**UNIVERSITY COLLEGE FOR WOMEN (AUTONOMOUS), KOTI, HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**SEMESTER: I- INTRODUCTION TO PUBLIC ADMINISTRATION (DSC)**

**CBCS {w.e.f. Academic Year 2019-20}**

**Credits: 05**

**Objectives of the Paper:**

1. To understand the nature and scope of Public Administration
2. To appreciate the methodological pluralism and synthesising nature of knowledge of Public Administration
3. To acquaint with the theories, approaches, concepts and principles of Public Administration

**Module-I: Nature of Public Administration**

1. Meaning, Scope and Importance of Public Administration
2. Evolution of Public Administration
3. Relationship with other social sciences- Law, Political Science, Economics and Psychology

**Module-II: Principles of Organization**

1. Division of Work & Coordination
2. Hierarchy, Span of Control, Unity of Command
3. Delegation, Leadership , Centralisation & Decentralisation

**Module- III: Classical Approaches**

1. Classical Approach: Henry Fayol, Luther Gulick, Lyndall Urwick
2. Scientific Management Approach: F.W.Taylor
3. Bureaucratic Approach: Max Weber

**Module -IV: Human Relations, Behavioural & Socio- Psychological Approaches**

1. Human Relations Approach : Elton Mayo
2. Behavioural Approach : Herbert Simon
3. Hierarchy of Needs : Abraham Maslow
4. Theory X & Theory Y : Mc Gregor

**Module -V: Social Justice Approaches**

1. Dr. B.R. Ambedkar
2. Jyothi Rao Pule

**Books & References:**

* Avasthi& Maheshwari- Public Administration
* Mohit Bhattacharya – New Horizons of Public Administration
* S.R.Maheshwari- Theories and Concepts in Public Administration
* M.P.Sharma, Sadhana and Harpreet Kaur– Public Administration in Theory and Practice
* Ravindra Prasad, V.S.Prasad,Satyanarayana and Y.Pardhasaradhi- Administrative Thinkers
* S.R.Maheshwari – Administrative Thinkers
* Telugu Akademi B.A. I Year Public Administration

**UNIVERSITY COLLEGE FOR WOMEN (AUTONOMOUS),KOTI, HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**SEMESTER: II: DEVELOPMENT DYNAMICS AND EMERGING TRENDS (DSC)**

**CBCS {w.e.f. Academic Year -2019-20}**

**Credits: 05**

**Objectives of the Paper:**

1. To comprehend the changing paradigms of Public Administration
2. To understand the role of public services in the emergence and development of Telangana
3. To understand the present status of Public Administration in the context of Globalization

**Module-I: Comparative and Development Administration**

1. Comparative Public Administration-F.W.Riggs
2. Development Administration
3. Changing Dynamics of Development Administration

**Module-II: Emerging Trends-I**

1. New Public Administration: Minnowbrook-I,II & III
2. Public Choice Theory
3. New Public Management

**Module-III: Emerging Trends-II**

1. Public Policy- Concept & Models
2. Public Policy and Governance
3. New Development Paradigms in the State of Telangana- Role of Civil Service

**Module-IV: Governance and Development**

1. Governance for Development
2. Concept of Human Development
3. Concept of Sustainable Development

**Module-V: Globalization and Public Administration**

1. Impact of Globalization on Public Administration
2. Present status of Public Administration in the context of Globalization

**Books & References:**

* Ramesh K.Arora – Comparative Public Administration
* Hoshiar Singh and Pardeep Sachdeva- Public Administration: Theory and Practice
* Bidyut Chakrabarthy and Prakash Chand- Public Administration-From Government to Governance
* Ali Farazmand- Handbook of Comparative and Development Public Administration
* F.W.Riggs – The Ecology of Public Administration
* Avasthi& Maheshwari- Public Administration
* Telugu Akademi B.A. I Year Public Administration

**UNIVERSITY COLLEGE FOR WOMEN (AUTONOMOUS), KOTI, HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**SEMESTER: III: GOVERNANCE IN INDIA (DSC)**

**CBCS {w.e.f. Academic Year -2020-21}**

 **Credits: 05**

**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 understand the transformative role of Indian Administration
3. To make out the multi-dimensionality of problems and processes of Indian Administration

**Module I: Historical Background**

1. Evolution of Indian Administration
2. Indian Administration after Independence: Continuity and Change
3. Constitutional Context (Unitary and Federal Features)

**Module II: Union Administration: Structure and Processes**

1. Political Executive at Central Level: President, P.M., Council of Ministers
2. Central Secretariat, Prime Minister’s Office (PMO)
3. Cabinet Secretariat

**Module III: Centre-State Relations**

1. Centre-State Administrative Relations
2. All India Services
3. Administrative Reforms- Need & Importance, Features of First ARC & Second ARC

**Module IV: Constitutional and Other National Bodies**

1. Union Public Service Commission (UPSC)
2. Election Commission, Comptroller and Auditor General
3. NITI Aayog

**Module V: Public Enterprises in India**

1. Forms of Public Enterprises: Departmental Undertakings, Public Corporation and Government Company
2. Role and Performance
3. Impact of Liberalization

**Books &References:**

* Bidyut Chakravarthy, Prakash Chand- Indian Administration: Evolution and Practice
* M.P. Sharma- Indian Administration
* Radha Krishna Sapru- India Administration Foundation of Governance
* Ramesh K.Arora, Rajini Goyal- Indian Administration : Institutions and Issues
* S.R. Maheshwari- Indian Administration
* Siuli Srakar- Public Administration in India
* Avasthi and Maheshwari- Indian Administration

**UNIVERSITY COLLEGE FOR WOMEN, KOTI , HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**B.A.II YR – SEMESTER –III**

**SKILL ENHANCEMENT COURSE (SEC)**

**CBCS (w.e.f.-Academic Year 2020-21)**

**Credits: 02**

**SEC I : PUBLIC OFFICE ADMINISTRATION**

**The Objectives of the course:**

1. To understand the concept of Office
2. To comprehend administrative processes in office

**Module I : Introduction**

1. Office Administration: Meaning, Scope and Importance of Office
2. Changing Nature of Public Office
3. Basic Principles of Office Organisation

**Module II Office Organisation and Management**

1. Office Planning
2. Office Accommodation and Layout
3. Office Environment

**References**:

* Pillai R.S.N. Office Management
* Bhatia R.C. Principles of Office Management
* Sharma R.K. Office Management
* Chopra R.K.- Modern Office and its Management
* S.P. Arora – Office Organisation and Management

**UNIVERSITY COLLEGE FOR WOMEN (AUTONOMOUS),KOTI, HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**SEMESTER: IV: GOVERNANCE AT STATE LEVEL (DSC)**

**CBCS {w.e.f. Academic Year -2020-21}**

 **Credits: 05**

**The Objectives of the Course are:**

1. To understand the administrative history of Telangana
2. To understand the administrative mechanism of Telangana
3. To make out the multi-dimensionality of problems and processes of State Administration.
4. To appreciate the emerging issues in administration in the context of changing role state, market and civil society.

**Module I: State Administrative Structure**

1. Administrative History of Telangana
2. Political Executive at the State Level: Governor, Chief Minister, Chief Secretary

**Module II: State Administrative Mechanism**

1. State Secretariat and Directorates
2. District Administration in Telangana
3. Changing role of District Collector

**Module III: Accountability and Control**

1. Legislative and Judicial Control
2. RTI, Citizen’s Charter, Social Audit
3. Role of Civil Society

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

1. E-government
2. IT Act 2000 -2002, IT and Empowerment
3. Values and Ethics in governance

**Module V: Issues in Administration**

1. Human Rights
2. Disaster Management
3. Public Private Partnership (PPP)

**Books &References:**

* Bidyut Chakravarthy, Prakash Chand- Indian Administration: Evolution and Practice
* M.P. Sharma- Indian Administration
* Radha Krishna Sapru- India Administration Foundation of Governance
* Ramesh K.Arora, Rajini Goyal- Indian Administration: Institutions and Issues
* S.R. Maheshwari- Indian Administration
* Siuli Srakar- Public Administration in India
* Avasthi and Maheshwari- Indian Administration

**UNIVERSITY COLLEGE FOR WOMEN KOTI, HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**B.A.II YR – SEMESTER –IV**

 **SKILL ENHANCEMENT COURSE (SEC)**

**CBCS (w.e.f. Academic Year 2020-21)**

 **Credits: 02**

**SEC II: TECHNIQUES OF OFFICE ADMINISTRATION**

**The Objectives of the course are:**

1. To identify the challenges of public office in the background of ICT
2. To sketch the impact of technology on office administration

**Module I: Techniques**

1. Work study, Work Measurement, Work Simplification
2. Management by Objectives(MBO)
3. Office Supervision

**Module II: Issues in Office Administration**

1. Social System and Public Office Administration
2. Staff Welfare
3. Office Management in Government : Issues

**References:**

* Satyanarayana J. : e- Government
* Kooiman. J: Modern Governance: New Government –Society Interactions.
* Bhatnagar, S. C- The Role and Responsibility of Government in ICT for Development
* S.P. Arora – Office Organisation and Management

**UNIVERSITY COLLEGE FOR WOMEN (AUTONOMOUS),KOTI, HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**SEMESTER: V HUMAN RESOURCE MANAGEMENT (DSE)**

**CBCS {w.e.f. Academic Year 2021-22**}

**Credits: 05**

**Objectives of the Paper:**

1. To comprehend the nature, scope, structure & processes of human resource management;

2. To understand the concept of Bureaucracy and Civil Services in India; and

3. To understand the changing paradigms of Human Resources Management.

**Module I- Introduction to HRM**

1. Meaning, Scope and Significance of Human Resource Management
2. Human Resource Planning

**Module II – Bureaucracy & Civil Service**

1. Bureaucracy-Concept & Types
2. Civil Service-Meaning & Evolution
3. Role &Classification of Civil Services

**Module III -Human Resource Systems**

1. Recruitment
2. Job Analysis and Job Description
3. Promotion and Performance Appraisal
4. Compensation- Wage & Pay Commissions

**Module IV- Human Resource Development**

1. Training
2. Employee Capacity Building Strategies
3. Performance and Competency Mapping System

**Module V- Emerging Trends**

1. Human Resource Information System
2. Human Resource Audit
3. Total Quality Management

**Books &References:**

* Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New

Delhi

* Flippo Edvin B., (1976), Principles of Personnel Management, McGraw-Hill
* Goel, S.L.& Rajneeesh, Shalini(2003), Public Personnel Administration, Deep & Deep, Delhi
* Government of India, Second ARC, Tenth Report on ‘Refurbishing of Personnel Administration’
* Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis,NY
* Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi.

**UNIVERSITY COLLEGE FOR WOMEN (AUTONOMOUS),KOTI, HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**SEMESTER: V RURAL GOVERNANCE (DSE)**

**CBCS {w.e.f. Academic Year 2021-22**}

 **Credits: 05**

**Objectives of the Paper:**

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 governance;

4. To identify the challenges of development and the administrative responses.

**Module I- Introduction**

1. Concept of Democratic Decentralisation
2. Local Government – Concept, Features & Importance
3. Evolution of Local Government – Balwantrai Mehta Committee & Ashok Mehta Committee

**Module II – Constitutional Provisions for Rural Governance**

1. 73rd Constitutional Amendment Act
2. Third Generation Panchayats
3. District Planning Committee

**Module III – Institutions of Rural Governance**

1. Panchayat Raj Institutions in Telangana- Structure & Functions
2. State government control and supervision over PRIs in Telangana
3. State Finance Commission

**Module IV- Rural Development Strategies and Programmes**

1. Approaches & Strategies to Rural Development
2. Basic Services & Welfare Programmes – MGNREGA, NRLM, Shyama Prasad Mukherji Rurban Mission (SPMRM), PMAY-G

**Module V- Emerging Issues**

1. Rural Unrest
2. Concept of Participatory Development
3. Role of NGOs in rural development
4. ICT and rural development

**Books &References:**

* B.D.S. Bhadouria and V.P. Dubey (1989)., Panchayati Raj and Rural Development, Commonwealth Publishers,New Delhi.
* Danny Burns, et. al. (1994), The Politics of Decentralisation: Revitalising Local Democracy ,Macmillan, London.
* Jain L.C, et.al (1986), Grass without Roots; Rural Development Under Government Auspices, Sage
* M.A. Oommen (1995), Devolution of Resources from the State to the Panchayati Institutions, ISS, New Delhi.
* R. C. Choudahry and S.P. Jain (eds.) (2001) Patterns of Decentralized Government in Rural India, NIRD,Hyd.
* Ramesh K. Arora and Rajni Goyal (1996), Indian Public Administration Vishwa Prakashan, New Delhi.
* S.R. Maheshwari (2003), Local Government in India, Lakshmi Narain Aggarwal.

**UNIVERSITY COLLEGE FOR WOMEN (AUTONOMOUS),KOTI, HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**SEMESTER: V INDIAN CONSTITUTION &ADMINISTRATION(GENERIC ELECTIVE)**

**CBCS {w.e.f. Academic Year 2021-22}**

 **Credits: 04**

**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 I: Indian Constitution**

1. Salient features of Indian Constitution
2. Fundamental Rights, Directive Principles; Fundamental Duties
3. Amendments of the Constitution: Procedure for Amendment– Emergency Provisions

**Module II: Centre-State Relations and Local Self Government**

1. Features of Indian Federation
2. Legislative, Administrative and Financial relations between the Union and the States
3. Decentralization Experiments in India – 73rd and 74th Constitutional Amendments Acts

**Module III: State Government**

1. Governor, Chief Minister and Council of Ministers
2. Secretariat and Directorates
3. Changing Nature of District Administration and the role of District Collector

**Module IV: Accountability & Control**

1. Legislative and Executive Control
2. Judicial control and Judicial Review
3. Citizen-oriented Measures- RTI & PIL

**Books &References:**

* Bidyut Chakravarthy, Prakash Chand (2019), Indian Administration: Evolution and Practise, Sage Publications
* Krishna K.Tummala (1996), Public Administration in India, Allied Publishers Limited.
* M.Sharma (2004), Indian Administration, Anmol Publishers.
* Radha Krishna Sapru (2019), Indian Administration: Foundations of Governance, Sage Publications.
* Ramesh K Arora, Rajni Goyal (2018), Indian Public Administration: Institutions and Issues, New AgeInternational Publishers.
* S.R.Maheswari (2004), Indian Administration, Orient Longman Publishers Limited.
* Siuli Sarkar (2018), Public Administration in India (Second Edition), PHI Learning Private Limited.
* Vaman Govind Kale (2010), Indian Administration, Kessinger Publications.

**UNIVERSITY COLLEGE FOR WOMEN (AUTONOMOUS), KOTI, HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**SEMESTER: VI: FINANCIAL AND MATERIAL MANAGEMENT (DSE)**

**CBCS {w.e.f. Academic Year 2021-22}**

 **Credits: 05**

**Objectives of the Paper:**

1. To comprehend the nature, scope of financial and material management.
2. To understand the concept of budget and budgetary process.
3. To identify the systems and processes of financial and material management.

**Module-I: Introduction**

1. Meaning and Scope of Financial Management
2. Importance of Financial Management

**Module-II: Budgetary System**

1. Concept and Principles of Budget
2. Preparation, Enactment and Execution of Budget
3. Gender Budgeting &Green Budgeting

**Module-III: Institutions of Financial Management**

1. Organisation and Functioning of Ministry of Finance
2. Union Finance Commission
3. Union- State Financial Relations

**Module-IV: Parliamentary Financial Committees**

1. Public Accounts Committee
2. Estimates Committee
3. Committee on Public Undertakings

**Module-V: Materials Management**

1. Meaning and Importance of Material Management
2. Procurement, Storage and Distribution
3. Inventory Management
4. Logistics Management

**Books &References:**

* Brigham Eugene F. (2011), Financial Management : Theory and Practice, Cengage Learning
* Government of India, Second Administrative Reforms Commission, Fourteenth Report,
* Strengthening Financial Management, Systems, April 2009.
* L.K.Jha (1986), Economic Administration in India – Retrospect and Prospect, New Delhi: IIPAs
* Mahajan Sanjeev Kumar Mahajan (2014), Financial Administration in India,PHI, Delhi
* R.K. Lekhi and Joginder singh(2013), Public Finance, Kalyani Publishers, New Delhi.
* Rabin Jack, et.al (2006) Handbook of Public FinancialManagement, Taylor & Francis Group.
* Sharma M.K. (2006), Financial Administration, Anmol Publications, New Delhi.

**UNIVERSITY COLLEGE FOR WOMEN (AUTONOMOUS), KOTI, HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**SEMESTER: VI URBAN GOVERNANCE (DSE)**

**CBCS {w.e.f. Academic Year 2021-22**}

**Credits: 05**

**Objectives of the Paper:**

1. To comprehend the urban local bodies in India;

2. To understand the urban governance institutions, its structure and functions;

3. To learn about various urban development programmes and schemes.

4. To understand the processes and systems of delivery of public welfare programmes.

**Module I- Introduction**

1. Evolution of Urban Local Bodies in India
2. 74th Constitutional Amendment Act
3. Urbanisation – Trends, Processes and Consequences

**Module II – Organisational Structure & Functions**

1. Structure & Functions of Municipalities in Telangana
2. Structure & Functions of Municipal Corporations with reference to GHMC
3. State government control over urban local bodies

**Module III – Agencies of Urban Development**

1. Urban Development Authorities
2. Special Purpose Agencies and Parastatals
3. Sustainable Development and Future of Urban Governance

**Module IV - Urban Development Policies & Programmes /Schemes**

1. National Urban Development Policy
2. SMART Cities, AMRUT, Swachh Bharat Mission
3. Poverty Alleviation Programmes- JNNURM, NULM, PMAY

**Module V- Emerging Issues**

1. Urban Governance Reforms
2. Privatisation of Municipal Services
3. Urban Unrest

**Books &References:**

* Aziz Abdul (ed.), (1996), Decentralised Governance in Asian Countries, Sage New Delhi.
* Baud, Isa S A, J De Wit (2009), New Forms of Urban Governance in India: Shifts, Models, Networks and

Contestations, SAGE Publications.

* Bhattacharya , Mohit (1976), Management of Urban Government in India, Uppal, New Delhi
* Burns, Danny et. al. (1994), The Politics of Decentralisation: Revitalizing Local Democracy Macmillan, London,
* Chaturvedi T.N. and Abhijit Datta (1984), Local Government, IIPA, (New Delhi.
* Devas Nick(2004) ,Urban Governance Voice and Poverty in the Developing World, Routledge.
* Maheshwari, S.R. (2003), Local Government in India, Lakshmi Narain Aggarwal, Agra.
* Oakley Peter (1991), Projects with People: The Practice of Participation in Rural Development , I.L.O., Geneva.
* Sivaramakrishanan K.C., et. al. (1993), Urbanisation in India: Basic Services and People’s Participation, ISS,New Delhi.

**UNIVERSITY COLLEGE FOR WOMEN (AUTONOMOUS), KOTI, HYDERABAD**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**SEMESTER: VI: E-GOVERNANCE (OPTIONAL)**

**CBCS {w.e.f. Academic Year 2021-22)**

**Credits: 04**

**Objectives of the Paper:**

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 inform the learner about the e-governance measures initiated in Telangana state.

**Module-I: Introduction**

1. Concept and Significance of E-Governance
2. Evolution and Models of E-Governance
3. Good Governance and E-Governance

**Module-II: Legal & Policy Framework**

1. IT Act 2000
2. NeGP
3. National Information Technology Policy 2012

**Module-III: E-Governance Initiatives**

1. National Informatics Centre (NIC)
2. Digital India
3. Mobile Governance

**Module-IV: Case Studies**

1. Bhoomi
2. Mee-Seva
3. E-Panchayat
4. Dharani- Integrated Land Records Management System

**Books &References:**

* Bellamy, Christine, and John, A.,Taylor, (1998), Governing in the Information Age, Buckingham, Open

University Press.

* Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical guide with case studies,Sage Publications, New Delhi.
* Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, cases and practical insights, Sage
* Publications, New Delhi.
* Bouwman, Harry, and et.al., (2005), Information and Communication Technology in Organisations, SagePublications, London.
* Heeks, R. (2006) Implementing and Managing eGovernment: An international text, Sage
* Marchionini, G., (1995), Information Seeking in Electronic Environments, New York, The Press Syndicate of theUniversity of Cambridge, USA.
* Michael E. Milakovich, (2012), digital governance - New Technologies for improving Public Service and

Participation, Routlidge, Taylor and Francis group, New York.

* Pardhasaradhi,Y. (et.al) (2009), E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi.
* Satyanarayana, J, (2004), E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi