

B.A. Public Administration (Regular)
Syllabus according to Choice Based
Credit System (CBCS)
(as per TSCHE Model)
w.e.f. 2019-2020



DEPARTMENT OF Public Administration
MAHATMA GANDHI UNIVERSITY
NALGONDA
TELANGANA.

UNDERGRADUATE PROGRAMME IN PUBLIC ADMINISTRATION
w.e.f. the academic year 2019-20

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 103	Basics of Public Administration	DSC	5	5

FIRST YEAR SEMESTER -II

Code	Course Title	Course Type	HPW	Credits
BA 203	Development Dynamics and Emerging Trends	DSC	5	5

SECOND YEAR SEMESTER -III

Code	Course Title	Course Type	HPW	Credits
BA 303	Indian Administrative System	DSC	5	5
SEC1	Public Office Administration		2	2
SEC2	Office Processes		2	2

SECOND YEAR SEMESTER -IV

Code	Course Title	Course Type	HPW	Credits
BA 403	Management of Resources	DSC	5	5
SEC3	Technology & Office Administration		2	2
SEC4	Techniques of Office Administration		2	2

THIRD YEAR SEMESTER -V

Code	Course Title	Course Type	HPW	Credits
BA 503/A	E-Governance- Concepts	DSE	5	5
BA503/B	Rural Governance in India	DSE		
BA503/C		DSE		
GE/ A	Good Governance	GE	4	4
GE/B	Indian Constitution and Administration	GE	4	4

THIRD YEAR SEMESTER -VI

Code	Course Title	Course Type	HPW	Credits
BA 603/A	E-Governance -Case Studies	DSE	5	5
BA 603/B	Urban Governance in India	DSE		
BA 603/C		DSE		
PR	Governance and Ethics	PR	4	4

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 103 Semester-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

Module-V: Ecological and Social Justice Approaches

- a. Administrative Ecology: F.W.Riggs
- b. Social Justice Approach –B.R.Ambedkar
- c. Jyothirao Pule

References

- Avasthi & Maheshwari (2012) Public Administration, Lakshminarayana Agarwal, Agra.
- Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
- Donald Menzel and Harvey White (eds) (2011) The State of Public Administration: Issues, Challenges and Opportunities, New York, M.E. Sharpe.
- Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003.
- Henry, Nicholas (2006) Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
- Jan – Erik Lane (2000) New Public Management: An Introduction, Routledge, London.
- M.P. Sharma, B.L. Sadana and Harpreet Kaur (2014) Public Administration in Theory and Practice, Kitab Mahal, Delhi.
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- O’Leary, Rosemary et al (2010) The Future of Public Administration around the World: The Minnowbrook Perspective, GeorgeTown University Press, D.C.
- Ravindra Prasad, VS Prasad, Satyanarayana, P., and Y. Pardhasaradhi (eds) (2016) Administrative Thinkers, Sterling, New Delhi.
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- UN, Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN, 1975.
- Wilson Woodrow, ‘The Study of Administration’ Political Science Quarterly 2 (June 1987).

BA 203 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.

References

- Ali Farazmand (2001) Handbook of Comparative and Development Public Administration, Merrell Dekker, New York.
- Arora, Ramesh K. (1996) Comparative Public Administration, Associated Publishing House, Agra.
- Esmon, Milton J. (1970) CAG and the Study of Public Administration in F.W. Riggs (ed) The Frontiers of Development Administration (pp. 41-71), Durham, North Carolina; Duke University Press.
- Heady F. (1996) Public Administration: A comparative perspective (5th ed.) New York: Marcel Dekker.
- Hoshiar Singh and Pardeep Sachdeva (2012) Public Administration: Theory and Practice, Pearson, Delhi.
- Montgomery, J. (1966) Approaches to development politics, administration and change, New York, McGraw Hill.
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- Weidner, W.E. (1970a) (ed) Development Administration in Asia, Durham, North Carolina; Duke University Press.

BA II Year – Semester III

Course-IV C: Public Office Administration (SEC)

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

SEC I Public Office Administration

Module I: Introduction

- a) Office Administration: Meaning, Scope & Importance of Office
- b) Changing Nature of Public Office
- c) Basic Principles of Office Organization

Module II: Office Organization and Management

- a) Office Planning
- b) Office Accommodation and Lay-out
- c) Office Environment

SEC II Office Processes

Module I: Office Filing System

- a) Forms: Management and Control
- b) Filing System and Classification
- c) Management of Office Records

Module II: Office Communication

- a) Periodical Reports
- b) Office Communication; Correspondence
- c) Inventory Control; Office Stationery

References:

- Niraj Kumar, Chetan S. (2013) Modern Office Management, New Royal Book Company, Lucknow
- Pillai R.S.N. (2010) Office Management, S.Chand, New Delhi.
- Sudhir Andrews (2008) Front Office Management and Operations, Tata McGraw Hill Publishing Co. Ltd, India.
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- Chopra, R.K. (2008) Modern Office and Its Management, Himalaya Publishing House, Hyderabad.

BA II Year – Semester IV

SEC 3 - Semester-IV: 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

SEC 4 - Semester-IV: Techniques of Office Administration

Module I: Techniques

- a) Work Study, Work Measurement, Work Simplification
- b) Management by Objectives
- c) Office Supervision

Module II: 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.

References

Satyanarayana J, (2006) e-Government, PHI, New Delhi.

Kooiman, J (ed) (1993) Modern Governance: New Government – Society Interactions, Sage Publications, London.

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