

2	DSC	2	4	08
3	DSE	2(Among Three Optional)	4	08
4	Total	4		36
5	GE	2	6	12

BAI 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

BA107 Semester-

I: Basics of Public Administration 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 Likert

Module-V: Ecological and Social Justice Approaches

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

BA207 Semester-II: Development Dynamics and Emerging Trends

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-I

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

Module-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- I, the learners 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.

BAII Year

Course-

II: Indian Administration The Objective

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.

BA307 Semester-III: Union

Administration Module-I: Historical Background

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

Module-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

Module-III: Center-State Relations

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

Module-IV: Constitutional and Other National Bodies

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

Module-V: Public Enterprises in India

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

BA III Year

Course-

III: Human Resources Management The Objec

tives 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.

BA507 Semester-

V: Human Resources Management Module-

I: Nature of Human Resource Management

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

Module-II: Office Management

- a. Concept and Principles of Office Management
- b. Job Analysis, Job Description, Recruitment and Promotion
- c. Compensation Administration- Wage, Pay and Pay Commissions

Module-III: Human Resource Development

- a. Performance and Competency Mapping System
- b. Employee Capacity Building Strategies- Training
- c. Total Quality Management and Productivity Management

Module-IV: Emerging Trends

- a. Redressal of Employee Grievances
- b. Rightsizing, Outsourcing and Consultancies
- c. Interpersonal Skills