MINOR

Subject: Public Administration

w.e.f. AY 2023-24

COURSE STRUCTURE

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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.

UNIT – I


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


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.

Recommended Readings:


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


**Suggested Co-Curricular Activities**

1) Invited Lectures

2) Case study analysis.

3) Debates on Administration

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

6) Alumni Interactions

7) Periodical interactions with Executives and Peoples Representatives
SEMESTER-III
COURSE 2: THEORIES OF PUBLIC ADMINISTRATION

Learning outcomes

1. Understanding the theoretical background of public administration.
2. Understanding the contributions of different social science thinkers to the theory of public administration.
3. Learning that public administration function in an environment.

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
Theory X and Theory Y - Douglas Mc Gregor.

UNIT – IV
Ecological Approach: Comparative Public Administration
Ecological Approach – F.W. Riggs

UNIT – V

Recommended Readings:
Prabutva Palana Sastram:Bhavanalu, Siddantalu, Telugu Academy
D.Raveendra Prasad and Y.Partha sarathi (EDS) Public Administration concepts, theories and principles (English), Telugu Academy, Hyderabad (2011)

Suggested Co-Curricular Activities

1) Invited Lectures
2) Case study analysis.
3) Debates on topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
6) Alumni Interactions
SEMESTER-IV

COURSE 3: PUBLIC RELATIONS AND COMMUNICATION SKILLS

Learning Outcomes:
On successful completion of the course the students will be able to;

- Understand the historical background and role Public Relations in various areas
- Have insight into the use of the technological advancements in Public Relations
- Comprehend tools of Public Relations in order to develop the required skills.
- Understand the ethical aspects and future of Public Relations in India
- Develop writing skills for newspapers and creation of Blogs.

UNIT-I

a) Public Relations: Meaning, Definition, Nature and Scope, Historical Background

b) Ministry of Information and Broadcasting - Organizations, Functions.

UNIT-II

a) Concepts of Public Relations - Press, Publicity, Lobbying, Propaganda, Advertising, Sales Promotion and Corporate Marketing Services,
b) Tools of Public Relations - Press Conferences, Meets, Press Releases, Announcements, Webcasts

UNIT-III

a) Public Relations and Mass Media, Present and future of Public Relations in India,

UNIT-IV

a) Employee and Stake Holder Relations.
b) Education and Community Relations.

UNIT-V

A) Ethics of Public Relations and Social Responsibility
B) Public Relations and Writing - Printed Literature, Newsletters, Opinion papers and Blogs

References

6. Websites on Public Relations.
Suggested Co-Curricular Activities

1) Invited Lectures
2) case study analysis.
3) Debates on interesting topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
6) Alumni Interactions
7) Periodical interactions with Public Relations Staff
8) Student Presentations.
**SEMESTER-IV**

**COURSE 4: SOCIAL WELFARE ADMINISTRATION**

| Theory | Credits: 4 | 4 hrs/week |

**Learning Outcomes:**

Students at the successful completion of the course will be able to;

- Understand the fundamental dynamics of Social Welfare administration especially from the context of Indian system.
- Ability to analyze and elucidate various policies by the government of India.
- Critical evaluate the social planning systems and structures in India.
- Understanding the dynamics of Development and Sustainable development indices and procedures.
- Critical thinking towards various welfare measures & policies drafted towards developmental perspective.

**UNIT-1**

Definition, nature & scope of social welfare, Concepts of social welfare, social administration in India, CSWB, models of welfare-familial, institutional, Titmus.

**Unit 2:**

**INTRODUCTION TO SOCIAL POLICY**

Definition, meaning and nature of social policy, Objectives of social policy, types of social policy, National Women’s policy, National children’s policy and National youth policy, Tribal Policy, Policy for aged, Disability policy and Population policy

**Unit 3:**

**INTRODUCTION TO SOCIAL PLANNING**

Meaning & definition, Types of Planning - Tactical, Operational & Strategic, Types of plan-Five year plan, annual plan, short term plans, and long term plans. NitiAayog, features, objectives, constitution, nitiaayog as a strategy for new India, Atal Innovation Mission.

**Unit 4:**

**INTRODUCTION TO DEVELOPMENT, SOCIAL & SUSTAINABLE DEVELOPMENT:**

Meaning & Definitions, nature of development, indicators of development, distinction between developed, developing and under developed nations, MDG and models of development – Capitalistic, Communistic, Socialistic & Mixed-Economy, Gandhian approach to development or Sarvodaya movement

**Unit 5:**
CONSTITUTIONAL FUNCTION & ROLES OF SOCIAL MANAGERS: (15 Hrs) Constitution of India, fundamental rights, DPSP, Current budget review. Role of social managers in welfare administration, Policy formulation and development.

Reference Books:

4. NGO’s & Governmental Organisations-Role, Duties & Functions, N C Dobriyalsumit enterprises.
5. Social Welfare Administration in India, Dr D R Sachdeva, KitabMahal Publications.

Suggested Co-Curricular Activities

1) Invited Lectures
2) Case study analysis.
3) Debates on interesting topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
6) Alumni Interactions
7) Periodical interactions with Executives and Peoples Representatives
SEMESTER-V
COURSE 5: PUBLIC POLICY

Theory: 4 credits; 4 hrs/week

Learning Outcomes:
On successful completion of the course the students will be able to;

- Understanding the basic concepts such as public policy, policy analysis, public policy process and governance
- Knowledge of different stages of the Public policy process in terms of theoretical formulation and the process
- Necessary competence to undertake policy analysis

Teaching Learning methods

UNIT-I
Public Policy: Concept, Significance and Scope.
Policy Analysis: Concept and Significance and implications

UNIT-II
Public Policy Approaches and Models with special reference to the Incrementalism and Rationalist Paradigms

UNIT-III
Policy Formulation and Implementation.
Role of Political Parties in Policy Formulation

UNIT-IV
Role of Bureaucracy in Public Policy Making.
Non-Governmental Organizations in Policy Making

UNIT-V
Good-governance and Public Policy Making.
Role of Information Technology in Public Policy Process

References

Suggested Co-Curricular Activities

1) Invited Lectures
2) case study analysis.
3) Debates on interesting topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
6) Alumni Interactions
7) Periodical interactions with Executives and Peoples Representatives.
SEMESTER-V

COURSE 6: ADMINISTRATIVE LAW

Theory Credits: 4 4 hrs/week

Learning Outcomes:
On successful completion of the course the students will be able to;

- Developing an understanding of principles of natural justice, rule of law, administrative legislation, adjudication and much more
- Distinguishing between constitutional law, administrative law and droit administrative
- Delineating the concept, merits and demerits of administrative tribunals and especially Central Administrative Tribunal
- Grasping the genesis, growth and concept of ombudsman, lokpal and lokayukta and central vigilance commission

UNIT-I
Administrative Law: Definition, nature and scope of Administrative Law, Distinction between Constitutional Law and Administrative Law and Droit Administrative

UNIT-II
Rule of Law; Principles of Natural Justice; Administrative Tribunals, Reasons for the Growth of Administrative Tribunals and its Structure.

UNIT-III
Delegated Legislation- concept, rationale, merits and demerits, Reasons for the growth of delegated Legislation, Legislative and Judicial Control over delegated legislation.

UNIT-IV
Ombudsman: Institution of Ombudsman: concept and genesis; Central Vigilance Commission: structure, functions, role and significance; and Lok Pal and LokAyukta in India-composition, powers, functions and significance.

UNIT-V
Judicial Control of administrative action and remedies, Ordinary Remedies, Judicial Review, Writs.

References


Suggested Co-Curricular Activities

1) Invited Lectures 2) case study analysis.
3) Debates on interesting topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
6) Alumni Interactions
7) Periodical interactions with Judicial Staff and Executive Officials.
8) Student Presentations.