GDC - KHAIRATABAD

DEPARTMENT OF PUBLIC ADMINISTRATION

Short Term Certificate Course in GOOD GOVERNANCE; 2020-2021

Department of Public Administration conducted a meeting on 11/01/2020, to discuss on certificate course to be offered in this academic year, it was resolved that certificate course for UG B.A., students from 17/01/2020 to 24/02/2023.

Objective of the Course:

- The objective of the proposed to certificate course is to familiarize
 the students with the theory and the good governance as essential
 element for building a civil society
- This course will focus on developing the knowledge and skills required to strengthen citizens involvement in improving governance and taking of jobs in the NGO sector.
- The curriculum includes set of learning modules and involves themes related to philosophy practice, methodologies and tools on good governance.

Duration of the Course:

The course was designed for 30 hours for 30 days.

Intake of the Students:

Intrested students in this course of maximum number 30 taken.

Evalution:

Students were evaluated by conducting an exam at the end of the course and certificates will be issued to them.

Eligibility

: Open to all students

: 25

Marks

Faculty involvement

: Dr. K. Vijaya Kumar

SYLLABUS:

75

Part-A

1. Introduction

- a. Good governance: meaning ,concept and importance
- b. E-Governance meaning concept and importance
- 2. Right to Information Act (RTI)
- a. Meaning , characteristics, features
- b. Importance of RTI Act
- 3. Management skitts
- a. Meaning and concept
- b. Kinds of skills

Part -B

1. Citizen charter

- a. Principles of citizen charter
- b. Citizen charter in india
- 2. Leadership skills
- a. Planning and communication
- b. controlling group performances
- 3. Social Accountability and Audit
- a. Meaning and importance
- b. Factors

Government Degree College, Khairatabad

Department of Public Administration

Max. Marks: 25

Note: Answer all the questions

Time: 1 hour

Section - A

2 X5 =10 Marks

What is the meaning of good governance? Concept and Importances?

Section -B

1X 15=15 Marks

1.What are the Leadership skills? How to control group performances.

2.what are the main characteristic features of RTI Act?

Sheden'ts Affordance

- 2021 / 22

List of reference books

,	Good
	d governance
•	80
	Development (2007)
	(2007)

2. Promoting Good Governance Development (2011) - Brown Shaffi

Good Governance (2013)
 Rethinking Good Governance (2019)

5.Good Governance in India (2019)

Mohan & Scaria Pannackal

- B.C. Smith

- N.Bhaskar Rao

- Vasundhara

-Vinod Rai

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