GOVERNMENT DEGREE COLLEGE FOR WOMEN
(AUTONOMOUS)
BEGUMPET, HYDERABAD
(Re-accredited by NAAC with "B" Grade)
B. A 1 year, Revised Semester wise Syllabus (w. e. f. 2019-20)
Subject: Public Administration

Course outcome:

After study of this Course, the learner should be able to:

➢ To understand the nature and scope of Public Administration;
➢ To appreciate the methodological pluralism and synthesizing nature of knowledge in Public Administration;
➢ To comprehend the changing paradigms of Public Administration;
➢ To acquaint with the theories, approaches, concepts and principles of Public Administration;
➢ To understand the administrative theories and concepts to make sense of administrative practices.
➢ To understand the role of public services in the emergence and development of Telangana state

Specific outcome:

• Appreciate the nature, scope and changing paradigms of Public Administration;

• Understand the synthesizing nature of knowledge of public administration from public perspective;

• Grasp the administrative theories, concepts and principles to make sense of administrative practices.

Semester – I
Paper - I: BASICS OF PUBLIC ADMINISTRATION

t- I: Nature of Public Administration
1. Meaning and Importance of Public Administration
2. State and Evolution of Public Administration

t-II: Relationship with other Social Sciences
3. Law
4. Political Science
5. Economics
6. Psychology

III: Oriental and Classical Approaches
7. Oriental Approach –Kautilya
8. Classical Approach: Henri Fayol, Luther Gulick and Lyndall Urwick
9. Scientific Management Approach: F.W.Taylor
10. Bureaucratic Approach: Max Weber and Karl Marx

t-IV: Human Relations and Behavioural Approaches

11. Human Relations Approach –Elton Mayo
12. Behavioural Approach: Herbert A. Simon
13. Socio- Psychological Approach: Abraham Maslow; Mc Gregor

it-V: Ecological and Social Justice Approaches

14. Administrative Ecology: F.W.Riggs
15. Social Justice Approach –B.R.Ambedkar
16. Jyothirao Pule

ferences

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Arndt Christian and Charles Oman (2006) Uses and Abuses of Governance Indicators, OECD, Paris
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Donald Menzel and Harvey White (eds) (2011) The State of Public Administration. Issues, Challenges and Opportunities, New York, M.E.Sharpe.

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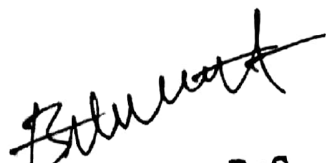Erik Lane (2000) New Public Management: An Introduction, Routledge, London

Ravindra Prasad, D. Prasad, VS Prasad, Satyanarayana, P., and Y. Pardhasaradhi (eds) (2013) Administrative Thinkers, Sterling, New Delhi.Frank J.
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O'Leary, Rosemary et al (2010) The Future of Public Administration around the World The Minnowbrook Perspective, GeorgeTownUniversity Press, D.C.

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Wilson Woodrow, 'The Study of Administration' Political Science Quarterly 2 (June 1987) Telugu
Akademi, BA. Ist Year Public Administration.

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Paper II (DSC 203): Development Dynamics and Emerging Trends

Course outcome:

After study of this Course, the learner should be able to:

➤ To understand the comparative studies and changing dynamics of development Administration;
➤ To comprehend the new public administration concepts and processes in Public Administration;
➤ To comprehend the changing paradigms of new Public Administration;
➤ To acquaint with the market theories, approaches, concepts and principles of Public choice theory;
➤ To understand the administrative theories and concepts to make sense of administrative management practices.
➤ To understand the impact of globalization on Indian administration

Specific outcome:

- Appreciate the nature, scope and changing paradigms of New Public Administration;

- Understand the synthesizing nature of knowledge of New public management;

- Grasp the role of public services in emergence and development of new state of Telangana.

Unit- I: Comparative & Development Administration

1. Comparative Administration
2. Development Administration
3. Changing Dynamics of Development Administration

Unit-II: New Public Administration

4. New Public Administration – Minnowbrook-I
5. New Public Administration – Minnowbrook-II
6. New Public Administration – Minnowbrook-III

Unit-III: Market Theories
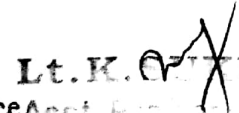
7. Public Choice Approach
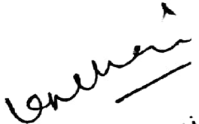8. New Public Management

Unit-IV: Emerging Trends-I

9. Public Policy and Governance
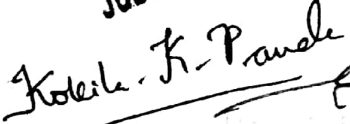10. Role of Public Services in the Emergence and Development of New State of Telangana

Unit-V: Emerging Trends-II

11. Globalization and Public Administration
12. Present Status of Public Administration in the context of Globalization

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B. A II year, Revised Semester wise Syllabus (w. e. f. 2020-21)
Subject: Public Administration
Semester - III

Course Objectives:

➢ To understand the concept of Office;

➢ To comprehend the administrative process in office;

➢ To identify the challenges of public office administration in the background of ICT

➢ To sketch out the impact of technology in office administration

SEC 2 : Public Office Administration

Unit – I: Introduction
a) Office Administration: Meaning, Scope & Importance of Office
b) Changing Nature of Public Office
c) Basic Principles of Office Organization
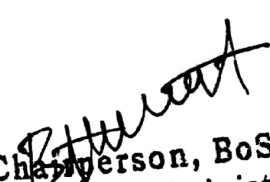
Unit II: Office Organization and Management
a) Office Planning
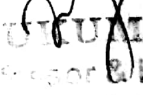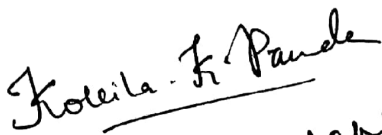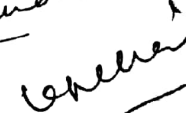b) Office Accommodation and Lay-out
c) Office Environment

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Semester III
Paper – III: Union Administration

Course outcomes:

- To understand the historical evolution and socio-economic, political, cultural and global context of Indian Administration;
- To identify the transformative role of Indian Administration;
- To make out the multi-dimensionality of problems and processes of Indian Administration;
- To understand the form and substance of Indian Administration; and
- To appreciate the emerging issues in Indian Administration in the context of changing role of state, market and civil society.

Unit I: Historical background

1. Evolution of Indian Administration
2. Indian Administration after Independence: Continuity and Change
3. Indian Constitutional Moorings and Administration.
4. **Salient features of Indian Constitution**

Unit II: Union Administration: Structure and Processes

5. Political Executive at Central Level
   a) President ii) Prime Minister iii) Council of Ministers
6. Central Secretariat and other Offices
7. **Legislature and Executive; structure and functions**

Unit-III: Centre-State Relations

8. Centre-State Administrative Relations
9. Central Personnel Agencies-All India Services
10. **Finance commission**

Unit-IV: Constitutional and Other National Bodies

11. Union Public Service Commission
12. (i) Election Commission;   (ii) Comptroller and Auditor General of India (C&AG)
13. NITI Aayog
14. **Parliamentary financial committees**

Unit-V: Public Enterprises in India

15. Forms of Public Enterprises - Department, Corporation, Company and **holding Company**.
16. Performance and Disinvestment

rences:

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Krishna K.Tummala (1996), Public Administration in India, Allied Publishers Limited.
Kuldeep Mathur (2019), Recasting Public Administration in India: Reform, Rhetoric, and Neo, Oxford University Press
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Course objectives:

After study of the course, the learner is expected:

- Understand the meaning and related concepts of Office and office management;
- Explain the filing and record management
- Identify the issues and challenges in functioning of public office.

SEC 4: Technology and Office Administration

Unit I: Introduction to Technology

a) Introduction to ICT
b) Management by Office Computerization
c) Internet and Intranet

Unit II: Trends in Office Administration

a) Office Automation
b) Back Office Operations and Front Office Delivery
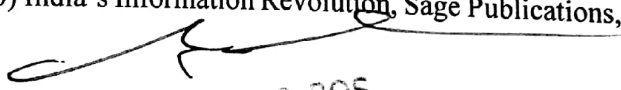c) Paperless Office

References

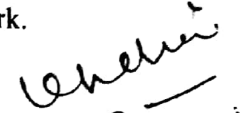Satyanarayana J, (2006) e-Government, PHI, New Delhi.

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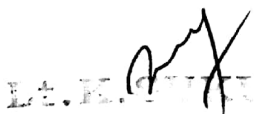Bhatnagar, S.C. (2004) e-Government: From Vision to Implementation, Sage, New Delhi.

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Semester-IV
Paper IV (DSC 403): State Administration

Course outcomes:

After study of the course, the learner should be able to:

- discern the connects and disconnects between structure, purpose and process and results in Indian Administration;
- Understand the Indian Administration role as the main instrument of State to achieve its developmental goals;
- Appreciate the varying historical, socio-economic, political and other conditioning factors that gave Indian Administration its distinct nature to the learner

Unit-I: State Administration: Structure and Processes

1. Administrative History of Telangana
2. Political Executive at State Level, Governor & Chief Minister
3. **Council of ministers**

Unit-II: State Administrative Mechanisms

4. State Secretariat & Directorates
5. Local Governance & District Administration in Telangana
6. **Telangana Panchayat Raj Act - 2018**

Unit- III: Emerging Issues

7. Administrative Reforms: Need and Importance
8. 2nd Administrative Reforms Commission – Features and Recommendations
9. **Telangana state Planning Board**

Unit-IV: Technology and Integrity in Government

10. e-Government
11. Values and Ethics in Administration
12. **TS-iPASS**

Unit-V: Control over Administration

13. Redressal of Citizen Grievances: Transparency, Accountability and Right to Information Act
14. Administrative Accountability: Legislative and Judicial Control
15. **Lokayukta**

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(Re-accredited by NAAC with "B" Grade)
B. A III year Revised Semester wise Syllabus (w.e.f. 2021-22)
Subject: Public Administration
Semester – V
Paper-V: (A) Human Resource Management

Course outcomes:

➤ To comprehend the nature, scope, structure & processes of human resource management;
➤ To identify the systems and processes of financial and material management;
➤ To appreciate institutional capacity building strategies and programmes; and
➤ To understand the changing paradigms of Resources management.

Unit-I: Introduction

a. Meaning and Significance of Human Resource Management
b. Human Resource Planning

Unit-II: Human Resources

a. Job Analysis, Job Description,
b. Recruitment and Promotion
c. Compensation Administration - Wage, Pay and Pay Commissions

Unit- III: Capacity Building

a. Performance and Competency Mapping System
b. Employee Capacity Building Strategies-Training
c. Sensitivity Training

Unit-IV: Reforms

a. Reddressal of Employee Grievances
b. Right sizing, Outsourcing and Consultancies
c. Interpersonal Skills

Unit V: Emerging Trends

a. Human Resource Audit
b. Total Quality Management
c. Productivity Management

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Paper-V: (B) Rural Governance (Optional)

Course outcomes:
- To understand the concept of democratic decentralisation;
- To trace the evolution of local self-government in India;
- To comprehend the institutional arrangements and processes of rural and urban governance;
- To identify the challenges of development and the administrative responses.
- To sketch out the new organisational arrangements for delivery of public welfare programmes.

Unit-I: Introduction
a. Democratic Decentralization and Local Organisations
b. Evolution of Rural Governance Institutions-Balwanth Rai Mehta
c. Ashok Mehta Committee

Unit-II
a. Third Generation Panchayats
b. Constitutional Status of Rural Local Government- with special reference to 73rd CAA

Unit-III: Local Organisations for Rural Development
a. Panchayati Raj: Patterns, Functions and Performance
b. Finances of Panchayati Raj Institutions --- State Finance Commission

Unit-IV: Rural Development Strategies and Services
a. Rural Development: Strategies, Programs and Issues
b. Co-operatives: Structure, Functions and Performance
c. Basic Services and Welfare Measures in Rural Areas (MNREGA, NRLM, SHYAMA MUKHERJEE RURBAN MISSION)
d. State Control over Rural Local Governments

Unit V: Emerging Trends
a. Rural Unrest
b. Land Reforms
c. Corporatization of Agriculture

References:

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B.S. Khanna , (1992), Rural Development in South Asia Deep and Deep, New Delhi.

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Jain L.C, et.al (1986), Grass without Roots; Rural Development Under Government Auspices. Sage

K.C. Sivaramakrishanan, et. al. (1993), Urbanisation in India: Basic Services, ISS, New Delhi.

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Peter Oakley (1991), Projects with People: The Practice of Participation in Rural Development. ILO

R. Choudahry, and Sive Jain (eds.) (2001) Patterns of Decentralized Government in Rural India, NIRD,
Hyderabad.

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S.N. Mishra (1996), New Panchayati Raj in Action, Mittal Publication, New Delhi.

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General Elective (GE 1)
Indian Constitution and Administration (GE)

Course outcomes:

➤ Learn in details of social change and defining the relationship between individual citizen and the state.

➤ Understand in details of in-depth analysis of various basic areas of constitution is the main objective of this inter disciplinary course.

➤ Understanding of Indian constitution and functioning of government.

Unit I: Indian Constitution

a) Nature of the Constitution Salient features – Preamble
b) Fundamental Rights, Directive Principles; Fundamental Duties
c) Amendments of the Constitution: Procedure for Amendment– Emergency Provisions

Unit II: Centre – State Relations and Local Self Government

a) Distinctive features of Indian Federation
b) Legislative, Administrative and Financial relations between the Union and the States
c) Decentralization Experiments in India – 73rd and 74th Amendments

Unit III: State Government

a) Governor, Chief Minister and Council of Ministers
b) Secretariat and Directorates
c) Changing Nature of District Administration and the role of District Collector

Unit IV: Accountability & Control

a) Legislative, and Executive Control
b) Judicial control and Judicial Review
c) Right to Information Act

References:

Bidyut Chakravarthy, Prakash Chand (2019), Indian Administration: Evolution and Practise, Sage Publications Krishna K.Tummala (1996), Public Administration in India, Allied Publishers Limited.

Kuldeep Mathur (2019), Recasting Public Administration in India: Reform, Rhetoric, and Neoliberalism, Oxford University Press

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B. A III year Revised Semester wise Syllabus (w.e.f. 2021-22)
Subject: Public Administration
Semester – VI
Paper-VI: (A) Financial and Material Management

Course Outcomes:
* Understand the way in which the public power is exercised and public resources are managed and expanded;
* Unravel the varying methods of performance assessment of public institutions; and
* Appreciate the changing paradigms of human resource management

Unit- I: Financial Management
a. Meaning and Scope
b. Importance of Financial Management

Unit-II: Budget
a. Concept and Principles of Budget
b. Preparation, Enactment and Execution of Budget
c. Gender Budget and Green Budget

Unit-III: Financial Institutions
a. Organization and Functioning of Finance Ministry
b. Finance Commission
c. Union – State Financial Relations
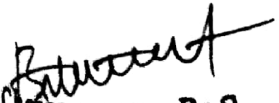
Unit IV: Parliamentary Financial Committees
a. Financial Control Mechanisms
b. Public Accounts Committee and Estimates Committee
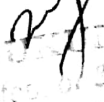c. Committee on Public Undertakings

Unit- V: Materials Management
a. Meaning and Concept of Materials Management
b. Procurement, Storage and Distribution
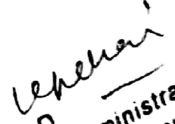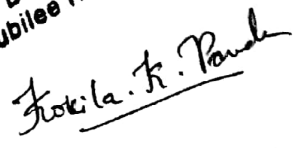c. Inventory Control and Management

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Paper-VI: (B) Urban Governance

Course Outcomes:
- Critically appreciate the relationship of local governance and development;
- Appreciate the rural and urban institutional arrangements for development;
- Understand the processes and results of systems of delivery of welfare programmes

Unit-I: Local Organisations for Urban Development
a. Evolution of Urban Local Bodies- Pattern, Functions and Performance
b. Constitutional Status of Urban Local Governments with special reference to 74th CAA

Unit-II: Strategies for Urban Development
a. Urban Development: Strategies, Programs and Issues
b. Finances of Urban Local Governments

Unit-III: Urban Services
a. Basic Services and Welfare Measures in Urban Areas
b. Urban Development Authorities and Parastatals
c. Sustainable Development and Future of Urban Governance

Unit-IV: Agencies and Programs for Rural and Urban Sector
a. Development Planning, District Planning Committee
b. Special Agencies Urban Development
c. Elimination of Poverty Initiatives in Urban Areas
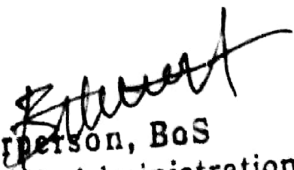
Unit V: Emerging Trends
a. Urban Reforms in India: SMART and AMRUT Cities
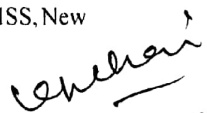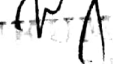b. Swachh Bharat Mission
c. Urban Unrest

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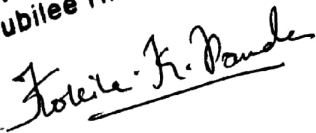
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General Elective (GE 2)
E- Governance

Course outcomes:

➤ To explain the meaning and importance of e-governance;
➤ To provide the students with the analytical skills to comprehend the e-governance initiatives in India;
➤ To make the learner understand e-governance initiatives at national and international level;
➤ To inform the learner about the e-Governance measures initiated in Telangana state.

Unit-I: Introduction
a. Concept of Governance and Good Governance
b. Meaning, Evolution and Importance of E-Governance

Unit-II: Acts and Initiatives
a. Information Society and Community Empowerment
b. IT Acts and National E-Governance Plan
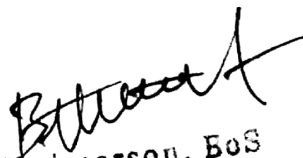c. E-Governance Initiatives in India

Unit-III: Methods of E-Governance
a. GIS Based Management Systems
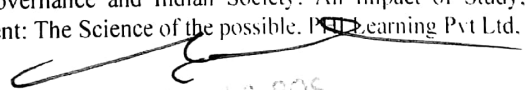b. Citizen Database and Human Development
c. National Informatics Centre (NIC)
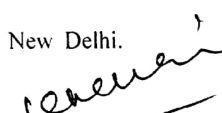
Unit-IV E-Governance in Public Office
a. Back Office Operations and Front Office Delivery
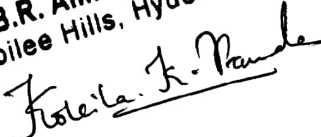b. Business Process Reengineering (BPR)

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