

SYLLABUS:

S.NO	TOPIC	HOURS
1	Brief Introduction to Governance E-Governance - Meaning, Definition, Nature, Scope, Objectives and Significance-Domains of E-Governance-E-Governance and Good Governance - Global trends in the growth of E-Governance.	6
2	E-Governance in India National E-Governance Plan (NeGP)- National Informatics Centre-Strategies for E-Governance E-Governance Implementations: Required infrastructure of Network, Computing, Cloud Governance, Data system, Human resources, Legal and Technological infrastructure Major E-Governance Projects and Initiatives: Gyandoot, E-Choupal, E-Bhoomi, E-Seva, CARD, E-Panchayat, Real Time Governance (RTG) etc	6
3	Role of Information and Communication Technology in Administration, Effective delivery of services for public utilities through E-Governance Online filing of complaints, application registration, issuance of certificates, issuance of land records, online payments of fees, dues etc, e-tendering, easy access to information and-E-Governance in Social security and welfare schemes: Direct transfer of benefits, Biometric authentication through Aadhar, etc	6
4	E-Governance under Information Technology Act-Legal status for digital transactions-Public Private Partnership and expansion of E-Governance..	6
5	E-Governance-Transparency and Accountability at gross root level Issues and Challenges: Digital Divide, Capacity Building, Cyber Security in Cyber Crimes, Socio-political implications, Issues of Integration, Networking with NGOs.	6



Section - A

1. CARD :- The computer-aided Administration of Registration Department - CARD in A.P. is designed to eliminate the malaises affecting the conventional Registration System by introducing electronic delivery of all Registration Services.

2. Explain Data System.

Data system is used to an organized collection of symbols and processes that may be used to operation on such symbols.

Any organized collection of symbols and manipulating operation can be considered as data system.

3. What is ICT?

ICT stands for Information and Communication Technologies. It refers to several sets of technological tools that can help to provide right to information and e-mail services to the people by minimal cost time and effort. ICT has dramatically changed the way of the society.

4. Explain about - Digital Transaction?

A digital transaction seamless system involving one or more participants where transactions are effected without the need for cash. The digital transaction involves a constantly evolving way of doing things where financial technology companies collaborate with various sectors.

5. Explain about - Cyber Crime.

The crime that involves and uses computer devices is known as cyber-crime. Cyber crime can be committed against an individual or a group. It can also be committed against governments and private organisations. It may be intended to harm someone's reputation, physical harm or even harm.

Section - B

1. What is E-Governance?

The word Governance is derived from the Greek term 'Kubernon' which means to steer. So governance is the process that steers affairs of the state. A new paradigm shift had been developed in the field of the government by application of ICT in the process of governing called Electronic & E-Governance. The application information technology and communication for the purpose of Governance is commonly known as e-governance.

E-Governance can be defined as the usage of information and communication Technology (ICT) by the government to provide and facilitate government services, exchange of information, communication and integration of various standalone systems and services.

in other words it is the use of technology to perform government activities and achieve the objective of governance through e-Governance government services are made available to citizens and business in a convenient efficient and transparent -

In other words, it is the use of technology to perform government activities and achieve the objective of Governance, Through government services are made available to citizens and business practices and improve the quality of manner.

Explain The Importance of Human Resource Management ?

As Organisation cannot build a good team of working professionals with Good human Resources,

The Importance of H. R. M.

- 1.) Human Resource Management helps the organisation to achieve its goals on a regular basis by means of developing a positive attitude amongst the employees.
- 2.) The policies adopted by human Resource Management helps in providing training for the employees
- 3.) The H.R.M motivates the employees by their performance assessment procedure.
- 4.) The Co-ordination Relation between union and Management is maintained by H.R.

- 5) The human Resource team offers working conditions for the employees,
- 6) HRM takes responsibility for preparing people for the future by picking talents.
- 7) It is helpful to increase the employees job satisfaction and self-actualization to the fullest.
- 8) The HRM provides a respectful environment for the employees.
- 9) Human resource management focuses on the employees performance and scores them in that way.
- 10) It provides complete information to employees of their functioning and governance.

Explain
Cyber
m

3) Explain about Cyber Security?

1) Cyber Security is the most concerned matter as Cyber threats and attacks are over growing. The crime that involves and uses Computer devices and internet is known as cybercrime.

Cyber Security is the body of technologies, process designed to protect network, computers, programmes and data from attack damage or unauthorised access. The term Cyber Security refers to techniques and security designed to protect data

Cyber security is the protection of internet, connected systems, network and programmes or data. It is a potential activity by which information and other comm systems are protection or exploited or even theft.

all sorts of data whether be it government or personal need high security. Some of the data, which to the government security at a very high level.

Q) Explain public private models of Civil government?

A) private and civil services models are explained below.

public-private services (G2G),

These services are related to internal affairs of the government inter-relationship between central, state and local government, relations between various government departments and organs, government employees, relations e-services models. It involves various types of government and management activities.

Government private services G2B.

E-services include financial, commercial, industrial, power generation, mine management, related license, insurance, government environment clearances, industrial and economic policies, taxation, job creation, social security etc.

Citizen Service G2C

Various services provided to citizens to citizens at national, state and local

(i) participatory or Democratic Governance:

a) participatory or democratic governance ensures participatory of citizens in the process of policy making and its implementation. Through, local self governance, protest, etc, and it is only possible by securing the people's participation processes in all the democratic institution.

ii) Global Governance: This is one of the most relevant types of governance. The term 'Global Governance' was first used by Resnan. This in the present time and looking at from the global it's a very complex and notion. Similarly, this policymaking in the domestic realm also is having contestat.

iii) Good Governance: Good Governance is the ideal concept or normative concept. This is born when ethics, values are with. we call any governance as good governance? oriented equity and inclusiveness effectiveness and efficiency. Accountability then we called it good governance.

(iv) Corporate Governance: Today Corporate governance is a buzzword of the corporate boardroom across the world. Corporate Governance. By Corporate governance the Regulator the corporate companies every company shall to follow those or rules of conduct etc. Start their business in a particular state.