

Syllabus
Public Administration
Admitted Batch 2008 - 2009



Andhra University

B.A. Course (Structure)

First year:

S.No.	Subject	Hrs per Week
1.	English language including communication skills	6
2.	Second language	4
3.	Core 1-1	6
4.	Core 2-1	6
5.	Core 3-1	6
6.	Foundation course	3
7.	Computer Skills	2
	Total	33

Second year:

S.No.	Subject	Hrs per week
1.	English language including communication skills	6
2.	Second language	4
3.	Core 1-II	6
4.	Core 2-II	6
5.	Core 3-II	6
6.	Environmental studies	4
7.	Computer skills	2
	Total	34

Third year:

S.No.	Subject	Hrs per week
1.	Core 1-III	5
2.	Core 1 – IV	5
3.	Core 2 – III	5
4.	Core 2 – IV	5
5.	Core 3-III	5
6.	Core 3 – IV	5
7.	Foundation course	3
	Total	33

The Following Changes are incorporated in the Curriculum.

Paper I: Title: Introduction to Public Administration:

Changed 30 percent topics and introduced new concepts.

Paper II: Title: Public Administration in India:

Changed 20 percent of the topics and rearranged the syllabi.

Paper III: Title: Management of Resources:

Changed 50 percent of topics and introduced new sections

Optional Papers

Paper IV (a): Title: Office Management

Changed 20 percent of the topics and rearranged the syllabi.

Paper IV (b): Title: E-Governance

Entirely New Paper

Paper IV (c): Title: Rural and Urban Governance in India

Changed 30 percent topics and introduced new concepts.

Resolutions of the Subject Committee:

1. A 'One Week' Workshop to be organized for Degree College lecturers to orient them on the changed syllabus
2. New books to be written for the benefit of the students.
3. The syllabi can be implemented from the academic year 2008-2009.

PAPER – I

INTRODUCTION TO PUBLIC ADMINISTRATION

Block I: Introduction

1. Meaning, Nature, Scope and importance of Public Administration
2. State and Evolution of Public Administration
3. Relationships with other Social Sciences: With special reference to Political Science, Economics, Sociology, Psychology
4. Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodknow

Block II: Theories and Approaches

5. Classical Approach : Henry Fayol, Gulick and Urwick
6. Scientific Management Approach: Taylor
7. Bureaucratic Approach: Max Weber and Karl Marx
8. Human Relations Approach – Elton Mayo
9. Behavioural Approach: Herbert Simon
10. Socio – Psychological Approach: Hierarchy of Needs : Abraham Maslow; Theory X and Theory Y : Douglas Mc Gregor
11. Ecological Approach: Riggs

Block III: Concepts and Principles of Public Administration

12. Administrative Planning
13. Leadership and Supervision
14. Communication and Public Relations

Block IV: Emerging Trends

15. New Public Administration : Minnowbrook I & II
16. Public Administration and Public Policy
17. New Public Management
18. Governance
19. Public Administration in the context of Globalization, Privatization and Liberalization
20. Post Modern Public Administration

Expected teaching Hours: 120-150

PAPER - II: PUBLIC ADMINISTRATION IN INDIA

Block I: Historical Background

1. Evolution of Indian Administration – Ancient, Medieval and British Periods – Continuity and Change in Indian Administration after Independence
2. Context of Indian Administration – Social, Economic and Political

Block II: Central Administration

3. Union Government and Administration – President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat, Cabinet Committees and Prime Minister Office
4. Union and State Relations and Agencies – Administrative Relations – Inter State Council, Finance Commission, All India Services, Planning Commission, National Development Council
5. Public Enterprises in India: a) Forms of Public Enterprises: b) Privatization and Dis-investment

Block III: State and District Administration

6. State Government and Administration: Governor, Chief Minister, Council of Ministers, Secretariat & Directorates, General Administration Department and Chief Secretary
7. District Administration: Changing Role of District Collector, Mandal and Village Administration in Andhra Pradesh
8. Local Governments – Rural and Urban – Structure and functions – 73rd and 74th Constitutional amendments

Block IV: Administrative Accountability

9. Control over Administration:
 - a. Legislative and Judicial Control
 - b. Lok Pal, Lokayukta and Central Vigilance Commission
 - c. Consumer Protection Forums
 - d. Right to Information Act (RTI)
 - e. National and State Human Rights Commissions
10. Administration of Welfare Programmes for Weaker Sections – SCs, STs, BCs Women and Minorities

Block V: Emerging Issues

11. Administrative Reforms, Recommendations of important Commissions and Second ARC
12. Mechanisms for Disaster Management
13. Governance and e-Governance Applications in Indian Administration
14. Public Private Partnerships and Voluntary Sector

Expected Teaching Hours: 120 to 150

PAPER – III: MANAGEMENT OF RESOURCES

Block I: Human Resource Management

1. Meaning, Nature, Scope and Significance of Human Resource Management
2. Human Resource Strategy and Planning
3. Recruitment, Selection, Appointment and Promotion
4. Pay – Components, Principles of Pay & Pay Commissions

Block II: Capacity Building

5. Performance Appraisal – Rewards and Incentives Management
6. Human Resource Development – Concept of HRD; Training – Objectives, Types, Evaluation
7. Employee Capacity Building Strategies and Total Quality Management
8. Human Resource Management Effectiveness and Human Resource Audit
9. Issues in HRM – Downsizing, Outsourcing, Consultancies

Block III: Financial Management

10. Meaning, Scope and Importance of Financial Management
11. Budget – Concept, Principles of Budgeting; Preparation, Enactment and Execution
12. Organization and functions of the Finance Ministry
13. Union – State Financial relations and the role of the Finance Commission
14. Parliamentary Financial Committees – Public Accounts Committee, Estimates Committee and Committee on Public Undertakings and Comptroller and Auditor General of India

Block IV: Materials Management

15. Procurement
16. Storage and Distribution
17. Logistics Management

Expected Teaching Hours: 100 to 120

PAPER –IV: (OPTIONAL): (A) OFFICE MANAGEMENT

Block I: Introduction

1. Office Administration : Nature, Scope and Importance
2. Basic Principles of Office Organization

Block II: Office Organization and Management

3. Office Planning and Lay-out Office Environment
4. Form : Management and Control
5. Filing System and Periodical Reports
6. Office Communication, Correspondence
7. Management of Office Records
8. Office Stationery

Block III: Office Management: Processes and Issues

9. Work Study, Work Measurement, Work Simplification
10. Management by Objectives
11. Office Supervision
12. Staff Welfare

Block IV: Trends and Issues in Office Management

13. Office Automation and Paperless Office
14. Back Office Operations and Front Office Delivery
15. Social System and Public Office Administration
16. Office Management in Government : Issues

Expected Teaching Hours: 100 to 120

PAPER –IV: (OPTIONAL): (B) E-Governance

Introduction

1. Meaning, Definition and Importance of Electronic Governance
2. Evolution of E-Governance
3. Information Society and Community Empowerment
4. IT Act 2000 and National E-Governance Programme - 2002
5. Opportunities and Challenges for E-Governance in India

Techniques of e-Governance

6. GIS Based Management Systems
7. Citizen Database and Human Development
8. Back Office Operations and Front Office Delivery
9. Public Grievance Redressal Mechanisms

e-Governance : Case Studies

10. Akshaya Programme in Kerala
11. Bhoomi in Karnataka
12. Wired Village Project – Warana experiment in Maharashtra

e- Governance in Andhra Pradesh: Case Studies

13. Computer – Aided Administration of Registration Department (CARD)
14. E-Seva (Electronic Citizen Services)
15. Rural Kiosks

Expected Teaching Hours: 100 to 120

PAPER –IV: (OPTIONAL): (C) Rural and Urban Governance in India

Block I: Concept of Democratic Decentralization

1. Local Government: Concept, Features and Importance.
2. Democratic Decentralization.: Concept, Evolution and significance
3. Evolution of Local Government in India : Community Development Programme and National Extension Service

Block II: Rural Local Governance

4. Balwant Rai Mehta .and Ashok Mehta Committee Reports : Structures, Functions and Finances; Second generation and Third generation Panchayats
5. Reforms in Panchayat Raj – Features of 73rd CAA and Organizational structures for Panchayathi Raj
6. Intra – Rural Local Government relationships: Gram Sabha and Gram Panchayats; Distribution of Powers and Functions; Intra Tier responsibilities (The Eleventh Schedule)

Block III: Urban Governance

7. Urbanization in India and Policies and Strategies
8. Evolution of Urban Local Governments in India : Reforms in Urban Local Bodies – Features of 74th CAA
9. Urban Local Government – Structure, functions, officials, Committee System, Finances, Officials and Political executives (with special reference to Andhra Pradesh).
10. Municipal Corporations: Structure, Committee System, Finances, Officials and Political executives (with special reference in Andhra Pradesh).
11. Urban Development Authorities in Andhra Pradesh and their working

Block IV: Issues and Trends

12. State Control and Supervision over Local Bodies.
13. Micro planning and implementation, Social Audit, Capacity Building of Grassroots functionaries
14. Parallel bodies and Voluntary Sector: Self Help Groups, Users Associations and Parastatals
15. Sustainable Development and Challenges to Decentralized Governance

Expected Teaching Hours: 100 to 120