

Government of Telangana, Collegiate Education,
M.A.L.D. GOVT. DEGREE COLLEGE,
GADWAL – 509125,

Jogulamba Gadwal Dist., Telangana State

NAAC Re-accredited with “B” Grade,

Affiliated to Palamuru University

DEPARTMENT OF PUBLIC ADMINISTRATION



DEPARTMENTAL PROFILE

Head of the Department

Sri.K.Sukumar, M.A, M.Phil, NET, Ph.D.

Assistant Professor of Pub. Administration

Phone: 915806699

IQAC - Coordinator

Sri.V.Manoj Kumar,

M.Sc , B.Ed, SET.,

Principal

Dr.D. Sreepathi Naidu,

M.A, B.Ed, Ph.D.,

Phone: +91-8546-272240, 915806699 E-mail: maldgadwal.iqac@gmail.com

Website: <https://gdcts.cgg.gov.in/gadwal.edu>

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M.A.L.D. Govt. Degree College, Gadwal – 509125,



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DEPARTMENT OF PUBLIC ADMINISTRATION

NAAC -2022



Sri.K.Sukumar, M.A, M.Phil, NET, Ph.D.

Assistant Professor of Public Administration

Phone: +91-8546-272240, 915806699

E-mail: maldgadwal.iqac@gmail.com

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The Public Administration Department was started in this College for the first time in 1960 with students' strength of 30 in the B.A. EPP Course. At first the college comprised of both PUC and degree courses as a Composite College. At that time the medium of instruction was in English only. In 1969-70 all the subjects were begun to be taught in Telugu only.

The College was bifurcated into Govt. Jr. College, Gadwal and M.A.L.D. Govt. Degree College, Gadwal in August, 1996.

The Degree College offered Sciences, Arts, Commerce and Computer courses in the degree level. The Public Administration Department has one course namely EPP in Telugu Medium. The total strength of the students in the first, second and third year classes is. The Strength of the lecturers in this department is one only.

Most of the students of this College belong to S.C., S.T. and B.C. categories with rural background, poor academic background and very poor economic condition. They are given good education in this college and by the time they leave the college their academic standard is very much improvised.

The Dept. is strictly adhered to the academic schedule as per the almanac of the Palamuru University apart from the syllabus. The Public Administration Department is always trying to enlighten students on the local, regional and national issues of Public Administration and Indian Administration, Administrative Charges and developments in the state level, National level and International level by referring to the News papers and Magazines.

The Staff of the Dept. maintains Academic Records such as attendance registers of the students, teaching diary, synopsis of the contents in the syllabus and teaching notes and other study materials for the benefit of the students. The Dept. also prepares an annual academic plan with different programmes to have move systematic approach while importing the subject to the students.

The Departmental meeting is held at the beginning of the academic year and whenever necessary pertaining to the academic and co curricular activities and the same is recorded in the department's minute book.

Some important Public Administration Lecturers who had worked in the yester

Years are as follows:-


- | | | |
|----|----------------------|-------|
| 1. | Sri. Kanakaiah | 1973 |
| 2. | Sri. M.Tukaram | 1973 |
| 3. | Sri. N.L. Vidyasagar | 1974 |
| 4. | Sri. P.Papi Reddy | 1976 |
| 5. | Sri. M.Venkataiah | 1976 |
| 6. | Sri. M.Veerabhadrapa | 1979 |
| 7. | Sri. Shyamsunder Rao | 1996 |
| 8. | Sri S.Ashrat Hussain | 2013. |

II. Staff Particulars:-

| Sl.No. | Name and Designation | Educational Qualification | No. of Posts | Workload | Service |
|--------|---|---|--------------|-------------|-----------|
| 01 | Sri.K.Sukumar , Assistant Professor | M.A,M.Phil,NET, Ph.D., | 01 | 20 | |
| 01. | Dr. Md.Shafiq Ahmed Lecturer in Public Admin. | M.A.,Ph.D. Pub. Admin. Specialization Financial Administration. | 01 | 20 Hours | 8 Year |

Faculty Details proforma

(PLEASE FILL THIS IN AND Email it to 1gadwal.jkc@gmail.com)

| | | | | | | |
|--|------------------------------------|--|-----------|------------------|---------------------|---|
| Title | Prof./Dr./Mr. /Ms./Mrs. | First Name | MD | Last Name | Shafiq Ahmed | Photograph |
| Designation | | Lecturer | | | |  |
| Address | | H-No.30-136/3, Maremmakunta, Wanaparthi-509 103. Mahabubnagar District. | | | | |
| Phone No | Office | | | | | |
| Residence | Mobile | 9949464225 | | | | |
| Email | Web-Page | Shafiqahmed.mohd@gmail.com | | | | |
| Educational Qualifications | | | | | | |
| Degree | Institution | | | Year | | |
| Ph.D. | Osmania University | | | 2012 | | |
| M.Phil. / M.Tech. | | | | | | |
| PG | Osmania University | | | 2001-2003 | | |
| UG | Osmania University | | | 2000 | | |
| Any other qualification | | | | | | |
| Career Profile | | | | | | |
| <p>1. No. of Seminars attended with details</p> <p style="margin-left: 20px;">a) National : 1. National Seminar on "Rural Governance in India : Emerging Dynamics" Held on 30-31st March, 2007 at PG College, Secunderabad.</p> <p>2. Attend the Two Day National Seminar on Human Development & Women Empowerment: Issues & Strategies, held on 29th & 30th November, 2013 at MALD Govt. Arts & Science College, Gadwal, Mahabubnagar District.</p> <p>3. No. of Papers presented</p> <p style="margin-left: 20px;">a) National :</p> <p style="margin-left: 40px;">1. "Modes of Agricultural Crisis Primary Challenge of Food Security" Held on 22nd & 23rd January, 2013 at N.T.R. G.D.C.(Women), Mahabubnagar.</p> <p style="margin-left: 40px;">2. "Administrative steps is India towards Biodiversity". Held on 27&28th January, 2013 at PG & Degree College (M), Wanaparthi, Mahabubnagar</p> <p style="margin-left: 40px;">3. "Good Governance and Women Empowered" Held on 28&30th November, 2013 at M.A.L.D. Govt. Degree College, Gadwal, Mahabubnagar District.</p> | | | | | | |

3. No. of papers published with ISSN No.

a) Global Reasearch Journal – ISSN 2278-1536

b) YOJANA Monthly Journal ISSN 2278-1536

c) YOJANA Monthly Journal ISSN 0091:8729.

4. No. of Guest Lectures given :

a) Guest Lecture given in GDC (M) Wanaparthy.

Topic: Lokpal.

b) Guest Lecture given in Gayathri B.Ed. College

Topic: Administrative Leadership.

5. No. of workshops/ training programmes attended

a) The participation in 3 Days workshop on Research Methodology in Social Sciences Humanities held at ICSSR Hall, O.U. Hyderabad.

b) District Level workshop on “Electing a Good Public Representative and The role of Voters “ conducted by IQAC,
Dept. of Public Administration & Political Science at MALD Govt. Degree College,
Gadwal.

Administrative Assignments

NSS Unit – I Programme Officer
Class Teacher of B.A. (EPP) III Year Group.
Member of Discipline Committee
Member of Home Exams Committee.
Member of Micro Biology Committee.
Member of M.P.Cs. Computer Lab Committee.

Areas of Interest / Specialization

Human Rights and Administration, Financial Administration.

Subjects Taught

I. Intruduction to the Public Administration.

II. Indian Administration.

III. Management of Resource

IV. Local Governments.

Research Guidance

List against each head (If applicable)

1. *Supervision of awarded Doctoral Thesis*
2. *Supervision of Doctoral Thesis, under progress*
3. *Supervision of awarded M.Phil dissertations*
4. *Supervision of M.Phil dissertations, under progress*

Publications Profile

List against each head(If applicable) (as Illustrated with examples)

1. *Books/Monographs (Authored/Edited)*
2. *Research papers published in Refereed/Peer Reviewed Journals*
3.
 - a) *Research papers published in Academic Journals other than Refereed/Peer Reviewed Journals*
 - b) *Research papers published in Refereed/Peer Reviewed Conferences*
 - c) *Research papers Published in Conferences/Seminar other than Refereed/Peer Reviewed Conferences*
4. *Other publications (Edited works, Book reviews, Festschrift volumes, etc.)*

Conference Organization/ Presentations (in the last three years)

List against each head(If applicable)

1. *Organization of a Conference*
2. *Participation as Paper/Poster Presenter*

Research Projects (Minor/Major Grants/Research Collaboration)

Awards and Distinctions

Osmania University Awarded Ph.D. Degree.

Association With Professional Bodies

1. *Editing Editorial Board Member for the National Seminar on Women Empowerment.*

2. *Reviewing*
3. *Advisory*
4. *Committees and Boards*
5. *Memberships*
6. *Office Bearer : District Co-Ordinator Contract Lecturers Association, Mahabubnagar.*

Other Activities

Shahig Ahmed

Signature of Faculty Member

COURSES OFFERED

This college offers the following courses with Public Admn. as one of the subjects:

| | | |
|-----|------------------|---|
| B.A | H.E.P - EM & TM | History, Economics, Political Science |
| | E.P.P. - EM & TM | Economics, Political Science, Public Administration |
| | HPP - - EM & TM | History, Political Science, Public Administration |
| | EHPA - EM & TM | History, Economics, Public Administration |

STUDENT STRENGTH PARTICULARS FOR THE ACADEMIC YEAR 2015-16

| SL No | GROUP | Medium | San. Stg. | SC | ST | BC-A | BC-B | BC-C | BC-D | BC-E | OC | Muslims | TOTAL | PHC |
|--------------|----------|--------|-----------|----|----|------|------|------|------|------|----|---------|-------|-----|
| 1 | I BA EPP | TM | | 27 | 2 | 27 | 22 | - | 19 | 8 | 5 | - | 110 | |
| TOTAL | | | | 27 | 2 | 27 | 22 | - | 19 | 8 | 5 | - | 110 | |

Abstract : 2016 – 2017

| SL No | GROUP | Medium | San. Stg. | SC | ST | BC-A | BC-B | BC-C | BC-D | BC-E | OC | Muslims | TOTAL | PHC |
|--------------------|----------|--------|-----------|----|----|------|------|------|------|------|----|---------|-------|-----|
| 1 | I BA EEP | TM | | 14 | 3 | 16 | 9 | | 14 | 2 | 1 | | 59 | |
| Grand Total | | | | 14 | 3 | 16 | 9 | | 14 | 2 | 1 | | 59 | |

Abstract : 2017-18

| SL No | GROUP | Medium | San. Stg. | SC | ST | BC-A | BC-B | BC-C | BC-D | BC-E | OC | Muslims | TOTAL | PHC |
|--------------------|----------|--------|-----------|----|----|------|------|------|------|------|----|---------|-------|-----|
| 1 | I BA EEP | TM | | 13 | 01 | 24 | 10 | | 09 | 2 | | | 59 | |
| Grand Total | | | | 13 | 01 | 24 | 10 | | 09 | 2 | | | 59 | |

Abstract: 2018 – 2019

| SL No | GROUP | Medium | San. Stg. | SC | ST | BC-A | BC-B | BC-C | BC-D | BC-E | OC | Muslims | TOTAL | PHC |
|--------------|-----------|--------|-----------|-----------|----------|-----------|-----------|------|-----------|-----------|-----------|---------|------------|-----|
| 3 | I BA EPPA | EM | | 4 | 0 | 9 | 4 | | 3 | | 1 | | 21 | |
| 4 | I BA EPPA | TM | | 3 | 0 | 8 | 8 | | 5 | | 1 | | 25 | |
| 5 | I BA HEPA | EM | | 1 | 0 | 1 | 2 | | 1 | | | | 5 | |
| 6 | I BA HEPA | TM | | 1 | 0 | 15 | 6 | | 1 | 1 | 1 | | 25 | |
| 7 | I BA HPPA | EM | | 2 | 0 | | | | | | 1 | | 3 | |
| 8 | I BA HPPA | TM | | 5 | 0 | 3 | 10 | | 3 | 2 | | | 23 | |
| TOTAL | | | | 16 | 0 | 36 | 30 | | 13 | 03 | 04 | | 102 | |

Abstract : 2019 – 2020

| No | GROUP | Medium | San. Stg. | SC | ST | BC- A | BC- B | BC- C | BC- D | BC- E | OC | Muslims | TOTAL | PHC |
|--------------|-----------|--------|-----------|-----------|----|-----------|-----------|-------|-----------|-----------|-----------|---------|-----------|-----|
| 3 | I BA EPPA | EM | | 1 | | 1 | 1 | | 2 | | | | 5 | |
| 4 | I BA EPPA | TM | | 5 | | 9 | 2 | | 4 | 1 | | | 21 | |
| 5 | I BA EPCA | EM | | | | 1 | 1 | | | | 1 | | 3 | |
| 6 | I BA HPPA | TM | | 20 | | 2 | 2 | | 2 | 1 | | | 27 | |
| TOTAL | | | | 26 | | 13 | 06 | | 08 | 02 | 01 | | 56 | |

DEPARTMENT OF PUBLIC ADMINISTRATION

Annual Plan for the Academic Year: 2020-2021

| S.No. | Month/ Year | Week | Activity | Description |
|-------|-------------|--------|---|--|
| 1 | June | 2-Week | Preparation of Academic Plan Calendar and Admission work | 1.Preparation of Departmental Time Table 2. Maintaining the Attendance Registers up to date |
| | | 3-Week | Commencement of II Year Classes | Preparation of Annual Curricular & Extra Curricular Activities |
| | | 4-Week | Analysis of Annual Results 2018-19 | Subject wise |
| 2 | July | 1-Week | 1. Orientation Classes for I Year Students. 2.Commencement of I Year Classes | Familiarize the freshers regarding College Activities, Facilities available in the College premises, Students Seminars, Field work and Field trip, Project work and rules and regulations. |
| | | 2-Week | Door Selection | Anti Ragging Activities in the college campus |
| | | 3-Week | 1.Class Representatives Elections 2.Student Activities | Organize a Seminar on Anti-Ragging Activities in the College Campus |


| | | | | |
|---|-----------|------------|--|---|
| | | 4-Week | Welcome Party Celebrations | Conducting related programmes |
| 3 | August | 1- Week | Extension Activities I-Unit Test | 1.Assignments given to Students 2. Arranging Extension Lecture – 1 |
| | | 2-Week | Essay Writing, Elocution competitions. | Conducting Essay writing and Elocution Competition on the eve of Independence Day. Starting a Certificate Course. |
| | | 3 & 4Week | | Marks Registers shall be maintained as per the CCE given Performa |
| 4 | September | 1-Week | Internal Evaluation I-t | Preparation of Teachers evaluation reports and documents |
| | | 2-Week | Co-curricular activities | Student Seminars |
| | | 3 & 4 Week | Group discussions Assignments | Marks registers shall be maintained as per the given Performa |
| 5 | October | 1-Week | Class work | |
| | | | Commencement of class work. | Regular class work as per Time Table |
| 6 | November | 1-Week | Co-curricular Activities | Group Discussion session. Arranging a seminar. |

| | | | | |
|----|----------|--------|-------------------------------|---|
| | | 2-Week | Internal Test: II | Marks Registers shall be maintained as per the CCE Performa |
| | | 3-Week | Co-curricular Activities | Student Seminars |
| | | 4-Week | Extension Lecture | Arranging an extension Lecture-2 |
| 7 | December | 1-Week | Regular Class Room Activities | Preparing the students for Half Yearly Exams |
| | | 2-Week | Semester Examinations | Conduct the semester exams for all students |
| | | 3-Week | Departmental Meeting | Reviewing the action plan and updating the marks register |
| | | 4-Week | Regular Class Activities. | |
| 8 | January | 1-Week | Extension Lecture | Arranging an Extension Lecture-3 |
| | | 2-Week | Regular Class-work | Introduction of syllabus |
| | | 3-Week | Regular Class-work | |
| | | 4-Week | Regular Class-work | |
| 9 | February | 1-Week | Regular Class Room Activities | For Public Admn. group |
| | | 1-Week | Internal exams | For Public Admn. group |
| | | 2-Week | Regular Class work | |
| | | 3-Week | Regular Class work | For Public Admn. group |
| | | 4-Week | Doubts should be cleared | For Public Admn. group |
| 10 | March | 1-Week | Activities | |
| | | 2-Week | Internal Exams | |
| | | 3-Week | Class work | |

| | | | | |
|--|-------|--------|--------------------|--|
| | | 4-Week | Class Work | |
| | April | | End Semester Exams | |

Shafiq Ahmed

DR.Md.Shafiq Ahmed
Lecturer in Public Administration
M.A.L.D.Govt.Degree College, Gadwal


PRINCIPAL
"A.L.D. Govt. Arts & Science College"
G A D W A L - 509 125

CURRICULUM

The department follows the curriculum prescribed by the Palamuru University. The department strictly adheres to the academic schedule and almanac prescribed by “Palamuru University” to which it is affiliated.

Additional inputs are added to the curriculum to enrich the curriculum. The department has identified that Listening and Innovative Skills are not given due importance in the prescribed syllabus. Hence creation of Listening and speaking environment is given high priority and this has been the department’s best practice as it has brought noticeable change in teaching and learning process.

BRIDGE COURSE

The student intake is mostly from those with a rural background and as such special attention is paid for the development of their social skills by taking special classes for a week soon after their admission to bridge the gap and bring them to the desired level.

REMEDIAL CLASSES

Remedial classes are usually taken for the students who fail in the exam. The department has been getting very good results in the university exams for taking remedial classes. The department has been successfully conducting Remedial classes for the five years.

ASSIGNMENTS AND STUDY PROJECTS

Department make the students work independently by giving them assignments periodically. Special assignments are given to weak students. Bright students are identified and involved in study projects in order to instil in them an aptitude towards research. Some of the study projects our students have carried out are:

1. Kalyana Lakshmi - Srikanth.
2. Sukanya Samrudhi Yojana.

EXTENSION LECTURES

The department organizes extension lectures periodically in order to expose the students to the latest developments in the field. The department has been maintaining very good relations with a few lecturers who are ready to lecture any time for the benefit of the students.

RECORDS

The department has been maintaining all the records as suggested by Palamuru University and Commissionerate of Collegiate Education from time to time. The records include Attendance Registers, Teaching Diaries, Teaching Notes, Marks Registers, Annual Academic Plan, Annual Departmental Plan etc. The progress of the academic work is ensured by conducting regular Departmental Meetings.

LIBRARY

The department has been maintaining the Library Books related to Public Administration books available in Library. Further the department has few books which are shared with the students. The department has been providing printed study material to the students at free of cost.

CERTIFICATE COURSE

The department has been offering free Certificate Course in INNOVATIVE LEADERSHIP successfully for 2017-2018 academic years.

EVALUATION

The department conducts slip tests, seminars, group discussions besides the internal exams every year to monitor the progress of the students and prepare them for the University examination promptly and the performance of the students is reviewed in the class room. Regular guidance and counselling is provided to the slow learners in and outside of the class room.

FACULTY PROFILE, ADEQUACY AND COMPETENCY OF FACULTY

Teaching posts sanctioned and filled
(Professors/Associate Professors/Asst. Professors)

| | Sanctioned | Filled |
|----------------------------|------------|--------|
| Professor | - | - |
| Associate Professors | - | - |
| Asst. Professors(Lecturer) | 1 | 1 |
| Guest Lectures | - | - |
| Contract Lecture | - | - |

Faculty Details with name, qualification, designation, specialisation (D.Sc./D.Litt./ Ph.D. /M.Phil. etc.)

| Name | Qualification | Designation | Specialization | No. Of Years of Experience | No. Of Ph.D. students guided in the last 4 years |
|--------------------|---------------|-------------------|----------------|----------------------------|--|
| Dr.Md.Shafiq Ahmed | M.A., PhD | Contract Lecturer | Human Rights | 18 | - |

Annual Plan for the Academic Year 2019-20:

| S.No. | Month/ Year | Week | Activity | Description |
|-------|-------------|--------|---|--|
| 1 | June | 2-Week | Preparation of Academic Plan Calendar and Admission work | 1.Preparation of Departmental Time Table 2. Maintaining the Attendance Registers up to date |
| | | 3-Week | Commencement of II Year Classes | Preparation of Annual Curricular & Extra Curricular Activities |
| | | 4-Week | Analysis of Annual Results 2018-19 | Subject wise |
| 2 | July | 1-Week | 1. Orientation Classes for I Year Students. 2.Commencement of I Year Classes | Familiarize the freshers regarding College Activities, Facilities available in the College premises, Students Seminars, Field work and Field trip, Project work and rules and regulations. |
| | | 2-Week | Door Selection | Anti Ragging Activities in the college campus |

| | | | | |
|---|-----------|-----------|---|--|
| | | 3-Week | 1.Class Representatives Elections 2.Student Activities | Organize a Seminar on Anti-Ragging Activities in the College Campus |
| | | 4-Week | Welcome Party Celebrations | Conducting related programmes |
| 3 | August | 1- Week | Extension Activities I-Unit Test | 1.Assignments given to Students 2. Arranging Extension Lecture – 1 |
| | | 2-Week | Essay Writing, Elocution competitions. | Conducting Essay writing and Elocution Competition on the eve of Independence Day. Starting a Certificate Course. |
| | | 3 & 4Week | | Marks Registers shall be maintained as per the CCE given Performa |
| 4 | September | 1-Week | Internal Evaluation I-t | Preparation of Teachers evaluation reports and documents |
| | | 2-Week | Co-curricular activities | Student Seminars |

| | | | | |
|---|----------|------------|----------------------------------|---|
| | | 3 & 4 Week | Group discussions Assignments | Marks registers shall be maintained as per the given Performa |
| 5 | October | 1-Week | Class work | |
| | | | Commencement of class work. | Regular class work as per Time Table |
| 6 | November | 1-Week | Co-curricular Activities | Group Discussion session. Arranging a seminar. |
| | | 2-Week | Internal Test: II | Marks Registers shall be maintained as per the CCE Performa |
| | | 3-Week | Co-curricular Activities | Student Seminars |
| | | 4-Week | Extension Lecture | Arranging an extension Lecture-2 |
| 7 | December | 1-Week | Regular Class Room Activities | Preparing the students for Half Yearly Exams |
| | | 2-Week | Semester Examinations | Conduct the semester exams for all students |

| | | | | |
|----|----------|--------|-------------------------------|---|
| | | 3-Week | Departmental Meeting | Reviewing the action plan and updating the marks register |
| | | 4-Week | Regular Class Activities. | |
| 8 | January | 1-Week | Extension Lecture | Arranging an Extension Lecture-3 |
| | | 2-Week | Regular Class-work | Introduction of syllabus |
| | | 3-Week | Regular Class-work | |
| | | 4-Week | Regular Class-work | |
| 9 | February | 1-Week | Regular Class Room Activities | For Public Admn. group |
| | | 1-Week | Internal exams | For Public Admn. group |
| | | 2-Week | Regular Class work | |
| | | 3-Week | Regular Class work | For Public Admn. group |
| | | 4-Week | Doubts should be cleared | For Public Admn. group |
| 10 | March | 1-Week | Activities | |
| | | 2-Week | Internal Exams | |
| | | 3-Week | Class work | |
| | | 4-Week | Class Work | |
| | April | | End Semester Exams | |

ACADEMIC YEAR: 2018 – 19

| | APPEARED | PASSED | PASS % |
|---------------------------|-----------------|---------------|---------------|
| I YEAR SEMISTER-II | 82 | 77 | 95 % |
| II YEAR SEMISTER-IV | 39 | 37 | 94.87 % |
| III YEAR SEMISTER-VI | 38 | 35 | 92 % |
| III YEAR SEMISTER-VIII | 39 | 36 | 92.30 % |
| Grand Total | 218 | 185 | |



Thank You