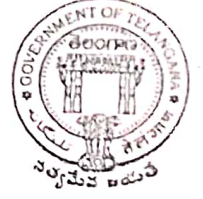


Public Administration  
A high level



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

**Suggested Readings:**

1. M. P. Sharma and Sadhana Public Administration
2. Avasthi and Maheswari, Public Administration
3. Mohit Bhattacharya, New Horizons of Public Administration
4. D. Ravindra Prasad, V.S. Prasad, P. Satyanarayana, Y. Pardhasaradhi, Administrative Thinkers.
5. O.P. Srivastava, Public Administration Volume-I & II.
6. Public Administration, Concepts, Theories and Principles, Telugu Academy.



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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 Maheshwari "Indian Administration" Orient Black Swan Publishers, New Delhi
2. Ramesh K.Arora & Rajni Goyal "Indian Public Administration" New Age International Publishers, New Delhi
3. M.Laxmikanth "Public Administration" Tata Mc Graw Hills Publishers, New Delhi
4. Bharata Desha Paalana Telugu Academy Publication, Hyderabad
5. Avasthi A. 1980. Central Administration: Tata Mc Graw Hill: New Delhi.
6. Basu, D. D. 2004. Introduction to the Constitution of India; Prentice Hall: New Delhi



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Under Graduate Courses (Under CBCS 2019-2022)  
B.A. PUBLIC ADMINISTRATION III YEAR  
SEMESTER – V

**PAPER – DSE 503(B): RURAL GOVERNANCE**  
5 Hours/Week Credits: 5 Marks: 100 (Internal: 20; External: 80)

**Rural Governance (Optional)**

**The Objectives of the Course are:**

1. To understand the concept of democratic decentralisation;
2. To trace the evolution of local self-government in India;
3. To comprehend the institutional arrangements and processes of rural and urban governance;
4. To identify the challenges of development and the administrative responses.
5. To sketch out the new organisational arrangements for delivery of public welfare programmes.

**Unit-I: Introduction**

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

**Unit:-II**

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

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

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

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

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

**Unit V: Emerging Trends**

- a. Rural Unrest
- b. Land Reforms
- c. Corporatization of Agriculture

**References:**

- B.D.S. Bhadouria and V.P. Dubey (1989)., Panchayati Raj and Rural Development, Commonwealth Publishers, New Delhi  
B.S. Khanna, (1992), Rural Development in South Asia Deep and Deep, New Delhi.  
Danny Burns, et. al. (1994). The Politics of Decentralisation: Revitalising Local Democracy, Macmillan, London. George Mathew  
(1994), Panchayati Raj in India: From Legislation to Movement, ISS, New Delhi.  
Jain L.C, et al (1986), Grass without Roots; Rural Development Under Government Auspices, Sage  
K.C. Sivaramakrishnan. et. al. (1993), Urbanisation in India: Basic Services, ISS, New Delhi.  
M.A. Oommen (1995), Devolution of Resources from the State to the Panchayati Institutions, ISS, New Delhi.  
M.A. Oommen and Abhijit Datta (1995). Panchayats and their Finance, ISS, New Delhi. Mohit Bhattacharya (1976).  
Management of Urban Government in India: Uppal, New Delhi.  
Peter Oakley (1991), Projects with People: The Practice of Participation in Rural Development, ILO



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Under Graduate Courses (Under CBCS 2019-2022)  
B.A. PUBLIC ADMINISTRATION III YEAR  
SEMESTER - V

PAPER - DSE 503(B): RURAL GOVERNANCE

5 Hours/Week Credits: 5 Marks: 100 (Internal: 20; External: 80)

Rural Governance (Optional)

The Objectives of the Course are:

1. To understand the concept of democratic decentralisation;
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- B.D.S. Bhadouria and V.P. Dubey (1989), Panchayati Raj and Rural Development, Commonwealth Publishers, New Delhi.  
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(1994), Panchayati Raj in India: From Legislation to Movement, ISS, New Delhi.  
Jain L.C., et.al (1986), Grass without Roots; Rural Development Under Government Auspices, Sage  
K.C. Sivaramakrishnan, et. al. (1993), Urbanisation in India: Basic Services, ISS, New Delhi.  
M.A. Oommen (1995), Devolution of Resources from the State to the Panchayati Institutions, ISS, New Delhi.  
M.A. Oommen and Abhijit Datta (1995), Panchayats and their Finance, ISS, New Delhi. Mohit Bhattacharya (1976).  
Management of Urban Government in India: Uppal, New Delhi.  
Peter Oakley (1991), Projects with People: The Practice of Participation in Rural Development, ILO



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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

**Suggested Readings:**

1. Avasthi & Maheshwari "Public Administration", Laxminarain. Agarwal Educational Publishers, Agra
2. Mohit Bhattacharya "New Horizons of Public Administration" Jawahar Publishers, New Delhi
3. Rumki Basu "Public Administration Concepts and Theories" Sterling Publishers, New Delhi
4. M.Laxmikanth "Public Administration" Tata Mc Graw Hills Publishers, New Delhi
5. Prabhutva Paalana Sidhantalu Bhavanalu Telugu Academy Publication, Hyderabad
6. Bidyut Chakrabarty, Prakash Chand "Public Administration in a Globalizing World: Theories and Practices", Sage Publications
7. Ferrel Heady "Public Administration-A Comparative Perspective" CRC Press



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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. 2<sup>nd</sup> 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

**Suggested Readings:**

1. S.R Maheshwari "Indian Administration" Orient Black Swan Publishers, New Delhi
2. Ramesh K.Arora & Rajni Goyal "Indian Public Administration" New Age International Publishers, New Delhi
3. M. Laxmikanth "Public Administration" Tata Mc Graw Hills Publishers, New Delhi
4. Bharata Desha Paalana Telugu Academy Publication, Hyderabad
5. Avasthi A. 1980. Central Administration: Tata Mc Graw Hill: New Delhi.
6. Basu, D. D. 2004. Introduction to the Constitution of India; Prentice Hall: New Delhi
7. Puri, V.K. 2005. Local Government and Administration, Modern Publishers, Jalandhar



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Under Graduate Courses (Under CBCS 2019–2022)  
**B.A. PUBLIC ADMINISTRATION III YEAR**  
**SEMESTER – VI**

**PAPER – DSE 603 (B):: URBAN GOVERNANCE**  
5 Hours/Week Credits: 5 Marks: 100 (Internal: 20; External: 80)

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

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

**Unit-II: Strategies for Urban Development**

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

**Unit-III: Urban Services**

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

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

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

**Unit V: Emerging Trends**

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

**Expected 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

**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
- Bhattacharya, Mohit (1976), Management of Urban Government in India, Uppal, New Delhi
- Burns, Danny et. al. (1994), The Politics of Decentralisation: Revitalizing Local Democracy Macmillan, London,
- Chaturvedi T.N. and Abhijit Datta (1984), Local Government, IIPA, (New Delhi).
- Devas Nick (2004), Urban Governance Voice and Poverty in the Developing World, Routledge.
- Maheshwari, S.R. (2003), Local Government in India, Lakshmi Narain Aggarwal, Agra.
- Oakley Peter (1991), Projects with People: The Practice of Participation in Rural Development, I.L.O., Geneva.
- Oakley Peter, et. Al (1984), Approaches to participation in Development, I.L.O., Geneva.
- Pierre, Jon (2011), The Politics of Urban Governance: Rethinking the Local State, Palgrave MacMillan.
- Prasad R N (2007), Urban Governance: Principles, Telugu Acad
- ...ive Thinkers.