

GOVERNMENT DEGREE COLLEGE

BELLAMPALLY



PROFILE

**DEPARTMENT OF
PUBLIC ADMINISTRATION**

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For the year 2019-20

ABOUT THE DEPARTMENT

The Government Degree College, Bellampally was established on 11-12-1987 through G.O.Ms no. 309 based on the representations made to the government by the representatives. The Government has sanctioned one principal, eight lecturers and seven non teaching posts to run the college.

. The present existence of the Govt. Degree College, Bellampally passed through the following stages.

1. This college was started in 11-12-1987.
2. College started with B.A., B.Com courses
3. In 2006 college was shifted to the present building.
4. In 1998 started B A(HEOM)
5. In 2017-18 was started CBCS Public administration

The department of Public administration is established in the year 1987 since from the beginning of this college establishment Sri. G.mohan was the first head of the department, started B.A course with the combination of History, Political Science, and Public Administration. Institute was affiliated to, Kakatiya University to the K.U. Warangal since 1992 and many other eminent professional in the subject.

Courses offered:

- i) History, pol Science, Public Administration with (B A) T/M as well as E/M.
- ii) History, Economics, Public Administration with (B A) T/M as well as E/M
- iii) History, Economics, Office Management T/M

At Present the Following combinations are offered in this college as PUBLIC ADMINISTRATION one of the Elective subject.

Programme	Group	Medium	Combinations Offered
B.A. I,II,III	B.A	TELUGU	HISTORY,ECONOMICS, OFFICE MANAGEMENT
	B.A	TELUGU	HISTORY,POLITICAL SCIENCE,PUBLIC ADMINISTRATION

FACULTY PROFILE

TEACHING STAFF:

S.NO.	Name of the faculty	Qualifications	Regular/Contract	Length of service
1	G.MOHAN	M.A.	Contract	19 Years

Non-teaching staff:

No. of posts sanctioned=01 No of posts filled =01 Regular 0+01 contract

One faculty was competent to teach public administration and related subjects to under graduate courses. They are experienced with adequate efficiency. They maintain accurate academic plans and impart teaching to students as per the academic plan and curriculum.

DEPARTMENT OF PUBLIC ADMINISTRATION

Particulars of Students Strength

For the Year 2016-2017

B.A. I Year

Group	Medium	2016-2017		
		Men	Women	Total
B.A.(HEOM)	Telugu	09	06	15

B.A. II year

Group	Medium	2016-2017		
		Men	Women	Total
B.A.(HEOM)	TELUGU	14	04	18

B.A. III year

Group	Medium	2016-2017		
		Men	Women	Total
B.A.(HEOM)	TELUGU	16	07	23

Particulars of Students Strength

For the Year 2017-2018

B.A. I Year

Group	Medium	2017-2018		
		Men	Women	Total
B.A.(HEOM)	Telugu	16	07	23

B.A. II year

Group	Medium	2017-2018		
		Men	Women	Total
B.A.(HEOM)	TELUGU	08	03	11

B.A. III year

Group	Medium	2017-2018		
		Men	Women	Total
B.A.(HEOM)	TELUGU	09	04	13

PARTICLARS OF STUDENT'S STRENGTH

For the Year 2018-2019

B.A. I Year

Group	Medium	2018-2019		
		Men	Women	Total
B.A.(HEOM)	TELUGU	-	-	-
B.A.(HPP)	TELUGU	21	04	25

B.A. II Year

Group	Medium	2018-2019		
		Men	Women	Total
B.A.(HEOM)	TELUGU	12	07	19
B.A.(HPP)	TELUGU	-	-	-

B.A. III Year

Group	Medium	2018-2019		
		Men	Women	Total
B.A.(HEOM)	TELUGU	05	03	08
B.A.(HPP)	TELUGU	-	-	-

PARTICULARS OF STUDENT'S STRENGTH

For the Year 2019-2020

B.A. I Year

Group	Medium	2019-2020		
		Men	Women	Total
B.A.(HEOM)	TELUGU	-	-	-
B.A.(HPP)	TELUGU	37	07	44

B.A. II Year

Group	Medium	2019-2020		
		Men	Women	Total
B.A.(HEOM)	TELUGU	-	-	-
B.A.(HPP)	TELUGU	12	02	13

B.A. III Year

Group	Medium	2019-2020		
		Men	Women	Total
B.A.(HEOM)	TELUGU	09	06	15
B.A.(HPP)	TELUGU	-	-	-

SOCIO-ECONOMIC STATUS OF STUDENTS:

For the Year 2016-2017

I Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	03	01	05	-	09
F	05	00	01	-	06
TOTAL	08	01	06	-	15

II Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	05	01	07	01	14
F	01	00	03	00	04
TOTAL	06	01	10	01	18

III Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	02	01	13	-	16
F	04	01	02	-	07
TOTAL	06	02	15	-	23

SOCIO-ECONOMIC STATUS OF STUDENTS:

For the Year 2017-2018

I Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	10	00	05	01	16
F	06	00	01	00	07
TOTAL	16	00	06	01	23

II Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	03	01	04	00	08
F	02	00	01	00	03
TOTAL	05	01	05	00	11

III Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	02	01	05	01	08
F	01	00	03	00	04
TOTAL	03	01	08	01	12

SOCIO-ECONOMIC STATUS OF STUDENTS:

For the Year 2018-2019

I Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	08	02	09	0	19
F	00	00	02	04	06
TOTAL	08	02	11	04	25

II Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	08	0	04	0	12
F	06	0	01	0	07
TOTAL	14	0	05	0	19

III Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	02	01	02	00	05
F	02	0	01	00	03
TOTAL	04	01	03	00	08

SOCIO-ECONOMIC STATUS OF STUDENTS:

For the Year 2019-2020

I Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	12	06	19	0	37
F	02	02	03	0	07
TOTAL	14	08	22	0	44

II Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	04	0	04	01	09
F	0	0	0	0	00
TOTAL	04	0	04	01	09

III Yr B.A T/M:

	SC	ST	BC	OC	TOTAL
M	05	00	04	01	10
F	05	00	01	00	06
TOTAL	10	00	05	01	16

DEPARTMENT OF PUBLIC ADMINISTRATION

TIME TABLE-2019-2020

DAY	I	II	III	1.00-1.30 LUNCH	IV	V	VI
	10.00-11.00	11.00-12.00	12.00-1.00		1.30-2.30	2.30-3.30	3.30-4.30
MON	BA IST PUB ADMN	BA -III OM - III			BA -III OM-3	BA 2 nd Pub-Admn	
TUE	BA IST PUB ADMN	BA -III OM - III			BA -III OM-3	BA 2 nd Pub-Admn	
WED	BA IST PUB ADMN	BA -III OM - III			BA -III OM-3	BA 2 nd Pub-Admn	
THU	BA IST PUB ADMN	BA -III OM - III			BA -III OM-3	BA 2 nd Pub-Admn	
FRI	BA IST PUB ADMN	BA -III OM - III			BA -III OM-3	BA 2 nd Pub-Admn	
SAT	BA IST PUB ADMN	BA -III OM - III			BA -III OM-3	BA 2 nd Pub-Admn	

Syllabus

OFFICE MANAGEMENT

Paper – I	Semester - I	Fundamentals of office Management
Paper – II	Semester - II	Principles and Practice of Management
Paper - III	Semester - III	Secretarial practice
Paper –I V	Semester - IV	Technology and Office Administration
Paper – V	Semester - V	Business Communication
Paper – V	Semester - V	Human Resource Management
Paper – VI	Semester - VI	Material Management
Paper – VI	Semester - VI	Organizational behavior

Syllabus

PUBLIC ADMINISTRATION

Paper – I	Semester - I	Basics of Public Administration
Paper – II	Semester - II	Development Dynamics and Emerging Trends
Paper - III	Semester r - III	Union Administration
Paper –I V	Semester - IV	State Administration and Emerging Issues
Paper – V	Semester - V	Human Resource Management
Paper – V	Semester - V	Rural Local Government
Paper r – VI	Semester - VI	Financial and Material resource Management
Paper – VI	Semester - VI	Public Office Administration

Work Load Details 2019-20

S.No	Course & Year	Workload of Theory Classes in Hrs per week	Total Workload in Hrs per week	INTERNAL SUBJECTS
1	B.A I SEM	05	05	00
2	B.A II SEM	05	05	00
3	B.A III SEM	04	04	00
4	B.A IV SEM	04	04	02
	TOTAL	18	18	02

TOTAL WORKLOAD/WEEK = **18+02** = 20

SANCTIONED POSTS & NUMBER OF LECTURERS = **01 & 01**

LIST OF THE TEACHING STAFF

Designation	Designation	Qualification & Specialization
1. G.MOHAN	HOD	M. A (public Administration)

ANNUAL ACADEMIC PLAN FOR CURRICULAR PROGRAMME FOR THE YEAR

2019-2020

<u>JUNE</u>	Annual Plan preparation, syllabus division, Time Table allotment
<u>JULY</u>	Admission process, class room activity
<u>AUGUST</u>	Assignments, Student seminars , Distribution of study material.
<u>SEPTEMBER</u>	Group Discussion seminars, Remedial, coaching,
<u>OCTOBER</u>	Supplementary examinations, Project work, conduct of workshop and seminars, Internal exam –I
<u>NOVEMBER</u>	Assignments, Quiz competitions, Student seminars, extension Lecture
<u>DECEMBER</u>	Term exams , Quiz competition , Student seminars , Field trip, University Theory Examinations.
<u>JANUARY</u>	Project work, Extension Lecture, work shop , Internal Examinations
<u>FEBRUARY</u>	Review of Syllabus completed, Conduct of Pre-Final Examinations,
<u>MARCH</u>	Study Hours
<u>APRIL</u>	P.G Entrance Examinations –Free Coaching and supplying material to the student

IB. PROFILE OF THE STUDENTS

1. Performance of the students (RESULTS)
2. Variations in the students' performance

KAKATIYA UNIVERSITY EXAMINATIONS-2018, WARANGAL

PAPER WISE RESULTS FOR THE YEAR 2016-2017

PAPER	NO. OF STUDENTS		
	Appeared	Passed	%
I SEM	09	07	77%
II SEM	08	07	87%
II YEAR	07	05	71%
III YEAR	17	17	100%
IIIYEAR	17	16	94%

KAKATIYA UNIVERSITY EXAMINATIONS-2018,
WARANGAL

PAPER WISE RESULTS
FOR THE YEAR 2017-2018

PAPER	NO. OF STUDENTS		
	Appeared	Passed	%
I SEM	18	12	66.66%
II SEM	19	15	78.54%
III SEM	07	07	100%
IVSEM	07	06	85.7%

**KAKATIYA UNIVERSITY EXAMINATIONS-2019,
WARANGAL**

PAPER WISE RESULTS

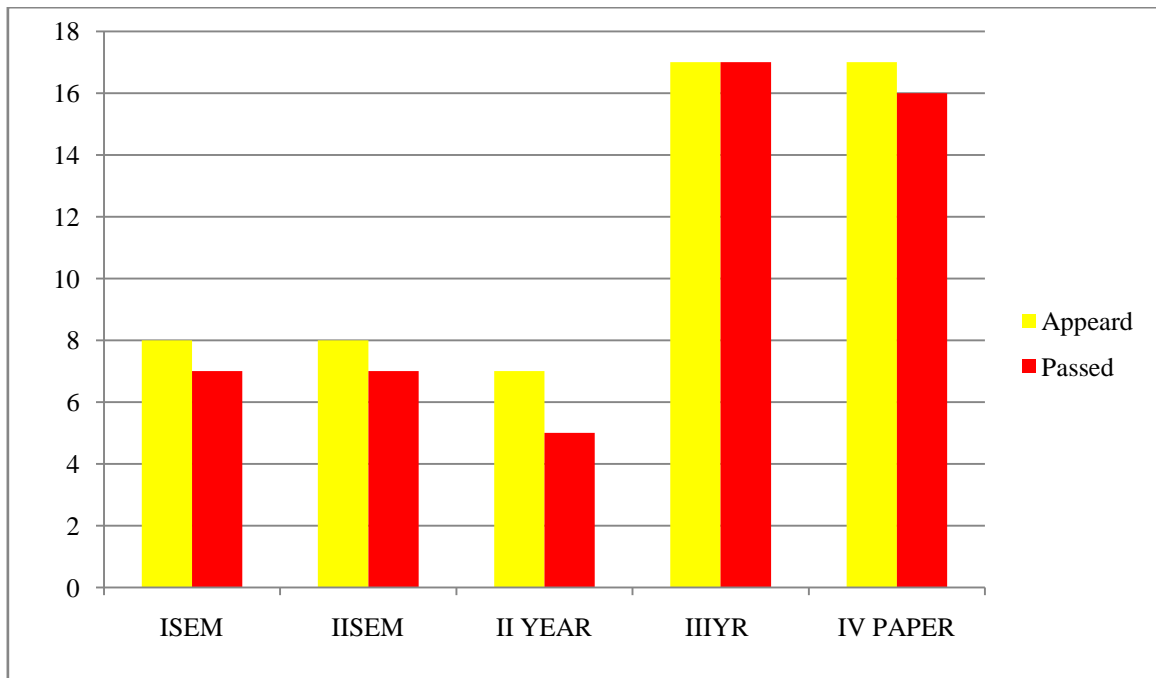
FOR THE YEAR 2018-2019

PAPER	NO. OF STUDENTS		
	Appeared	Passed	%
II SEM	12	10	83.33%
IV SEM	13	12	92.30%
VI SEM	07	07	100%
VI SEM	07	07	100%

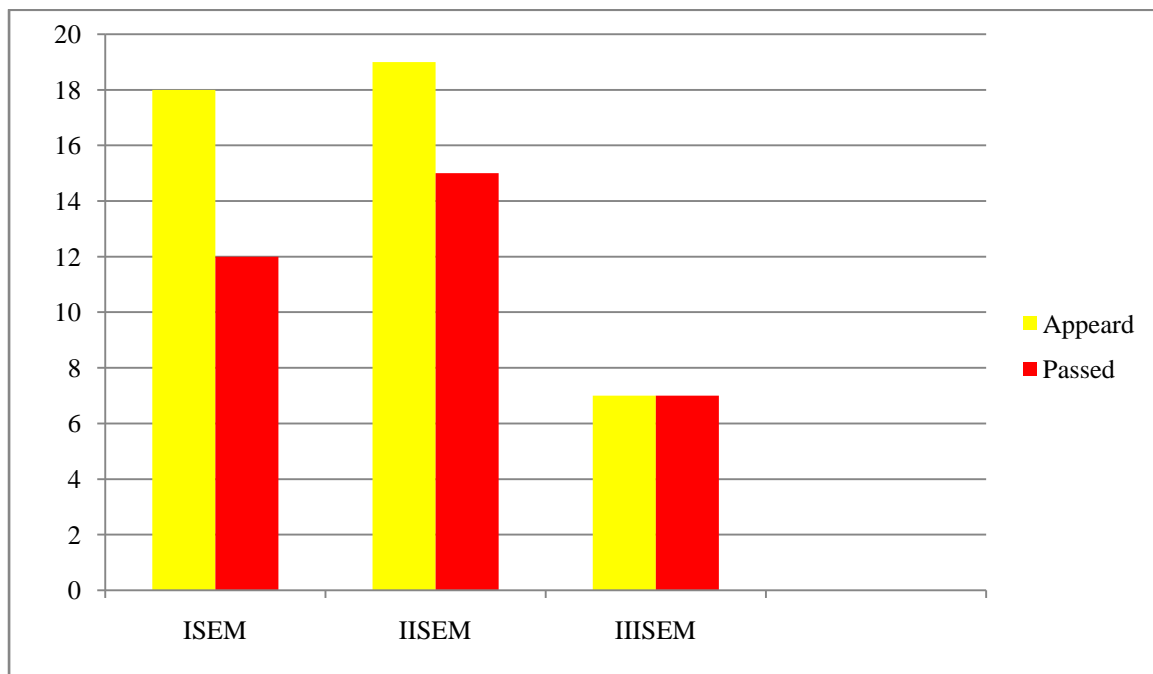
FOR THE YEAR 2019-2020

PAPER	NO. OF STUDENTS		
	Appeared	Passed	%
II SEM	26	20	76.92%
IV SEM	09	09	100%
VI SEM	12	12	100%
VI SEM	12	12	100%

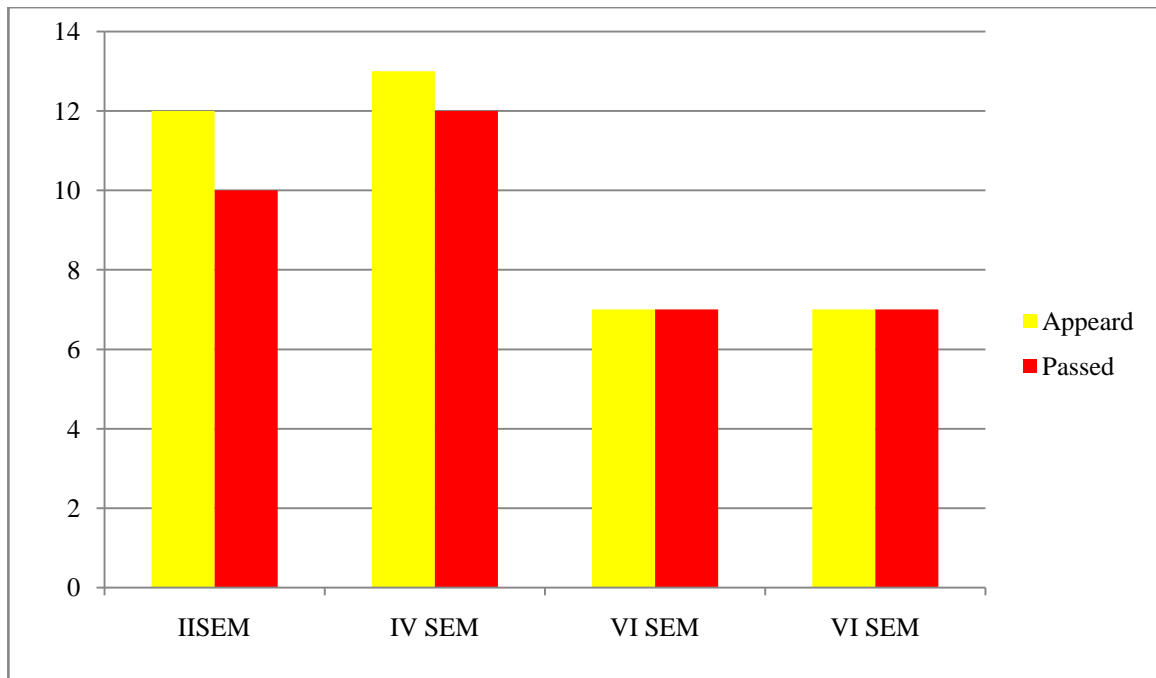
PAPER WISE RESULTS 2016-2017



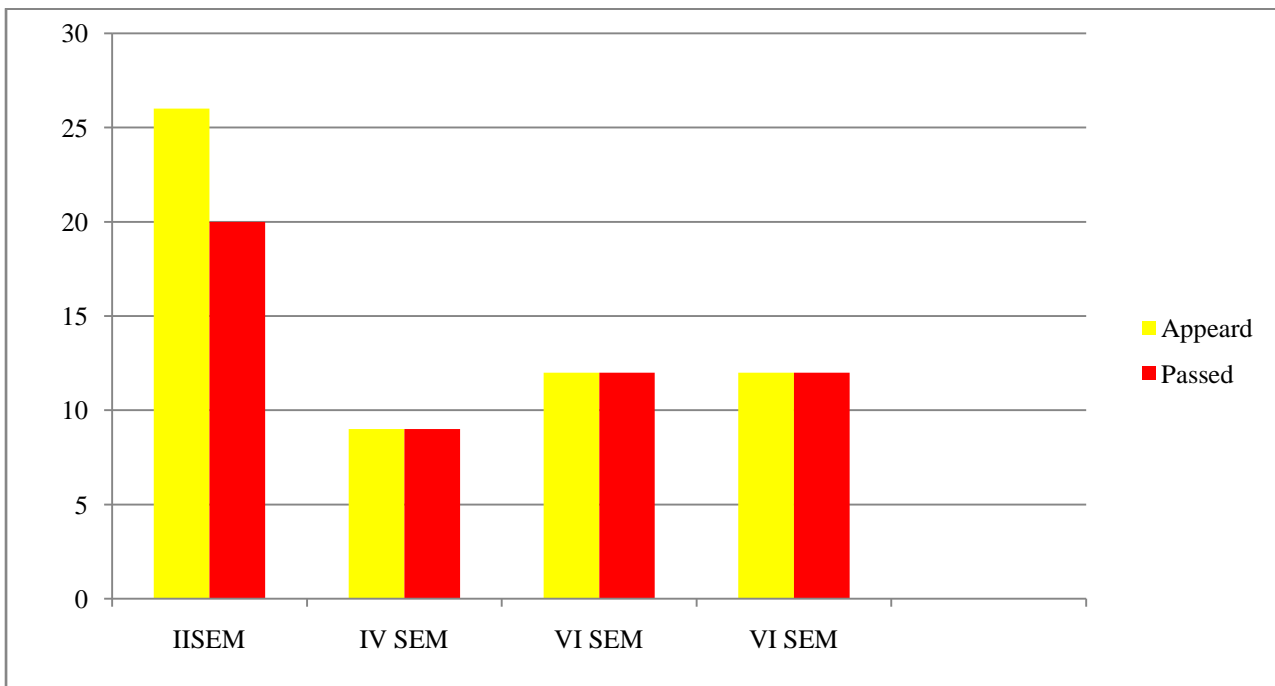
PAPER WISE RESULTS 2017-2018



PAPER WISE RESULTS 2018-2019



PAPER WISE RESULTS 2019-2020



II. TEACHING LEARNING & EVALUATION

- Teaching Diary & Lecture Plan
- Annual Academic Plan
- Course Material and Question Papers
- Class Room Seminars
- Quiz competition
- Remedial Coaching
- Study Projects
- Comparative Studies
- Guest Lectures
- Evaluation
- Additional Curriculum

a) Teaching Diary & Lecture Plan:

- These are maintained by every member of the department.
- Periodical checking up these records is taken up Once in a week by the in charge of the Department of Public Administration, once in a month by the principal.
- If there is any non coverage of syllabus due to unrepresented holidays, Remedial measures are suggested.

b) Annual Academic Plan:

- It is designed as per Almanac.

Study Material supplied to students.

- c) Certain important topics are identified; the study material is supplied to the students.

d) Question Paper:

- The question papers of the previous years are filed up. This file is circulated among the students and allowed not down the same.

e) Class Room Seminars:

- The bright students are identified and the topic of their choice from the curriculum is allotted to them to present the seminar under the supervision of the lecturer concerned.

f) Quiz Competitions:

- Quiz on Public Administration subject was conducted by selecting bright students (16 Members) and divided into four groups.
- Quiz Competition conducted for I, II, III, IV year Students.

Remedial Coaching:

After publication of the results, in the beginning of the academic year, the student's performances are assessed and students are categorized in to three types.

- a) Slow learners (failed candidates of B.A. I & II year papers)
- b) Medium learners – secured below 50% marks.
- c) Advanced learners-achieved 60% and above

For slow and medium learners are given assignments and a few from advanced learners are selected to do students project work. On the other hand for final year students who failed in second year and second year students failed in first year, the concentration is bestowed in teaching certain important and hare topics under remedial coaching in zero hours and general holidays.

The details of remedial coaching are recorded and tabulated in the enclosed proforma.

2. FIELD TRIPS:

- As part of the field trip, the students of I year BA Ist,II nd visited to Andhra Bank,HDFC bank, TSSWRE highschool at Bellampally mandal.
- A batch of 05 students of BA. III year visited to HDFC Bank Bellampally.
- A batch of BA II yr visited the Telangana social welfare residential school ,Biometric attendance system,Bellampally

3. EVALUATION:

The methods adopted for the evaluation of the students are

- a) Conducting internal exams.
- b) Assignments
- c) Seminars
- d) Quiz competitions.
- e) Group Discussion.

LIST OF STUDY MATERIAL SUPPLIED TO STUDENTS

Sl. No.	CLASS	PAPER	NAME OF THE TOPIC
01	B.A. III Year	V SEM	Business communication
02	B.A. III Year	VSEM	Human Resource management
03	B.A. III Year	VI SEM	Material management
04	B.A. III Year	VI SEM	Organizational Behavior
05	B.A. II Year	III SEM	Principles and Practice of Management
06	B.A. II Year	IVSEM	Secretarial practice
07	B.A. I Year	II SEM	Public Office Management
08	B.A. I Year	I SEM	Office Management

ADDITIONAL CURRICULUM

III –BIO- DATA OF THE TEACHING STAFF

BIO-DATA OF TEACHING STAFF:

S.No.	Name of the Faculty	Designation	Qualifications	Regular /Contract	Specialization	Length of service
1	G. MOHAN	HOD	M.A. (Pub Admn).	CONTRACT	Rural Development	18 Years

INDIVIDUAL PROFILE

BIO-DATA

Name : G.MOHAN
Father Name : RAMULU
Date of birth : 10/06/1971
Qualification : M.A. (Pub-Admn),
Designation : Lecturer in public Administration
Place of work : Govt. Degree College Bellampally.
Date of appointment : 11/07/2001
Experience : 18 years
Address : 13-2-74, Babucamp, Bellampally,
Dist. Mancherial.

Achievements:

6. Teaching Experience : 19 Years

➤ 19Years as Contract Lecturer in Govt. Degree College at Bellampally, Mancherial Dist.

7. Experience as NSS

- : ➤ NSS Voluntary in the student life at Lal Bahadur College, Warangal from 1991-1994
- One year served as a National Service Volunteer at Adilabad Dist from 1995-1996
- : ➤ Organized 8 Special Camps in the Rural Areas

8. Camps Organized

➤ Personally Donated Blood for 30 times

9. Awards & Felicitations

- Organized 5 Eye Camps with Collaboration of Lines Club and other Voluntary Organizations.
- : ➤ Best N.S.S Volunteer by Lal Bahadur College, Warangal in the year 1994 Warangal
- N.S.S Merit Certificate is awarded by N.S.S Cell KU Awarded Merit Certificate Presented by Vice Chancellor for the period from 1991-1994.
- National Service Volunteer by NSS Cell K U IN Adilabad Dist from 1994-1996
- District best youth award awarded by Yuva Kendra, Presented by the District Collector Adilabad in 1998.
- District best Social Service award awarded by District Youth Welfare Officer Presented the District Collector Adilabad in 1988.
- District Best Youth Club Award to the President of Sangamitra Youth Club Awarded by Nehru Yuva Kendra Presented by the District Collector Adilabad in 1988.
- True Indian Fellowship Award Awarded (Babu Jagjeevan Ram Purskar) by A.P Dalitha Kala Mandal in 2011.
- Best citizen of Andrapradesh- 2013 Award Awarded by A.P State Cultural Awareness Society, Presented by the Vice Chancellor of Dravidian University Kappa at Vishakapatnam in 2013.
- Best Blood Doner Award Awarded by Red Cross Society Mnacherial, Presented by The Sub-Collector, Mancherial in 2011.
- YPPTA Award to the President of Sangamithra Youth Club, Awarded by Nehru Yuva Kendra, A.P, Presented by the Governor of Andrapradesh Sri .N.D.Thiwarry jee in 2007.

- Best Social Service Puraskar award Awarded By District Cultural Federation Adilabad, Presented by the District Education Officer
- JANMABHOOMI Social Service Certificate Of Appreciation' Awarded by the District Collector Adilabad in the year 1998.
- JANMABHOOMI Social Service Certificate Of Appreciation' Awarded by the District Collector Adilabad in the year 1999.
- Social Service Certificate of Appreciation:" Awarded by the District Collector Adilabad 26 th August 2008.
- Appreciation Certificate issued by Forest Department, Govt, Of Andhra Pradesh for the Preparation of Micro plan for Vanasamrakshan Samithi.
- Received Appreciation Certificate issued by Various organizations for Blood Donations on Various platforms (30 times).
- District Best NSS Programme Officer Certificate of Appreciation Awarded by the District Collector, Adilabad on 15th August 2013.
- Best Teacher Appreciation Certificate Awarded by Sri Sathya Sai Seva Samithi, Bellampally.
- UGADI PURSKAR AWARD awarded by Vasavi Club International in Bellampally Town.
- Social Service 'Certificate of Appreciation' Awarded by the Chief Executive Officer, STEP And Youth service department Adilabad on, January 2015.
- Best Social Worker Certificate of Appreciation awarded by the Collector in the eve of Telangana Formation day 2nd JUNE 2015 IN Bellampally Mandal Level.

- Certificate of apperception award by the Dist Collector and Superintendent of Police in The eve of GODAVARI MAHA PUSHKARALU-2015 for good service.
- Social Service ‘Certificate of Apperception’ Awarded by the Chief Executive Officer ,STEP And Youth Service department Adilabad on 12 th January 2016.
- Kakatiya University Level Best NSS Programme Officer Certificate of Apperception Awarded by the Ex-Vice Chancellor of Katiya University on 24 Sept 2015 on NSS Day.
- Certificate of Appreciation Awarded by the T JAC Chairman Prof. Kodanda Ram for active Participation in the Telangana Movement.

10. Training Programmes

- : Participated in NSS Orientation Training Programme at U.T.O.C, Andhraparadesh, Vishakapatnam From 06-11-2012 to 12-11-2012

11. Other Activities

- : ➤ Participated in all Janma Bhoomi Programs “NEERU-MEERU” ADULT Education” organized by the State Government of Andhra Pradesh.
- I running a Sanga Mithra Youth Club at Bellampally of Adilabad District with Youth Voluntary Organization since 1996 to till date.
- Also running a Library in the Name of “GNANA MITHRA GRANDHALAYAM” At Bellampally.
- As a Vice President running a ‘AMMA ANADHA SHARANALAYAM’ for orphans at Bellampally.
- Life Member in Red Cross Society of Adilabad District.
- Advisory Committee Member Community Development through Polytechnic in Govt Polytechnic College, Bellampalli.

IV –STUDENTSUPPORT & PROGRESSION

STUDENT SUPPORT AND PROGRESSION

- For each class a staff member is appointed as counselor.
- Ward Registers are maintained.
- Bio-data of the students is procured.
- Consolidated Attendance is recorded.
- Parents are informed about the progress of the students.
- Unit tests marks are recorded.
- The in-charges are in constant contact with students to solve their problems.
- The members of this department drafted as ward counselors.

Sl. No.	NAME OF THE LECTURER	CLASS
1	G.MOHAN	BA I ,II -III YR

V. ORGANISATION AND MAGEMENT

ORGANIZATION AND MANAGEMENT

The following measures are adopted for effective Organization and supervision.

1. Departmental meetings are conducted
2. Academic plans are prepared.
3. Individual time table and syllabus division are allotted.
4. Maintenance of Academic Registers
 - a) Teaching Dairy
 - b) Synopsis
 - c) Attendance Registers
 - d) Central Marks Register
5. Conduct of Unit Tests.
6. Review of the syllabus coverage-Remedial Measures
7. Maintenance of Stock Register- Annual Verification of Stock.

VI. HEALTHY PRACTICES

HEALTHY PRACTICES

As the most of the programmes are collectively organized by the college through constituting the committees, the Department is Motivating the student participating the programmes like

- A) Participation in the blood donation camp
- B) AIDS – Awareness
- C) Health Awareness
- D) NSS Activities
- E) Clean & Green Activities
- F) Haritha Haram Programmes