

**GOVERNMENT DEGREE COLLEGE FOR WOMEN  
(AUTONOMOUS)**

**BEGUMPET, HYDERABAD**

Re-Accredited with 'B' Grade by NAAC



**CHOICE BASED CREDIT SYSTEM  
(CBCS)**

**BOARD OF STUDIES IN PUBLIC ADMINISTRATION**

**For**

**B A PUBLIC ADMINISTRATION I,II & III YEARS**

**UNDER GRADUATE PROGRAMME**

**IN**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**2020-21**

**(w.e.f. 2019-20 onwards)**

**PROFORMA OF INSTRUCTIONS AND EXAMINATIONS**

**PROGRAMME: BA in Public Administration**

<b>Sl.No</b>	<b>Code</b>	<b>Course Title</b>	<b>HPW</b>	<b>Credits</b>	<b>Exam Hrs</b>	<b>Marks</b>

I Yr		<b>SEMESTER - I</b>				
	DSC103	Basics of Public Administration	5	5	3 hrs	60+40
		<b>SEMESTER - II</b>				
	DSC203	Development Dynamics and Emerging Trends	5	5	3 hrs	60+40
II Yr		<b>SEMESTER - III</b>				
	SEC1	Public Office Administration	2	2	1 ½ hrs	40U+10I
	SEC2	Office Processes	2	2	1 ½ hrs	40U+10I
	DSC303	Union Administration	5	5	3 hrs	60+40
III Yr	GE	Indian Constitution & Administration	2	2	3 hrs	40U+10I
	DSC 503	Human Resource Management/	5	5	3 hrs	75+25
	a.	Rural Governance	5	5	3 Hrs	75+25
		<b>SEMESTER - VI</b>				
	GE	Good Governance	2	2	1 ½ Hrs	40+10
	DSC 603	Financial and Materials management	5	5	3 hrs	75+25
	a.	Urban governance	5	5	3 Hrs	75+25
		<b>52</b>	<b>52</b>		800	
	<b>Project work by students.</b>		<b>2</b>		50	

**Programme Outcome:**

After completing the graduation in BA Public Administration as optional subject the students are able to:

- 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.

**Specific outcome:**

- To understand the nature and role of Public Administration in the changing socio-economic and political context
- Understand the impact of political dynamics on administrative processes;

- Relate the role of public administration to the dynamics of global context;
- Motivate the students to appear for civil services and state services examinations.

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B. A I year, Revised Semester wise Syllabus (w. e. f. 2019-20)

Subject: Public Administration

**Course outcome:**

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

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

**Specific outcome:**

- 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.

Semester – I

Paper - I: **BASICS OF PUBLIC ADMINISTRATION**

**Unit- I: Nature of Public Administration**

1. Meaning and Importance of Public Administration
2. State and Evolution of Public Administration

**Unit-II: Relationship with other Social Sciences**

0. Law

1. Political Science
2. Economics
3. Psychology

### **Unit-III: Oriental and Classical Approaches**

0. Oriental Approach –Kautilya
1. Classical Approach: Henri Fayol, Luther Gulick and Lyndall Urwick
2. Scientific Management Approach: F.W.Taylor
3. Bureaucratic Approach: Max Weber and Karl Marx

### **Unit-IV: Human Relations and Behavioural Approaches**

0. Human Relations Approach –Elton Mayo
  1. Behavioural Approach: Herbert A. Simon
  2. Socio- Psychological Approach: Abraham Maslow; Mc Gregor

### **Unit-V: Ecological and Social Justice Approaches**

0. Administrative Ecology: F.W.Riggs
1. Social Justice Approach –B.R.Ambedkar
2. 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**

### **Paper II (DSC 203): Development Dynamics and Emerging Trends**

#### **Course outcome:**

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

- To understand the comparative studies and changing dynamics of development Administration;
- To comprehend the new public administration concepts and processes in Public Administration;
- To comprehend the changing paradigms of new Public Administration;
- To acquaint with the market theories, approaches, concepts and principles of Public choice theory;
- To understand the administrative theories and concepts to make sense of administrative management practices.
- To understand the impact of globalization on Indian administration

#### **Specific outcome:**

- Appreciate the nature, scope and changing paradigms of New Public Administration;
- Understand the synthesizing nature of knowledge of New public management;
- Grasp the role of public services in emergence and development of new state of Telangana.

#### **Unit- I: Comparative & Development Administration**

1. Comparative Administration
2. Development Administration
3. Changing Dynamics of Development Administration

#### **Unit-II: New Public Administration**

0. New Public Administration – Minnowbrook-I
1. New Public Administration – Minnowbrook-II
  2. New Public Administration – Minnowbrook-III

#### **Unit-III: Market Theories**

0. Public Choice Approach

1. New Public Management

### ***Unit-IV: Emerging Trends-I***

0. Public Policy and Governance
1. Role of Public Services in the Emergence and Development of New State of Telangana

### ***Unit-V: Emerging Trends-II***

0. Globalization and Public Administration
1. Present Status of Public Administration in the context of Globalization

## **References**

Heady F. (1996) *Public Administration: A Comparative Perspective* (5th ed.) New York: Marcel Dekker.

Heaphey 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.

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B. A II year, Revised Semester wise Syllabus (w. e. f. 2020-21)

**Subject: Public Administration**

**Course outcome:**

- To understand the concept of Office;
- To comprehend the administrative process in office;
- To identify the challenges of public office administration in the background of ICT
- To sketch out the impact of technology in office administration

**SEC 1 : Public Office Administration**

**Unit – I: Introduction**

- . Office Administration: Meaning, Scope & Importance of Office
- a. Changing Nature of Public Office
- b. Basic Principles of Office Organization

**Unit II: Office Organization and Management**

- . Office Planning
- a. Office Accommodation and Lay-out
- b. Office Environment

**SEC II: Office Processes**

**Unit I : Office filling system**

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



## **Unit II: Office Communication**

- . Periodical Reports
- a. Office Communication; Correspondence
- b. 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.

## *Semester III*

### **Paper – III: Union Administration**

#### **Course outcomes:**

- To understand the historical evolution and socio-economic, political, cultural and global context of Indian Administration;
- To identify the transformative role of Indian Administration;
- To make out the multi-dimensionality of problems and processes of Indian Administration;
- To understand the form and substance of Indian Administration; and
- To appreciate the emerging issues in Indian Administration in the context of changing role of state, market and civil society.

#### **Unit I: Historical background**

1. Evolution of Indian Administration
2. Indian Administration after Independence: Continuity and Change
3. Indian Constitutional Moorings and Administration.

#### **Unit- II: Union Administration: Structure and Processes**

0. Political Executive at Central Level
  - . President      ii) Prime Minister      iii) Council of Ministers
0. Central Secretariat and other Offices

#### **Unit-III: Centre-State Relations**

0. Centre-State Administrative Relations

1. Central Personnel Agencies-All India Services

#### **Unit-IV: Constitutional and Other National Bodies**

0. Union Public Service Commission
  1. (i) Election Commission; (ii) Comptroller and Auditor General of India (C&AG)
  2. NITI Aayog

#### **Unit-V: Public Enterprises in India**

0. Forms of Public Enterprises - Department, Corporation, Company
  1. 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.

### **Semester-IV**

#### **Paper IV (DSC 403): State Administration**

##### **Course 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

#### **Unit-I: State Administration: Structure and Processes**

- . Administrative History of Telangana
  - a. Political Executive at State Level, Governor & Chief Minister

#### **Unit-II: State Administrative Mechanisms**

- . State Secretariat & Directorates
  - a. Local Governance & District Administration in Telangana

### **Unit- III: Emerging Issues**

- . Administrative Reforms: Need and Importance
- a. 2nd Administrative Reforms Commission – Features and Recommendations

### **Unit-IV: Technology and Integrity in Government**

- . e-Government
- a. Values and Ethics in Administration

### **Unit-V: Control over Administration**

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

### **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.

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**B. A III year, Revised Semester wise Syllabus (w. e. f. 2018-19)**

**Subject: Public Administration**

### **SEMESTER – V**

#### **General Elective- I: Indian Constitution and Administration**

#### **Course outcome:**

- To learn in details of the Constitution of India, the basic objectives and functioning of the government.
- To understand about the social change, defining the relationship between citizen and the state.
- To examine in-depth analysis of various basic areas of constitution of India.

- To learn in details of the Indian constitution, functioning of government in general and accountability and citizen control over administration in particular.

### **Unit 1: Indian Constitution**

- . Nature of the Constitution Salient features – Preamble
- a. Fundamental Rights, Directive Principles; Fundamental Duties
- b. Amendments of the Constitution: Procedure for Amendment– Emergency Provisions

### **Unit II: Centre – State Relations and Local Self Government**

- . Distinctive features of Indian Federation
- a. Legislative, Administrative and Financial relations between the Union and the States
- b. Decentralization Experiments in India – 73rd and 74th Amendments

### **Unit III: State Government**

- . Governor, Chief Minister and Council of Ministers
- a. Secretariat and Directorates
- b. Changing Nature of District Administration and the role of District Collector

### **Unit IV: Accountability & Control**

- . Legislative, and Executive Control
- a. Judicial control and Judicial Review
- b. 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.  
 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.

## **Paper V (DSE 503A): Human Resource Management**

### **Course outcomes:**

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

### **Unit-I: Introduction**

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

### **Unit-II: Human Resources**

- . Job Analysis, Job Description,
- a. Recruitment and Promotion
- b. Compensation Administration - Wage, Pay and Pay Commissions

### **Unit- III: Capacity Building**

- . Performance and Competency Mapping System
- a. Employee Capacity Building Strategies-Training
- b. Sensitivity Training

### **Unit-IV: Reforms**

- . Reddressal of Employee Grievances
- a. Right sizing, Outsourcing and Consultancies
- b. Interpersonal Skills

### **Unit V: Emerging Trends**

- . Human Resource Audit
- a. Total Quality Management
- b. 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 Edvin 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.

## **Rural Governance (Optional)**

### **Course outcomes:**

- To understand the concept of democratic decentralization;
- To trace the evolution of local self-government in India;

- To comprehend the institutional arrangements and processes of rural and urban governance;
- To identify the challenges of development and the administrative responses.
- To sketch out the new organizational arrangements for delivery of public welfare programmes.

## **Semester-V**

### **Paper VI (DSE 503B): Rural Governance**

#### **Unit-I: Introduction**

- . Democratic Decentralization and Local Organisations
- a. Evolution of Rural Governance Institutions-Balwanth Rai Mehta
- b. Ashok Mehta Committee

#### **Unit:-II**

- . Third Generation Panchayats
- a. Constitutional Status of Rural Local Government- with special reference to 73<sup>rd</sup> CAA

#### **Unit-III: Local Organisations for Rural Development**

- . Panchayati Raj: Patterns, Functions and Performance
- a. Finances of Panchayati Raj Institutions --- State Finance Commission

#### **Unit-IV: Rural Development Strategies and Services**

- . Rural Development: Strategies, Programs and Issues
- a. Co-operatives: Structure, Functions and Performance
- b. Basic Services and Welfare Measures in Rural Areas (MNREGA, NRLM, SHYAMA MUKHERJEE RURBAN MISSION)
- c. State Control over Rural Local Governments

#### **Unit V: Emerging Trends**

- . Rural Unrest
- a. Land Reforms
- b. 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.

**SEMESTER VI**  
**GENERAL ELECTIVE II: Good Governance**

**Course outcomes:**

- To enable the students about issues of social coordination and patterns of governance
- To make the students understanding the theories of governance, various concepts of state and its institutions.
- To enable the students in understanding basic tenets and concepts of good governance
- To enable the students in understanding various processes of good governance

**Unit - I: Introduction**

- . Meaning and Definitions of Governance
- a. Government and Governance
- b. Concepts of Good Governance

**Unit – II: Citizen and Governance**

- . Rule of Law and Human Rights
- a. Accountability
- b. Participation

**Unit - III: Techniques of Good Governance**

- . Openness and Transparency
- a. Citizen Charter
- b. Social Audit

**Unit - IV: Emerging Trends**

- . Public and Private Governance
- a. Good Governance and Civil Society
- b. 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.

## **Semester-VI:**

### **Paper – VII (DSE 603/A): Financial and Material Management**

#### **Course 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.

### **Paper – VII (DSE 603/A): Financial and Material Management**

#### **Unit- I: Financial Management**

- . Meaning and Scope
- a. Importance of Financial Management

#### **Unit-II: Budget**

- . Concept and Principles of Budget
- a. Preparation, Enactment and Execution of Budget
- b. Gender Budget and Green Budget

#### **Unit-III: Financial Institutions**

- . Organization and Functioning of Finance Ministry
- a. Finance Commission
- b. Union – State Financial Relations

#### **Unit IV: Parliamentary Financial Committees**

- . Financial Control Mechanisms
- a. Public Accounts Committee and Estimates Committee
- b. Committee on Public Undertakings

#### **Unit- V: Materials Management**

- . Meaning and Concept of Materials Management
- a. Procurement, Storage and Distribution
- b. Inventory Control and Management



## References:

- Brigham Eugene F. (2011), Financial Management : Theory and Practice, Cengage Learning Government of India, Second Administrative Reforms Commission, Fourteenth Report, Strengthening Financial Management, Systems, April 2009.
- L.K.Jha (1986), Economic Administration in India – Retrospect and Prospect, New Delhi: IIPA
- Lee Robert D. Jr., et al (Eds) (2007), Public Budgeting Systems, Jones & Bartlett Learning.
- Mahajan Sanjeev Kumar Mahajan (2014), Financial Administration in India, PHI, Delhi
- Mikesell, John (2010), Fiscal Administration, Cengage Learning.
- R.K. Lekhi and Joginder Singh(2013), Public Finance, Kalyani Publishers, New Delhi.
- Rabin Jack, et.al (2006) Handbook of Public Financial Management, Taylor & Francis Group.
- Sharma M.K. (2006), Financial Administration, Anmol Publications, New Delhi.
- Steppan J. Beiley (1995), Public Sector Economics: Theory, Policy and Practice, London
- Wang Xiaohu (2010), Financial Management in the Public Sector, M. E. Sharpe.

## Paper – VIII (DSE 603/B) : Urban Governance

### Course 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

### Unit-I: Local Organisations for Urban Development

- . Evolution of Urban Local Bodies- Pattern, Functions and Performance
- a. Constitutional Status of Urban Local Governments with special reference to 74<sup>th</sup> CAA

### Unit-II: Strategies for Urban Development

- . Urban Development: Strategies, Programs and Issues
- a. Finances of Urban Local Governments

### Unit-III: Urban Services

- . Basic Services and Welfare Measures in Urban Areas
- a. Urban Development Authorities and Parastatals
- b. Sustainable Development and Future of Urban Governance

### Unit-IV: Agencies and Programs for Rural and Urban Sector

- . Development Planning, District Planning Committee
- a. Special Agencies Urban Development
- b. Elimination of Poverty Initiatives in Urban Areas

### Unit V: Emerging Trends

- . Urban Reforms in India: SMART and AMRUT Cities
- a. Swachh Bharat Mission
- b. Urban Unrest

## References:

Aziz Abdul (ed.), (1996), Decentralised Governance in Asian Countries, Sage New Delhi.  
Baud, Isa S A, J De Wit (2009), New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations, SAGE Publications.  
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**GOVERNMENT DEGREE COLLEGE FOR WOMEN  
(AUTONOMOUS)  
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B.A. MODEL QUESTION PAPER FOR THE AY- 2020-21 (Skelton)  
SUBJECT: PUBLIC ADMINISTRATION  
For semesters I, II, III & IV only**

**Time:**

**Max. Marks: 60**

---

**Note: Paper consists of two parts. Questions from part-A should cover entire syllabus and part-B covering unit wise syllabus.**

**PART – A**

Answer any four of the following. All questions carry equal marks.

4 x 5 = 20 M

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**PART\_B**

Answer all the questions. All questions carry equal marks.

5 x 8 = 40 M

0. A) Or  
B)
0. A) Or  
B)
0. A) Or  
B)
0. A) Or  
B)
0. A) Or  
B)

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**SUBJECT: PUBLIC ADMINISTRATION**  
**For semesters V and VI only (Papers V, VI, VII & VIII)**

**Time:**

**Max. Marks: 80**

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**Note: Paper consists of two parts. Questions from part-A should cover entire syllabus and part-B covering unit wise syllabus.**

**PART – A**

Answer any four of the following. All questions carry equal marks.

4 x 5 = 20 M

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**PART\_B**

Answer all the questions. All questions carry equal marks.

5 x 12 = 60 M

0. A) Or  
B)
0. A) Or  
B)
0. A) Or  
B)
0. A) Or  
B)
0. A) Or  
B)

**GOVERNMENT DEGREE COLLEGE FOR WOMEN  
(AUTONOMOUS)**

**BEGUMPET, HYDERBAD**

(Re-accredited by NAAC with "B" Grade)

**B.A. MODEL QUESTION PAPER FOR THE AY- 2020-21 (Skelton)**

**SUBJECT: PUBLIC ADMINISTRATION**

**For All SEC and GE Papers**

**Time:**

**Max. Marks: 40**

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**Note: Paper consists of two parts. Questions from part-A should cover entire syllabus and part-B covering unit wise syllabus.**

**PART – A**

Answer any FOUR of the following. All questions carry equal marks.

4 x 2.5 = 10 M

- 1.
- 2.
- 3.
- 4.

- 5.
- 6.
- 7.
- 8.

**PART\_B**

Answer any TWO of the following questions. All questions carry equal marks.  
= 30 M

2 x 15

0.

- 1.
- 2.
- 3.