

B. A (PUBLIC ADMINISTRATION)

The aims and objectives of the B. A. General Public Administration are

- Provide students with learning experiences that develop broad knowledge and understanding of key concepts of Public Administration and equip them with advanced knowledge and understanding for analyzing and performing the tasks concerning Public Affairs and Public System;
- Nurture ability among students to apply the acquired knowledge and skills to find solutions to specific theoretical and applied problems in Public Administration settings;
- Develop abilities in students to come up with innovative prescriptions/solutions for the benefit of society by diligence, leadership, team work and lifelong learning;
- Provide students with skills that enable them to get employment in public, private and non-governmental sectors, pursue higher studies or research assignments.

SL.No	Semester	Title of the Paper
1	I Semester	Introduction to Public Administration
2	II Semester	Theories of Public Administration
3	III Semester	Indian Administration
	IV Semester	Indian Administration-Emerging Issues
4	IV Semester	E-Governance in India

SEMESTER – I

INTRODUCTION TO PUBLIC ADMINISTRATION (PA-1)

UNIT – I

Public Administration as a Discipline: Meaning, Nature, Scope, Dimensions and Significance of the discipline and its relations with Political Science, Management, Law and Economics. Public and Private Administration. Evolution of Public Administration, Minnowbrook Conferences (I, II & III)

UNIT – II

Growth and Trends in Public Administration: New Public Administration (NPA), New Public Management (NPM), Globalization and Public Administration, Paradigm Shift from Government to Governance.

UNIT – III

Organization and its Principles: Organization: Meaning, Basis and Forms of Organizations. Principles of Organization: Hierarchy, Unity of Command, Span of Control, Coordination, Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation.

UNIT-IV

Chief Executive: Chief Executive: Meaning, Types, Functions and Role; Line, Staff and Auxiliary Agencies.

UNIT-V

Administrative Behaviour: Decision Making, Communication, Leadership-Types and Functions.

Learning outcomes

1. Awareness about the evolution and growth of the discipline of Public Administration.
2. Learning of basic principles and approaches of Public Administration.
3. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

Recommended Readings:

Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal:

Agra

Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New

Delhi

Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S.

Chand: Jalandhar

Bhambri, C. P. (2010) Public Administration Theory and Practice(21stEdition). Educational

Publishers: Meerut

Bhattacharaya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers

and Distributors: New Delhi

Bhattacharya, Mohit (2000) Public Administration. World Press: Calcutta

Henry, Nicholas(2013). Public Administration and Public Affairs (13thEdition). Taylor and

Francis: New York

Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not

Steering (4th Edition). Routledge: New York

SEMESTER – II

THEORIES OF PUBLIC ADMINISTRATION (PA-2)

UNIT – I

Classical Approaches: Classical Approaches- Henry Fayol, Luther Gullick and Lyndall

Urwick

Scientific Management Approach- F.W.Taylor.

UNIT – II

Bureaucratic Approach: Bureaucratic Approach – Max Weber and Karl Marx

Human Relations Approach: Elton Mayo.

UNIT – III

Behavioral Approach: Behavioural Approach – H. A Simon

Socio-Psychological Approach: Hierarchy of Needs: Abram Maslow.

Theory X and Theory Y - Douglas Mc Gregor.

UNIT – IV

Ecological Approach: Comparative Public Administration

Ecological Approach – F.W. Riggs

UNIT – V

Systems Approach: Systems Approach, Development Administration.

Learning outcomes

1. Understanding the theoretical background of public administration.
2. Theory is as important as practice
3. Understanding the contributions of different social science thinkers to the theory of public administration.
4. Learning public administration function in an environment.

Recommended Readings:

1. Prabutva Palana Sastram: Bhavanalu, Siddantalu, Telugu Academy
2. D. Raveendra Prasad and Y. Partha sarathi (EDS) Public Administration concepts, theories and principles (English), Telugu Academy, Hyderabad (2011)
3. Avasthi, Amareswar and Maheswari, SriRam, Public Administration (30th) Edition, Lakshmi Narayana Agrawal, Agra. 2010.
4. RumkiBasu, Public Administration concepts and theories (5th revised) Publishers, New Delhi 2004.
5. Nicholas, Henry, Public Administration and public affairs (10th) Edition, PHI, New Delhi 2007.

SEMESTER - III

INDIAN ADMINISTRATION (PA-3)

UNIT – I

Evolution & Constitutional Framework: Evolution of Indian Administration during Ancient, Medieval and British period; Constitutional Framework of Indian Administration; and Salient Features of Indian Administration

UNIT – II

Union Government: President; Prime Minister & Council of Ministers; Vice-

President: Central Secretariat

UNIT – III

State Government: Governor, Chief Minister and Council of Ministers, State Secretariat.

UNIT – IV

Constitutional Institutions, Union State Relations & Control over Administration:

Election Commission of India; Union Public Service Commission; Union State Relations (Legislative, Executive and Financial).

UNIT - V

Citizen and State Interface: Citizens' Grievances Redressal Institutions and Mechanisms;

Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission; Lok

Pal and Lok Ayukta;

Learning outcomes

1. Knowledge about the evolution and growth of Indian Administration
2. Familiarity with the constitutional framework on which Indian Administration is based.
3. Grasping the role of Union Executive
4. Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general
5. Delineating the constitutional provisions and dynamics of union -state relationships
6. Awareness about the institutions and mechanism in force for citizen-state interface

Recommended Readings:

1. Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi
2. Avasthi, A and Avasthi, A P (2004) Indian Administration. Laksmi Narain Aggarwal: Agra
3. Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. Gyan Books: New Delhi
4. Basu, D D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi
5. Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi
6. Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra
7. Ghuman, B S; Monga, Anil and Johal, Ramanjit Kaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Aalekh Publishers: Jaipur
8. Kangle R P (1972) The Kautilya Arthshastra. Motilal Banarsidass: New Delhi
9. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
10. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi
11. Palmer, N D (1961) Indian Political System. George Allen and Unwin: London
12. Sarkar, Jadunath Sir (1972) Mughal Administration. M.C. Sarkar: Calcutta
13. Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur
14. Sharma, M (2007) Indian Administration. Anmol: New Delhi
15. Sharma, Prabhu Datta and Sharma, B M (2009) Indian Administration: Retrospect and Prospect. Rawat Publications: Jaipur
16. Singh, M and Singh, H (1989) Public Administration in India. Sterling Publishers: New Delhi.

SEMESTER – IV

INDIAN ADMINISTRATION – EMERGING ISSUES (PA-4)

UNIT – I

Citizen Grievances: Right to Information Act, (RTI),

National and State Human Rights Commission.

UNIT – II

Welfare Programmes: Administration of welfare Programmes of Weaker Section, SCs, STs,

BCs- Women and Minorities, SC and ST Atrocity Act.

UNIT – III

Emerging Issues: Mechanism for Disaster Management – Cyclones, Earth Quakes and

Floods.

Governance and E-Governance Applications in Indian Administration.

UNIT – IV

Public and Private Partnership: Public and Private Partnership and voluntary sector.

Public Corporations, Independent Regulatory Commission.

UNIT – V

Local Self Administration: Rural and Urban Structure and functions – 73rd and 74th

Constitutional Amendment Acts – Revitalizations of Local Institutions - Issues and

Challenges.

Learning outcomes

1. Learning the influences of various emerging issues on Indian Administration
2. Understanding the issues confronted by Public Administration currently the means to address them.
3. Gaining knowledge of various Acts for weaker sections and utilizing them in day to life.

Recommended Readings:

1. Indian Government and Politics, Telugu Academy, Hyderabad, 2007.
2. Avasthi and Avasthi, Indian Administration, (6th edition), Lakshminaraya Agrawal, Agra, 2010-2011.
3. Disaster Management Act, 2005.
4. Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2010.
5. Reports of the Administrative Reforms Commission.

SEMESTER – IV

E-GOVERNANCE IN INDIA (PA-5)

UNIT – I

Introduction to E- Governance and Digital Technology: E-Governance – Meaning, Scope and Importance.

Digital Technology and Services Delivery.

UNIT – II

E-Governance and theoretical aspects: E-Governance Theories, Public and Private Partnership, Information Technology Act, 2000.

UNIT – III

Organization of Government Information in various departments: Detailed study of information and Broadcasting Ministry of Government of India,

E-Governance in Agricultural and Rural Development

E-Governance in Urban Administration

E-Governance in Social Welfare Department

UNIT – IV

Application of E-Governance in several Department of Andhra Pradesh: Mee-Seva,

CARD and E-Procurement,

E-Governance in Higher Education.

E-Governance in Health Administration.

E-Hearing.

UNIT – V

E-Governance – Security Issues: Accountability and Transparency. IT Security, Hacking, Cyber Crimes, E-Governance opportunities, Challenge and Barriers.

Learning outcomes

1. Gaining theoretical understanding about the concept, theory and models of e-governance
2. Learning practical application of e-governance in different walks of life
3. Awareness of various e-governance initiatives undertaken to deliver Public services to the stakeholders
4. Developing necessary skills to use and operate e-governance or digital service delivery

Recommended Readings:

1. Bellamy, Christine and John, Taylor (1998) *Governing in the Information Age*. Open University Press: Buckingham
2. Bhatnagar, S C (2004) *E-Government: From Vision to Implementation*. Sage: New Delhi
- Bouwman, Harry; Hooff, Bart van den; Vingaert, Lidwien van de; and Dijk, Jan van (2005) *Information and Communication Technology in Organizations: Adoption, Implementation, Uses and Effects*, Sage Publications: New Delhi
3. Gosling, P. (1997) *Government in the Digital Age*. *Government Information Quarterly*, Vol. 18, No. ER2. Bowerdean: London
4. Heeks, Richard (2006) *Implementing and Managing eGovernment: An International text*. Sage: London
5. Jones, S. G. (Ed.)(1995) *Cyber Society, Computer mediated communication and Community*. Sage: Thousand Oaks CA
6. Kooiman, J. (Ed.) (1993) *Modern Governance: New Government – Society Interactions*. Sage: London
7. Layne, K. and Lee J. (2001) *Developing Fully Functional e-Government: A Four Stage Model*. *Government Information Quarterly*, 18(2001), pp. 122-36. Elsevier: Manchester UK
8. Marchionini, G. (1995) *Information Seeking in Electronic Environments*. The Press Syndicate of the University of Cambridge: New York