

# UNDERGRADUATE PROGRAMME IN PUBLIC ADMINISTRATION

## Courses

### SYLLABI OF UNDER GRADUATE PROGRAMME - CBCS IN PUBLIC ADMINISTRATION

1. Name of the Department : Public Administration
2. Name of the Programme : BA (Public Administration)
3. Programme ID : BA-103; BA-203; BA-303; BA-403;  
BA- 503 - A/B  
BA 603, - A/B
4. Duration : Three Years
5. AIM of the course :
  - Make the learner to understand the nature and role of Public Administration in the changing socio-economic and political context and in the historical background
  - 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 service examinations.

#### 6. Programme Objective

The broad objectives of the Undergraduate Programme in Public Administration include:

- 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.

B. A - SUBJECT: PUBLIC ADMINISTRATION  
CBCS COURSE STRUCTURE  
W.E.F 2019-20

Sl.No	Code	Course Title	HPW	Credits	Exam Hrs	Marks
-1	-2	-3	-5	-6	-7	-8
		<b>SEMESTER – I</b>				
1.	ELS1	English (First Language)	4	4		
2.	SLS1	Second Language	4	4		
3.	AEC1	Environmental Science/ Basic Computer Skills	2	2		
4.	DSC101		5	5	3 hrs	80U+20I
5.	DSC102		5	5	3 hrs	80U+20I
6.	DSC103	Basics of Public Administration	5	5	3 hrs	80U+20I
		Total	25	25		
		<b>SEMESTER – II</b>				
7.	ELS2	English (First Language)	4	4		
8.	SLS2	Second Language	4	4		
9.	AEC2	Basic Computer Skills/ Environmental Science	2	2		
10.	DSC201		5	5	3 hrs	80U+20I
11.	DSC202		5	5	3 hrs	80U+20I
12.	DSC203	Development Dynamics and Emerging Trends	5	5	3 hrs	80U+20I
		Total	25	25		
		<b>SEMESTER – III</b>				
13.	ELS3	English (First Language)	3	3		
14.	SLS3	Second Language	3	3		
15.	SEC1	Public Office Administration	2	2	1 ½ hrs	40U+10I
16.	SEC2	Office Processes	2	2	1 ½ hrs	40U+10I
17.	DSC301		5	5	3 hrs	80U+20I
18.	DSC302		5	5	3 hrs	80U+20I
19.	DSC303	Union Administration	5	5	3 hrs	80U+20I
		Total	25	25		
		<b>SEMESTER – IV</b>				
20.	ELS4	English (First Language)	3	3		
21.	SLS4	Second Language	3	3		
22.	SEC3	Technology & Office Administration	2	2	1 ½ hrs	40U+10I
23.	SEC4	Techniques of Office Administration	2	2	1 ½ hrs	40U+10I
24.	DSC401		5	5	3 hrs	80U+20I
25.	DSC402		5	5	3 hrs	80U+20I
26.	DSC403	State Administration	5	5	3 hrs	80U+20I
		Total	25	25		
		<b>SEMESTER – V</b>				
1.	ELS1	English (First Language)	3	3		
2.	SLS4	Second Language	3	3		
3.	GE Any One	a) Good Governance b) Indian Constitution & Administration	4	4	3 hrs	80U+20I
4.	DSE501 A B C		5	5	3 hrs	80U+20I

5.	DSE502 A B C		3T+4P/ 5	5	3 hrs	50T+35 P+ 15I/ 80U+20I
6.	DSE503 A B	Human Resource Management/ Rural Governance	5 5	5 5	3 hrs 3 hrs	80U+20I 80U+20I
		Total	27/25	25		80U+20I
		<b>SEMESTER – VI</b>				
1.	ELS6	English (First Language)	3	3		
2.	SLS6	Second Language	3	3		
3.	PR/ Optional Paper	e-Governance	4T 2T+4R	4 4	3 hrs 1 ½ hrs	80U+20I 40U+10I 35R+15VV
4.	DSE 601 A B C		5	5	3 hrs	80U+20I
5.	DSE 602 A B C		3T+4P/ 5	5	3 hrs	50T+35 P+ 15I/ 80U+20I
6.	DSE 603 A B	Financial & Material Management Urban Governance	5 5	5 5	3 hrs 3 hrs	80U+20I 80U+20I
		Total	29/27	25		
		GRAND TOTAL	156/ 152	150		

ELS: English Language Skill; SLS: Second Language Skill; AEC: Ability Enhancement Compulsory Course; SEC: Skill Enhancement Course; DSC: Discipline Specific Course; DSE: Discipline Specific Elective; GE: Generic Elective; T: Theory; P: Practical; I: Internal Exam U: University Exam; PR: Project Report; VV: Viva-Voce Examination.

Note: i) A student should opt for either a or b or c of DSE Groups in V and VI Semesters.

ii) Project work should be done by a group of 4 students.

#### SUMMARY OF CREDITS

Sl. No.	Course Category	No. of Courses	Credits Per Course	Credits
1	English Language	6	4/3	20
2	Modern Language	6	4/3	20
3	AEC	2	2	4
4	SEC	4	2	8
5	GE	1	4	4
6	Project Report	1	4	4
7	DSC	12	5	60
8	DSE	6	5	30
	TOTAL	38		150

## BA I Year

### Course-1: Introduction to Public Administration

The Objectives of the Course are:

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

#### Semester-I

#### DSC 103: Basics of Public Administration

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

- a. Meaning and Importance of Public Administration
- b. State and Evolution of Public Administration

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

- a. Law
- b. Political Science
- c. Economics
- d. Psychology

##### Unit-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

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

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

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

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

## References

- Avasthi & Maheshwari (2012) Public Administration, Lakshminarayana Agarwal, Agra.
- Arndt Christian and Charles Oman (2006) Uses and Abuses of Governance Indicators, OECD, Paris.
- Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
- Donald Menzel and Harvey White (eds) (2011) The State of Public Administration: Issues, Challenges and Opportunities, New York, M.E. Sharpe.
- Henry, Nicholas (2006) Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
- Jan – Erik Lane (2000) New Public Management: An Introduction, Routledge, London.
- Ravindra Prasad, D. Prasad, VS Prasad, Satyanarayana, P., and Y. Pardhasaradhi (eds) (2013) Administrative Thinkers, Sterling, New Delhi.
- Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003.
- O'Leary, Rosemary et al (2010) The Future of Public Administration around the World: The Minnowbrook Perspective, Georgetown University Press, D.C.
- Martin Albrow (1970) Bureaucracy, MacMillan, London.
- UN, Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN, 1975.
- Wilson Woodrow, 'The Study of Administration' Political Science Quarterly 2 (June 1987).
- Telugu Akademi, BA, Ist Year Public Administration.

## Semester-II

## DSC 203: Development Dynamics and Emerging Trends

### Unit- I: Comparative & Development Administration

- a. Comparative Administration
- b. Development Administration
- c. Changing Dynamics of Development Administration

### Unit-II: New Public Administration

- a. New Public Administration – Minnowbrook-I
- b. New Public Administration – Minnowbrook-II
- c. New Public Administration – Minnowbrook-III

### Unit-III: Market Theories

- a. Public Choice Approach
- b. New Public Management

### Unit-IV: Emerging Trends-I

- a. Public Policy and Governance
- b. Role of Public Services in the Emergence and Development of New State of Telangana

### Unit-V: Emerging Trends-II

- a. Globalization and Public Administration
- b. Present Status of Public Administration in the context of Globalization

### Expected Outcomes

After study of the Course-1, the learner should be able to:

- 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.

### References

- Heady F. (1996) *Public Administration: A Comparative Perspective* (5<sup>th</sup> 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.
- Ali Farazmand (2001) *Handbook of Comparative and Development Public Administration*, Merrell Dekker, New York.
- Esmon, Milton J. (1970) *CAG and the Study of Public Administration in F.W. Riggs (ed) The Frontiers of Development Administration* (pp. 41-71), Durham, North Carolina; Duke University Press.
- Telugu Akademi, BA. Ist Year Public Administration.

## **BA II Year – Semester III**

### **Course-IV C: Public Office Administration (SEC)**

#### **The Objectives of the Course are:**

1. To understand the concept of Office;
2. To comprehend the administrative process in office;
3. To identify the challenges of public office administration in the background of ICT
4. To sketch out the impact of technology in office administration

### **SEC I Public Office Administration**

#### **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

### **SEC II Office Processes**

#### **Unit I: Office Filing 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.

BA II Year

Semester III : Indian Administration

The Objectives of the Course are:

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

DSC 303 : Union Administration

Unit- I: Historical Background

- a. Evolution of Indian Administration
- b. Indian Administration after Independence: Continuity and Change
- c. Indian Constitutional Moorings and Administration.

Unit- II: Union Administration: Structure and Processes

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

Unit-III: Centre-State Relations

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

Unit-IV: Constitutional and Other National Bodies

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

Unit-V: Public Enterprises in India

- a. Forms of Public Enterprises - Department, Corporation, Company
- b. Performance and Disinvestment

References:

- Bidyut Chakravathy, Prakash Chand (2019), Indian Administration: Evolution and Practise, Sage Publications
- Krishna K.Tummala (1996), Public Administration in India, Allied Publishers Limited.
- Kuldeep Mathur (2019), Recasting Public Administration in India: Reform, Rhetoric, and Neoliberalism, Oxford University Press
- M.Sharma (2004), Indian Administration, Anmol Publishers.
- Meredith Townsend (2019), The Annals of Indian Administration, Volume-3, Creative Media Partners.
- Parmar, A., A Study of Kautilya's Arthashastra, Delhi, Atma Ram & Sons, 1987
- Radha Krishna Sapru (2019), Indian Administration: Foundations of Governance, Sage Publications.
- Ramesh K Arora, Rajni Goyal (2018), Indian Public Administration: Institutions and Issues, New Age International Publishers.
- S.R.Maheswari (2004), Indian Administration, Orient Longman Publishers Limited.
- Siuli Sarkar (2018), Public Administration in India (Second Edition), PHI Learning Private Limited.
- Vaman Govind Kale (2010), Indian Administration, Kessinger Publications.
- P.D. Sharma and B.M. Sharma (2009) Indian Administration: Retrospect and Prospect, Rawat Publications.

## **BA II Year – Semester IV**

### **SEC 3 - Semester-IV: Technology and Office Administration (SEC)**

#### **Unit I: Introduction to Technology**

- a) Introduction to ICT
- b) Management by Office Computerization
- c) Internet and Intranet

#### **Unit II: Trends in Office Administration**

- a) Office Automation
- b) Back Office Operations and Front Office Delivery
- c) Paperless Office

### **SEC 4 - Semester-IV: Techniques of Office Administration**

#### **Unit I: Techniques**

- a) Work Study, Work Measurement, Work Simplification
- b) Management by Objectives
- c) Office Supervision

#### **Unit II: Issues in Office Administration**

- a) Social System and Public Office Administration
- b) Staff Welfare
- c) Office Management in Government: Issues

#### **Expected Outcomes**

After study of the course, the learner is expected:

- Understand the meaning and related concepts of Office and office management;
- Explain the filing and record management
- Identify the issues and challenges in functioning of public office.

#### **References**

Satyanarayana J, (2006) e-Government, PHI, New Delhi.

Kooiman, J (ed) (1993) Modern Governance: New Government – Society Interactions, Sage Publications, London.

Bhatnagar, S.C. (2004) e-Government: From Vision to Implementation, Sage, New Delhi.

Bhatnagar, S.C. (2004) The Role and Responsibility of Government in ICT for Development, Sage, New Delhi.

Singhal, A and Evertt, Rogers (1990) India's Information Revolution, Sage Publications, New York.



Semester-IV: DSC 403: State Administration

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. 2<sup>nd</sup> 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

Expected 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

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.

BA III Year

Course-II: (A) Good Governance (GE)

#### Course Objective

The word 'Governance' appears in diverse academic disciplines. At general level, governance refers to theories and issues of social coordination and the nature of all patterns of rule. The theories of governance have changed the understanding of various concepts of state and its institutions. New jargon of words emerged into the social science literature with different connotations. In this background, the present course is aimed to provide an in-depth understanding of the basic tenets and trends 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
- Bell, Stephen and Andrew Hindmoor. (2009) *Rethinking Governance: The Centrality of the State in Modern Society*. Cambridge: CUP.
- Bevir, Mark (2009), *Key Concepts in Governance*, Sage, London.
- Bevir, Mark, ed. (2010) *The Sage Handbook of Governance*. Thousand Oaks, CA: Sage
- Bovaird, Tony and Elke Löffler, eds. (2009) *Public Management and Governance*, Routledge.
- Farazmand, Ali and Jack Pinkowski, eds. (2006) *Handbook of Globalization, Governance, and Public Administration*. London: CRC/Taylor & Francis.
- Hajer, Maarten, and Hendrik Wagenaar (2003) "Introduction." In *Deliberative Policy Analysis*: Kjaer, A (2004) *Governance*. Cambridge, UK: Polity Press.
- Kooiman, Jan ed. (1993) *Modern Governance: New Government-Society Interactions*. London: Sage.
- Kooiman, Jan. (2003) *Governing as Governance*. London: Sage.

BA III Year

Course-II: (B) Indian Constitution and Administration (GE)

Semester-V Indian Constitution and Administration

#### Course Objective

The Constitution of India defines the basic objectives and functioning of the government. It has provisions for bringing about social change and defining the relationship between individual citizen and the state. It lays out certain ideals that form the basis of the kind of country that we as a citizen aspire to live in. An in-depth analysis of various basic areas of constitution is the main objective of this inter disciplinary course. This helps the students to strengthen their understanding of Indian constitution and functioning of government.

#### 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.

BA III Year

DSE 503A : Human Resource Management

The Objectives of the Course are:

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

Semester-V: DSE 503-A: Human Resource 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
- Farazmand , Ali (1994), Handbook of Bureaucracy, Taylor & Francis , New York.
- Flippo Edvin B., (1976), Principles of Personnel Management, McGraw-Hill
- Goel, S.L.& Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, Delhi
- Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'
- Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, NY
- Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi
- Maheswari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi
- Naff, Katherine C., Norma M. Riccucci, (2014) ,Personnel Management in Government: Politics and Process( Seventh Edition), CRC, Taylor & Francis, New York.
- Riccucci ,Norma(2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, NY

## BA III Year

### 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.

Semester-V                      DSE 503/B : Rural Governance

#### 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. Sivaramakrishanan, et. al. (1993), Urbanisation in India: Basic Services, ISS, New Delhi.
- M.A. Oommen (1995), Devolution of Resources from the State to the Panchayati Institutions, ISS, New Delhi.
- M.A. Oommen and Abhijit Datta (1995), Panchayats and their Finance, ISS, New Delhi.
- Mohit Bhattacharya (1976), Management of Urban Government in India: Uppal, New Delhi.
- Peter Oakley (1991), Projects with People: The Practice of Participation in Rural Developent, ILO
- R. C. Choudahry and S.P. Jain (eds.) (2001) Patterns of Decentralized Government in Rural India, NIRD, Hyderabad.
- Ramesh K. Arora and Rajni Goyal (1996), Indian Public Administration Vishwa Prakashan, New Delhi.
- S.N. Mishra (1996), New Panchayati Raj in Action, Mittal Publication, New Delhi.
- S.R. Maheshwari (2003), Local Government in India, Lakshmi Narain Aggarwal.

BA III Year

Course-IV-B E- GOVERNANCE (OPTIONAL in Lieu of Project Report)

Objectives of the Course are:

1. To explain the meaning and importance of e-governance;
2. To provide the students with the analytical skills to comprehend the e-governance initiatives in India;
3. To make the learner understand e-governance initiatives at national and international level;
4. To inform the learner about the e-Governance measures initiated in Telangana state.

BA 503/B Semester-V: E-Governance

Unit-I: Introduction

- a. Concept of Governance and Good Governance
- b. Meaning, Evolution and Importance of E-Governance

Unit-II: Acts and Initiatives

- a. Information Society and Community Empowerment
- b. IT Acts and National E-Governance Plan
- c. E-Governance Initiatives in India

Unit-III: Methods of E-Governance

- a. GIS Based Management Systems
- b. Citizen Database and Human Development
- c. National Informatics Centre (NIC)

Unit-IV E-Governance in Public Office

- a. Back Office Operations and Front Office Delivery
- b. Business Process Reengineering ( BPR )

References:

- Bellamy, Christine, and John, A., Taylor, (1998), Governing in the Information Age, Buckingham, Open University Press.
- Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical guide with case studies, Sage Publications, New Delhi.
- Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, cases and practical insights, Sage Publications, New Delhi.
- Bouwman, Harry, and et.al., (2005), Information and Communication Technology in Organisations, Sage Publications, London.
- Heeks, R. (2006) Implementing and Managing eGovernment: An international text, Sage
- Marchionini, G., (1995), Information Seeking in Electronic Environments, New York, The Press Syndicate of the University of Cambridge, USA.
- Michael E. Milakovich, (2012), digital governance - New Technologies for improving Public Service an Participation, Routledge, Taylor and Francis group, New York.
- Pardhasaradhi, Y. (et.al) (2009), E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi.
- Satyanarayana, J. (2004), E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.

Semester-VI:

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

**Expected 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.

**References:**

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

Semester-VI: DSE 603/B Urban Governance

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 74<sup>th</sup> 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

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 Local Self-Government in India ; With Reference to North-Eastern States, Mittal Publications.
- Rao, C. Nagaraja (2007),Accountability of Urban Local Governments in India, Atlantic, New Delhi
- Sivaramakrishnan K.C., et. al. (1993), Urbanisation in India: Basic Services and People's Participation, ISS, New Delhi.



# UNDERGRADUATE PROGRAMME IN PUBLIC ADMINISTRATION

## Courses

### SYLLABI OF UNDER GRADUATE PROGRAMME - CBCS IN PUBLIC ADMINISTRATION

1. Name of the Department : Public Administration
2. Name of the Programme : BA (Public Administration)
3. ProgrammeID : BA-103; BA-203; BA-303; BA-403;  
BA- 503 - A/B/C  
BA 603, - A/B/C
4. Duration : Three Years
5. AIM of the course :
  - Make the learner to understand the nature and role of Public Administration in the changing socio-economic and political context and in the historical background
  - 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 service examinations.

#### 6. Programme Objective

The board objectives of the Undergraduate Programme in Public Administration include:

- 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.

**UNDERGRADUATE PROGRAMME IN PUBLIC ADMINISTRATION**  
**w.e.f. the academic year 2019-20**

**PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A. PROGRAMME IN PUBLIC ADMINISTRATION**

***FIRST YEAR SEMESTER –I***

Code	Course Title	Course Type	HPW	Credits
BA 103	Basics of Public Administration	DSC	5	5

***FIRST YEAR SEMESTER –II***

Code	Course Title	Course Type	HPW	Credits
BA 203	Development Dynamics and Emerging Trends	DSC	5	5

***SECOND YEAR SEMESTER –III***

Code	Course Title	Course Type	HPW	Credits
BA 303	Indian Administrative System	DSC	5	5
SEC1	Public Office Administration		2	2
SEC2	Office Processes		2	2

***SECOND YEAR SEMESTER –IV***

Code	Course Title	Course Type	HPW	Credits
BA 403	Management of Resources	DSC	5	5
SEC3	Technology & Office Administration		2	2
SEC4	Techniques of Office Administration		2	2

***THIRD YEAR SEMESTER –V***

Code	Course Title	Course Type	HPW	Credits
BA 503/A	E-Governance- Concepts	DSE	5	5
BA503/B	Rural Governance in India	DSE		
BA503/C		DSE		
GE/ A	Good Governance	GE	4	4
GE/B	Indian Constitution and Administration	GE	4	4

***THIRD YEAR SEMESTER –VI***

Code	Course Title	Course Type	HPW	Credits
BA 603/A	E-Governance –Case Studies	DSE	5	5
BA 603/B	Urban Governance in India	DSE		
BA 603/C		DSE		
PR	Governance and Ethics	PR	4	4

## BA I Year

### Course-1: Introduction to Public Administration

#### The Objectives of the Course are:

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

### BA 103 Semester-I: Basics of Public Administration

#### 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; Mc Gregor

#### Module-V: Ecological and Social Justice Approaches

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

### References

- Avasthi & Maheshwari (2012) Public Administration, Lakshminarayana Agarwal, Agra.
- Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
- Donald Menzel and Harvey White (eds) (2011) The State of Public Administration: Issues, Challenges and Opportunities, New York, M.E. Sharpe.
- Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003.
- Henry, Nicholas (2006) Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
- Jan – Erik Lane (2000) New Public Management: An Introduction, Routledge, London.
- M.P. Sharma, B.L. Sadana and Harpreet Kaur (2014) Public Administration in Theory and Practice, Kitab Mahal, Delhi.
- Maheshwari S.R. (1996) Theories and Concepts in Public Administration, Allied Publishers, Hyderabad.
- Martin Albrow (1970) Bureaucracy, MacMillan, London.
- O'Leary, Rosemary et al (2010) The Future of Public Administration around the World: The Minnowbrook Perspective, Georgetown University Press, D.C.
- Ravindra Prasad, VS Prasad, Satyanarayana, P., and Y. Pardhasaradhi (eds) (2016) Administrative Thinkers, Sterling, New Delhi.
- Telugu Akademi, BA. Ist Year Public Administration.
- UN, Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN, 1975.
- Wilson Woodrow, 'The Study of Administration' Political Science Quarterly 2 (June 1987).

## **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

### **Expected Outcomes**

After study of the Course-1, the learner should be able to:

- 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.

### **References**

- Ali Farazmand (2001) Handbook of Comparative and Development Public Administration, Merrell Dekker, New York.
- Arora, Ramesh K. (1996) Comparative Public Administration, Associated Publishing House, Agra.
- Esmon, Milton J. (1970) CAG and the Study of Public Administration in F.W. Riggs (ed) The Frontiers of Development Administration (pp. 41-71), Durham, North Carolina; Duke University Press.
- Heady F. (1996) Public Administration: A comparative perspective (5<sup>th</sup> ed.) New York: Marcel Dekker.
- Hoshier Singh and Pardeep Sachdeva (2012) Public Administration: Theory and Practice, Pearson, Delhi.
- 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. (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.
- Riggs F.W. (1970) The ecology of administration, Bloomington: Indiana University.
- Swerdlow, I. (1963) (ed). Development Administration: Concepts and Problems, Syracuse, New York: Syracuse University Press.
- Telugu Akademi (2016) BA. Ist Year Public Administration.
- 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.
- Weidner, W.E. (1970a) (ed) Development Administration in Asia, Durham, North Carolina; Duke University Press.

## **BA II Year – Semester III**

### **Course-IV C: Public Office Administration (SEC)**

#### **The Objectives of the Course are:**

1. To understand the concept of Office;
2. To comprehend the administrative process in office;
3. To identify the challenges of public office administration in the background of ICT
4. To sketch out the impact of technology in office administration

### **SEC I Public Office Administration**

#### **Module I: Introduction**

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

#### **Module II: Office Organization and Management**

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

### **SEC II Office Processes**

#### **Module I: Office Filing System**

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

#### **Module II: Office Communication**

- a) Periodical Reports
- b) Office Communication; Correspondence
- c) Inventory Control; Office Stationery

#### **References:**

- Niraj Kumar, Chetan S. (2013) Modern Office Management, New Royal Book Company, Lucknow
- 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.

## **BA II Year – Semester IV**

### **SEC 3 - Semester-IV: Technology and Office Administration**

#### **Module I: Introduction to Technology**

- a) Introduction to ICT
- b) Management by Office Computerization
- c) Internet and Intranet

#### **Module II: Trends in Office Administration**

- a) Office Automation
- b) Back Office Operations and Front Office Delivery
- c) Paperless Office

### **SEC 4 - Semester-IV: Techniques of Office Administration**

#### **Module I: Techniques**

- a) Work Study, Work Measurement, Work Simplification
- b) Management by Objectives
- c) Office Supervision

#### **Module II: Issues in Office Administration**

- a) Social System and Public Office Administration
- b) Staff Welfare
- c) Office Management in Government: Issues

#### **Expected Outcomes**

After study of the course, the learner is expected:

- Understand the meaning and related concepts of Office and office management;
- Explain the filing and record management
- Identify the issues and challenges in functioning of public office.

#### **References**

- Satyanarayana J, (2006) e-Government, PHI, New Delhi.
- Kooiman, J (ed) (1993) Modern Governance: New Government – Society Interactions, Sage Publications, London.
- Bhatnagar, S.C. (2004) e-Government: From Vision to Implementation, Sage, New Delhi.
- Bhatnagar, S.C. (2004) The Role and Responsibility of Government in ICT for Development, Sage, New Delhi.
- Singhal, A and Evertt, Rogers (1990) India's Information Revolution, Sage Publications, New York.

# **PUBLIC ADMINISTRATION**

## **Model Question Paper**

**Time: 3 hours**

**Marks: 80**

### **Section A: Short Answers**

**4 x 5 = 20 marks**

***Answer any five questions***

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

### **Section B: Essay Answers**

**12 x 5 = 60 marks**

- 9) Module I: (a)  
or  
(b)
- 10) Module II: (a)  
or  
(b)
- 11) Module III: (a)  
or  
(b)
- 12) Module IV: (a)  
or  
(b)
- 13) Module V: (a)  
or  
(b)

# Public Administration

**B.A. ( I - IV Semesters ) Syllabus (CBCS)**  
( w.e.f. 2016 - 2017 )



Faculty of Social Science

**PALAMURU UNIVERSITY**

Mahabubnagar - 509 001, Telangana

2016



## Palamuru University, Mahabubnagar - 509001

B.A. ( Public Administration ) under CBCS ( w.e.f. 2016 - 2017 )

Scheme of Instructions & Examinations

<b>PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A. PROGRAMME IN PUBLIC ADMINISTRATION</b>
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FIRST YEAR SEMESTER –I				
Code	Course Title	Course Type	HPW	Credits
BA 107	Basics of Public Administration	DSC	5	5

FIRST YEAR SEMESTER –II				
Code	Course Title	Course Type	HPW	Credits
BA 207	Development Dynamics and Emerging Trends	DSC	5	5

SECOND YEAR SEMESTER –III				
Code	Course Title	Course Type	HPW	Credits
BA 307	Union Administration	DSC	5	5

SECOND YEAR SEMESTER –IV				
Code	Course Title	Course Type	HPW	Credits
BA 407	Union Administration	DSC	5	5

THIRD YEAR SEMESTER –V				
Code	Course Title	Course Type	HPW	Credits
BA 502	Indian Constitution and Administration	GE	5+1	6
BA 507	Human Resources Management	DSC	4	4
BA508/A	Rural Governance	DSE	4	4
BA508/B	E-Governance- Concepts	DSE	4	4
BA 508/C	Public Office Administration	DSE	4	4

THIRD YEAR SEMESTER –VI				
Code	Course Title	Course Type	HPW	Credits
BA602	Good Governance	GE	5+1	6
BA 607	Financial and Material Resources Management	DSC	4	4
BA608/A	Urban Governance	DSE	4	4
BA608/B	E-Governance- Case Studies	DSE	4	4
BA608/C	Technology and Office Administration	DSE	4	4

The following Courses are suggested keeping in view the guidelines of the Council for Higher Education, Government of Telangana regarding the common core syllabus. However, to begin with, the **First Four Courses** are suggested to launch the programme and the decision to launch the other **optional course/s** depends on the policy of the University/guidelines of SCHET/enabling provisions in the respective colleges.

## Syllabus of the Courses

After broad discussion on the Courses to be offered in the first and second year of undergraduate study (UG) of Public Administration, it is resolved to outline the **Course Objectives and Expected Outcomes** of each course. Accordingly, the course objectives, the expected outcomes and the course content of all the courses are prepared and the details are given in the following pages. The expert committee also emphasized the need for orientation to the resource persons involved in preparation of learning material and the teachers on the new thrust of Public Administration teaching and learning.

### 1. Introduction to Public Administration (Compulsory)- DSC

Semester-I: Basics of Public Administration

Semester-II: Development Dynamics and Emerging Trends

### 2. Indian Administration (Compulsory)- DSC

Semester-III: Union Administration

Semester-IV: State Administration

### 3. Management of Resources (Compulsory)-DSC

Semester-V: Human Resources Management

Semester-VI: Financial and Material Resources Management

### 4. A. Local Governance and Development in India (Optional)-DSE

Semester-V: Rural Governance

Semester - VI: Urban Governance

Or

### B. E-Governance (Optional)- DSE

Semester-V: E-Governance: Concepts, Institutions and Methods

Semester - VI: E-Governance: Case Studies

Or

### C. Public Office Administration (Optional)- DSE

Semester - V: Office Management

Semester - VI: Technology and Office Administration

### Summary of Credits

Sl. No	Course Category	No. Of Courses	Credits per Course	Credits
1	DSC	4	5	20
2	DSC	2	4	08
3	DSE	2 (Among ThreeOptional)	4	08
4	Total	4		36
5	GE	2	6	12

# Palamuru University, Mahabubnagar - 509001

Syllabus for B.A. I Year ( I Semester under CBCS ( w.e.f. 2016 - 2017 )

Public Administration

BA I Year

## Course-1: Introduction to Public Administration

### The Objectives of the Course are:

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

## BA 107Semester-I: Basics of Public Administration

### 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; Mc Gregor, Rensis Likert

### Module-V: Ecological and Social Justice Approaches

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

# Palamuru University, Mahabubnagar - 509001

Syllabus for B.A. I Year ( II Semester under CBCS ( w.e.f. 2016 - 2017 )

Public Administration

**BA 207**

## **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

## **Expected Outcomes**

After study of the Course-1, the learner should be able to:

- 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.

BA II Year

**Course-II: Indian Administration**

**The Objectives of the Course are:**

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

**BA 307          Semester-III: Union Administration**

**Module- I: Historical Background**

- a. Evolution of Indian Administration
- b. Indian Administration after Independence: Continuity and Change
- c. Indian Constitutional Moorings and Administration.

**Module- II: Union Administration: Structure and Processes**

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

**Module-III: Center-State Relations**

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

**Module-IV: Constitutional and Other National Bodies**

- a. Union Public Service Commission
- b. Election Commission and Comptroller and Auditor General of India (C&AG)
- c. NITI Aayog

**Module-V: Public Enterprises in India**

- a. Forms of Public Enterprises - Department, Corporation, Company
- b. Performance and Disinvestment

**BA 407            Semester-IV: State Administration and Emerging Issues**

**Module-I: State Administration: Structure and Processes**

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

**Module-II: State Administrative Mechanisms**

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

**Module- III: Emerging Issues**

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

**Module-IV: Technology and Integrity in Government**

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

**Module-V: Control over Administration**

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

**Expected 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

BA III Year

Course-II: Indian Constitution and Administration (GE)

BA 502

Semester-V: Indian Constitution and Administration

**Course Objective**

The Constitution of India defines the basic objectives and functioning of the government. It has provisions for bringing about social change and defining the relationship between individual citizen and the state. It lays out certain ideals that form the basis of the kind of country that we as a citizen aspire to live in. An in-depth analysis of various basic areas of constitution is the main objective of this inter disciplinary course. This helps the students to strengthen their understanding of Indian constitution and functioning of government.

**Module 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

**Module 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

**Module 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

**Module IV: Accountability & Control**

- a) Legislative, and Executive Control
- b) Judicial control and Judicial Review
- c) Right to Information Act

**Module V: Social and Welfare Administration in India**

- a) Reservations for SC, ST and Backward classes
- b) National SC and ST Commission; Women's Commission
- c) Minorities Commission and Human Rights Commission

BA III Year

**Course-III: Human Resources Management**

**The Objectives of the Course are:**

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

**BA 507          Semester-V: Human Resources Management**

**Module-I: Nature of Human Resource Management**

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

**Module-II: Office Management**

- a. Concept and Principles of Office Management
- b. Job Analysis, Job Description, Recruitment and Promotion
- c. Compensation Administration - Wage, Pay and Pay Commissions

**Module- III: Human Resource Development**

- a. Performance and Competency Mapping System
- b. Employee Capacity Building Strategies-Training
- c. Total Quality Management and Productivity Management

**Module-IV: Emerging Trends**

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



**BA III Year****Course-II: Good Governance (GE)****BA 602 Semester-VI: Good Governance****Course Objective**

The word 'Governance' appears in diverse academic disciplines. At general level, governance refers to theories and issues of social coordination and the nature of all patterns of rule. The theories of governance have changed the understanding of various concepts of state and its institutions. New jargon of words emerged into the social science literature with different connotations. In this background, the present course is aimed to provide an in-depth understanding of the basic tenets and trends of Good Governance.

**Module - I: Introduction**

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

**Module - II: State and Governance**

- a) Origin and types of State
- b) Democratic State and Democratic Administration
- c) Neo-Liberalism and Rolling Back State
- d) Reforming Institutions: The State, Market and Civil Society

**Module – III: Citizen and Governance**

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

**Module - IV: Techniques of Good Governance**

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

**Module - V: Emerging Trends**

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

**BA 607          Semester-VI: Financial and Material Resources Management**

**Module- I: Financial Management**

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

**Module-II: Budget**

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

**Module-III: Financial Institutions**

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

**Module- IV: Materials Management**

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

**Expected 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.

BA III Year

**Course-IV A: Local Governance and Development in India (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.

**BA 508/A Semester-V: Rural Local Governance**

**Module-I: Introduction**

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

**Module:-II**

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

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

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

**Module-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
- d. State Control over Rural Local Governments

**BA 608/A      BASemester-VI: Urban Local Governance**

**Module-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 74<sup>th</sup> CAA

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

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

**Module-III: Urban Services**

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

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

- a. Development Planning, District Planning Committee
- b. Special Agencies for Rural and Urban Development
- c. Voluntary Agencies for Rural and Urban Development
- d. Elimination of Poverty Initiatives in Rural and Urban Areas

**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

BA III Year

**Course-IV-B E- GOVERNANCE (OPTIONAL)**

**Objectives of the Course are:**

1. To explain the meaning and importance of e-governance;
2. To provide the students with the analytical skills to comprehend the e-governance initiatives in India;
3. To make the learner understand e-governance initiatives at national and international level;
4. To inform the learner about the e-Governance measures initiated in Telangana state.

**BA 508/B Semester-V: E-Governance: Concepts, Institutions and Methods**

**Module-I: Introduction**

- a. Concept of Governance and Good Governance
- b. Meaning, Evolution and Importance of E-Governance

**Module-II: Acts and Initiatives**

- a. Information Society and Community Empowerment
- b. IT Acts and National E-Governance Plan
- c. E-Governance Initiatives in India

**Module-III: Methods of E-Governance**

- a. GIS Based Management Systems
- b. Citizen Database and Human Development
- c. National Informatics Centre (NIC)

**Module-IV E-Governance in Public Office**

- a. Back Office Operations and Front Office Delivery
- b. Business Process Reengineering ( BPR )

## **BA 608/B      SEMESTER-VI: E-GOVERNANCE: CASE STUDIES**

### **Module-I: Case Studies: National Level**

- a. AkshayaProgramme in Kerala
- b. Bhoomi in Karnataka

### **Module-II: Citizen Services**

- a. UID- Adhaar Project
- b. Citizen Service Centers

### **Module-III: E-Governance in Telangana**

- a. E-Governance in Telangana
- b. Telangana Remote Sensing Application Centre.

### **Module-IV: Case Studies: State level**

- a. Computer- Aided Administration of Registration Department (CARD)
- b. E-Seva and MeeSeva
- c. Opportunities and Challenges for E-Governance

### **Expected Outcomes**

After study of the course, the learner is expected:

- Understand the meaning and related concepts of e-governance;
- Explain the e-Governance processes vis-à-vis its application to different stakeholders;
- Identify the issues and challenges in e-Governance applications.

BA III Year

Course-IV C: Public Office Administration (DSE-C)

The Objectives of the Course are:

1. To understand the concept of Office;
2. To comprehend the administrative process in office;
3. To identify the challenges of public office administration in the background of ICT
4. To sketch out the impact of technology in office administration

BA 508/C          Semester-V: Public Office Administration

Module I: Introduction

- a) Office Administration: Nature and Scope
- b) Importance of Office Importance
- c) Basic Principles of Office Organization

Module II: Office Organization and Management

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

Module III: Office Filing System

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

Module IV: Office Communication

- a) Periodical Reports
- b) Office Communication, Correspondence
- c) Office Stationery

BA 608/C Semester-VI: Technology and Office Administration

Module I: Introduction to Technology

- a) Introduction to ICT
- b) Management by Office Computerization
- c) Internet and Intranet

Module II: Trends in Office Administration

- a) Office Automation
- b) Back Office Operations and Front Office Delivery
- c) Paperless Office

Module III: Techniques of Office Administration

- a) Work Study, Work Measurement, Work Simplification
- b) Management by Objectives
- c) Office Supervision

Module IV: Issues in Office Administration

- a) Social System and Public Office Administration
- b) Staff Welfare
- c) Office Management in Government: Issues

**Expected Outcomes**

After study of the course, the learner is expected:

- Understand the meaning and related concepts of Office and office management;
- Explain the filing and record management
- Identify the issues and challenges in functioning of public office.