

# **B.A. Public Administration Syllabus**

## **Under Choice Based Credit System**

**w.e.f**

**2019-20**



**DEPARTMENT OF PUBLIC ADMINISTRATION  
NIZAM COLLEGE (AUTONOMOUS)  
Osmania University, Hyderabad-5000 01.**

**Courses offered for BA (Public Administration) under CBCS System  
from 2019 – 20 onwards  
Department of Public Administration, Nizam College, Osmania University**

Code	Course Title	HPW	Credits	Exam Hrs	Marks
<b>SEMESTER – I</b>					
DSE (103)	Basics of Public Administration	5	5	3 hrs	80 + 15 + 5
<b>SEMESTER – II</b>					
DSE (203)	Development Dynamics and Emerging Trends	5	5	3 hrs	80 + 15 + 5
<b>SEMESTER – III</b>					
DSC (303)	Union Administration	5	5	3 hrs	80 + 15 + 5
SEC	Civil Services	2	2	1 ½ Hrs	40 + 10
<b>SEMESTER – IV</b>					
DES (403)	State Administration and Emerging Trends	5	5	3 hrs	80 + 15 + 5
SEC	Disaster Management	2	2	1 ½ Hrs	40 + 10
<b>SEMESTER – V</b>					
GE	Good Governance	4	4	3 hrs	80 + 15 + 5
DSE (503) A B C	Human Resource Management Local Governance in India	5	5	3 hrs	80 + 15 + 5
<b>SEMESTER – VI</b>					
PR / Optional Paper	Project Report (or) e-Governance	4	4	1 ½ hrs	PR 75+15+10 80 + 15 + 5
DSE (603) A B C	Financial & Material Management Office Management	5	5	3 hrs	80 + 15 + 5

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 opt for either A or B of DSE Groups in V and VI Semesters.

Syllabus of Under Graduate Programme-CBES  
In Public Administration

DEPARTMENT OF PUBLIC ADMINISTRATION  
NIZAM COLLEGE (AUTONOMOUS)  
OSMANIA UNIVERSITY, HYDERABAD  
(Effect from 2019-2020 onwards)  
Semester - I, B.A., I Year, Paper - I

(103)

Course Title: BASICS OF PUBLIC ADMINISTRATION

**Unit I: Introduction to Public Administration**

1. Meaning, Nature, Scope and Importance of Public Administration
2. Public and Private Administration- differences and similarities
3. State and Evolution of Public Administration

**Unit II: Oriental Approaches**

4. Oriental Approach- Kautilya
5. Politics - Administration dichotomy - Woodrow Wilson
6. Public Administration relationship with other Social Sciences: Political Science, Economics, Sociology, Psychology and Law

**Unit III: Classical Approach**

7. Classical Approach: Henry Fayal, Gulick and Urwick
8. Scientific management: Frederick W. Taylor
9. Bureaucratic Approach: Max Weber, Karl Marx

**Unit IV: Human Relations and Behavioural Approaches**

10. Authority and Organizations: Chester I Bernard
11. Human Relations Approach: Elton Mayo
12. Behavioural Approach: Herbert A. Simon


**Unit V: Socio-Psychological Approaches**

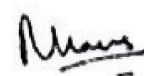
13. Hierarchy of Needs: Abraham Maslow
14. Theory X and Theory Y: Douglas Mc. Gregor
15. Motivation Theory (Two Factor Theory): Herz Berg

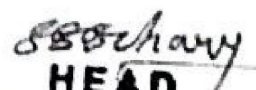
Expected teaching hours: 65-75

Reference Books:

- 1.
- 2.
- 3.
- 4.
- 5.

  
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Syllabus of Under Graduate Programme - CBCS  
In Public Administration

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B.A., I Year, Paper - II

(203) **Course Title: DEVELOPMENT DYNAMICS AND EMERGING TRENDS**

**Unit I: Comparative and Development Administration**

1. Ecological Approach: F.W. Riggs
2. **Comparative Public Administration**
3. Development Administration and Changing Dynamics

**Unit II: Principle of Public Administration**

4. Administrative Planning
5. **Leadership and Supervision**
6. **Communication and Public Relations**

**Unit III: New Concepts**

7. New Public Administration: Minnow brook perspectives -I
8. New Public Administration: Minnow brook perspectives -II
9. New Public Administration: Minnow brook perspectives- III

**Unit-IV: Market Theories**

10. New Public Management
11. Public Choice Theory
12. Public Policy and Governance

**Unit V: Emerging Trends**

13. Good governance and development
14. Globalization and Public Administration
15. Post Modern Public Administration

Expected teaching hours: 65-75

Reference Books:

- 1.
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- 5.

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(Effect from 2020-2021 onwards)

BA II year Semester - III  
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 303 Semester - III: Union Administration

Module-I : Historical Background

- a. Evolution of Indian Administration- Ancient, Medieval and British period, Continuity and changes.
- b. Context of Indian Administration: Social, Economic and Political
- c. Constitutional frame work of Indian Administration

Module- II: Union Administration: Structure and Process

- a. Political Executive at Central level: President, Prime Minister and Council of Ministers.
- b. Central Secretariat and other Offices (Cabinet Secretariat and Prime Minister's Office)
- c. Minister and Secretary relations

Module- III: Center - State Relations

- a. Center - State Administrative Relations.
- b. Central Personnel Agencies – All India Services, CAT

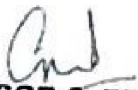
Module- IV: Constitutional and Other National Bodies

- a. Union Public Service Commission.
- b. Election Commission of India and Comptroller and Auditor General of India (C&AG)
- c. NITI Aayog, Central Water Commission, and National Green Tribunal

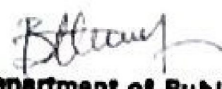
Module-V: Public Enterprises in India

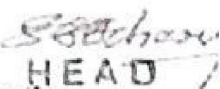
- a. Forms of public Enterprises- Departments, Corporations, and Companies Center - State Administrative Relations.
- b. Performance of Public Enterprises and Disinvestment

Expected teaching hours: 65-75

  
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**DEPARTMENT OF PUBLIC ADMINISTRATION  
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B.A. II Year Semester : III Paper-III  
SKILL ENHANCEMENT COURSE**

**Title: CIVIL SERVICES**

**Unit – 1:**

1. Evolution of Civil Services in India
2. Importance of All India Services
3. Classification of Civil Services
4. **Role of Civil Services**
5. Central Services

**Unit – 2 :**

6. **UPSC**
7. Recruitment Process
8. Training
9. Civil Services Neutrality
10. **Role of Civil Servants in Administration**

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**BA 403 Semester – IV: State Administration and Emerging Issues**

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

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

**Module - II: State Administrative Mechanisms**

- a. State Secretariat – GAD and Chief Secretary
- b. Secretariat – Directorates relations
- c. Local Governance and District Administration in Telangana (District Collector, ZP, Mandal and Village Administration)

**Module - III: Emerging issues**

- a. Administrative reforms – Need and Importance
- b. 2<sup>nd</sup> Administrative Reforms Commission- Features and Recommendations
- c. Recently Administrative changes at Central and State level.

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

- a. ICT Policy in India
- b. e-Government
- c. Values and Ethics in Administration

**Module - V: Control over Administration**

- a. Redressal of Citizen Grievances : Transparency, Accountability, Right to Information Act, and Citizen's Charter
- b. Administrative Accountability: Legislative and Judicial Control
- c. Other Redressal mechanisms- Lokpal, Lokayuka, Administrative Tribunals, HRCs, and Consumer Protection Forums.

*Expected teaching hours: 65-75*

**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.

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**B.A. II Year Semester : IV Paper-IV**

**SKILL ENHANCEMENT COURSE**

**Title: DISASTER MANAGEMENT**

1. Disaster: Concept and Definitions ,Deferent terms of Disaster
2. Disasters – Classification , Causes and Impact
3. Major Disasters in India – an Over View
4. Disaster Management Polices and Guideline
5. Institutional framework (National, State and Local level)
6. Prevention of Mitigation
7. Preparedness and Response
8. Capacity Development
9. Financial Arrangements
10. International Cooperation

**Field Study and Project Report**



**B.A. III YEAR SEMESTER : V Paper-V**  
**Title: GOOD GOVERNANCE (GE)**

**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**

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**B.A. III Year Semester : V Paper-V(A)  
Title: HUMAN RESOURCE MANAGEMENT**

**Unit I: Introduction**

1. Meaning and Importance of Management of Resources
2. Importance of Human Resource Management
3. Bureaucracy : Features and Importance

**Unit II : Man Power**

4. Man Power Planning
5. Classification of Civil Services
6. Recruiting Agencies : UPSC ,TSPSC, Staff Selection Commission(SSC) and RRB etc.

**Unit III : Personnel Management**

7. Recruitment and Training
8. Promotion and Performance Evaluation
9. Pay and conditions of Services

**Unit IV : Grievances Mechanism**

10. Civil Service Unions and Associations
11. Negotiation Machinery
12. Administrative Tribunals

**Unit V : Emerging Trends**

13. Morale and Motivation
14. Corruption and Integrity in Civil Services
15. Stress Management

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**B.A. III Year SEMESTER : V Paper-V(B)**

**Title: LOCAL GOVERNANCE IN INDIA**

**UNIT - I**

1. Local Governance – Meaning, Features, Importance and Evolution.
2. Concept of Democratic Decentralization and Rural Governance.
3. **Structure of Panchayati Raj Institutions:**
  - a) Balwanth Rai Mehta Committee and Ashok Mehta Committee Recommendations.
  - b) **Three Tier System of PRIS; Structure, Powers and Functions.**

**UNIT - II**

1. 73<sup>rd</sup> Constitutional Amendment Act, Features.
2. Programmes of Rural Development ,Community Development ,Programme (CDP), National Extension Services (NES), Integrated Rural Development Programme (IRDP)
3. MGNREGP, DWCRA ,Housing Schemes

**UNIT - III**

1. Urban Local Governance : Meaning, Features, Importance and Evolution.
2. Structure of Urban Local Bodies
  - a) Municipal Corporations, Municipalities, Nagar Panchayats, Cantonment Boards and Townships; Organizational Structure , Powers And Functions

**UNIT - IV**

1. 74<sup>th</sup> Constitutional Amendment Act, Features.
2. GHMC, GHMDA,KUDA,QQUDA Urban Development Authorities
3. Parasites Organizations, HMWS & SB, Housing Boards, JNNURM

**UNIT - V**

1. **State Finance Commission**
2. Self Help Groups ; Meaning & Importance
3. Voluntary Agencies : Meaning & Importance
4. Rural Unrest ; Issues and response
5. Urban Unrest ; Challenges & Response

**B.A III Year SEMETER-VI PAPER-VI (OPTIONAL)**  
**Title: E-Governance**

**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)

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**Semester- VI, B.A III Year, Paper-VI-(A)**

**Title: FINANCIAL AND MATERIALS MANAGEMENT**

**Unit I: Introduction**

1. **Financial Administration:** meaning and scope
2. Principles of Financial Administration
3. Importance of Financial Administration
4. The Role of Finance Ministry

**Unit II : Budget**

5. **Budget:** Meaning, Principles and Importance of Budget
6. **Preparation, Enactment and Execution of Budget**

**Unit III : Accounting and Auditing**

7. **Accounting and Auditing: meaning and importance**
8. Comptroller and Auditor general (C&AG)
9. Parliamentary Financial Committees: (a) Estimates Committee,(b) Public Accounts Committee and © Public Undertaking Committee.

**Unit IV : Material Management**

10. Material Management: Meaning, Scope and Importance
11. Meaning and Scope of Procurement of Materials
12. Principles and Methods of Procurement

**Unit V : Stores and Distribution**

13. Stores: Meaning, Classification, Functions and Importance
14. Distribution: Meaning, Principles and Importance
15. Organization and Methods (O&M)

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**Semester- VI, B.A III Year, Paper-VI-(B)**

**Title: OFFICE MANAGEMNET**

**Unit I: Introduction**

1. Office Management: Meaning ,Nature, Scope and Importance
2. Principles of Office Management
3. Office Planning.

**Unit II : Organization and Management**

4. Office Accommodation, layout and Environment
5. Forms: management an Control
6. Filing System and periodical Reports
7. Office Communication and Correspondence
8. Management of Office records and Office Stationery

**Unit III : Processes**

9. Work Study, Work Measurement and Work Simplification
10. Management by Objectives (MBO)
11. Office Supervision
12. Staff Welfare

**Unit IV : Trends an Issues**

13. Office Automation and Paperless Office
14. Back Office Operations and Front office Delivery
15. Social System and Public Office Administration
16. Office management in Government-Issues

**Unit V : Introduction to Technology**

17. Introduction to ICT
18. Management by Office Computerization
19. Internet and Intranet