

**Girraj Government College (Autonomous),
NAAC Re-Accredited with "B"
Nizamabad**

**SEMESTER – II, B.A. (PUBLIC ADMINISTRATION) SYLLABUS (w.e.f., 2018-19)
DSC - DEVELOPMENT DYNAMICS AND EMERGING TRENDS PAPER**

Module- I: Comparative & Development Administration

- a. Comparative Administration
- b. Development Administration
- c. Changing Dynamics of Development Administration

Module-II: Emerging Trends-I

- a. New Public Administration – Minnowbrook-I
- b. New Public Administration – Minnowbrook-II
- c. New Public Administration – Minnowbrook-III

Module-III: Market Theories

- a. Public Choice Approach
- b. New Public Management

Module-IV: Emerging Trends-II

- a. Public Policy and Governance
- b. Role of Public Services in the Emergence and Development of New States in India

Telangana

Module-V: Emerging Trends-III

- a. Globalization and Public Administration
- b. Present Status of Public Administration in the context of Globalization

Reference Books:

1. PrabhutvaPalanaSastram: Bhavanalu, Siddhantalu (Tel), Telugu Akademi, Hyderabad.
2. Principles of Public Administration, Telugu Akademi, Hyderabad.
3. D.Ravindra Prasad and Y. Pardhasaradhi (eds.,) Public Administration: Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
4. Avasthi and Maheswari, Public Administration, (30th Edition), Lakshmi Narayan Agarwal, Agra -2010.
5. Rumki Basu, Public Administration: Concepts and Theories, (5th Revised Edition), Sterling Publishers, New Delhi, 2004

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**SEMESTER – I, B.A. (PUBLIC ADMINISTRATION) SYLLABUS (w.e.f., 2022-23)
DSC -BASICS OF PUBLIC ADMINISTRATION PAPER - I**

Module-I: Nature of Public Administration

- a. Meaning and Importance of Public Administration
- b. State and Evolution of Public Administration

Module -II: Relationship with other Social Sciences

- a. Law
- b. Political Science
- c. Economics
- d. Psychology

Module -III: Oriental and Classical Approaches

- a. Oriental Approach –Kautilya
- b. Classical Approach: Henri Fayol, Luther Gulick and Lyndall Urwick
- c. Scientific Management Approach: F.W.Taylor
- d. Bureaucratic Approach: Max Weber and Karl Marx

Module -IV: Human Relations and Behavioural Approaches

- a. Human Relations Approach –Elton Mayo
- b. Behavioural Approach: Herbert A. Simon
- c. Socio- Psychological Approach: Abraham Maslow; McGregor, Rensis Likierman

Module -V: Ecological and Social Justice Approaches

- a. Administrative Ecology: F.W.Riggs
- b. Social Justice Approach –B.R.Ambedkar c. Jyothirao Phule

Reference Books:

1. PrabhutvaPalanaSastram: Bhavanalu, Siddhantalu (Tel), Telugu Akademi, Hyderabad.
2. Principles of Public Administration, Telugu Akademi, Hyderabad.
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**SEMESTER – I, B.A. (PUBLIC ADMINISTRATION) DSC- BASICS OF PUBLIC ADMINISTRATION
PAPER – I**

Model Question paper pattern (w.e.f. 2022-23)



GIRRAJ GOVERNMENT COLLEGE (A), NIZAMABAD
B.A PUBLIC ADMINISTRATION - SYLLABUS – (w.e.f. 2020-2021)
Discipline Specific Course Semester – III, Paper - III
INDIAN ADMINISTRATION

Outcomes

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

Unit- I : Historical Background

- a. Evolution of Indian Administration
- b. Indian Administration after Independence: Continuity and Change
- c. Indian Constitutional Moorings and Administration.

Unit- II: Union Administration: Structure and Processes

- a. Political Executive at Central Level
 - i) President ii) Prime Minister iii) Council of Ministers
- b. Central Secretariat and other Offices

Unit-III: Centre-State Relations

- a. Centre-State Administrative Relations
- b. Central Personnel Agencies-All India Services

Unit-IV: Constitutional and Other National Bodies

- a. Union Public Service Commission
- b. (i) Election Commission; (ii) Comptroller and Auditor General of India (C&AG)
- c. NITI Aayog

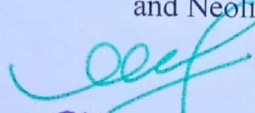
Unit-V: Public Enterprises in India

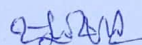
- a. Forms of Public Enterprises - Department, Corporation, Company
- b. Performance and Disinvestment


References:

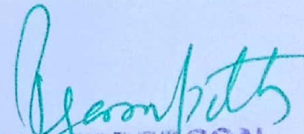
Bidyut Chakravathy, Prakash Chand (2019), Indian Administration: Evolution and Practise, Sage Publications Krishna K.Tummala (1996), Public Administration in India, Allied Publishers Limited.

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


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GIRRAJ GOVERNMENT COLLEGE (A), NIZAMABAD
B.A PUBLIC ADMINISTRATION
Model Question Pattern Skill Enhancement Course – I , Paper - I
Public Office Administration - Semester – III, (Credit-2)
Total Marks 50 (35 External / Theory + 15 Internal)

EXTERNAL EXAMINATION

Exam Duration: 2 Hrs.

Max Marks: 35

PART - A

I. Answer any THREE of the following Questions.

3 X 5 = 15 Marks

Each Answer should not exceed one page All Question carry equal marks.

- | | | | |
|------------|---|------|-----------|
| Question - | 1 | from | UNIT – I |
| Question - | 2 | from | UNIT – I |
| Question - | 3 | from | UNIT – I |
| Question - | 4 | from | UNIT – II |
| Question - | 5 | from | UNIT – II |
| Question - | 6 | from | UNIT – II |

PART - B

II. Answer all questions

2 X 10 = 20 Marks

Each Answer should not exceed three pages. All Question carry equal marks.

- | | | | |
|------------|--------------|------|-----------|
| Question - | 7 (a or b) | from | UNIT – I |
| Question - | 8 (a or b) | from | UNIT – II |

Internal Examination

Written Exam Duration 20 Minutes

1. Multiple choice Questions (Q.No. 1 to 8)
2. Fill in the blanks (Q.No. 9 to 15)

Max Marks: 15

8 X 1 = 8 Marks

7 X 1 = 7 Marks

GIRRAJ GOVERNMENT COLLEGE (A), NIZAMABAD
B.A PUBLIC ADMINISTRATION - SYLLABUS – (w.e.f. 2020-2021)
Discipline Specific Course Semester – IV, Paper - IV
STATE ADMINISTRATION

Outcomes

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

Unit-I: State Administration: Structure and Processes

- a. Administrative History of Telangana
- b. Political Executive at State Level, Governor & Chief Minister

Unit-II: State Administrative Mechanisms

- a. State Secretariat & Directorates
- b. Local Governance & District Administration in Telangana

Unit- III: Emerging Issues

- a. Administrative Reforms: Need and Importance
- b. 2nd Administrative Reforms Commission – Features and Recommendations

Unit-IV: Technology and Integrity in Government

- a. e-Government
- b. Values and Ethics in Administration

Unit-V: Control over Administration

- a. Redressed of Citizen Grievances: Transparency, Accountability and Right to Information Act.
- b) Administrative Accountability: Legislative and Judicial Control

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**SEMESTER – V, B.A. (PUBLIC ADMINISTRATION) SYLLABUS (w.e.f., 2021-22)
DSE - HUMAN RESOURCE MANAGEMENT, PAPER – V (A)**

Module-I: Introduction

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

Module-II: Human Resources

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

Module- III: Capacity Building

- a. Performance and Competency Mapping System
- b. Employee Capacity Building Strategies-Training
- c. **Stress Management.**

Module-IV: Reforms

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

Module V: Emerging Trends

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

References:

- Armstrong, Michael (2007), A Handbook of Human Resource Practice, Kogan Page, London.
- Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New Delhi
- Farazmand, Ali (1994), Handbook of Bureaucracy, Taylor & Francis, New York. Flippo Edwin B., (1976), Principles of Personnel Management, McGraw-Hill
- Goel, S.L. & Rajneesh, Shalini (2003), Public Personnel Administration, Deep & Deep, Delhi Government India, Second ARC, Tenth Report on 'Refurbishing of Personnel Admn.'
- Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, NY
- Jain, R.B. (1994), Aspects of Personnel Administration, IIPA, New Delhi
- Maheswari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi
- Naff, Katherine C., Norma M. Riccucci, (2014), Personnel Management in Government: Politics and Practice (Seventh Edition), CRC, Taylor & Francis, New York.
- Riccucci, Norma (2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, NY

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**SEMESTER – V, B.A. (PUBLIC ADMINISTRATION) SYLLABUS (w.e.f., 2021-22)
GE – INDIAN CONSTITUTION AND ADMINISTRATION , PAPER – V**

Module 1: 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

Module 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

Module 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

Module IV: Accountability & Control

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

References:

Bidyut Chakravarty, 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 M. Sharma (2004), Indian Administration, Anmol Publishers.
Meredith Townsend (2019), The Annals of Indian Administration, Volume-3, Creative Media Partners. Parmar, A., A Study of Kautilya's Arthashastra, Delhi, Atma Ram & Sons, 1987 Radha Krishna Sapru (2019), Indian Administration: Foundations of Governance, Sage Publications. Ramesh K Arora, Rajni Goyal (2018), Indian Public Administration: Institutions and Issues, New Age International Publishers.
S.R. Maheswari (2004), Indian Administration, Orient Longman Publishers Limited.
Siuli Sarkar (2018), Public Administration in India (Second Edition), PHI.

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SEMESTER – VI, B.A. (PUBLIC ADMINISTRATION) SYLLABUS (w.e.f., 2021-22)
DSE – FINANCIAL AND MATERIAL MANAGEMENT, PAPER – VI (A)

Module- I: Financial Management

- a. Meaning and Scope
- b. Importance of Financial Management

Module-II: Budget

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

Module-III: Financial Institutions

- a. Organization and Functioning of Finance Ministry
- b. Finance Commission
- c. Union – State Financial Relations

Module IV: Parliamentary Financial Committees

- a. Financial Control Mechanisms
- b. Public Accounts Committee and Estimates Committee
- c. Committee on Public Undertakings

Module- V: Materials Management

- a. Meaning and Concept of Materials Management
- b. Procurement, Storage and Distribution
- c. **Cost & Logistics Management.**

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SEMESTER – VI, B.A. (PUBLIC ADMINISTRATION) SYLLABUS (w.e.f., 2021-22)

OPTIONAL PAPER – E-GOVERNANCE, PAPER – VI

Module-I: Introduction

- Concept of Governance and Good Governance
- Meaning, Evolution and Importance of E-Governance

Module-II: Acts and Initiatives

- Information Society and Community Empowerment
- IT Acts and National E-Governance Plan
- E-Governance Initiatives in India

Module-III: Methods of E-Governance & Administrative Reforms.

- Mee-Seva & E-Seva
- Disaster Management – Administration.
- National Informatics Centre (NIC)

Module-IV E-Governance in Public Office

- Back Office Operations and Front Office Delivery
- Business Process Reengineering (BPR)

References:

Bellamy, Christine, and John, A., Taylor, (1998), Governing in the Information Age, Buckingham, Open University Press.

Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical guide with case studies, Sage Publications, New Delhi.

Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, cases and practical insights, Sage Publications, New Delhi.

Bouwman, Harry, and et.al., (2005), Information and Communication Technology in Organisations, Sage Publications, London.

Heeks, R. (2006) Implementing and Managing eGovernment: An international text, Sage

Marchionini, G., (1995), Information Seeking in Electronic Environments, New York, The Press Syndicate of the University of Cambridge, USA.

Michael E. Milakovich, (2012), digital governance - New Technologies for improving Public Service an Participation, Routledge, Taylor and Francis group, New York.

Pardhasaradhi, Y. (et.al) (2009), E-Governance and Indian Society: An Impact of Study, Kanishka,

New Delhi. Satyanarayana, J, (2004), E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.

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