

UNDERGRADUATE PROGRAMME IN PUBLIC ADMINISTRATION

Courses

SYLLABI OF UNDER GRADUATE PROGRAMME - CBCS IN PUBLIC ADMINISTRATION

1. Name of the Department : Public Administration
2. Name of the Programme : BA (Public Administration)
3. Programme ID : BA-103; BA-203; BA-303; BA-403;
BA- 503 - A/B
BA 603, - A/B
4. Duration : Three Years
5. AIM of the course :
 - o Make the learner to understand the nature and role of Public Administration in the changing socio-economic and political context and in the historical background
 - o Understand the impact of political dynamics on administrative processes;
 - o Relate the role of public administration to the dynamics of global context;
 - o Motivate the students to appear for civil service examinations.

6. Programme Objective

The broad objectives of the Undergraduate Programme in Public Administration include:

- Understand public administration theory and concepts from multiple perspectives;
- Acquaint with the functioning of the Indian administration, at central, state and local levels and the responses of these systems in addressing the concerns of the people;
- Acquaint with India's development experience and changing role of administration;
- Understand the interface of theory and practice in Public Administration;
- Develop conceptual, analytical and problem solving abilities among the learners;
- Acquaint the learner with the required knowledge of administrative science and government in action and the contemporary issues in public affairs management and,
- Understand the world of Public Administration from the public perspective and provide foundation for further studies in Public Administration
- Understand the role of Public Services in the new State of Telangana.

**B. A - SUBJECT: PUBLIC ADMINISTRATION
CBCS COURSE STRUCTURE
W.E.F 2019-20**

Sl.No	Code	Course Title	HPW	Credits	Exam Hrs	Marks
-1	-2	-3	-5	-6	-7	-8
		SEMESTER - I				
1.	ELS1	English (First Language)	4	4		
2.	SLS1	Second Language	4	4		
3.	AEC1	Environmental Science/ Basic Computer Skills	2	2		
4.	DSC101		5	5	3 hrs	80U+20I
5.	DSC102		5	5	3 hrs	80U+20I
6.	DSC103	Basics of Public Administration	5	5	3 hrs	80U+20I
		Total	25	25		
		SEMESTER - II				
7.	ELS2	English (First Language)	4	4		
8.	SLS2	Second Language	4	4		
9.	AEC2	Basic Computer Skills/ Environmental Science	2	2		
10.	DSC201		5	5	3 hrs	80U+20I
11.	DSC202		5	5	3 hrs	80U+20I
12.	DSC203	Development Dynamics and Emerging Trends	5	5	3 hrs	80U+20I
		Total	25	25		
		SEMESTER - III				
13.	ELS3	English (First Language)	3	3		
14.	SLS3	Second Language	3	3		
15.	SEC1	Public Office Administration	2	2	1 ½ hrs	40U+10I
16.	SEC2	Office Processes	2	2	1 ½ hrs	40U+10I
17.	DSC301		5	5	3 hrs	80U+20I
18.	DSC302		5	5	3 hrs	80U+20I
19.	DSC303	Union Administration	5	5	3 hrs	80U+20I
		Total	25	25		
		SEMESTER - IV				
20.	ELS4	English (First Language)	3	3		
21.	SLS4	Second Language	3	3		
22.	SEC3	Technology & Office Administration	2	2	1 ½ hrs	40U+10I
23.	SEC4	Techniques of Office Administration	2	2	1 ½ hrs	40U+10I
24.	DSC401		5	5	3 hrs	80U+20I
25.	DSC402		5	5	3 hrs	80U+20I
26.	DSC403	State Administration	5	5	3 hrs	80U+20I
		Total	25	25		
		SEMESTER - V				
1.	ELS1	English (First Language)	3	3		
2.	SLS4	Second Language	3	3		
3.	GE Any One	a) Good Governance b) Indian Constitution & Administration	4	4	3 hrs	80U+20I
4.	DSE501 A B C		5	5	3 hrs	80U+20I

5.	DSE502 A B C		3T+4P/ 5	5	3 hrs	50T+35 P+ 15I/ 80U+20I
6.	DSE503 A B	Human Resource Management/ Rural Governance	5 5	5 5	3 hrs 3 hrs	80U+20I 80U+20I
		Total	27/25	25		80U+20I
SEMESTER - VI						
1.	ELS6	English (First Language)	3	3		
2.	SLS6	Second Language	3	3		
3.	PR/ Optional Paper	e-Governance	4T 2T+4R	4 4	3 hrs 1 ½ hrs	80U+20I 40U+10I 35R+15VV
4.	DSE 601 A B C		5	5	3 hrs	80U+20I
5.	DSE 602 A B C		3T+4P/ 5	5	3 hrs	50T+35 P+ 15I/ 80U+20I
6.	DSE 603 A B	Financial & Material Management Urban Governance	5 5	5 5	3 hrs 3 hrs	80U+20I 80U+20I
		Total	29/27	25		
		GRAND TOTAL	156/ 152	150		

ELS: English Language Skill; SLS: Second Language Skill; AEC: Ability Enhancement Compulsory Course; SEC: Skill Enhancement Course; DSC: Discipline Specific Course; DSE: Discipline Specific Elective; GE: Generic Elective; T: Theory; P: Practical; I: Internal Exam U: University Exam; PR: Project Report; VV: Viva-Voce Examination.

Note: i) A student should opt for either a or b or c of DSE Groups in V and VI Semesters.

ii) Project work should be done by a group of 4 students.

SUMMARY OF CREDITS

Sl. No.	Course Category	No. of Courses	Credits Per Course	Credits
1	English Language	6	4/3	20
2	Modern Language	6	4/3	20
3	AEC	2	2	4
4	SEC	4	2	8
5	GE	1	4	4
6	Project Report	1	4	4
7	DSC	12	5	60
8	DSE	6	5	30
	TOTAL	38		150

BA I Year

Course-1: Introduction to Public Administration

The Objectives of the Course are:

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

Semester-I DSC 103: Basics of Public Administration

Unit- I: Nature of Public Administration

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

Unit-II: Relationship with other Social Sciences

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

Unit-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

Unit-IV: Human Relations and Behavioural Approaches

- a. Human Relations Approach –Elton Mayo
- b. Behavioural Approach: Herbert A. Simon
- c. Socio- Psychological Approach: Abraham Maslow; Mc Gregor

Unit-V: Ecological and Social Justice Approaches

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

References

- Avasthi & Maheshwari (2012) Public Administration, Lakshminarayana Agarwal, Agra.
- Arndt Christian and Charles Oman (2006) Uses and Abuses of Governance Indicators, OECD, Paris.
- Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
- Donald Menzel and Harvey White (eds) (2011) The State of Public Administration: Issues, Challenges and Opportunities, New York, M.E. Sharpe.
- Henry, Nicholas (2006) Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
- Jan – 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. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003.
- O'Leary, Rosemary et al (2010) The Future of Public Administration around the World: The Minnowbrook Perspective, Georgetown University Press, D.C.
- Martin Albrow (1970) Bureaucracy, MacMillan, London.
- UN, Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN, 1975.
- Wilson Woodrow, 'The Study of Administration' Political Science Quarterly 2 (June 1987).
- Telugu Akademi, BA. Ist Year Public Administration.

Semester-II DSC 203: Development Dynamics and Emerging Trends

Unit- I: Comparative & Development Administration

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

Unit-II: New Public Administration

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

Unit-III: Market Theories

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

Unit-IV: Emerging Trends-I

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

Unit-V: Emerging Trends-II

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

Expected Outcomes

After study of the Course-1, the learner should be able to:

- 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.

References

- Heady F. (1996) *Public Administration: A Comparative Perspective* (5th ed.) New York: Marcel Dekker.
- Heaphy J. (1968) *Comparative Public Administration: Comments on current characteristics*, *Public Administration Review*, 28 (3), 242-249.
- Montgomery, J. (1966) *Approaches to Development Politics, Administration and Change*, New York, McGraw Hill.
- Pai Panandikar, V.A. (1964) *Development Administration: An Approach*, *Indian Journal of Public Administration*, 10 (1), pp. 34-44.
- Raphaeli, N. (1967) *Readings in Comparative Public Administration*, Boston, Massachusetts: Allyn and Bacon.
- Riggs F.W. (1970) *The Ecology of Administration*, Bloomington: Indiana University.
- Riggs F.W. (1956) *Public Administration: A neglected factor in economic development*, *Annals of the American Academy of Political and Social Sciences*, No. 305, *Agrarian Societies in Transition*, (May 1956), 70-80.
- Swerdlow, I. (1963) (ed). *Development Administration: Concepts and Problems*, Syracuse, New York: Syracuse University Press.
- W.E. Weidner, (ed) (1970), *Development Administration in Asia*, Durham, North Carolina; Duke University Press.
- Waldo D (1963) *Comparative Public Administration: Prologue, Performance and Problems*, *Indian Journal of Political Science*, 24 (3), pp. 177-216.
- Ali Farazmand (2001) *Handbook of Comparative and Development Public Administration*, Merzell Dekker, New York.
- Esmon, Milton J. (1970) *CAG and the Study of Public Administration in F.W. Riggs (ed) The Frontiers of Development Administration* (pp. 41-71), Durham, North Carolina; Duke University Press.
- Telugu Akademi, BA. Ist Year Public Administration.

BA II Year – Semester III

Course-IV C: Public Office Administration (SEC)

The Objectives of the Course are:

1. To understand the concept of Office;
2. To comprehend the administrative process in office;
3. To identify the challenges of public office administration in the background of ICT
4. To sketch out the impact of technology in office administration

SEC I 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

SEC II Office Processes

Unit I: Office Filing System

- a) Forms: Management and Control
- b) Filing System and Classification
- c) Management of Office Records

Unit II: Office Communication

- a) Periodical Reports
- b) Office Communication; Correspondence
- c) Inventory Control; Office Stationery

References:

- Pillai R.S.N. (2010) Office Management, S.Chand, New Delhi.
- Sudhir Andrews (2008) Front Office Management and Operations, Tata McGraw Hill Publishing Co. Ltd, India.
- Balachandran V. (2009) Office Management, Tata McGraw Hill Publishing Co. Ltd, India.
- Bhatia R.C. (2005) Principles of Office Management, Lotus Press, Delhi.
- Gopala Krishnan and Sundaresan, M. (2000) Materials Management: An Integrated Approach, Prentice Hall, India
- Sharma, R.K. and Others (1991) Office Management, Kalyani Publishers, New Delhi
- Niraj Kumar (2013) Modern Office Management, New Royal Book Company. Lucknow.
- Chopra, R.K. (2008) Modern Office and Its Management, Himalaya Publishing House, Hyderabad.

BA II Year

Semester III : Indian Administration

The Objectives of the Course are:

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.

DSC 303 : Union Administration

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 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 Learning Private Limited.
Vaman Govind Kale (2010), Indian Administration, Kessinger Publications.
P.D. Sharma and B.M. Sharma (2009) Indian Administration: Retrospect and Prospect, Rawat Publications.

BA II Year – Semester IV

SEC 3 - Semester-IV: Technology and Office Administration (SEC)

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

SEC 4 - Semester-IV: Techniques of Office Administration

Unit I: Techniques

- a) Work Study, Work Measurement, Work Simplification
- b) Management by Objectives
- c) Office Supervision

Unit II: Issues in Office Administration

- a) Social System and Public Office Administration
- b) Staff Welfare
- c) Office Management in Government: Issues

Expected Outcomes

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.

References

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

Kooiman, J (ed) (1993) Modern Governance: New Government – Society Interactions, Sage Publications, London.

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

Bhatnagar, S.C. (2004) The Role and Responsibility of Government in ICT for Development, Sage, New Delhi.

Singhal, A and Evertt, Rogers (1990) India's Information Revolution, Sage Publications, New York.

Semester-IV: DSC 403: State Administration

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

Expected 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

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 Learning Private Limited.
- Vaman Govind Kale (2010), Indian Administration, Kessinger Publications.

BA III Year

Course-II: (A) Good Governance (GE)

Course Objective

The word 'Governance' appears in diverse academic disciplines. At general level, governance refers to theories and issues of social coordination and the nature of all patterns of rule. The theories of governance have changed the understanding of various concepts of state and its institutions. New jargon of words emerged into the social science literature with different connotations. In this background, the present course is aimed to provide an in-depth understanding of the basic tenets and trends of Good Governance.

Unit - I: Introduction

- a) Meaning and Definitions of Governance
- b) Government and Governance
- c) Concepts of Good Governance

Unit – II: Citizen and Governance

- a) Rule of Law and Human Rights
- b) Accountability
- c) Participation

Unit - III: Techniques of Good Governance

- a) Openness and Transparency
- b) Citizen Charter
- c) Social Audit

Unit - IV: Emerging Trends

- a) Public and Private Governance
- b) Good Governance and Civil Society
- c) ICT and Good Governance

References:

- Bell, S., and Hindmoor, A. (2009) *Rethinking Governance: The Centrality of the State in Modern Society*, Cambridge: Cambridge University
- Bell, Stephen and Andrew Hindmoor. (2009) *Rethinking Governance: The Centrality of the State in Modern Society*. Cambridge: CUP.
- Bevir, Mark (2009), *Key Concepts in Governance*, Sage, London.
- Bevir, Mark, ed. (2010) *The Sage Handbook of Governance*. Thousand Oaks, CA: Sage
- Bovaird, Tony and Elke Löffler, eds. (2009) *Public Management and Governance*, Routledge.
- Farazmand, Ali and Jack Pinkowski, eds. (2006) *Handbook of Globalization, Governance, and Public Administration*. London: CRC/Taylor & Francis.
- Hajer, Maarten, and Hendrik Wagenaar (2003) "Introduction." In *Deliberative Policy Analysis*: Kjaer, A (2004) *Governance*. Cambridge, UK: Polity Press.
- Kooiman, Jan ed. (1993) *Modern Governance: New Government-Society Interactions*. London: Sage.
- Kooiman, Jan. (2003) *Governing as Governance*. London: Sage.

BA III Year

Course-II: (B) Indian Constitution and Administration (GE)

Semester-V Indian Constitution and Administration

Course Objective

The Constitution of India defines the basic objectives and functioning of the government. It has provisions for bringing about social change and defining the relationship between individual citizen and the state. It lays out certain ideals that form the basis of the kind of country that we as a citizen aspire to live in. An in-depth analysis of various basic areas of constitution is the main objective of this inter disciplinary course. This helps the students to strengthen their understanding of Indian constitution and functioning of government.

Unit 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

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 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.
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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 Learning Private Limited.
Vaman Govind Kale (2010), Indian Administration, Kessinger Publications.

BA III Year

DSE 503A : Human Resource Management

The Objectives of the Course are:

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

Semester-V: DSE 503-A: Human Resource 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

References:

- Armstrong, Michael (2007), A Handbook of Human Resource Management 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 of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'
- 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 Process(Seventh Edition), CRC, Taylor & Francis, New York.
- Riccucci, Norma(2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, NY

BA III Year

Rural Governance (Optional)

The Objectives of the Course are:

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

Semester-V DSE 503/B : Rural Governance

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:

- B.D.S. Bhadouria and V.P. Dubey (1989), Panchayati Raj and Rural Development, Commonwealth Publishers, New Delhi.
- B.S. Khanna , (1992), Rural Development in South Asia Deep and Deep, New Delhi.
- Danny Burns, et. al. (1994), The Politics of Decentralisation: Revitalising Local Democracy ,Macmillan, London.
- George Mathew (1994), Panchayati Raj in India: From Legislation to Movement, ISS, New Delhi.
- 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.
- M.A. Oommen (1995), Devolution of Resources from the State to the Panchayati Institutions, ISS, New Delhi.
- M.A. Oommen and Abhijit Datta (1995), Panchayats and their Finance, ISS, New Delhi.
- Mohit Bhattacharya (1976), Management of Urban Government in India: Uppal, New Delhi.
- Peter Oakley (1991), Projects with People: The Practice of Participation in Rural Development, ILO
- R. C. Choudahry and S.P. Jain (eds.) (2001) Patterns of Decentralized Government in Rural India, NIRD, Hyderabad.
- Ramesh K. Arora and Rajni Goyal (1996), Indian Public Administration Vishwa Prakashan, New Delhi.
- S.N. Mishra (1996), New Panchayati Raj in Action, Mittal Publication, New Delhi.
- S.R. Maheshwari (2003), Local Government in India, Lakshmi Narain Aggarwal.

BA III Year

Course-IV-B E- GOVERNANCE (OPTIONAL in Lieu of Project Report)

Objectives of the Course are:

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

BA 503/B Semester-V: E-Governance

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)

References:

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Semester-VI:

DSE 603/A: Financial and Material 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

Expected Outcomes

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

- 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.

References:

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Semester-VI: DSE 603/B Urban Governance

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

Expected Outcomes

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

- 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

References:

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