

GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)

BEGUMPET, HYDERABAD-16

Affiliated To Osmania University, Re-Accredited With 'B+' Grade by NAAC



DEPARTMENT OF PUBLIC ADMINISTRATION

SYLLABUS (2017-18)

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.

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

BEGUMPET, HYDERABAD

(Re-accredited by NAAC with “B” Grade)

B. A I year

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

Course code : PUB101

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

1. Law
1. Political Science
1. Economics
1. Psychology

Unit-III: Oriental and Classical Approaches

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

Unit-IV: Human Relations and Behavioural Approaches

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

Unit-V: Ecological and Social Justice Approaches

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

Semester-II

Course code : PUB201

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

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

Unit-III: Market Theories

1. Public Choice Approach
1. New Public Management

Unit-IV: Emerging Trends-I

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

Unit-V: Emerging Trends-II

1. 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.

GOVERNMENT DEGREE COLLEGE FOR WOMEN

(AUTONOMOUS)

BEGUMPET, HYDERABAD

(Re-accredited by NAAC with “B” Grade)

B. A II year, Revised Semester wise Syllabus (w. e. f. 2016-17)

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

COURSE CODE:300/SEC/E

Unit – I: Introduction

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

Unit II: Office Organization and Management

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

Office Processes

COURSE CODE:300/SEC/E

Unit I : Office filling system

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

Unit II: Office Communication

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

Course code : PUB301

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

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

Unit-III: Centre-State Relations

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

Unit-IV: Constitutional and Other National Bodies

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

Unit-V: Public Enterprises in India

1. 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.

Semester-IV
Course code : PUB401

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

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

Unit-II: State Administrative Mechanisms

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

Unit- III: Emerging Issues

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

Unit-IV: Technology and Integrity in Government

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

Unit-V: Control over Administration

- a. Redressal of Citizen Grievances: Transparency, Accountability and Right to Information Act
- b. 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.

GOVERNMENT DEGREE COLLEGE FOR WOMEN
(AUTONOMOUS)
BEGUMPET, HYDERABAD
(Re-accredited by NAAC with “B” Grade)
B. A III year, Revised Semester wise Syllabus (w. e. f. 2018-19)
Subject: Public Administration
SEMESTER – V
Course code : 500/GE/E

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

- 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

Unit 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

Unit 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

Unit IV: Accountability & Control

- a. Legislative, and Executive Control
- b. Judicial control and Judicial Review
- c. 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 CODE:PUB501

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

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

Unit-II: Human Resources

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

Unit- III: Capacity Building

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

Unit-IV: Reforms

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

Unit V: Emerging Trends

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

Rural Governance (Optional)

COURSE CODE:PUB603

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
- Evolution of Rural Governance Institutions-Balwanth Rai Mehta
- Ashok Mehta Committee

Unit:-II

- Third Generation Panchayats
- Constitutional Status of Rural Local Government- with special reference to 73rd CAA

Unit-III: Local Organisations for Rural Development

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

Unit-IV: Rural Development Strategies and Services

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

Unit V: Emerging Trends

- Rural Unrest
- Land Reforms
- Corporatization of Agriculture

SEMESTER VI
Course code : 600/GE/E.
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

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

Unit – II: Citizen and Governance

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

Unit - III: Techniques of Good Governance

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

Unit - IV: Emerging Trends

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

References:

Bell, S., and Hindmoor, A. (2009) Rethinking Governance: The Centrality of the State in Modern Society, Cambridge: Cambridge University

Semester-VI:

Paper – VII (DSE 603/A):

Financial and Material Management

COURSE CODE:PUB701

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

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

Unit-II: Budget

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

Unit-III: Financial Institutions

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

Unit IV: Parliamentary Financial Committees

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

Unit- V: Materials Management

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

Paper – VIII (DSE 603/B) :

Urban Governance

COURSE CODE:PUB801

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

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

Unit-II: Strategies for Urban Development

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

Unit-III: Urban Services

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

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

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

Unit V: Emerging Trends

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

(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

- | | | |
|----|----|----|
| 1. | A) | Or |
| | B) | |
| 1. | A) | Or |
| | B) | |
| 1. | A) | Or |
| | B) | |
| 1. | A) | Or |
| | B) | |
| 1. | A) | Or |
| | B) | |

