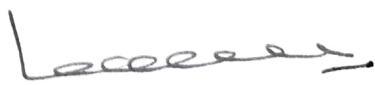


PUBLIC ADMINISTRATION

SR &BGNR Govt. Arts & Science College
(Autonomous)
Khammam – 507002

Board of Studies in Public Administration

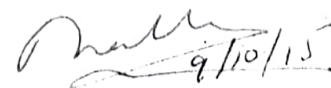
S.No	Category	Name & Designation of the Person	Member/Chairperson
I	Head of the Department	1. Dr.M.D. Zakirulla,	Chairman
II	The faculty of each specialization	2.P. Narasimha Rao Lecturer on contract basis Department of Pub. Admn. SR &BGNR Govt. Arts & Science College, Khammam - 507002	Member
III	Two experts in the subject from outside the college to be nominated by Academic Council	3.Sri. N. Sharabaiah, Rtd. Lecturer in Pub. Admn. SSRJ college, Khammam 4.Sri. A. Somanarsaiah, Dept. of Pub. Admn, JVR Govt. College, Sathupally, Khammam Dist.	Member
IV	One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college Principal.	5.Dr D..Ramakrishna Reddy, Department of Pub.Admn, Govt. Degree College, Mulugu. Wrangal Dist.	Member
V	One representative from industry/corporate sector/allied area relating to placement	6.Sri. S. Arun Mohan,M.Com,M.B.A Director B.Sc, (Banking Services Chronicle), Himaith Nagar, Hyderabad.	Member
VI	One Postgraduate meritorious Alumni	7.Sri.Sai Krishna, M.A, B.Ed, Nelakonda pally, Khammam.	Member


PRINCIPAL
SR&BGNR Govt.Arts & Science College
(N.A.A.C. Accredited at B)
KHAMMAM - 507 002

SR & BGNR GOVT. DEGREE COLLEGE(AUTONOMOUS)
KHAMMAM
DEPARTMENT OF PUBLIC ADMINISTRATION
EXAMINERS PANEL
2015-16

The Board of Studies, Dept., of Public Administration recommended the following panel of examiners:

1. Prof. P. Narasimha Rao, Dept. of Public Administration and HRM, KU, Warangal
2. Prof. T. Satya Narayana, Dept. of Public Administration and HRM, KU, Warangal.
3. Prof. T. Vidyasagar Reddy, Dept. of Public Administration and HRM, KU, Warangal.
4. Prof. T. Yadagiri Rao, Dept. of Public Administration and HRM, KU, Warangal.
5. Prof. G. Rameshwaram, Dept. of Public Administration and HRM, KU, Warangal.
6. Dr. T. V. Sujatha Kumari, Head, Dept. of Public Administration and HRM, KU, Warangal.
7. Dr. P. Sriivas Naidu, Asst. Professor, Dept. of Public Administration and HRM, KU, Warangal.
8. Dr. G. Phani, Asst. Professor, Dept. of Public Administration, University Arts & Sc., College, Warangal.
9. B. Muralidhar, Asst. Professor, Dept. of Public Administration, KDC, Warangal
10. K. Sukumar, Asst. Professor, Dept. of Public Administration, ABV College, Janagaon
11. U. Gangadhar, Asst. Professor, Dept. of Public Administration, GDC, Nirmal
12. G. Pradeep Srawan, Asst Professor, Dept. of Public Administration, GDC, Agraharam


9/10/15

Chairman

BoS – Dept. of Pub. Admn

Ist Meeting of B.O.S.

3

Meeting of the Board of Studies of the Dept. of Public Administration is held at 3.00 pm on 8-10-15 under the Chairmanship of the Dr. Mohd. Zakirullah Incharge (Addl.) of the Department to discuss the following agenda

1. Approval of Syllabus
2. Approval of Model Question Paper
3. Approval of the panel of examiners.
4. Any other

Members Attended.

1. P. Naresimha Rao - N Rao
2. Dr. Ram Krishna Reddy - R Reddy
3. N. Sharbaiah - N Sharbaiah
4. A. Soma Narasiah - A Soma
5. S. Sun Mohan - S Sun
6. A. Sai Krishna - A saikrishna

The Chairman Dr. Zakirullah has given opening remarks and welcomed the Members. He explained the Concept of Autonomy of the Colleges. He presented the Outlines of proposed Syllabus, Pattern of Question Paper. He requested the Board to propose a panel of examiners for evaluation of the Answer Scripts as well as preparation of Question papers.

All the Members unanimously agreed to continue the University Syllabus by dividing it into two semesters as follows through a Unanimous resolution:

Resolutions

The following resolution have been
(50 marks)
adopted herewith:

- 1) The following Syllabus should be adopted
Semester-wise PAPER-I Introduction to Public Administration
First Semester (2015-16) (NOM 2005)

Block-I: Introduction.

1. Meaning, Nature, scope and Importance of Public Admn.
2. State and Evolution of Public Admn.
3. Relationships with other social sciences: With special reference Political Science, Economics, Sociology, Psychology
4. Politics & Admn dichotomy - Woodrow Wilson and F.J Goodnow

Block-II - Theories and Approaches.

5. Classical Approach: Henry Fayol, Gulick and Crowick.
6. Scientific Management Approach: Taylor.
7. Bureaucratic Approach: Max Weber and Karl Marx
8. Human Relations Approach: Elton Mayo.
9. Behavioural Approach: Simon.
10. Socio-psychological approach: Hierarchy of Needs: ^{Abraham} Maslow
11. Theory X and theory Y: Douglas Mc Gregor.
11. Ecological Approach: Riggs.

Second Semester

Block-III Concepts and Principles of Public Administration

12. Administrative Planning
13. Leadership and Supervision.
14. Communication and Public Relations.

Block-IV Emerging Trends

15. New Public Admn: Minnowbrook I & II
16. Public Admn and public policy
17. New Public Management.
18. Governance.
19. Public Admn. In the Context of Globalization
Privatization and liberalization.
20. Post Modern public Administration.

4 The following pattern of Question Papers must be adopted:

Semester I & II.

Total Marks : 50

Internal Assessment : 10

Duration 3 hrs

External Semester Exam : 40

Section: A.

Four Questions with Internal Choice: $4 \times 8 = 32$

Section: B.

Four Questions from Six Questions.

Panel of Examiners.

- (1) Prof. P. Narasimha Rao Dept of Pub. Admn & HRM. K.U. Warangal.
- (2) Prof. T. Satyanarayana Dept of Pub. Admn & HRM K.U. Warangal.
- (3) Prof. T. Vidya Sagal Reddy Dept of Pub. Admn & HRM. K.U. Warangal.
- (4) Prof. T. Yadagiri Rao Dept of Pub. Admn & HRM. K.U. Warangal.
- (5) Dr. T.V. Srinath Kumar (Head) Dept of Pub. Admn & HRM. K.U. Warangal.
- (6) Prof. G. Rameswaram Dept of Pub. Admn & HRM KU Warangal.
- (7) Dr. P. Srinivas Naidu (Asst. Prof) Dept of Pub. Admn. ^{KU} University, ^{ARV} ~~Arjuna Science College~~ Warangal.
- (8) G. Phani (Asst. Prof) Dept of Pub. Admn. University, Arjuna Science College, Warangal.
- (9) B. Muradihal (Asst. Prof) Dept of Pub. Admn. (K.D.C Warangal)
- (10) K. Susuman (Asst. Prof) ARV College Tanagam.
- (11) U. Gangadhar (Asst. Prof) Dept of Pub. Admn. G.D.C. Nirmal. ^{Asst. Prof.}
- (12) G. Pradeep Sravan (Asst. Prof) Dept of Pub. Admn G.D.C. Aggahalou

Chairman & Members

- 1) ~~Prof~~
- 2) ~~Prof~~ (P. Narasimha Rao)
- 3) A. Seikrishna [A. SAR KRISHNA]
- 4) ~~Prof~~ (S. ARUN MOHAN)
- 5) ~~Asst. Prof~~
- 6) ~~Asst. Prof~~ (G.D. RAM KRISHNA)
- 7) ~~Asst. Prof~~ (A. Suman)



No. 640/B2/KU/2015

Date: 18-09-2015

The Principal
SR & BGNR Govt. Arts & Science College
KHAMMAM

Sub:- SR & BGNR GOVT. ARTS & SCIENCE COLLEGE (AUTONOMOUS),
Khammam - Nomination of Experts on the Board of Studies of various
departments - Regarding.

Ref:- Your letter Re. No. 905/Aut/2015-16, dated 29.04.2015.

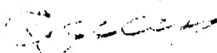
Sir,

With reference to your letter cited, I am to inform you that the Vice-Chancellor has nominated the following members to serve as an expert on the Board of Studies of the following departments of your College, in accordance with the guidelines issued by the University Grants Commission, New Delhi for autonomous colleges for constitution of Board of Studies.

English	:	Prof. M. Rajeshwar, Department of English, KU
Telugu	:	Prof. Banna Ilaiiah, Department of Telugu, KU
Hindi	:	Dr. Uma Rani (Retd.), Department of Hindi CKM Arts & Science College, Warangal
Mathematics	:	Dr. B. Krishna Reddy, Department of Maths., Osmania University, Hyderabad
Physics	:	Prof. Syed Rahman, Department of Physics, Osmania University, Hyderabad
Electronics	:	Prof. N. Dinakar, Department of Physics, NIT, Warangal
Chemistry	:	Prof. T. Pardha Saradhi, Department of Chemistry, Osmania University, Hyderabad
Computer Science & Computer Applications	:	Dr. B. Rama, Dept. of Computer Science, KU
Botany	:	Prof. B. Digamber Rao, Dept. of Botany, KU
Zoology	:	Prof. G. Benarjee, Dept. of Zoology, KU
Bio-Chemistry	:	Prof. B. Shashidhar Rao, Dept. of Biochemistry, Osmania University, Hyderabad
Microbiology	:	Prof. Gopal Reddy, Dept. of Microbiology Osmania University, Hyderabad
Commerce & Business Management	:	Prof. V.V. Subramanya Sharma, Univ. P.G. College, Subedari, Hanamkonda
Economics	:	Prof. S. Kanaka Chary (Retd.), University P.G. College, Khammam
Public Administration	:	Dr. K. Ramakrishna Reddy, Department of Pub. Admn., Govt. Degree College, Mulugu
History	:	Prof. P. Vijaya Babu, Department of History, K.U.
Political Science	:	Dr. Bilal Ahmed (Retd.), Lecturer in Political Science, SR&BGNR Govt. College, Khammam

This is for your information and necessary action.

Yours faithfully,


REGISTRAR

Copy to:

1. The Dean, Academic Audit, KU
2. The Dean, College Development, C

IInd Meeting of BOS

7

Board of Studies meeting for the Dept. of Pub. Admn. is held at 11:00 AM on 3-10-2016 at Room No.10 under the chairmanship of Dr. Mohd. Zakirullah Incharge (Addl.) of the Dept., to discuss the following agenda.

1. Approval of the Syllabus for B.A (CBCS) Ist & IInd ~~th~~ non-CBCS Semesters.
2. Any other (Approval of Model Question paper / Question paper pattern setting for B.A (CBCS) and II BA non-CBCS

Member Attended.

The Chairman expressed the reason for conducting BOS meeting, i.e. prescribing syllabus for the newly introduced CBCS System of Bachelor degree. Further, the pattern of the Question paper is also to be finalised.

After thorough discussion all the members unanimously

only adopted the following resolution:

P.T.O.

**SR&BGNR GOVT. ARTS & SCIENCE COLLEGE (AUTONOMOUS)
KHAMMAM**

Dept. Of Public Administration (CBCS)

Syllabus w.e.f. 2016-2017

Paper – I : Semester-I: Basics of Public Administration

Unit- 1: Introduction

- i. Nature of Public Administration
- ii. Meaning and Importance of Public Administration
- iii. State and Evolution of Public Administration

Unit-2: Relationship with other Social Sciences

- i. Law
- ii. Political Science
- iii. Economics

Unit-3: Oriental and Classical Approaches

- i. Oriental Approach -Kautilya
- ii. Classical Approach: Henri Fayol, Luther Gulick and Lyndall Urwick
- iii. Scientific Management Approach: F.W.Taylor
- iv. Bureaucratic Approach: Max Weber and Karl Marx

Unit-4: Human Relations and Behavioural Approaches

- i. Human Relations Approach –Elton Mayo
- ii. Behavioural Approach: Herbert A. Simon
- iii. Socio-Psychological Approach: Abraham Maslow; Mc Gregor, Rensis Likert

Unit-5: Ecological and Social Justice Approaches

- i. Administrative Ecology: F.W.Riggs
- ii. Social Justice Approach –B.R.Ambedkar
- iii. Jyothirao Pule

Paper – II : Semester-II: Development Dynamics and Emerging Trends

Unit- 1: Comparative & Development Administration

- i. Comparative Administration
- ii. Development Administration
- iii. Changing Dynamics of Development Administration

Unit-2: Emerging Trends

- i. New Public Administration – Minnowbrook-I . 1968
- ii. New Public Administration – Minnowbrook-II . 1979
- iii. New Public Administration – Minnowbrook-III . 2008

Unit-3: Market Theories

- i. Public Choice Approach
- ii. New Public Management

Unit-4: Role of Public Services and Governance

- i. Public Policy and Governance
- ii. Role of Public Services in the Emergence and Development of New State of Telangana
- iii. Issues in Governance

Unit-5: Contemporary Developments and Public Administration

- i. Globalization and Public Administration
- ii. Present Status of Public Administration in the context of Globalization
- iii. Recent trends in Public Administration

SR & BGNR Govt. Arts & Science College (Autonomous)
Khammam, TS

50
Dept. of Public Administration

(NON-CBCS)
Syllabus for III & IV Semesters
2016-17 (Non-CBCS)

Indian Administration
Semester III

Ch. I. Introduction

1. Evolution of Indian Administration – Ancient, Medieval and British periods – Continuity and Change in Indian Administration after independence.
2. Context of Indian Administration – Social, Economic and Political.

Ch. II. Central Administration

3. Union Government and Administration – President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat, Cabinet Committees and Prime Ministers Office.
4. Union and State Relations and Agencies, Administrative Relations – Inter-state Council, Finance Commission, All India Services, Planning Commission, National Development Council.
5. Public Enterprises in India: a) Forms of Public Enterprises. B) Privatization and Dis-investment.

Ch. III. State Administration

6. State Government and Administration: Governor, Chief Minister, Ministers, Secretariat, Directorates, General Administration Department, Chief Secretary.

Semester IV

Ch. I. District Administration

1. District Administration : Changing Role of District Collector, Mandal and Village Administration in Telangana.
2. Local Governments – Rural and Urban – Structure and Functions – 73rd and 74th Constitutional Amendments.

Ch. II. Administrative Accountability.

3. Control over Administration :
 - a) Legislative and Judicial Control.
 - b) Lok Pal, LokAyukta, and Central Vigilance Commission.
 - c) Consumer Protection Forums.
 - d) Right to Information Act (RTI).
 - e) National and State Human Rights Commissions.
4. Administration of Welfare Programmes for Weaker sections – SCs, STs, BCs, Minorities and Women.

Ch. III. Emerging Issues.

5. Administrative reforms, Recommendations of Important Commissions and Second ARC.
6. Mechanism for Disaster Management.
7. Governance and e-Governance Application in Indian Administration.
8. Public Private Partnerships and voluntary Sector.


Chairman
Board of Studies
Dept. of Public Administration

SR & BGNR Govt. Arts & Science College (Autonomous)
Khammam, TS

Dept. of Public Administration

50

(Non-CBCS)

Syllabus for III & IV Semesters
2016-17 (Non-CBCS)

Indian Administration.
Semester III

Ch. I. Introduction

1. Evolution of Indian Administration – Ancient, Medieval and British periods – Continuity and Change in Indian Administration after independence.
2. Context of Indian Administration – Social, Economic and Political.

Ch. II. Central Administration

3. Union Government and Administration – President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat, Cabinet Committees and Prime Ministers Office.
4. Union and State Relations and Agencies, Administrative Relations – Inter-state Council, Finance Commission, All India Services, Planning Commission, National Development Council.
5. Public Enterprises in India: a) Forms of Public Enterprises. B) Privatization and Dis-investment.

Ch. III. State Administration

6. State Government and Administration: Governor, Chief Minister, Ministers, Secretariat, Directorates, General Administration Department, Chief Secretary.

Semester IV

Ch. I. District Administration

1. District Administration : Changing Role of District Collector, Mandal and Village Administration in Telangana.
2. Local Governments – Rural and Urban – Structure and Functions – 73rd and 74th Constitutional Amendments.

Ch. II. Administrative Accountability.

3. Control over Administration :
 - a) Legislative and Judicial Control.
 - b) Lok Pal, LokAyukta, and Central Vigilance Commission.
 - c) Consumer Protection Forums.
 - d) Right to Information Act (RTI).
 - e) National and State Human Rights Commissions.
4. Administration of Welfare Programmes for Weaker sections – SCs, STs, BCs, Minorities and Women.

Ch. III. Emerging Issues.

5. Administrative reforms, Recommendations of Important Commissions and Second ARC.
6. Mechanism for Disaster Management.
7. Governance and e-Governance Application in Indian Administration.
8. Public Private Partnerships and voluntary Sector.


Chairman
Board of Studies
Dept. of Public Administration

10
9
8

Mally
Chairman
(BOS)

Dept. of Pub. Adm.

Members Attended:

1) P. Narasimha Rao — Nulu

2) Dr. D. Ramakrishna Reddy — Reddy

3) N. Sharabaiiah — Narabaiiah

4) A. Somanarasaiiah — ASouaiiah

5) S. Arun Mohan. — Arohe

6) A. Sai Krishna —

A Saikrishna
Mally
Chairman
BOS

III meeting

The Board of Studies, Dept. of Pub. Ad conducted its meeting at 3.00 pm on 09-07-2017 under the Chairmanship of Dr. Mohd. Zaki Ullah Incharge (Addl) of the department to discuss the following agenda:

1. Approval of the Syllabus for B.A III & IV Sem (CBCS)
2. Approval of the Syllabus for B.A V & VI Sem (CBCS) ^{Non}
3. Setting of Question paper Model for III, IV, V & VI Sem

Chairman & Members

Members Attended:

- 1) P. Narasimha Rao. - Attended
- 2) Dr. D. Rama Krishna Reddy - Attended
- 3) N. Sharabaiyah -
- 4) A. Somanarasaiyah - Attended
- 5) S. Arun Mohan - Attended
- 6) A. Sai Krishna. - Attended

Mohd
(Chairman)
BOS

The Chairman presented the Agenda to discuss and explain the need to prescribe

a syllabus and Question Paper Pattern for III, IV, V & VI Sem. After thorough discussion the Board unanimously adopted following resolutions.

1. The following syllabus should be adopted for the Academic years 2017-18 and 2018-19.


Syllabus
1/6

SR & BGNR GOVT. ARTS & SCIENCE COLLEGE (AUTONOMOUS) KHAMMAM
DEPARTMENT OF PUBLIC ADMINISTRATION

Semester – I & II(CBCS)

From AY-2017-18

Paper:I. Basics of Public Administration

Semester – I (CBCS)

Block- I: Nature of Public Administration

- Unit:I**
- i. Meaning and Importance of Public Administration
 - ii. State and Evolution of Public Administration
 - iii. Relationship with other Social Sciences: Law, Political Science and Economics

Block- II: Theories, Approaches and Principles

- Unit:II**
- i. Oriental Approach -Koutilya
 - ii. Classical Approach: Henry Fayol, Luther Gulick and LyndalUrwick
 - iii. Scientific Management Approach: F.W.Taylor
 - iv. Bureaucratic Approach: Max Weber

Block- III: Behavioural School of Thought

- Unit:III**
- i. Human Relations Approach –Elton Mayo
 - ii. Behavioural Approach: Herbert A. Simon
 - iii. Socio- Psychological Approach: Abraham Maslow; Mc Gregor
 - iv. Administrative Ecology: F.W.Riggs
 - v. Social Justice Approach –B.R.Ambedkar and Jyothirao Phule

Semester – II(CBCS)

Paper:II- Development Dynamics and Emerging Trends

Block- I: Development Dynamics

- Unit:I**
- i. Concepts of Comparative and Development Administration
 - ii. Changing Dynamics of Development Administration
 - iii. Public Choice Approach

Block- II: Role of Public Services and Governance

- Unit:II**
- i. Role of Public Services in the Emergence and Development of New State of Telangana
 - ii. Public policy and Governance
 - iii. Issues in Governance

Block-III: Contemporary Developments in Public Administration

- Unit:III:**
- i. New Public Administration
 - ii. New Public Management
 - iii. Present Status of Public Administration in the context of L.P.C

SR & BGNR GOVT. ARTS & SCIENCE COLLEGE (AUTONOMOUS) KHAMMAM
DEPARTMENT OF PUBLIC ADMINISTRATION

Semester – III & IV (CBCS)

From AY-201718

Semester – III & IV

Paper: III- Union Government

Block- I: Historical Background

- Unit: I**
- Evolution of Indian Administration ✓
 - Indian Administration after Independence: Continuity and Change ✓
 - Indian Constitutional Moorings and Administration.

Block- II: Union Administration: Structure and Processes

- Unit: II:**
- Political Executive at Central Level ✓
 - Central Secretariat, Cabinet Secretariat and PMO ✓
 - Centre-State Administrative Relations, *Central Personal Agencies - All India Services* ✓

Block- III: Constitutional and Other Bodies

- Unit: III:**
- UPSC, Election Commission, Finance Commission, C&AG ✓
 - Neeti Ayog ✓
 - Public Enterprises in India: Forms, Performance and Disinvestment ✓

Semester – IV

Paper: IV- State Government and Emerging Issues

Block- I: State Administration: Structure and Processes

- Unit: I**
- Political Executive at State Level, Governor & CMO
 - State Secretariat & Directorates
 - Administrative History of Telangana
 - Local Governance & District Administration in Telangana

Block- II: Emerging Issues

- Unit: II:**
- Administrative Reforms : State Level and National level.
 - e-Governance
 - Values and Ethics in Administration ✓

Block- III: People Centric Governance

- Unit: III:**
- Redressal of Citizen Grievances: Transparency and Accountability ✓
 - Administrative Accountability: Legislative and Judicial Control
 - Lokpal, Lokayuktha and CVC ✓

SR & BGNR GOVT ARTS & SCIENCE COLLEGE (AUTONOMOUS)

Department of Public administration

B.A- III year V Semester

(NON-CBCS)

MANAGEMENT OF RESOURCES

PAPER - III

BLOCK - I : Human Resource Management

1. Meaning, Nature, Scope and Significance of Human Resource Management
2. Human Resource Strategy and Planning
3. Recruitment, Selection, Appointment and Promotion
4. Pay - Components, Principles of Pay & Pay Commissions

BLOCK - II : Capacity Building

5. Performance Appraisal — Rewards and Incentives Management
6. Human Resource Development — Concept of HRD; Training — Objectives, Types, Evaluation
7. Employee Capacity Building Strategies and Total Quality Management
8. Human Resource Management Effectiveness and Human Resource Audit
9. Issues in HRM - Downsizing, Outsourcing, Consultancies

SR & BGNR GOVT ARTS & SCIENCE COLLEGE (AUTONOMOUS)**Department of Public administration****B.A- III year V Semester**

(Non-CBES)

PAPER - IV**Rural and Urban Governance in India****BLOCK - I : Concept of Democratic Decentralization**

1. Local Government: Concept, Features and Importance.
2. Democratic Decentralization : Concept, Evolution and significance
3. Evolution of Local Government in India : Community Development Programme and National Extension Service

BLOCK - II : Rural Local Governance

4. Balwant Rai Mehta .and Ashok Mehta Committee Reports : Structures, Functions and Finances; Second generation and Thirdgeneration Panchayats
5. Reforms in Panchayat Raj - Features of 73rd CAA and Organizationalstructures for Panchayathi Raj
6. Intra - Rural Local Government relationships: Gram Sabha and Gram Panchayats; Distribution of Powers and Functions; Intra Tier responsibilities (The Eleventh Schedule)

BLOCK - III : Urban Governance

7. Urbanization in India and Policies and Strategies
8. Evolution of Urban Local Governments in India : Reforms in Urban Local Bodies - Features of 74th CAA

SR & BGNR GOVT ARTS & SCIENCE COLLEGE (AUTONOMOUS)

Department of Public administration

From Academic year B.A- III year V Semester (NON-CBS)
2017-18 .

PAPER - III

MANAGEMENT OF RESOURCES

Block - III : Financial Management

1. Meaning, Scope and Importance of Financial Management
2. Budget - Concept, Principles of Budgeting; Preparation, Enactment and Execution
3. Organization and functions of the Finance Ministry
4. Union - State Financial relations and the role of the Finance Commission
5. Parliamentary Financial Committees - Public Accounts Committee, Estimates Committee and Committee on Public Undertakings and Comptroller und Auditor General of India

BLOCK - IV: Materials Management

6. Procurement
7. Storage and Distribution
8. Logistics Management

Chairman

BOS

Department of Pub'Admn

SR & BGNR GOVT ARTS & SCIENCE COLLEGE (AUTONOMOUS)

Department of Public administration

B.A- III year VI Semester (Non-CBCS)

PAPER - IV

From May 2017-18
Rural and Urban Governance in India

1. Urban Local Government - Structure, functions, officials, Committee System, Finances, Officials and Political executives (with special reference to Andhra Pradesh).
2. Municipal Corporations: Structure, Committee System, Finances, Officials and Political executives (with special reference in Andhra Pradesh).
3. Urban Development Authorities in Andhra Pradesh and their working

BLOCK - IV : Issues and Trends

4. State Control and Supervision over Local Bodies.
5. Micro planning and implementation, Social Audit. Capacity Building of Grassroots functionaries.
6. Parallel bodies and Voluntary Sector: Self Help Groups. Users Associations and Parastatals
7. Sustainable Development and Challenges to Decentralized Governance

SR & BGNR GOVT DEGREE COLLEGE
 (AUTONOMOUS)
 KHAMMAM
 DEPARTMENT OF PUBLIC ADMINISTRATION
 MODEL QUESTION PAPER (Non-CBCS)
 PUBLIC ADMINISTRATION
 B.A. SEMESTER ~~V~~ VI
2017-18

The Board of Studies, Dept., of Public Administration recommended the Pattern of Question Paper as follows:

Duration : 3 Hrs

Max. Marks: 50 (Internal : 10 Marks + Semester Paper : 40)

SECTION - A : 4 x 2 = 8

1. Answer all the questions in approximately 3 pages each.
2. There will be four questions.
3. Each question would have internal choice of two questions each
4. All the chapters must be given equal importance as far as possible.

SECTION - B : 4 x 2 = 8

Answer any four of the following six questions in 3 or 4 sentences each.
 At least one question should be given from each unit as far as possible.

1. Internal Assessment :	10
2. Section A : Four Questions	4 x 8 = 32
3. Section B : Four Questions	4 x 2 = 08
<hr style="border-top: 1px dashed black;"/>	
Total	50


 Chairman
 BoS Dept. of Pub. Admn.

SR&BGNR GOVT ARTS & SCIENCE COLLEGE

(AUTONOMOUS)

KHAMMAM-507002

DEPARTMENT OF PUBLIC ADMINISTRATION

I&II SEMESTER

III & IV SEMESTER

MODEL QUESTION PAPER & SCHEME OF EXAMINATIONS

(CBCS)

The BOARD OF STUDIES recommended the the pattern of question paper as follows

Duration : 3 hours

Max marks:100(Internal 20 marks+ semester 80 marks)

SECTION-A 4X16=64 MARKS

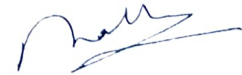
- 4 questions with internal choice will be given and all question will be compulsory
- Answer should be approximately in 3 pages

SECTION-B 4X4=16 MARKS

Out of 8 questions 4 questions should be answer in 3 to 4 sentences each
In brief the scheme of examinations would be asses follows

1. Internal assessment : 20 marks
2. Section A: 4 questions 4x 16=64 Marks
3. Section B : 4 questions 4x 04=16 Marks

Total for semester=100 Marks



Chairman

BOS

Department of Pub'Admn

Meeting.


23

The Board of Studies, Dept of Public Administration conducted its meeting at 11:50 A.M on 16-03-2019 under 2:00 chairmanship of Dr. B. Venkataswara ^{Chairman} Incharge of dept of Pub Ad. to discuss the following agenda.

- ① Approval of Syllabus for B.A I & II Sem (CBCS)
- ② Approval of Syllabus for B.A III & IV Sem (CBCS)
- ③ Approval of Syllabus for B.A V & VI Sem (CBCS)
- ④ Setting of Question Paper Model for I, II, III, IV, V, VI & I, II Sem

Chairmen and members.

Members attended.

- ① P. Narasimha Rao Nelu
- ② Dr. D. Ramakrishna Reddy — 
- ③ N. Sarabaiyah
- ④ A. Soma Narasimhaiah ~~Samir~~
- ⑤ S. Arun Mohan ~~Archa~~
- ⑥ A. Saikrishna ~~AS~~

The Chairmen presented the agenda to discuss and explain the need to prescribe a syllabus and Question paper Pattern for I, II, III, IV, V & VI Sem. After thorough discussion, the Board unanimously adopted Resolutions.

- ① The following syllabus should be adopted

1. No changes in the syllabus

2. Paper pattern was resolved by Depn members

A, each Chapter based $5 \times 12 = 60$

12 marks Questions 5 with Internal Choice [A or B]

B, Short Answer Questions $5 \times 4 = 20$

total questions are 8 from each Chapter. Any 5 - they have to Attempt $\frac{80}{80}$ min

3. Internal marks in Pub. Adm.

challenging sem - Seminar & paper presentation
Contd. ---



SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
(AUTONOMOUS) KHAMMAM



Syllabus w.e.f. ~~2018-19~~

2018-19

B.A. Public Administration

B.A. I YEAR

Paper – I : Semester-I: Basics of Public Administration

Unit- 1: Introduction

- i. Nature of Public Administration
- ii. Meaning and Importance of Public Administration
- iii. State and Evolution of Public Administration

Unit-2: Relationship with other Social Sciences

- i. Law
- ii. Political Science
- iii. Economics

Unit-3: Oriental and Classical Approaches

- i. Oriental Approach -Kautilya
- ii. Classical Approach: Henri Fayol, Luther Gulick and Lyndall Urwick
- iii. Scientific Management Approach: F.W.Taylor
- iv. Bureaucratic Approach: Max Weber and Karl Marx

Unit-4: Human Relations and Behavioural Approaches

- i. Human Relations Approach –Elton Mayo
- ii. Behavioural Approach: Herbert A. Simon
- iii. Socio- Psychological Approach: Abraham Maslow; Mc Gregor; Rensis Likert

Unit-5: Ecological and Social Justice Approaches

- i. Administrative Ecology: F.W.Riggs
- ii. Social Justice Approach –B.R.Ambedkar
- iii. Jyothirao Pule



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Public Administration

B.A. I YEAR

Paper – II : Semester-II: Development Dynamics and Emerging Trends

Unit- 1: Comparative & Development Administration

- i. Comparative Administration
- ii. Development Administration
- iii. Changing Dynamics of Development Administration

Unit-2: Emerging Trends

- i. New Public Administration – Minnowbrook-I
- ii. New Public Administration – Minnowbrook-II
- iii. New Public Administration – Minnowbrook-III

Unit-3: Market Theories

- i. Public Choice Approach
- ii. New Public Management

Unit-4: Role of Public Services and Governance

- i. Public Policy and Governance
- ii. Role of Public Services in the Emergence and Development of New State of Telangana
- iii. Issues in Governance

Unit-5: Contemporary Developments and Public Administration

- i. Globalization and Public Administration
- ii. Present Status of Public Administration in the context of Globalization
- iii. Recent trends in Public Administration



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(AUTONOMOUS) KHAMMAM



Public Administration

B.A. II YEAR

Paper - III : Semester-III: Union Administration

Unit-5: Historical Background

- i. Evolution of Indian Administration
- ii. Indian Administration after Independence: Continuity and Change
- iii. Indian Constitutional Moorings and Administration.

Unit-2: Union Administration: Structure and Processes

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

Unit-3: Center-State Relations

- i. Centre-State Administrative Relations
- ii. Central Personnel Agencies-All India Services
- iii. Finance Commission

Unit-4: Constitutional and Other National Bodies

- i. Union Public Service Commission
- ii. Election Commission and Comptroller and Auditor General of India (C&AG)
- iii. NTI Aayog

Unit-5: Public Enterprises in India

- i. Significance of Public Enterprises
- ii. Forms of Public Enterprises - Department, Corporation, Company
- iii. Performance and Disinvestment



SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
(AUTONOMOUS) KHAMMAM



Public Administration

B.A. II YEAR

Paper - IV : Semester-IV: State Administration and Emerging Issues

Unit-1: State Administration: Structure and Processes

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

Unit-2: State Administrative Mechanisms

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

Unit-3: Emerging Issues

- i. Administrative Reforms: Need and Importance
- ii. 2nd Administrative Reforms Commission - Features and Recommendations

Unit-4: Technology and Integrity in Government

- i. e-Government
- ii. Values and Ethics in Administration

Unit-5: Control over Administration

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



SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
(AUTONOMOUS) KHAMMAM

U.G. Public Administration (Under CBCS)
B.A. Final Year

SEMESTER - V: Discipline Specific Course (Credits - 4)
Paper - V: Human Resources Management

Unit - 1: Nature of Human Resource Management

- i. Meaning and Significance of Human Resource Management
- ii. Human Resource Planning

Unit - 2: Office Management

- i. Concept and Principles of Office Management
- ii. Job Analysis, Job Description, Recruitment and Promotion
- iii. Compensation Administration - Wage, Pay and Pay Commissions

Unit - 3: Human Resource Development

- i. Performance and Competency Mapping System
- ii. Employee Capacity Building Strategies-Training
- iii. Total Quality Management and Productivity Management

Unit - 4: Emerging Trends

- i. Reddressal of Employee Grievances
- ii. Right sizing, Outsourcing and Consultancies
- iii. Interpersonal Skills

Unit - 5: Process of Management

- i. Strategic Planning
- ii. Management by Objectives (MBO)
- iii. Decision making



SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
(AUTONOMOUS) KHAMMAM

U.G. Public Administration (Under CBCS)
B.A. Final Year

SEMESTER - V: Discipline Specific Elective (Credits - 4)

Paper - V- (A): Rural Local Governance

Unit-1: Introduction

- i. Democratic Decentralization and Local Organisations
- ii. Evolution of Rural Governance Institutions-Balwanth Rai Mehtha
- iii. Ashok Mehtha Committee

Unit - 2: Reforms in Rural Local Governance

- i. Third Generation Panchayats
- ii. 73rd Constitutional Amendment Act
- iii. Status of PRIs in Schedule (V & VI Areas)

Unit-3: Local Organisations for Rural Development

- i. Panchayati Raj: Patterns, Functions and Performance
- ii. Finances of Panchayati Raj Institutions --- State Finance Commission
- iii. State Control over Rural Local Governments

Unit - 4: Accountability and Control

- i. Executive control and Legislative control
- ii. State and Local Government relations
- iii. Human Resource at Local Level

Unit-5: Rural Development Strategies and Services

- i. Rural Development: Strategies, Programs and Issues
- ii. Co-operatives: Structure, Functions and Performance
- iii. Basic Services and Welfare Measures in Rural Areas





SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
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U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - VI: Discipline Specific Course (Credits - 4)

Paper – VI: Financial and Material Resources Management

Unit- 1: Introduction

- i. Meaning and Scope of Financial Management
- ii. Importance of Financial Management

Unit-2: Budget

- i. Concept and Principles of Budget
- ii. Preparation of Budget
- iii. Enactment and Execution of Budget

Unit-3: Financial Institutions

- i. Organization and Functioning of Finance Ministry
- ii. Union – State Financial Relations and the role of Finance Commission
- iii. Parliamentary Financial Committees; Public Accounts Committee, Estimates Committee and Committee on Public Undertakings

Unit- 4: Materials Management

- i. Meaning and Concept of Materials Management
- ii. Procurement, Storage and Distribution
- iii. Inventory Control and Management

Unit – 5: Material Management Linkages

- i. Production Management
- ii. Marketing Management
- iii. Human Resource Management



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U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - VI: Discipline Specific Elective (Credits - 4)
Paper – VI (B): Public Office Administration

Unit - 1: Introduction:

- i. Meaning and Importance of Office Administration.
- ii. Principles of Office Administration.
- iii. Powers and Functions of Office Manager.

Unit - 2: Modern Office appliances and Furniture:

- i. Meaning and objectives of mechanization.
- ii. Merits and demerits of mechanization.
- iii. Types of furniture fittings and accessories.

Unit - 3: Filing and Indexing:

- i. Meaning and importance of filing.
- ii. Principles of maintaining records.
- iii. Types of indexing system.

Unit - 4: Office accommodation and layout:

- i. Office space planning or office layout.
- ii. Principles of office layout.
- iii. Systems approach to office layout.

Unit - 5: Office Machines and equipment:

- i. Importance and objectives of office machines "Office safety and security"
- ii. Meaning and importance of office safety
- iii. Office environment safety hazards and steps to improve office safety.

Suggested Readings:

1. S.K. Sahni and GSP Sundaresh; Office Organisation and Management.
2. R.K. Chopra; Office Organisation and Management.
3. C.L. Littlefield Rachel Frank; Office Administration and Management.
4. S.P. Arora; Office Organisation and Management.
5. Gernard Tavernier; Basic Office Systems and Records

written exam	80 m
Internal marks	20 m
	<u>100 m</u>

3. During The 2nd sem Internal marks are needed to Award based on Group project & seminar. [presentation]
Each Group is Combination of 3 to 5 members

1. P. Narasimha Rao

2. D.D. Ramakrishna Reddy

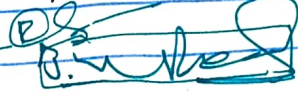
3. N. Sarabaiiah

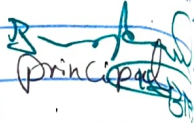
4. A. Somavennasaiah

5. S. Anjan Mohan,

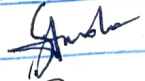
6. A. Sai Krishna

N. M. S.




Principal

A. S. S.



A. R.

Dt. 29.01.2020

BOS Meeting of Public Administration

The Board of Studies, Dept of Public Administration conducted meeting at 12.30 pm on 29.01.2020 under chairmanship of incharge principal

T. Jeevan Kumar to discuss the following issues

in presence of chairman B.O.S Sri K. Sukumar

1. Approval of syllabus for BA I & II (sem) (CBCS)
2. Approval of syllabus for BA III & IV Sem (CBCS)
3. Approval of syllabus for BA V & VI Sem (CBCS)
4. Setting of question paper pattern and model paper.
5. Welcome of B. Muralidhar Asst professor of Public Admn KBC Hanumanakonda as new BOS member in place of Sri Sarabaiyah due to his sudden demise.

Chairman presented agenda before BOS and explain the need of prescribed syllabus and question paper model and wisutage. Pattern for BA Public Admn I, II, III, IV, V Semesters

The Board unanimously adopted resolutions the following resolution resolved

1. No changes in the syllabus
2. Paper pattern has approved as under
 - a. essay type questions Two questions from each chapter with internal choice.
 $12 \times 5 = 60$ marks
 - b. Short answer questions 5 with 4 marks as choice of 5 out of 8 question should attempt
3. Internal Marks should 20 marks



**SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
(AUTONOMOUS) KHAMMAM**

Paper-I sem-I: Basic of public Administration 2019-20
SEMESTER - 1

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; Me Gregor

Module-V: Ecological and Social Justice Approaches

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

SEMESTER - 2

BA 203 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



SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
(AUTONOMOUS) KHAMMAM



Public Administration

B.A. II YEAR

Paper – III : Semester-III: Union Administration

Unit- 1: Historical Background

- i. Evolution of Indian Administration
- ii. Indian Administration after Independence: Continuity and Change
- iii. Indian Constitutional Moorings and Administration.

Unit- 2: Union Administration: Structure and Processes

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

Unit-3: Center-State Relations

- i. Centre-State Administrative Relations
- ii. Central Personnel Agencies-All India Services
- iii. Finance Commission

Unit-4: Constitutional and Other National Bodies

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

Unit-5: Public Enterprises in India

- i. Significance of Public Enterprises
- ii. Forms of Public Enterprises - Department, Corporation, Company
- iii. Performance and Disinvestment



SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
(AUTONOMOUS) KHAMMAM



Public Administration

B.A. II YEAR

Paper – IV : Semester-IV: State Administration and Emerging Issues

Unit-1: State Administration: Structure and Processes

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

Unit-2: State Administrative Mechanisms

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

Unit- 3: Emerging Issues

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

Unit-4: Technology and Integrity in Government

- i. e-Government
- ii. Values and Ethics in Administration

Unit-5: Control over Administration

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



SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
(AUTONOMOUS) KHAMMAM



U.G. Public Administration (Under CBCS)
B.A. Final-Year
SEMESTER - V: Discipline Specific Course (Credits - 4)
Paper - V: Human Resources Management

Unit - 1: Nature of Human Resource Management

- i. Meaning and Significance of Human Resource Management
- ii. Human Resource Planning

Unit - 2: Office Management

- i. Concept and Principles of Office Management
- ii. Job Analysis, Job Description, Recruitment and Promotion
- iii. Compensation Administration - Wage, Pay and Pay Commissions

Unit - 3: Human Resource Development

- i. Performance and Competency Mapping System
- ii. Employee Capacity Building Strategies-Training
- iii. Total Quality Management and Productivity Management

Unit - 4: Emerging Trends

- i. Redressal of Employee Grievances
- ii. Right sizing, Outsourcing and Consultancies
- iii. Interpersonal Skills

Unit - 5: Process of Management

- i. Strategic Planning
- ii. Management by Objectives (MBO)
- iii. Decision making



SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
(AUTONOMOUS) KHAMMAM



U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - V: Discipline Specific Elective (Credits - 4)

Paper - V- (A): Rural Local Governance

Unit-1: Introduction

- i. Democratic Decentralization and Local Organisations
- ii. Evolution of Rural Governance Institutions-Balwanth-Rai Mehtha Ashok Mehtha Committee

Unit - 2: Forms in Rural Local Governance

- i. Third Generation Panchayats
- ii. 73rd Constitutional Amendment Act
- iii. Status of PRIs in Schedule (V & VI Areas)

Unit-3: Local Organisations for Rural Development

- i. Panchayati Raj: Patterns, Functions and Performance
- ii. Finances of Panchayati Raj Institutions --- State Finance Commission
- iii. State Control over Rural Local Governments

Unit - 4: Accountability and Control

- i. Executive control and Legislative control
- ii. State and Local Government relations
- iii. Human Resource at Local Level

Unit-5: Rural Development Strategies and Services

- i. Rural Development: Strategies, Programs and Issues
- ii. Co-operatives: Structure, Functions and Performance
- iii. Basic Services and Welfare Measures in Rural Areas



SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
(AUTONOMOUS) KHAMMAM

U.G. Public Administration (Under CBCS)
B.A. Final Year

SEMESTER - VI: Discipline Specific Course (Credits - 4)

Paper - VI: Financial and Material Resources Management



Unit-1: Introduction

- i. Meaning and Scope of Financial Management
- ii. Importance of Financial Management

Unit-2: Budget

- i. Concept and Principles of Budget
- ii. Preparation of Budget
- iii. Enactment and Execution of Budget

Unit-3: Financial Institutions

- i. Organization and Functioning of Finance Ministry
- ii. Union - State Financial Relations and the role of Finance Commission
- iii. Parliamentary Financial Committees: Public Accounts Committee, Estimates Committee and Committee on Public Undertakings

Unit-4: Materials Management

- i. Meaning and Concept of Materials Management
- ii. Procurement, Storage and Distribution
- iii. Inventory Control and Management

Unit - 5: Material Management Linkages

- i. Production Management
- ii. Marketing Management
- iii. Human Resource Management



SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
(AUTONOMOUS) KHAMMAM

U.G. Public Administration (Under CBCS)
B.A. Final Year

SEMESTER - VI: Discipline Specific Elective (Credits - 4)

Paper - VI (B): Public Office Administration



Unit - 1: Introduction:

- i. Meaning and Importance of Office Administration.
- ii. Principles of Office Administration.
- iii. Powers and Functions of Office Manager.

Unit - 2: Modern Office appliances and Furniture:

- i. Meaning and objectives of mechanization.
- ii. Merits and demerits of mechanization.
- iii. Types of furniture fittings and accessories.

Unit - 3: Filing and Indexing:

- i. Meaning and importance of filing.
- ii. Principles of maintaining records.
- iii. Types of indexing system.

Unit - 4: Office accommodation and layout:

- i. Office space planning or office layout.
- ii. Principles of office layout.
- iii. Systems approach to office layout.

Unit - 5: Office Machines and equipment:

- i. Importance and objectives of office machines "Office safety and security"
- ii. Meaning and importance of office safety
- iii. Office environment safety hazards and steps to improve office safety.

Suggested Readings:

1. S.K. Sahni and GSP Sundareshi; Office Organisation and Management.
2. R.K. Chopra; Office Organisation and Management.
3. C.L. Littlefield Rachel Frank; Office Administration and Management.
4. S.P. Arora; Office Organisation and Management.
Gernard Tavernier; Basic Office Systems and Records

Written Test examination	80 Marks
Internal Marks	20 Marks
	<hr/> 100 Marks

4) During the sem Internal Marks are needed to Award based on Group Project & Seminar presentation. Each group is combination of 3 to 5 Students.

~~Principal~~
Principal

1. Sri. K. Sukumar

2. Dr. D. Ramakrishna Reddy

3. Sri A. Somanarajah

4. Sri. B. Muralidhar

5. Sri. P. Narshima Rao

6. Sri. S. Arun Mohan

7. Sri. Sai Krishna

SR & BGNR GOVERNMENT DEGREE COLLEGE (A)
KHAMMAM.

DEPARTMENT OF PUBLIC ADMINISTRATION.

EXAMINERS PANEL - 2019-2020.

The Board of studies, Department of Public Administration recommended the following panel of Examiners.

- 1) Dr. P. Srinivasa Rao Asst. Professor, Dept of Public Administration and HRM. KU, Warangal.
- 2) Prof. T. Yadagiri Rao Dept of Public Administration and HRM KU, Warangal.
- 3) G. Phani Asst. Professor Dept of Public Administration and HRM KU, Warangal.
- 4) Dr. D. Rama Krishna Reddy Asst. Professor Dept of Public Admn, Pingle College for Women, Waddelpally, Warangal.
- 5) A. Somnarasiah. Asst. Professor. Dept of Public Admn KDC Warangal.
- 6) B. Muralidhar Asst Professor Dept of Public Admn KDC Warangal.
- 7) Dr. P. Venumadhar Lecturer, Dept of Public Admn ABU GDC Janagaon.
- 8) U. Gangadhar Asst Professor Dept of Public Admn. GRP GDC Bhainsa.
- 9) G. Pradeep Sravan Asst Professor Dept of Public Admn. SRR GDC Karim Nagar.
- 10) Demudu Naidu Asst Professor Dept of Public Admn SRR GDC Karim Nagar.
- 11) P. Premeagar Lecturer, Dept of Public Admn TVR GDC Sathupally.
- 12) T. Shankar Lecturer, Dept of Public Admn VEKAS Degree college, Khammam.


Chairman

BOS - Dept of Pub. Admn.



OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY
WARANGAL- 506 009

Phones: 0870 2438866, (Off), Mobile: (+91) 9849171737, E-mail: registrar@kakatiya.ac.in

Date: 13-12-2019

No. 1787 /B3/KU/2019

To
The Principal
SR& BGNR Govt. Arts & Science College Autonomous
KHAMMAM

Sub: SR & BGNR Govt. Arts & Science College (Autonomous) Khammam - Nomination
of Experts on the Board of Studies of various departments - Regarding.
Ref: Your letter Rc. No.292/Aut/2018-19 dated 15-03-2019.

Sir,

With reference to your letter cited, I am to inform you that the Vice-Chancellor has nominated the following members to serve as experts on the Board of Studies of the following departments of your College, in accordance with the guidelines issued by the University Grants Commission, New Delhi for autonomous colleges for consideration of Board of Studies.

- | | |
|-----------------------|---|
| Bio-technology | : Dr. T. Shastri, Department of Bio-technology, KU. |
| English | : Mrs. P. Nirmala, Department of English, KU |
| Biochemistry | : Prof. S. Satyanarayana Singh, O.U. Hyderabad |
| Chemistry | : Prof. S. Srihari (Retd) Dept. of Chemistry, KU |
| Public Administration | : Dr. D. Ramakrishna Reddy, Pingle Womens College, Wgl. |
| Commerce & Busi. Mgt | : Prof. P. Varalaxmi, Univ. College of Commerce & B.M., KU |
| Economics | : Prof. Vinayaka Reddy, Dept. of Economics, KU, Wgl. |
| History | : Prof. K. Arjun Rao, Dept. of History, O.U. Hyderabad ✓ |
| Botany | : Dr. M. Surekha, Dept. of Botany, KU |
| Political Science | : Prof. Ravinder, Dept. of Political Science, O.U, Hyderabad |
| Zoology | : Dr. M. Estari, Dept. of Zoology, KU |
| Mathematics | : Dr. Tirumala Devi, Dept. of Mathematics, KU |
| Physics | : Prof. Gangadhar Reddy, Dept. of Physics, KU |
| Microbiology | : Dr. P. Venkataiah, Dept. of Zoology, KU |
| Telugu | : Dr. P. Ramulu, Dept. of Telugu, University of Hyderabad. |
| Computer Applications | : Dr. G. Rajitha Devi, Thara Degree College, Sangareddy, Medak. |
| Computer Science | : Dr. S. Srinivas, GDC, Paloncha, Khammam |
| Hindi | : Prof. V. Krishna, University of Hyderabad |
| Electronics | : Prof. B. Venkatram Reddy, Dept. of Physics, KU |

This is for your information and necessary action

REGISTRAR

Copy to:

1. The Dean, Academic Audit, KU
2. The Dean, College Development Council, KU
3. The Deputy Registrar, (Admn.) KU.
4. The Secretary to Vice-Chancellor, KU.
5. The SF.

SR & BGNR GOVT. ARTS & SCIENCE COLLEGE

(AUTONOMOUS)

KHAMMAM -507002

Board of Studies in Public Administration

S.No.	Category	Name & Designation of the Person	Member/Chairperson
I	Head of the Department	1. Lt. K.Sukumar	Chairman
II	The Faculty of each Specialization	2.P.Narssimha Rao, Lecturer on Contract Basis Department of Public Admn. SR & BGNR GOVT. Arts & Science College (A) KHAMMAM -507002	Member
III	Two experts in the subject from outside the college to be nominated by Academic Council	3.Sri .B.Muralidhar, Asst. Prof. of Public Admn., Kakatiya Government College, HANMAKONDA,WGL(U).	Member
		4.Sri A.Somanarsaiah, Dept. of Public Admn., Kakatiya Government College, HANMAKONDA,WGL(U).	Member
IV	One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college Principal.	5.Dr.D.Ramakrishna Reddy, Department of Public Admn., Pingle Govt. College for Women, Waddepally, Warangal.	Member
V	One representative form industry / corporate sector / allied area relating to placement	6.Sri.S.Arun Mohan, M.Com,M.B.A., Director B.Sc,(Banking Services Chronicle), Hirnaich Nagar, Hyderabad.	Member
VI	One Postgraduate meritorious Alumni	7.Sri.Sai Krishna, M.A.,B.Ed, Nelakonda pally, Khammam	Member



PRINCIPAL
SR & BGNR. Govt. Arts &
Science College (NAAC-B++)
Autonomous-KHAMMAM

12.06.2021

The Board of Studies, Dept. of Public Administration conducted meeting at 12.30 P.M. by upholding all COVID-19 protocols under the Chairmanship of Principal and in the meeting the Chairman, BOS and other members of the Board of Studies participated, the following matters discussed and resolved.

- (1) Approval of Syllabus for B.A I & II (Sem) (CBCS)
- (2) Approval of Syllabus for B.A III & IV (Sem) (CBCS)
- (3) Approval of Syllabus for B.A V & VI (Sem) (CBCS)
- (4) Setting of Question Paper Pattern and model paper
- (5) Specially discussed the Civil Service foundation course initiation by the Department of Public Administration under career guidance and placement cell being started on 05/05/2021

Chairman presented the agenda before Board of Studies and explain the need of proposed syllabus and question paper model and weightage pattern for BA Public Admin I, II, III, IV, V, VI
Secretary

The Board unanimously adopted the following resolutions

- (1) No changes in the syllabus
- (2) Paper pattern has been approved as under essay type questions as under essay type questions as two questions from each unit with internal choice.

$$12 \times 5 = 60 \text{ marks}$$

3) Short Answer questions 5 Five with '4' or as choice 2 or 5 out of 8 marks questions should attempt

4) Internal marks should be 20 marks



SR & BGNR GOVT DEGREE ARTS & SCIENCE COLLEGE
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B.A. Public Administration

B.A. I YEAR

Paper – I : Semester-I: Basics of Public Administration

Unit- 1: Introduction

- i. Nature of Public Administration
- ii. Meaning and Importance of Public Administration
- iii. State and Evolution of Public Administration

Unit-2: Relationship with other Social Sciences

- i. Law
- ii. Political Science
- iii. Economics

Unit-3: Oriental and Classical Approaches

- i. Oriental Approach -Kautilya
- ii. Classical Approach: Henri Fayol; Luther Gulick and Lyndall Urwick
- iii. Scientific Management Approach: F.W.Taylor
- iv. Bureaucratic Approach: Max Weber and Karl Marx

Unit-4: Human Relations and Behavioural Approaches

- i. Human Relations Approach –Elton Mayo
- ii. Behavioural Approach: Herbert A. Simon
- iii. Socio- Psychological Approach: Abraham Maslow; Mc Gregor, Rensis Likert

Unit-5: Ecological and Social Justice Approaches

- i. Administrative Ecology: F.W.Riggs
- ii. Social Justice Approach –B.R.Ambedkar
- iii. Jyothirao Pule



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Public Administration

B.A. I YEAR

Paper – II : Semester-II: Development Dynamics and Emerging Trends

Unit- 1: Comparative & Development Administration

- i. Comparative Administration
- ii. Development Administration
- iii. Changing Dynamics of Development Administration

Unit-2: Emerging Trends

- i. New Public Administration – Minnowbrook-I
- ii. New Public Administration – Minnowbrook-II
- iii. New Public Administration – Minnowbrook-III

Unit-3: Market Theories

- i. Public Choice Approach
- ii. New Public Management

Unit-4: Role of Public Services and Governance

- i. Public Policy and Governance
- ii. Role of Public Services in the Emergence and Development of New State of Telangana
- iii. Issues in Governance

Unit-5: Contemporary Developments and Public Administration

- i. Globalization and Public Administration
- ii. Present Status of Public Administration in the context of Globalization
- iii. Recent trends in Public Administration



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Public Administration



B.A. II YEAR

Paper – III : Semester-III: Union Administration

Unit- 1: Historical Background

- i. Evolution of Indian Administration
- ii. Indian Administration after Independence: Continuity and Change
- iii. Indian Constitutional Mooring and Administration.

Unit- 2: Union Administration: Structure and Processes

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

Unit-3: Center-State Relations

- i. Centre-State Administrative Relations
- ii. Central Personnel Agencies-All India Services
- iii. Finance Commission

Unit-4: Constitutional and Other National Bodies

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

Unit-5: Public Enterprises in India

- i. Significance of Public Enterprises
- ii. Forms of Public Enterprises - Department, Corporation, Company
- iii. Performance and Disinvestment

Suggested Readings:

1. S.P. Meharbani "Indian Administration" Vol. I & II



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Public Administration



B.A. II YEAR

Paper – IV : Semester-IV: State Administration and Emerging Issues

Unit-1: State Administration: Structure and Processes

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

Unit-2: State Administrative Mechanisms

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

Unit- 3: Emerging Issues

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

Unit-4: Technology and Integrity in Government

- i. e-Government
- ii. Values and Ethics in Administration

Unit-5: Control over Administration

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



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U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - V: Discipline Specific Course (Credits - 4)
Paper – V: Human Resources Management

Unit - 1: Nature of Human Resource Management

- i. Meaning and Significance of Human Resource Management.
- ii. Human Resource Planning.

Unit - 2: Office Management

- i. Concept and Principles of Office Management
- ii. Job Analysis, Job Description, Recruitment and Promotion
- iii. Compensation Administration - Wage, Pay and Pay Commissions

Unit - 3: Human Resource Development

- i. Performance and Competency Mapping System
- ii. Employee Capacity Building Strategies-Training
- iii. Total Quality Management and Productivity Management

Unit - 4: Emerging Trends

- i. Redressal of Employee Grievances.
- ii. Right sizing, Outsourcing and Consultancies
- iii. Interpersonal Skills.

Unit - 5: Process of Management

- i. Strategic Planning
- ii. Management by Objectives (MBO)
- iii. Decision making

Suggested Readings:

1. Aswathappa K.(2002) "Human Resource and Personnel Management", Tata Mc Graw Hill Publishers, New Delhi
2. Seema Sanchi Human Resource Management Mc Millan Delhi 2011



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U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - VI: Discipline Specific Course (Credits - 4)
Paper – VI: Financial and Material Resources Management

Unit- 1: Introduction

- i. Meaning and Scope of Financial Management
- ii. Importance of Financial Management

Unit-2: Budget

- i. Concept and Principles of Budget
- ii. Preparation of Budget
- iii. Enactment and Execution of Budget

Unit-3: Financial Institutions

- i. Organization and Functioning of Finance Ministry
- ii. Union – State Financial Relations and the role of Finance Commission
- iii. Parliamentary Financial Committees: Public Accounts Committee, Estimates Committee and Committee on Public Undertakings

Unit- 4: Materials Management

- i. Meaning and Concept of Materials Management
- ii. Procurement, Storage and Distribution
- iii. Inventory Control and Management

Unit – 5: Material Management Linkages

- i. Production Management
- ii. Marketing Management
- iii. Human Resource Management



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U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - V: Discipline Specific Elective (Credits - 4)

Paper - V- (A): Rural Local Governance

Unit-1: Introduction

- i. Democratic Decentralization and Local Organisations
- ii. Evolution of Rural Governance Institutions-Balwanth Rai Mehtha
- iii. Ashok Mehtha Committee

Unit - 2: Reforms in Rural Local Governance

- i. Third Generation Panchayats
- ii. 73rd Constitutional Amendment Act
- iii. Status of PRIs in Schedule (V & VI Areas)

Unit-3: Local Organisations for Rural Development

- i. Panchayati Raj: Patterns, Functions and Performance
- ii. Finances of Panchayati Raj Institutions --- State Finance Commission
- iii. State Control over Rural Local Governments

Unit - 4: Accountability and Control

- i. Executive control and Legislative control
- ii. State and Local Government relations
- iii. Human Resource at Local Level

Unit-5: Rural Development Strategies and Services

- i. Rural Development: Strategies, Programs and Issues
- ii. Co-operatives: Structure, Functions and Performance
- iii. Basic Services and Welfare Measures in Rural Areas

Suggested Readings:

1. S.R Maheshwari "Indian Administration" Orient Black Swan Publishers, New Delhi
2. Avasthi & Maheshwari "Public Administration", Laxminarain Agarwal Educational



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U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - VI: Discipline Specific Elective (Credits - 4)
Paper - VI (B): Public Office Administration

Unit - 1: Introduction:

- i. Meaning and Importance of Office Administration.
- ii. Principles of Office Administration.
- iii. Powers and Functions of Office Manager.

Unit - 2: Modern Office appliances and Furniture:

- i. Meaning and objectives of mechanization.
- ii. Merits and demerits of mechanization.
- iii. Types of furniture fittings and accessories.

Unit - 3: Filing and Indexing:

- i. Meaning and importance of filing.
- ii. Principles of maintaining records.
- iii. Types of indexing system.

Unit - 4: Office accommodation and layout:

- i. Office space planning or office layout.
- ii. Principles of office layout.
- iii. Systems approach to office layout.

Unit - 5: Office Machines and equipment:

- i. Importance and objectives of office machines "Office safety and security"
- ii. Meaning and importance of office safety
- iii. Office environment safety hazards and steps to improve office safety.





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Public Administration

B.A. II YEAR

Paper – III : Semester-III: Union Administration

Unit- 5: Historical Background

- i. Evolution of Indian Administration
- ii. Indian Administration after Independence: Continuity and Change
- iii. Indian Constitutional Moorings and Administration.

Unit- 2: Union Administration: Structure and Processes

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

Unit-3: Center-State Relations

- i. Centre-State Administrative Relations
- ii. Central Personnel Agencies-All India Services
- iii. Finance Commission

Unit-4: Constitutional and Other National Bodies

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

Unit-5: Public Enterprises in India

- i. Significance of Public Enterprises
- ii. Forms of Public Enterprises - Department, Corporation, Company
- iii. Performance and Disinvestment

Suggested Readings:

1. S.R. Mohanbhai "Indian Administration" Vol. I & II



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Public Administration

B.A. II YEAR

Paper – IV : Semester-IV: State Administration and Emerging Issues

Unit-1: State Administration: Structure and Processes

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

Unit-2: State Administrative Mechanisms

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

Unit- 3: Emerging Issues

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

Unit-4: Technology and Integrity in Government

- i. e-Government
- ii. Values and Ethics in Administration

Unit-5: Control over Administration

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



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U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - V: Discipline Specific Elective (Credits - 4)

Paper - V- (A): Rural Local Governance

- Unit-1: Introduction**
- Democratic Decentralization and Local Organisations
 - Evolution of Rural Governance Institutions-Balwanthi Rai Mehtha
 - Ashok Mehtha Committee
- Unit - 2: Reforms in Rural Local Governance**
- Third Generation Panchayats
 - 73rd Constitutional Amendment Act
 - Status of PRIs in Schedule (V & VI Areas)
- Unit-3: Local Organisations for Rural Development**
- Panchayati Raj: Patterns, Functions and Performance
 - Finances of Panchayati Raj Institutions — State Finance Commission
 - State Control over Rural Local Governments
- Unit - 4: Accountability and Control**
- Executive control and Legislative control
 - State and Local Government relations
 - Human Resource at Local Level
- Unit-5: 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

Suggested Readings:

- S.R Maheshwari "Indian Administration" Orient Black Swan Publishers, New Delhi
- Avasthi & Maheshwari "Public Administration", Laxminarain Agarwal Educational



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U.G. Public Administration (Under CBCS)
B.A. Final Year
SEMESTER - VI: Discipline Specific Elective (Credits - 4)
Paper - VI (B): Public Office Administration



- Unit - 1: Introduction:**
- Meaning and Importance of Office Administration.
 - Principles of Office Administration.
 - Powers and Functions of Office Manager.
- Unit - 2: Modern Office appliances and Furniture:**
- Meaning and objectives of mechanization.
 - Merits and demerits of mechanization.
 - Types of furniture fittings and accessories.
- Unit - 3: Filing and Indexing:**
- Meaning and importance of filing.
 - Principles of maintaining records.
 - Types of indexing system.
- Unit - 4: Office accommodation and layout:**
- Office space planning or office layout.
 - Principles of office layout.
 - Systems approach to office layout.
- Unit - 5: Office Machines and equipment:**
- Importance and objectives of office machines "Office safety and security"
 - Meaning and importance of office safety
 - Office environment safety hazards and steps to improve office safety.

**SR&BGNR GOVERNMENT DEGREE COLLEGE (A) KHAMMAM
DEPARTMENT OF PUBLIC ADMINISTRATION
EXAMINERS PANEL 2020- 2021.**

THE BOARD OF STUDIES, DEPARTMENT OF PUBLIC ADMINISTRATION RECOMMENDED THE FOLLOWING PANEL OF EXAMINERS

1. DR.P.SRINIVASARAO ASST.PROFESSOR, DEPT OF PUBLIC ADMINISTRATION AND HRM. KU, WARANGAL.
2. PROF .T.YADAGIRI RAO DEPT OF PUBLIC ADMINISTRATION AND HRM .KU, WARANGAL.
3. DR.G. PHANI ASST PROFESSOR, DEPT OF PUBLIC ADMINISTRATION AND HRM, KU.WARANGAL
4. DR.D. RAMAKRISHNA REDDY ASST PROFESSOR, DEPT OF PUBLIC ADMINISTRATION DEGREE COLLEGE FOR WOMEN, WADDEPALLY WARANGAL.
5. A. SOMANARASIAH ASST PROFESSOR, DEPT OF PUBLIC ADMINISTRATION KDC WARANGAL.
6. B.MURALIDHAR ASST PROFESSOR, DEPT OF PUBLIC ADMINISTRATION KDC WARANGAL.
7. DR.P. VENUMADHAV LECTURER, DEPT OF PUBLIC ADMINISTRATION ABV GDC JANAGOAN.
8. U.GANGADHAR ASST PROFESSOR, DEPT OF PUBLIC ADMINISTRATION GRP GDC BHAINSA.
9. G. PRADEEP SRAVAN ASST PROFESSOR DEPT OF PUBLIC ADMINISTRATION SRR GDC KARIMNAGAR.
10. DEMUDU NAIDU ASST PROFESSOR, DEPT OF PUBLIC ADMINISTRATION SRR GDC KARIMNAGAR.
11. T.SHANKAR LECTURER, DEPT OF PUBLIC ADMINISTRATION VIKAS DEGREEB COLLEGE, KHAMMAM.

SR&BGNR GOVT. ARTS&SCIENCE COLLEGE
(AUTONOMOUS)
KHAMMAM-507002
Board of Studies in Public Administration

S.NO.	Category	Name & Designation of the Person	Member/Chairperson
I	Head of the Department	1. Lt. K.Sukumar	Chairman
II	The Faculty of each Specialization	2. P.Narsimha Rao, Lecture on Contract Basis Department of Public Admin. SR&BGNR Govt.Arts&Science College (A) KHAMMAM-507002	Member
III	Two experts in the subject from outside the college to be nominated by Academic council	3. Sri. B.Muralidhar, Asst. Prof. of Public Admn. Kakatiya Government College, HANMAKONDA, WGL (U). 4. Sri A.Somanarsaiah, Dept. of Public Admn. Kakatiya Government College, HANMAKONDA, WGL (U).	Member
IV	One expert to be nominated by the Vice-Chancellor From a panel of six recommended by the college Principal.	5. Dr.D.Ramkrishna Reddy, Department of Public Admn. Pingle Govt. College for Women, Waddepally, Warangal.	Member
V	One representative form industry / Corporate sector / allied area relating to placement	6. Sri.S.Arun Mohan, M.Com, M.B.A., Director B.Sc,(Banking Services Chronicle), Hirnaith Nagar, Hyderabad.	Member
VI	One Postgraduate meritorious Alumni	7. Sri.Sai Krishna, M.A.,B.Ed, Nelakondapally, Khammam.	Member

Written Test examination

80 marks

Internal marks

20 marks

100 marks

[Signature]

Principal

① Sri G.K. Sukumar

[Signature]

② Dr. D. Rama Krishna Reddy.

[Signature]

③ Sri. B. Muralidhar

[Signature]

④ Sri. A. Somnath Sairath

[Signature]

⑤ Sri. P. Narshima Rao.

[Signature]

⑥ Sri. S. Arun Mohan

⑦ Sri. Sai Krishna