTI Act.
3. Office System: Office procedures, O & M, Work charts, Minutes, Work measure, production and control, Office machines, Application of IT
4. Record Management: Records administration, Indexing, Filing system and its equipment, Hard copy and soft records
5. General Services: Communication system, Online operation, Outward mail and postal services, Correspondence, Office stationery, Prevention of fraud, Report writing

References

- 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.

BPA 414: Fundamentals of Computer

Course Objective

The objective of this course is to provide students with basic overview of the computers and get them used to analyze and interpret general problems through computer application. Students learn to use basic CLI in Linux, word processing, spreadsheet, & presentation and write simple programs and scripts. Students will be able to solve general problems with the application of computer after taking this course.

Contents

1. Introduction to Computer
 - 1.1. Introduction and History of computing – Need for calculating device, Encryption, Modeling, simulation, research; brief history, types
 - 1.2. Building Blocks, hardware and software components
 - 1.3. 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
2. Operating System and User Interface
 - 2.1. Concept of OS, Function, Distributed OS, Cloud Computing, Network OS, Virtual machines
 - 2.2. Operating systems and Linux
 - 2.3. Concepts of File systems; Filenames and Extensions; File Attributes
 - 2.4. User Interface – GUI, CLI
 - 2.5. Office packages: Brief introduction to Word processor, Spreadsheet, Presentation
 - 2.6. Data analysis: Very brief introduction to SPSS, R, Python
 - 2.7. Database: Very brief introduction to flat File system, RDBMS, NOSQL
 - 2.8. Graphics: Very brief introduction to gimp, Photoshop, MS picture manager, MS Paint
3. Introduction to Programming in Python
 - 3.1. Programming concepts, languages; Assembler, Interpreter and compiler
 - 3.2. Motivation and example of Programming language - Python, Javascript, C, Java, HTML, R
 - 3.3. Program design, Program Specification, Algorithm, flowchart
 - 3.4. Variables and constants, expressions, decision making
 - 3.5. Looping – indefinite and definite loop, break, continue; Functions - define, call, return
4. Python Data structures
 - 4.1. String, List
 - 4.2. Dictionaries
 - 4.3. File handling
5. Introduction to Network, Internet and advanced topics
 - 5.1. Computer network – Introduction, use, Type, LAN, WAN, Internet, Intranet

- 5.2. Malicious software and control, Firewall, Antivirus, Encryption, Decryption, Digital Signature
- 5.3. Cyber laws: Computer Crime, information privacy and security
- 5.4. Concepts of social network, graph representation, advantages, threats, SNA, Blogging
- 5.5. Internet, Search Engines, database, metadata, GIS, GPS etc
- 5.6. Artificial Intelligence, Machine Learning, Applications in Public Administration, research
- 5.7. Automation technologies: Mechanical, RFID, OCR, Barcode, Machine Readable Passport

Lab practice details

- 1.1. Linux user interface – ls, cd, mkdir, pwd, cp, mv, cal, date, who, man, passwd, cat, head, tail, cmp, sort, write, wild cards, grep, vi, ping, ifconfig
- 1.2. Word processing, spreadsheet, Presentation
- 1.3. Python – Writing simple code to do simple operations
- 1.4. Introduction to data analysis software – R, Python, SPSS
- 1.5. Blogging – Creating blog about study topic in blogger, wordpress or tumblr

Project work

Project work to be submitted on any topic with application of computer. Any problem can be chosen and computer concept must be applied to solve the topic. Project should be started from the beginning and submitted at the end of the course. Project can be about: Construction of simple website of all the topics of any subject of BPA, Simple data analysis in Python, R, SPSS, Construction of a blog, etc. Students have to submit report about their project and present in class.

References

- Charles Severance (2014). Python for Informatics - exploring information.
- Dhakal, Prabin Babu (2016). Fundamentals of Computing, Buddha Academic Enterprises, Kathmandu
- Jain R. K. Conventional and Objective Type on Computer, Khanna Publisher Delhi.
- Kalicharan Noel: An Introduction to Computer Studies, Cambridge University Press; London.
- Peter Norton's Introduction Computer, McGraw Hill Publishing Company Limited, New Delhi.
- Rajaraman V.: Fundamentals of Computers, Prentice-Hall of India, New Delhi.
- Tutorials point Python tutorial <http://www.tutorialspoint.com/python/index.htm>

BPA 415 Revenue Governance

Course Objective

The objective of this course is to provide students with the overall fundamental knowledge of Revenue Administration.

Contents

- 1. Introduction: Concept, source and pattern of government revenue.

2. Tax and its principles: Meaning and objective of Taxation, Classification of Taxation, Principles of taxation: Cannons of taxation, Equity principles of taxation; Benefit Received and ability to pay
3. Taxation Policies and major structure of Taxation in Nepal: Taxation Policies; Provision of Nepalese Tax Policy: Customs, Value added tax, Income tax, capital gain tax, house rent tax and land tax,
4. Tax assessment and collection: Methods of income tax assessment. Tax collection: Tax deduction at source, Tax installments; Tax Recovery
5. Tax Administration and law: Institutional arrangement for tax administration and their roles in Nepal, Right and duties of tax payer. Penalty against tax defaulters; Remedy against tax assessment

References

Adhikari H.P. (2007). Public Finance; Kathmandu: Renuka Kattel.

Adhikari, H.P. (2009). Nepalese Tax Administration; Kathmandu: Renuka Kattel

Ahusa H. L. (2000). Fundamentals of Economic Theory, Delhi: S. Chand & Company Ltd.

Bernard P. Herber (2006). Modern Public Finance, Delhi: AITBS Publisher & Distributors.

Chopra P.N. (2003). Haero Economics, Delhi: Kalayari Publishers.

Due, John F. and Friedlander Ann F. (2002). Government Finance Economics of the

Hajela T.N. (2004). Public Finance, Delhi: Konark Publisher Pvt. Ltd.

Jhingan M. (2006). Public Finance and International Trade, Delhi: Virinda Publications Pvt. Ltd.

Joshi Shyam (2000). Public Economics and Policy. Delhi: A.I.T.B.S. Publishers & Distributors.

Singh, S.K. (1991). Public Finance in Developed and Developing Countries (3rd Ed.) New Delhi: S. Chand & Company Ltd.

Nepalese Finance Act, Income Tax Act, Value Added Tax and Customs Directives

Nepalese Economic Survey and Budget Speeches

Sixth Semester

BPA 421 Research Methods in Public Administration

Course Objective

The objective of this course is to familiarize students with the principles and procedures of research and to enhance their knowledge to conduct research works in the fields of social sciences.

Contents

1. Introduction: Concept of Research, Nature and Objectives of Research, Characteristics of Research, Signification of Research
2. Fundamentals of Research: Concept of research problem and literature review, Concept of variables, Concept of measurement, Research methods (descriptive, explanatory and explorative), Technical aspects of research such as citing reference, bibliography and annex
3. Data collection methods in social sciences: Data and its types (quantitative, qualitative, chronological and geographical), Data collection methods, Schedule (concept, purpose, type, importance, merits and demerits), Questionnaire (concept, purpose, types, importance, merits and demerits), Interviews (concept, purpose, types, importance, merits and demerits), Observation Methods (concept, purpose, types, importance, merits and demerits)
4. Sampling: concepts, meaning, significance and types
5. Proposal and Report Writing: concept, function, type, purpose, steps of writing academic proposal. Features (qualities) of a good academic proposal; Concept, function, type, purpose and steps of writing reports; Features (qualities) of a good academic report.

References

- 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.
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- 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.
- Kuhan, Thomas S. (1970). The Structure of Scientific Revolutions. USA: 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 422 Government Budgeting, Accounting and Auditing

Course Objective

The objective of the course is to provide students with a basic knowledge of budgeting, accounting and auditing so as to make them competent and capable of understanding the principles and theories of budgeting, accounting, and auditing as well as their significance and operation.

Contents

1. Budget: Meaning, features and component of budget, Classification of budgeting, Formulation of budget cycle, history of budget in Nepal, Theories of budgeting, Process of budget formulation and budget cycle, history of Budget in Nepal.
2. Accountancy: 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
3. Financial Statements: Income Statement: meaning, importance and contains/items of trading and manufacturing account, profit and loss and appropriation account; Balance sheet and statement of shareholders' equity,
4. Governmental Accounting: 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.
5. Auditing: concept, importance, objectives, types, internal auditing system of government of Nepal

References

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 et al. (2072). Principles of Accounting. Kathmandu: Asmita Books Publishers and Distributors.

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

BPA 423: Computer Applications

Course Objective

This course aims to provide students with a fundamental knowledge of data storage and management technology. It familiarizes students with flat file system, relational DBMS and

some newer concepts like NoSQL and ways to access data programmatically using Python. It makes them proficient in using RDBMS system. Students should be able to parse and extract useful information from raw data for management and administration using DBMS.

1. Introduction
 - 1.1. Characteristics and definition of database and database management system
 - 1.2. Database history
 - 1.3. Organization of records
 - 1.4. File organizations
2. Database Systems, Concepts and Architecture
 - 2.1. Database environment
 - 2.2. DBMS architecture and data independence
 - 2.3. Data models
 - 2.4. E-R model; Entity types, attributes, keys and relationship types
 - 2.5. Codd's Rule
 - 2.6. Relational Model: Introduction to relational db; Relational algebra and kinds of relation
 - 2.7. Integrity constraints, and integrity violations
 - 2.8. Transactions and ACID properties
 - 2.9. Access control and authorization; Security and views
 - 2.10. Parallel processing in RDBMS and NoSQL
3. Information storage technologies
 - 3.1. Data storage in unstructured, semi-structured and structured format
 - 3.2. Introduction to Flat files and types of data stored: TXT, CSV, XML, JSON, YAML
 - 3.3. Parsing and accessing different types of flat file through Python
 - 3.4. Introduction to RDBMS
 - 3.5. Web and big data: web event data and customer behavior, large Data set
 - 3.6. NoSQL – column, document, key-value, graph
 - 3.7. Comparison between different types of databases
4. Introduction to SQL
 - 4.1. DDL, DML and DQL
 - 4.2. SELECT, WHERE, LIKE, ORDER BY, GROUP BY, Having clause, DISTINCT, AND/OR operator
 - 4.3. CRUD operations in Python
 - 4.4. Null values, is, like, =, between etc.
 - 4.5. Database connection with python
5. Introduction to Advanced SQL
 - 5.1. Constraints
 - 5.2. Views
 - 5.3. Joined relation
 - 5.4. Set operations

Lab Works

- Parsing CSV, XML, JSON etc. with python
- Simple SQL commands: SQL Introduction, Create, Drop and Select query, WHERE, LIKE, ORDER BY, Group BY, Having, DISTINCT keyword, AND & OR operator
- Advanced SQL commands: Set operations, joins, views
- CRUD operations with python

Project work: Applications of Database Systems in Organizations

Students themselves will have to study and submit the report on database systems of any one of the Nepalese originations (such as payroll, inventory, airlines reservations, and online banking systems).

References

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.

Silbersphatz, Alraham et.al, Database Systems Concepts, New York, McGraw Hill Company

BPA 424 Environment Management and Climate Change

Course Objective

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

Contents

1. Introduction: Environment and Development: concept, components, Importance of Environment. Sustainable Development: Evolution of Environmentalism, Emergence, concept and Features of Development.
2. Environment and Ecology: Ecology: Concept, Types, and Components.
3. 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.
4. Institutional Arrangement in Nepal: government, NGOs, private sector, local government, and legal instrument.
5. Environmental Management in Nepal: 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.

References

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.

Specialization –I

Seventh Semester

BPA 431: E-Governance

Course Objective

BPA 431 E-Governance

Course Objective

The objective of this course is to familiarize students with e-governance that how the public services are exchanged between public institutions and citizens.

Contents

1. Introduction: E-governance, meaning and significance, E-Government: meaning, Difference between e-governance and e-government. Role of e-governance in Public Administration
2. ICT in Governance: Infrastructure required Software, Database, Manpower, Report generated, Technology - Identification, Security, Digital signature, cyber attacks and detection; Information source/storage/cleaning/manipulation/reporting, information dissemination / service delivery; Implementation of e-governance, Barriers and techniques for avoiding failure
3. Models of e-governance: Stages of development: Computerization, networking, online presence, interactivity, transaction, total integration, e-democracy; Theoretical models: Managerial Model, Consultative model, Deliberative participatory model; Information Flow model and applications: G2G, G2C, C2G, G2B, B2G, G2B2C; Types of information and the models used: Ordinary information, Critical value information, Comparative analysis model, Mobilization and Lobbying model; Model according to population of service receivers: Broadcasting/multicasting/unicasting model
4. Policy of e-governance: Information policy, Right to information act. Good governance act. Cyber laws
5. Challenges of e-governance in Nepal

References

Chatillon, G., 2004, Electronic Government in France, in Martin Eifert and Jan Ole Puschel, (Eds), National Electronic Government. Routledge: New York.

E-governance for citizen empowerment, National Informatics center, India

Good Governance Act

ICT Rules and Regulation

Pankaj Sharma, E-governance, APH publishing, India

Right to information Act

BPA 432 Recent Trends in Public Management

Course Objective

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

Contents

1. Reforms in Public Sector: Background of Public Sector activities, Failure of Traditional Public Sector, Principal Agent Theory, Public Choice Theory, Institutional Theory
2. Public Sector: Management by Objective, Management by Result, Corruptions in Public Sector, Problems and challenge in Public Sector, Solution of Problems and challenge in the Public Sector
3. Public Sector Management: Office Management, Complain Management, Public hearing, Mobile Service, Citizen Charter
4. New Public Management: Concept, Characteristics, Need, Strength and weaknesses; Application of New Public Management
5. Marketing of Public Sector: Liberalization, Globalization and Privatization, Public Privatization partnership, Effective Service Delivery, Total Quality management, Constraints of Marketing Public Services

References

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.

BPA 433 Security Management

Course Objective

The objective of this course is to impart the knowledge of security and its management. Students will be able to understand the dynamics of security management.

Contents

1. Introduction: Security Management, Concept and nature,
2. Issues in Security Management: Security threats: Insurgency, terrorism, Demonstration, Theft, Burglary, cyber crime, human trafficking
3. Institutional Arrangements for Security Management: Institutional arrangements for security management and their functions: national security council, implementing agencies (such as Ministry of Home, Ministry of Defense, Nepal Army, Nepal Police, Nepal Armed Police Force, National Investigation Bureau, and Private Security agencies)
4. Security and Development: Concept and its importance, community policing
5. Contemporary Issues in Security Management: Security Policy strategies and contemporary issues in Nepal,

References

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.

Specialization - II

Specialization - III

Eighth Semester

PA 450 Internship

Specialization -IV

Specialization - V

Specialization -VI

Specialization Courses

A. Development Management Areas

DM 451 Project Management

Course Objective

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

Contents

1. Introduction: Concept and types of Project, Relation between Plan, Program and Project, Project Cycle, Project Management.
2. Project planning: Concept of Project Formulation, Project Planning Process, Feasibility study and Proposal Writing
3. Project Appraisal: Concept and aspects of Project Appraisal – market, technical, economic, financial, environmental, organizational, Appraisal Technique: Concept of Discounting and Non Discounting Technique
4. Project Implementation: Concept of Project Implementation, types of project organization structure, Project Scheduling : Gantt Chart, Network Techniques – PERT, CPM

5. Project monitoring and Evaluation: Monitoring and evaluation adopted by NPC Nepal, Project Management Information System (PMIS): Concept and Process, Case study preparation

References

- 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.

DM 452 Cooperative Management

Course Objective

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

Contents

1. Foundation of Cooperatives: Meaning and definition, Characteristics, Objectives, Functions, Significance, Fundamental Principles, Values, Scope and difference with other forms of organizations
2. Historical Development of Cooperatives in Selected countries: Development of Cooperatives in United Kingdom, Germany, Japan, Denmark, Israel, India, China and Sri Lanka
3. Forms of Cooperatives: Consumer's Co-operatives, saving and Credit Co-operatives, marketing Co-operatives, Agriculture co-operatives, Housing Co-operatives, Industrial Co-operatives and Multi-Purpose Co-operatives
4. Evolution and legal framework of Co-operative in Nepal: Traditional cooperatives in Nepal, Modern Co-operatives in Nepal, Types of cooperatives in Nepal, Major features of cooperative Acts, rules and regulations in Nepal

5. Recent Trends in Co-operatives in Nepal: Institutional arrangements of Co-operatives , Emerging Trends and Problems and prospects of Co-operatives in Nepal

References

- 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.

DM 453 Tourism Management

Course Objective

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

Contents

1. Introduction: Concepts, features/characteristics and Significance, Evolution of Tourism at National Level and Global Level, Types and forms of tourism, Factors affecting tourism
2. Tourism Organizations and Role of different stakeholders: Role and function of international organization and national organizations related to tourism industry
3. Tourism Resources and tourism Products in Nepal: Natural Resources, Cultural Resources, Tourism Products, Major tourist destinations
4. Policy, Plan and Regulation regarding tourism in Nepal: 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
5. Impacts of tourism in Nepal: Economic (income and employment generation), socio-cultural and environment, Challenges of tourism/issues, Case study

Reference

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

DM 454 Social Development

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.

Contents

1. Introduction- concept, nature, concept, significance of social development and its issues and challenges, social development and social change.
2. Historical perspective of social development, philosophical schools of social development- capitalist and socialist, differences between development and social development.
3. Policies of social development- roles 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.
4. Social Development strategies- 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.
5. Contemporary Issues in social development- stake holder's participation in social development, poverty reduction and social development issues, inclusiveness and social development.

References

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

National Human Rights Commission (2011). Indicators for Monitoring Economic, Social and Cultural Rights in Nepal. Lalitpur: NHRC

National Planning Commission (2010). Three Year Interim Plan (2067/68- 2069/070) Kathmandu: NPC

National Planning Commission & United Nations Development Program (2010). Millennium Development Goals Need Assessment for Nepal, Kathmandu: National Planning Commission

DM 455 Auditing in Nepal

Course Objective

The objective of this course is to acquaint the students with the general knowledge on auditing practices of government of Nepal along with the state-owned enterprises. After completion of this course the students will have a fair knowledge on the current methods of practice of auditing adopted by government of Nepal.

Contents

1. Introduction to auditing: Concept and types
2. Auditing Practice in Nepal: Historical background. Audits in Privet and Public Company in Nepal, Audit of Government Account in Nepal
3. Government agencies and their roles in auditing of Government account: Office of the Auditors General, Role and responsibility of Auditors General. Public Accounting Committee in the Parliament. Role and responsibility of the Public Account Committee in the parliament, Comptroller General Office, Role and responsibility of the Comptroller General office. District Treasury Office, Role and responsibility of the District Treasury office.

4. Procedures and Methods in Auditing in Government Accounting in Nepal: Internal audit, Final audit, Procedures to submit Auditors General's report to President. Method of handling the discrepancies and irregularities as appeared in the auditor's report.
5. Provision of Law and acts for auditing in Nepal: Legal Provision made for Auditing in Nepal. Act, Laws, By-laws and Regulation pertaining to Government auditing.

References

- Fess, Philip E. (1987). Accounting Principles. Dallas: South-Western Publishing Co.
- Koirala et al. (2072). Principles of Accounting II. Kathmandu: Asmita Books Publishers and Distributors.
- Koirala et al. (2072). Principles of Accounting. Kathmandu: Asmita Books Publishers and Distributors.
- Neeley, L. Padem & Imek, Frank J. (1987). Accounting Principles and Practice. Dallas: South-Western Publishing Company.

DM 456 Disaster Management

Course Objective

This course aims to impart the knowledge of disaster and its management so that student can learn strategies of disaster management upon the completion of this course.

Contents

1. Introduction: Concept and types of disaster, Basic Functions of Disaster Management, Dynamics of disaster management
2. Preparedness, response, rehabilitation and reconstruction in disaster management:
3. Institutional Arrangements in Nepal: National organizations (Ministry of Home, Ministry of Defense), Security agencies: Nepal Army, Nepal Armed Police Force, Nepal Police, Local bodies: Civil Society organizations, Inter-organizations coordination
4. Policy and strategies: Disaster act and regulation, Disaster management in periodic plans & Resource mobilization, Action plan, Management information system and its use
5. Case study

References

- 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 461 Nepalese Administrative system

Course Objective

The objective of this course is to familiarize students with the administrative system of Nepal from ancient era to date.

Contents

1. Introduction to administrative system
2. Ancient administration of Nepal, Kirata, and Lichchhabi period
3. Mediaeval Administration of Nepal: Nepal Mandal, and Karnali Pradesh
4. Modern Nepalese Administration (1768-1951), Shah Period, and Rana Period.
5. Modernization of Nepalese Administration (1951- onward), Basic Structure and Features, Administrative Reforms, Administrative Culture

References

- Agraawal, Hem Narayan (1976). The administrative System of Nepal from Tradition to Modernity. New Delhi: Vikash Publishing 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.
- Bhattra, 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, Tuls Narayan (2005). Nepalese Administration A Historical Perspective. Kathmandu: Ratna Pustak Bhandar.

HRM 462 Administrative Reform

Course Objective

The objective of this course is to impart the knowledge and skills to administrative reform so that student will be acquainted to adopt the administrative reform policies.

Contents

1. Introduction: concept of administrative reform, necessity of administrative reform, administrative issues and reform, development and administrative reform, capability building and administrative reform
2. Administrative reform in historical perspective- Reform during Rana rule, reform in democratic era, reform during Panchayat period, reform after 1990 and onwards-10
3. Administrative Reform and institution building, administrative reform and change in civil service, decentralization and administrative reform

4. Implementation of administrative reform and its implications on structure and functions of the government, Administrative reform and technology, fiscal implication of administrative reform.
5. Administrative Reform and the role of the government Agencies, Issues and challenges of administrative reform in general and particularly in Nepal

References

- Agrawal, Hem Narayan (1976). The administrative System of Nepal from Tradition to Modernity. New Delhi: Vikash Publishing 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.
- Bhatrai, 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, Tulsi Narayan (2005). Nepalese Administration A Historical Perspective. Kathmandu: Ratna Pustak Bhandar.

HRM 463 Human Resource Development

Course Objective

The objective of this course is to aware of the students to the theories and practices of human resource development and its management so that after the completion of this course they can assume the role of human resource manager in the public as well as in private organizations.

Contents

1. Introduction: 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.
2. Human Resource Planning: Human resource plan at Macro and Micro Level; governing factors for human resource plan.
3. Acquisition and utilization of Human Resources: Recruitment, training and development, Human resource inventory, Performance appraisal, socialization, Promotion, transfer and retirement.
4. Compensation and Benefits: Salary and other benefits like health, education, transport, housing, insurance, safety, compensation policy
5. Human resource Policies and Practices for Human Resource Development: Inclusiveness; positive discrimination and affirmative policies; issues and challenges.

References

- 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 Raj (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

Course Objective

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

Contents

1. Foundation of Performance Management: 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
2. Performance Planning: Concept 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
3. Performance Managing: Concept, Characteristics, Objectives, Importance and Process of Performance Managing
4. Performance Appraisal: Concept, Characteristics, Objectives, importance, Principles , Process , Approaches and Methods of Performance appraisal
5. Performance Monitoring : Concept, Characteristics, Objectives, importance, Principles , Process of Performance Monitoring Performance Management Audit

References

- Armstrong, M. (2009). Armstrong's Handbook of Performance Management. UK: Kogan Page Limited.
- Chadha, P. (2009). Performance Management. India: Macmillan Publishers India Ltd.
- Kohli, A.S. & Deb, T. (2008). Performance Management: UK: Oxford University Press

HRM 465 Total Quality Management (TQM)

Course Objective

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

Contents

1. Fundamentals of TQM: Concept, Basic elements, Major approaches, Difference between traditional management and Total Quality Management, TQM System, Benefits of TQM
2. TQM Processes: Concept and Significance of Process reform, Quality Process, Continuous Reform, Strategies for Total Reform, Crises management against Reform
3. Quality and Quality Circle (QC): Concept of Quality, Quality Dimensions, Concept of Quality circle, Characteristics of Quality Circle, Scope and Objectives of QC
4. Leadership in TQM: Role of Leadership in TQM, Attributes of TQM leadership, organization Culture and behavior, Norms for employees
5. Continuous Improvement and Quality in Public Service: Concept of Kaizen, Characteristics of Kaizen, Kaizen cycle, implementation of TQM in Public Sector

References

- Bagada, S.D. (2008). Total Quality Management. Delhi: Himalayan Publishing House.
- Bank, John (2000). Total Quality management. India: Pearson Education Ltd.
- Dhakal, Bimal (2066). Total Quality Management. Kathmandu: Airabati Prakashan.

HRM 466Employer-Employee Relations

Course objective

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

Contents

1. Employer-Employee relations: concept and dynamics, Theoretical perspectives.
2. Trade unions: introduction, Trade Union in Nepal. Employer's associations and employment relations. Role of government in employment relations.
3. Labour policy and legislation: Major feature of labour policy in Nepal, Labour legislation and administration in Nepal.
4. Dispute settlement mechanisms and collective bargaining: 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,
5. Labour welfare programs and social security, ILO and Nepal.

References

- International Labor Organization, Labour administration: A profile on Nepal. Kathmandu: The Office of the ILO Advisor
- Prem R. Pant and Narayan Manandhar (Eds) (1998). Industrial relations in Nepal, Kathmandu: FNF & IRF
- PramodVema, Management of Industrial Relation, New Delhi: Oxford and IBH publishing co.
- JI Husband, Labor Administration. New Delhi: Oxford and IBH Publishing co.

C. Local Governance Areas

LG 471 Local Planning

Course Objective

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

Contents

1. Concept and approaches of local planning; Role and importance of planning at local government level; relations between local plan and national plan
2. Roles and responsibilities of local governments; Situation analysis and need assessment stakeholders participation; Resource planning and local plan
3. Planning process at local bodies: planning at VDCs and Municipalities and District level planning, participation of different stakeholders in local planning process
4. Focus of local planning in Nepal- priority areas of planning, resource planning and priority of planning; plan implementation,
5. Monitoring and evaluation, issues and challenges of local planning, field work

References

- 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.

LG 472 NGO Governance

Course Objective

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

Contents

1. Introduction: Concept of voluntarism, Concept of Civil Society Organizations/NGOs, NGOs and Social capital, Roles and Functions of NGOs
2. Growth of NGOs in Nepal: 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 roles in Nepal

3. NGOs in Development: Socio-economic status of Nepal, Overview of development plans and their contributions.
4. NGO Governance: Monitoring and evaluation of NGOs/INGOs, Accountability of NGOs.
5. Issues and Implications of NGOs in Development, Examining NGOs as Alternative Institutions, Current Issues and challenges of NGOs. Case Studies

References

- 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.
- Vartola, Juha, Ulvila, Marko, Hossain Farhad & Dhakal Tek Nath (Eds) (2000). Development NGO, Facing the 21st Century Perspectives from South Asia. New Delhi: Institute for Human Development.

LG 473 Rural-Urban Partnership

Course Objective

The aim of this course is to orient the students to rural urban partnership and its roles 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.

Contents

1. Meaning and concept of rural urban partnership, relationship with development, its importance, importance of complimentary developmental role through partnership.
2. Basic theories of rural urban partnership - Core and periphery Model; Gateway Model; Central Place Theory; Growth Pole Model; Regional Development Model.
3. Relationship between Town and Hinterland- 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.
4. Rural Urban Linkage and Entrepreneurship Development- Human capital formation and development; Institutional Development for linkages and its forms for partnership for entrepreneurship.
5. Rural Urban partnership and Local Governments- Role of Local Governments in rural urban partnership, Tole and Lane organizations for partnership; partnership and poverty reduction

References

- Jnawaly, Damodar (2004). Rural Urban Interaction: A Geographical Perspective, Kathmandu: Students Books Publishers
- Bennet, Jenny (2006). Rural Urban Partnership Program in Nepal, Kathmandu: RUPP

LG 474 Public Private Partnership

Course Objective

The objective of this course is 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 concept, principles and practices of public private partnership.

Contents

1. Meaning and concept of partnership, objectives of partnership, its relevance in development, partnership and service delivery, Privatization and PPP
2. Setting the framework: Policy rationale, legal and regulatory framework, investment framework and implementation framework
3. PPP project life cycle: Project initiation and screening, business case, conducting feasibility, tendering and procurement, bidders selection, contract signature, PPP performance monitoring and contract compliance
4. Models and types of public private participation- service contract, management contract, leasing, Concessions, Built Operate and Transfer Models (BOT),
5. Policy objectives of public private partnership, working strategies for public private partnership for development PPP policy, issues and challenges- and risks therein, field visit and presentation of the field report.

References

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

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

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

LG 475 Local Finance in Nepal

Course Objective

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

Contents

1. Introduction: Concepts of local finance, Need and importance of Local Finance in Economic Development
2. Fiscal Decentralization in Nepal: Approaches of Fiscal Decentralization, Fiscal Decentralization Policy and its dimensions
3. Fiscal Federalism: Concept of Fiscal Federalism, Division of Fiscal Power and Functions: Allocation, Distribution and Stabilization, Vertical and Horizontal Fiscal Relationship

4. Local Government Revenue and expenditure in Nepal: 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
5. Resource Mobilization at local bodies, Resource Mobilization at Local Body: 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, Case study

References

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 Publication.

LG 476 Public Service Delivery

Course Objective

The objectives of this course is to aware of 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.

Contents

1. Introduction: Concept and meaning of public service delivery, pattern of service delivery, Sectoral engagement in public service delivery.
2. Forms of service delivery, procedures of service delivery, technology used in service delivery, RTI and Public service delivery
3. Approaches in public service delivery, organizations, planning and control for public service delivery, transparency in public service delivery
4. Networking in public service delivery, interrelationship between citizen and governments in service delivery, integrity in service delivery
5. Issues in public service delivery- quality vs quantity, service standard, benchmarking, participation and accountability

References

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

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