

**Department of Public Administration
Osmania University, Hyderabad**

Introduction

Public Administration occupies a central place in the complex and fast changing modern society. As an activity Public Administration is as old as organised societies. But as an academic discipline, it is of recent origin and is among the newest of social sciences. Its purposes have changed.

Public Administration is the study of how government works and how government can work better. It is the most 'applied' to all the disciplines of Social Sciences and is very useful for students planning a career in public service or politics. Students of Public Administration study various aspects of government operations, from how governments make policy decisions to how policies are implemented. Some of the most prominent topics studied in public administration include the style and structure of policy-making, the organizational design of government, the values and ethics of public service, the dynamics of policy implementation, constitutional context and preservation of democratic accountability, amongst others. Public Administration encompasses all three levels of government (federal, state, and local bodies) and addresses the most important contemporary issues in economic, social and political domains.

The post-graduate Public Administration program provides a wide range of theoretical and application oriented inputs on various aspects of managing public policy and public-systems. The program is a unique integration of concepts, tools and techniques with stress on public policy formulation, analysis and implementation, including the design and execution of delivery systems. Its thrust is on interdisciplinary approaches to learning, strategic thinking, global orientation, sensitivity, and innovation. The program aims to train present and future leaders, functionaries and activists in government and non-government agencies and civil society members to initiate, guide and influence public policy formulation and implementation.

Objectives of the department

1. To understand the nature and scope of Public Administration in the modern state.
2. To understand the various ways in which Public Administration can be studied and explain why these exist different approaches to its study.
3. To introduce courses and the syllabi as per latest developments in the subjects aimed at balancing the theoretical and practical aspects of the discipline.
4. To promote research in the field of Public Administration that can guide policymakers for effective planning.
5. To train the students for the civil service examinations at National and State levels
6. To motivate students and practitioners for research to explore and gain insights into administrative processes;
7. To act as a platform for providing skilled human resources for policy making and administration.

Vision

The Department of Public Administration is intended for improving governance and public policy in India with a strong desire to lead policy thinking and policy formulation suggesting solutions to the emerging policy issues and problems. The Department aspires to enhance scholastic abilities and establishes it as a policy think-tank that develops and promotes alternative solutions to the issues concerned with society and critically evaluate public policies, to assess the performance of the public authorities and to organize programmes for raising the competencies of students, faculty and administrators.

In recent times especially in the era of liberalization, globalization and privatization new concepts and trends have emerged in the field of public administration. They are very much relevant under the present social, political and economic conditions prevailing in the country. The concepts developed in recent times include governance, good governance and e.governance which provides and enables the administrative system in the provision of goods and services and also ensures the role of non-governmental organizations, civil society and private sector in governing the people it emphasises transparency, predictability, professionalism and accountability of government in governance and policy making.

Mission statement

The Department aims to transform itself into a reputable institution dealing with policy and administration issues to help governments at all levels to improve governance and also formulate strategic policy making. It aspires to be a leading institution of students, practitioners, alumni, faculty and staff developing knowledge through teaching, research, and professional development emphasising innovative management of public policy and services.

Employment Opportunities

Post graduates in public administration will have wider employment opportunities apart from continuing further studies in social sciences through research programs like M.Phil/Ph.D. They can avail employment opportunities in a wide range of occupations in policy think tanks, advocacy groups, non-governmental and civil society organizations, media, publishing, government-international, national and local, planning and environmental management organizations, etc.

The subject would amply cater to the needs of the students of Public Administration and acquaint themselves with the administrative system of the country since ancient times. This subject will meet the requirements of promising scholars and competitors for coveted administrative jobs in the country.

Courses Offered

BA 3 Year Degree (6 Semesters) with Public Administration as one of the subjects. Eligibility: +2 (Intermediate)

MA (Public Administration)Two Years Degree with 4 Semesters.

The program is open to all bachelor degree holders in social sciences with specialization in Public Administration, obtaining at least 55% marks.

Pedagogy

The program integrates lectures, discussions and presentations together with short writing and reading assignments, library and online search, in-class and off-class activities, case study analysis, dissertation and examinations.

Scheme of Examination

The students will be evaluated on the basis of a written examination at the end of each Semester and continuous Internal Assessment during the Semester. The Degree Course each Semester Question Paper shall be of Two Hours duration with 40 Marks and Internal Assessment for 10 Marks Each End Semester Question Paper shall be of three hours duration and 80 marks. The Internal Assessment for each Course will be of 20 marks.

Department of Public Administration
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PAD-101; ADMINISTRATIVE THEORY – I

Course Objective

A theory, to be useful, should accurately describe a real-world event or phenomenon. The validity of any theory depends on its capacity to describe, to explain and to predict. Theory in public administration means to present evidence through definitions, concepts, and metaphors that promote understanding. The chronological narration of administrative theory from Oriental thought through classical and human relations school helps the student to grasp the electric prescription. The presentation of the individual thinker and their struggle for the search of knowledge would be an inspiring episode.

PAD-102 - INTRODUCTION TO PUBLIC POLICY

Course Objective

The field of public policy has assumed considerable importance in response to the increasing complexity of the government activity. The advancements in technology, changes in the social organization structures, the rapid growth of urbanization added to the complexities. The study of Public Policy aspires to provide an in-depth understanding of the ills prevailing in the society and also aids to identify the solutions for them. Public policy is an important mechanism for moving a social system from the past to the future and helps to cope with the future. The main objective of this foundation course is to provide an opportunity to the student to learn the basic areas of public policy on the largest gamut of its canvas.

PAD-103 – INDIAN POLITY AND ADMINISTRATION

Course Objective

Indian polity describes the study of the administrative system of the Indian state. This includes constitutional framework, central government, the system of government, state government, constitutional and non-constitutional bodies and working of the constitution. The Constitution of a country sets out the fundamental canons of governance to be followed in that country and also delineates the division of power, privileges, and responsibilities between different organs of government. The course strives for a holistic comprehension of Indian polity and administration.

Department of Public Administration
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PAD-104-A; INTRODUCTIN TO GOVERNANCE

Course Objective

The term governance has made an impressive career in a number of disciplines concerned with regulation, order, and law. The word 'Governance' appears in diverse academic disciplines. At a 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. The 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 Governance.

Department of Public Administration
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PAD-104-B; LOCAL GOVERNANCE IN INDIA

Course Objective

Decentralization is a widely used concept, and it is closely linked to democracy, development and good governance. Local government is one form of decentralized system which is affected by the transfer of authority or responsibility for decision making, management or resources allocation from a higher level of government to its subordinate units. This course analyse the complexities of local governance, both rural and urban, in contemporary India. It discusses some of the lesser known aspects of the interface between panchayats and other institutions of local governance, whether district administration or para-statal agencies and civil society organizations.

Department of Public Administration
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PAD-105-A; MANAGEMENT SCIENCE & TECHNIQUES

Course Objective

The real objective of Management Science is to solve the decision-making problems that confront managers by developing mathematical models of those problems. For this course, the main goal is to demonstrate solutions to various problems that managers face every single day. From maximising profitability, minimising transportation costs, to optimizing employee scheduling – this course will provide you with a hands-on approach to dealing with management science models and techniques. The modelling techniques in this course are, in fact, used extensively in the business world, and their use is increasing rapidly because of information technology.

Department of Public Administration
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PAD-105-B; CIVIL SERVICES IN INDIA

Course Objective

The term 'civil services' covers a large number of permanent officials required to run the machinery of government. The core of parliamentary government, which we have adopted in India, is that the ultimate responsibility for running the administration rests with the elected representatives of the people. Ministers lay down the policy and it is for the civil servants to carry out this policy. This interdisciplinary course aims to present an overview of the structure, trends, and issues related to the civil services in India.

Department of Public Administration
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SEMESTER – II
PAD-201; ADMINISTRATIVE THEORY - II

Course Objective

Administrative theory is based on the conceptualization of experience of administrators or observation of the operational situations in administration. This course is an extension of the first-semester course to discuss the behaviouralism, organizational humanism, market theories of administration and latest trends with an emphasis on the individual thinker. After completion of the course, students are in a position to comprehend the basic tenets and developments of administrative theory.

Department of Public Administration
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SEMESTER – II

PAD-202; COMPARATIVE PUBLIC ADMINISTRATION

Course Objective

Comparative Public Administration is the youngest discipline among the family of social sciences. As an academic discipline, it came into existence in the post-Second-World War period. The comparative study of the administrative system has grown up with the comparative study of cross-cultural and cross-national settings. This course presents a comparative outlook of the performance of government, bureaucracy, and institutions of developed and developing countries.

Department of Public Administration
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SEMESTER – II

PAD-203; INDIAN ADMINISTRATIVE SYSTEMS

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 course. This helps the students to strengthen their understanding of Indian constitution and functioning of government.

Department of Public Administration
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SEMESTER – II

PAD-204-A: LAW, ETHICS & GOVERNANCE

Course Objective

Ethics is a set of standards that a society places on itself and which helps guide behaviour, choices and actions. In the real world, both values and institutions matter. Values are needed to serve as guiding stars, and they exist in abundance in our society. A sense of right and wrong is intrinsic to our culture and civilization. In this backdrop, this course examines law and ethics as an instrument of governance. The major part of the course outlines the key concepts and debates associated with the law, ethics and governance and also cover the contemporary trends.

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SEMESTER – II

PAD-204-B: DEVELOPMENT: CONCEPT MODELS

Course Objective

This course focuses on the concept of development. The low standard of living of the mass of the population in developing countries is singled out as the key issue in development. The development of per capita income over time and the factors that influence economic development or stagnation are important areas. However, the interplay between economic and non economic factors is of great importance for our understanding of the dynamics of socio-economic development. Economic development cannot be explained by economic factors only, and the concept of development includes more than mere changes in economic indicators.

Department of Public Administration
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SEMESTER – II
PAD-205-A: PUBLIC POLICY- CONCEPT AND MODELS

Course Objective

Public policy making is not merely a technical function of government; rather it is a complex interactive process influenced by the diverse nature of socio-political and other environmental forces. Public policies in the developing countries possess certain peculiarities of their own by virtue of being influenced by an unstable socio-political environment and face various problems and challenges. This course outline of concepts and models provide useful guidance and helps the students to undertake a comprehensive investigation for the suitable models to analyze our policy making process.

Department of Public Administration
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SEMESTER – II
PAD-205-B: DEVELOPMENT POLICIES IN INDIA

Course Objective

Increasingly complex social, scientific and technological challenges call for carefully considered policy solutions underpinned by reliable knowledge and appropriate methods. Reducing poverty and accelerating development progress require improved policies. A better understanding of how research can contribute to pro-poor policies, and systems to put it into practice, could improve development outcomes. For this reason, the link between research and policy in development is of increasing interest, to both researchers and development policy-makers. The presented case studies in this course provide an in-depth understanding of development policies and their implementation.

Department of Public Administration
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SEMESTER – III
PAD-301: HUMAN RESOURCE ADMINISTRATION

Course Objective

Human Resource Administration concerns Human Resource Management as it applies specifically to the field of public administration. Human resources administration in public and nonprofit settings includes human resource planning, staffing, development and compensation. The function of Human resources administration is to provide the employees with the capability and capacity to achieve long-term goals and plans. The course seeks to acclimatize the students with the fundamental and advanced percepts of human resource administration.

Department of Public Administration
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SEMESTER – III
PAD-302: PUBLIC FINANCIAL GOVERNANCE IN INDIA

Course Objective

Finance is the fuel for the engine of public administration and it was defined as the government is financed. This is quite correct, because almost everything the government does, require money. This course provides an overview of the activities, participants, and politics involved in the collection, custody and expenditure of public revenue at various levels of government. Upon successful completion of this course, students should be able to have knowledge of basic principles in public finance, accounting and auditing that relate to public budgeting and the budgetary process.

Department of Public Administration
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SEMESTER – III
PAD-303: GLOBALIZATION AND PUBLIC ADMINISTRATION

Course Objective

This course discusses globalization and its implications for public administration. Using a political economy approach, an analysis is made of the different meanings and perspectives of globalization, of the cause and consequences of globalization, and of the underpinnings or constitutive elements of globalization, a phenomenon that is all-embracing with transworld and far-reaching implications for society, governance, and public administration. Causes of globalization are discussed, such as the economic factors of surplus accumulation, corporate reorganization, shift of corporate power structure, global money and financialization, global state and administration, domestic decline, rising human expectations, innovations, and global supranational organizations such as the United Nations. Consequences of globalization are discussed, including the positive impact such as continuity and persistence of the state and public administration, but also its negative consequences such as threat to democracy and community, increasing corruption, and elite empowerment.

Department of Public Administration
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SEMESTER – III
PAD-304-A: EMPLOYEE – EMPLOYER RELATIONS

Course Objective

The term 'employee relations' refers to an organization's efforts to manage relationships between employers and employees. An organization with a good employee relations program provides fair and consistent treatment to all employees so they will be committed to their jobs and loyal to the company. Employee relations programs are typically part of a human resource strategy designed to ensure the most effective use of people to accomplish the organization's mission. Human resource strategies are deliberate plans companies use to help them gain and maintain a competitive edge in the marketplace. Employee relations programs focus on issues affecting employees, such as pay and benefits, supporting work-life balance, and state working conditions.

Department of Public Administration
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SEMESTER – III
PAD-304-B: PUBLIC POLICY ANALYSIS

Course Objective

The course is designed to introduce students to the analysis of public policy with a comprehensive perspective on the field. It assesses key incentives and constraints that are inherent in the policy process and introduces models that seek to provide an analytical framework. It also presents an approach and fundamental techniques to perform policy analysis and enable students to decide on appropriate methods of policy analysis. The guiding theme throughout the course is running through the contemporary debates of the field.

Department of Public Administration
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SEMESTER – III
PAD-305-A: ORGANIZATIONAL BEHAVIOUR

Course Objective

Organizational behaviour is the study of the way people interact within groups. Normally this study is applied in an attempt to create more efficient business organisations. The central idea of the study of organizational behaviour is that a scientific approach can be applied to the management of workers. Organizational behaviour theories are used for human resource purposes to maximise the

output from individual group members. There are a variety of different models and philosophies of organizational behaviour. Areas of research include improving job performance, increasing job satisfaction, promoting innovation and encouraging leadership. In order to achieve the desired results, managers may adopt different tactics, including reorganizing groups, modifying compensation structures and changing the way performance is evaluated.

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SEMESTER – III

PAD-305-B: URBAN GOVERNANCE IN INDIA

Course Objective

The Globalization has a great impact on the country like India, which increases the economic growth of the country, and because of this, we are seeing a growing urbanized India. Although, urbanization in India has been underpinned by the rapid growth in the economy especially from the last decade of the 20th Century, and there is a transformation from a rural economy, based on agriculture and its allied activities to the modern economy related to industrial activities. The negative impacts on the urban areas, by way of lack of basic facilities like infrastructure, drinking water, housing, transport etc. are visible. Thus, this course aims to present the urbanization, and also gives particular attention to the emerging issues and challenges, associated with the urbanization process in India.

Department of Public Administration
Osmania University, Hyderabad

SEMESTER – III

PAD-306-C: INDIAN CONSTITUTION AND ADMINISTRATION

(Inter Disciplinary Course)

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 ideas that form the basis of the kind of country that we as a citizen aspire to live in. An depth analysis of various basic areas of the 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.