

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 Telanganastate

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

BA III Year

Course-II: Indian Constitution and Administration (GE)

BA502

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.

Module 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

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

Module V: Social and Welfare Administration in India

- a) Reservations for SC, ST and Backward classes
- b) National SC and ST Commission; Women's Commission
- c) Minorities Commission and Human Rights Commission

BAIII Year

Course-

III: Human Resources 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.

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