

**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.
- Telugu Akademi, BA. Ist Year Public Administration.
- 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 (5<sup>th</sup> ed.) New York: Marcel Dekker.
- Hoshier 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.
- Pai Panandikar, V.A. (1964) Development Administration: An Approach, Indian Journal of Public Administration, 10 (1), pp. 34-44.
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- W.E. Weidner, (ed) (1970), Development Administration in Asia, Durham, North Carolina; Duke University Press.
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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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- Bhatia R.C. (2005) Principles of Office Management, Lotus Press, Delhi.
- Gopala Krishnan and Sundaresan, M. (2000) Materials Management: An Integrated Approach, Prentice Hall, 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.

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Bhatnagar, S.C. (2004) e-Government: From Vision to Implementation, Sage, New Delhi.

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Singhal, A and Evertt, Rogers (1990) India's Information Revolution, Sage Publications, New York.