

# 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-107; BA-207; BA-307; BA-407;  
BA- 502, 507, 507/A/B/C  
BA 602, 607, 608/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

### 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 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

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

**BA 207          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.

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-BalwanthRaiMehtha
- 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. Akshaya Programme 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.