

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 (5th 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)