

DEPARTMENT OF PUBLIC ADMINISTRATION

SYLLABUS



TELANGANA UNIVERSITY

NIZAMABAD – 503322 (T.S)

Semester – I

PAD – 101 : ADMINISTRATIVE THEORY –I

UNIT I – Administrative Theory: a) Significance, b) Evolution and Emerging Trends, c) Oriental Thought: KAUTLYA

UNIT II – Classical Thought: Bureaucracy: a) Max Weber- Bureaucratic, b) Karl Marx - Critique on Bureaucracy, Samuel Krislov - Representative Bureaucracy

UNIT III – Administrative Structure and Process: a) Luther Gullick, b) Lyndall Urwick.

UNIT IV- Social System Thought: a) Mary Parker Follett – Constructive Conflict and Giving orders, b) Chester Barnard Theory of Authority and Functions of Executive.

UNIT V: Writers on Administration : a) Robert dhal, b) Dwight Waldo, c) Golembiewski.

PAD - 102 : MANAGEMENT (Science & techniques)

UNIT I – Introduction : 1) Meaning, Scope and Importance of Management 2) Evolution of Management 3) Contribution of Henry Fayol and Taylor.

UNIT II- Schools of Management: 1) Classical, Human Relations and Behavioural Schools, 2) Systems Approach and Contingency Approach 3) Change Management, Disaster Management.

UNIT III- Principles of Management : 1) Authority & Responsibility, Decentralisation 2) Decision Making, Communication, Leadership; 3) Planning, Division of work and Coordination.

UNIT IV – Techniques : 1) O & M ; 2) Work Study, Work Measurement and Work Simplification 3) MBO, MBE and MIS 4) PERT & CPM.

UNIT V – Advanced Techniques : 1) Cost- benefit Analysis; 2) Operation Research; 3) Organisational Change and organisational development; 4) Time Mangement.

PAD -103 : COMPARATIVE and DEVELOPMENT ADMINISTRATION

UNIT I – Introduction: 1) Nature, Scope, Characteristics and Importance of Comparative Public Administration ; 2) Evolution, and Comparative Public Administration.

UNIT II- Approaches: 1) Bureaucratic Approach 2) General systems approach 3) Decision Making Approach

UNIT III- CPA : Contributions of F.W. Riggs : 1) Structural Functions Approach; 2) Theory of Prismatic Society – A critical Evaluation; 3) Development Models.

UNIT IV – Administrative Systems : 1) Classical Administrative System – France ; 2) Developing Administrative system – India ; 3) Developed Administrative systems – USA, UK ; 4) Modern Administrative Systems - Japan, Korea.

UNIT V –Development Administration : 1) Nature, Scope and Elements of Development Administration 2) Goals and Challenges of Development Administration, 3) Models of Development Administration; Sustainable Development, Human Development & Inclusive Development.

PAD – 104 : INDIAN ADMINISTRATIVE SYSTEM –I

UNIT I - 1. Evolution of Indian Administration a) Ancient b) Moghul, c) British, 2) Socio economic, Political and Cultural content of Indian Administration

UNIT II – 1. Constitutional context of Indian Administration a) Parliament, b) President and Vice President, c) Prime Minister and Council of Ministers, d) Cabinet and Cabinet Committees.

UNIT III – 1. Organization of Central Ministers and Departments; a) Ministry of Home Affairs b) Ministry of Human Resource Development, 2. Central Secretariat; a) Cabinet Secretariat b) Prime Minister's office.

UNIT IV – 1. Constitutional Authorities; a) Election Commission b) Finance Commission c) UPSC d) C & AG, e) Commission for SC's and ST's.

UNIT V – Statutory and Non- Statutory Authorities; a) Planning Commission; b) National Development Council, c) National Commission on Human Rights, d) National Commission on Minorities, e) Vigilance Commission.

PAD – 105 : MANAGEMNT OF PUBLIC ENTERPRISES

UNIT I – a) Public Enterprises – Concept and State Intervention in Economic activity b) Nationalisation Policy Problems and Perspective of Nationalization , c) Government Policies towards Public Enterprises in India (Industrial Policy Resolutions)

UNIT II – a) Forms of Public Enterprises, b) Governing Boards c) Chief Executive and other Authorities in Public Enterprises, d) Memorandum of Understanding (MOU)

UNIT III – a) Management of Finances in Public Enterprises, b) Public Enterprises, b) Personnel Management and particular reference to Recruitment and Training, c) Workers Participation, d) Employer - Employee relations

UNIT IV – a) Pricing Policy : Features and Practices, b) Measurement of efficiency, c) Public Distribution System, d) Consumer Councils.

UNIT V – a) Government Control over Public Undertakings – Parliamentary Control, Ministerial Control, Autonomy Vs Control, b) Market Induced Reforms, Liberalisation, Privatization and Globalization, c) Trends and Issues in Public Enterprises.

Semester – II

PAD – 201: ADMINISTRATIVE THEORY –II

UNIT – I: Behaviouralism:

- a) Elton Mayo: Human Relations Movement,
- b) Herbert Simon: Behaviouralism and Decision- Making
- c) Warren Bennis: Changing Organizations

UNIT – II: Organizational Humanism-I

- a) Abraham Maslow: Needs Hierarchy,
- b) Victor Vroom: Motivation
- c) Douglas McGregor: Theory X and Theory Y

UNIT – III: Organizational Humanism- II:

- a) Frederick Herzberg: Hygiene and Motivation Factors,
- b) Chris Argyris: Integrating the Individual and the Organization
- c) Rensis Likert: Systems Management

UNIT – IV: Market Theories:

- a) Vincent Ostrom: Public Choice
- b) Charles E. Lindholm: Incrementalism
- c) Fredrick Thayer: Hierarchy, Democracy and Alienation

UNIT – V: Emerging Trends:

- a) Public Management Approach
- b) Jurgen Habermas: Critical Theory
- c) Administrative Theory: A Critical Review

PAD – 202: LOCAL GOVERNMENT

UNIT – I: Introduction:

- a) Nature and Scope of Local Government
- b) Philosophy and Significance of Local Government in the contest of Globalization, Liberalization and Privatization
- c) Land Marks in the Growth of Local Government

UNIT – II: Theory of Decentralization:

- a) Decentralization, Delegation: Deconcentration and Devolution
- b) Elements of Decentralization
- c) Hurdles for Decentralization

UNIT – III : Organization Structure

- a) Rural Local Government
- b) Urban Local Government
- c) Special Agencies for Rural and Urban Areas: UDAS and DRDA

UNIT – IV : Managerial Processes

- a) Decision Making Programme formulation
- b) Programme Management and control
- c) Executive and Public Interface

UNIT – V : Issue Areas:

- a) Functional and Financial Imbalance
- b) Autonomy and Control
- c) Official and Non-Official Relationship
- d) Reforms Process: Retrospect and Prospect

PAD – 203: PERSONNEL ADMINISTRATION

UNIT – I: Introduction:

- a) Personnel Administration: Importance and Scope
- b) Public Service: Concept and Role in Modern State

UNIT – II: Classification and Recruitment:

- a) Man power Planning, Classification of Services
- b) Recruitment: Principles, Methods, Selection process and Personnel Agencies

UNIT – III: Training and Development

- a) Training Objectives, types, Methods, Techniques and Training needs Assessment
- b) Performance Evaluation: Promotion, Principles and Practices

UNIT – IV: Pay and Conditions of Services

- a) Pay Principles of pay determination; Pay Commission.
- b) Conduct and Discipline, Superannuation

UNIT – V: Concepts and Emerging Trends

- a) Neutrality, Anonymity and Integrity
- b) Participative Management
- c) Emerging Trends in Personnel Administration

PAD – 204: INDIAN ADMINISTRATIVE SYSTEM

UNIT – I: Constitutional Profile of State Administration

- a) Central – State Relations,
- b) Role of Governor
- c) State Legislature and Council of Ministers
- d) Role of Chief Minister

UNIT – II: State Administration:

- a) Secretariat: Position and Role
- b) Chief Secretary and GAD
- c) Directorate: Relationship Between Secretariat and Directorate

UNIT – III: State Services:

- a) Components of Civil Service: All India Services, State Services, Inter-relationship and Inter Linkages
- b) Classification of State Services
- c) Recruitment of State Civil Services
- d) Composition, Functions and role of State Service Commission

UNIT – IV: Administration at Local Level

- a) District Administration and District Collector
- b) Mandal Administration (Revenue and Development)
- c) Village Administration (Revenue and Development)
- d) Decentralization Debate

UNIT – V: Emerging Issues:

- a) State Finances
- b) Permanent and Political Executives
- c) Generalist and Specialists
- d) Pressure Groups
- e) Citizen Grievances: Corruption

PAD – 205: PUBLIC ADMINISTRATION & PUBLIC POLICY

UNIT – I: Introduction:

- a) Nature, Scope and Importance of Public Policy
- b) Factors Influencing Public policy Making
- c) Public Policy as Policy Sciences
- d) Public Policy and Public Administration

UNIT – II: Participants in Public Policy Making

- a) Establishment of Public Policy
- b) Public Opinions and Sources
- c) Public Interests and Public Participation
- d) Impact and Limitations of Public Participation

UNIT – III: Theories and Process of Public Policy:

- a) Theories of Policy Making
- b) Perspectives of Policy Making Process
- c) Institutions of Policy Making
- d) Approaches and Instruments for Implementation

UNIT – IV: Policy Analysis

- a) Policy Analysis: Knowledge and Advantages
- b) Models of Policy Analysis
- c) Types of Policy Analysis
- d) Constraints of Public Policy Analysis

UNIT – V: Evaluation of Public Policy

- a) Public Analysis: Monitoring and Evaluation
- b) Measuring Policy Impact
- c) Constraints
- d) Improving Policy Making

Semester – III

PAD -301: RURAL DEVELOPMENT & PANCHAYAT RAJ

UNIT-I: Introduction:

- a) Democracy, Development and Decentralization
- b) Rural Development: Third World Perspective
- c) Rural Policies and Strategies in India

UNIT-II: Rural Institution – Panchayat Raj

- a) Panchayat Raj in India- An Evaluation
- b) Reforms in Panchayat Raj (73 rd CAA and after
- c) Panchayat Raj in Andhra Pradesh

UNIT-III: Resources and Development

- a) Rural Credit and Cooperatives
- b) Self –Help Groups
- c) Technical Assistance in Rural Governance

UNIT-IV: Rural Development Programmes and Agencies

- a) Rural Development Programmes: IRDP & SJRY
- b) Governance in Tribal Areas
- c) Village Administration: Stake Holder Committees

UNIT-V: Issues in Rural Governance

- a) Land Reforms
- b) Rural Unrest: Caste, Class and Gender
- c) Governing Elite and Rural Social Change
- d) Bureaucracy

PAD -302: FINANCIAL ADMINISTRATION

- a) UNIT – I: a) Nature, Scope and Importance of Financial Administration
- b) Source of Public Revenue: Tax and Non-Tax Revenue
- c) Public Borrowing Deficit financing
- d) Public Debt Management

UNIT-II:

- a) Principles of Taxation – Tax Administration
- b) Finance Ministry
- c) Expenditure Control
- d) Reserve Bank of India

UNIT-III:

- a) Fiscal Federalism
- b) Central – State Financial Relations
- c) Distribution of Resources
- d) Finance Commission- Composition, Powers and Functions

UNIT-IV:

- a) Concept and Principles of Budget
- b) Preparation, Enactment and Execution of Budget
- c) Performance Budgeting
- d) Zero based Budgeting

UNIT-V:

- a) Parliamentary Financial Control – Parliamentary Committees
- b) Financial Accountability – Accounting and Audit
- c) Comptroller and Auditor General of India

PAD -303: GOVERNANCE

UNIT-I: Theoretical Perspectives

- a) Concepts and Definitions
- b) Reinventing Government
- c) Public Administration and Governance – Key Models

UNIT-II: State and Governance

- a) Concepts and Definitions
- b) Democratic State and Democratic Administration
- c) Rolling Back State

UNIT-III: Citizen and Governance

- a) Rule of Law and Human Rights
- b) Ethics
- c) People's participation

UNIT-IV: Techniques of Governance

- a) Openness and Transparency
- b) Citizen Charter
- c) Social Audit

UNIT-V: Emerging Trends

- a) Public – Private Partnerships
- b) Market, Civil Society
- c) Information and Communication Technology

PAD -304: HUMAN DEVELOPMENT AND GOVERNANCE

UNIT – I: Introduction:

- a) Human Development Concepts
- b) Human Development Indicators
- c) Human Development in Changing World

UNIT – II: Poverty

- a) The Nature and Dimensions
- b) Growth, Inequality and Poverty
- c) The Politics of Poverty

UNIT – III: Development

- a) Infrastructure in Development
- b) Environmental Priorities for Development
- c) International Aid and Technical Assistance Programmes

UNIT-IV: Civil Society as a Stakeholder in Human Development

- a) Civil Society: It's Emerging Role
- b) Non Government Organizations(NGO'S)
- c) Community Based Organizations (CBO'S)

UNIT-V: Protective Discrimination

- a) Social Welfare and Social Justice
- b) Democratization of Power: Reservations
- c) Reservation in Corporate Sector

PAD – 305: GLOBLIZATION, PUBLIC ADMINISTRATION AND GOVERNANCE

UNIT – I: Introduction:

- a) Globalization – Meaning and Understandings
- b) Theoretical Analysis of Globalization
- c) Globalization and Governance

UNIT – II: Implications for Public Administration

- a) Challenges of Globalization for Public Administration
- b) Globalization and Regulation of Professions and Occupations
- c) Globalization and Planning for Change

UNIT – III: Governance

- a) Governance: Ideology, Theory and Practice
- b) ICT and Democratic Governance
- c) Good Governance: Theory and Practice

UNIT – IV: Administrative Reform and Reorganization

- a) Global Reform and Transformations
- b) Global Reform and Administrative Modernizations
- c) Global Ethics in 21st Century

UNIT – V: Global Public Administration

- a) Transnational Corporations and Development
- b) The Effects of Governance on Competitiveness
- c) Crisis in Public Service and Administration

Semester – IV

PAD – 401 : PUBLIC ADMINISTRATION & ICT

UNIT – I : Introduction : a) Public Administration and Information Technology, b) Information Technology: Evolution and Significance, c) IT Policies, Acts and Programmes: Indian Perspective.

UNIT – II : IT and Administration: a) Information Systems: issues in Centralization and Decentralization, b) IT Systems and Inter Governmental Coordination, c) Computer Net working and Citizen Partition.

UNIT – III : IT in Administration : a) IT Techniques in Administration, b) Training for It, c) E-Governance : Opportunities and Challenges.

UNIT – IV : IT Administration at state level (with special reference to AP): a) Computerisation of Mandal Revenue Administration, b) Computer-Aided Administration of Registration Department (CARD), c) Twin Cities Net Work Services (TWINS)

UNIT – V : IT and Development : a) Technology, Social Progress and Empowerment, b) Human factors and Information Technology, c) Cybernetic State and Digital Governance : Perspectives

PAD – 402 : E- GOVERNANCE

UNIT – I: Introduction: i) Governance of Digital Age, ii) Community Information – Informing the citizen, iii) Information Society and Empowerment.

UNIT – II: Theoretical Perspectives of e-governance : i) Dystopian Theory, ii) Socio-Technical Systems Theory, iii) Global integration Theory.

UNIT – III : Techniques of e-Governance : i) GIS Based Management Systems, ii) Citizen Database and Human Development iii) Video Conferencing.

UNIT – IV : Developments of e- Governance : i) Internet and Intranet (WAN and LAN) ii) Public Information systems and feedback, iii) E-Governance and Administrative culture.

UNIT- V : e-Governance : Case studies: i) Electronic Support to Rural Health Care, ii) IT and Milk Cooperatives : Experiences AMUL, iii) A Wired village: The Warana Experiment.

PAD – 403 : URBAN GOVERNANCE

UNIT – I : Introduction : a) Trends of urbanisation in the Third World b) Trends of Urbanisation in India, c) Urban Policies and Strategies in India

UNIT – II Agencies of urban governance: a) Reforms in Urban Governance (74th CAA and After), b) State – Urban Government Relations in India, c) Urban bodies in AP

UNIT – III : Governing Metropolis : a) Mayor – in – Council Form, b) Inter Agency Coordination in Metropolitan cities, c) Urban Development Authorities and Parastatals

UNIT – IV : Urban Development Programmes: a) Urban Development Programmes, b) SJSRY and Self Help Groups, c) Technical Assistance and Urban Development : AP Urban Services for Poor.

UNIT – V : Issues in Urban Governance: a) Emerging Urban Unrest and Crisis, b) Bureaucracy, c) Urbanisation and Environment.

PAD – 404 : RESEARCH METHODS

UNIT – I : Introduction

- i) Meaning, Objectives, Scope and importance of Social Science Research
- ii) Types of Research – Fundamental, Pure / Theoretical, Applied
- iii) Research Approaches and Significance of Research.

UNIT – II : Methods of Research

- i) Objectivity in Social Science Research.
- ii) Scientific Method
- iii) Case Study Method and Survey Method

UNIT – III : Research Design

- i) Identification of Research Problem
- ii) Hypothesis and Procedure of Hypothesis testing
- iii) Preparation of Research Design

UNIT – IV : Methods of Data

- i) Methods of Data Collection Primary Sources – Survey
- ii) Observation; Questionnaire; Interview;
- iii) Secondary Sources of Data Collection – Use of Library

UNIT – V : Sampling and Report Writing

- i) Sampling Techniques, Scales of Measurement
- ii) Analysis of Data and Use of computers in Social Science Research
- iii) Report Writing

PAD – 405 : Indian Constitution and Administration

UNIT – 1 : Indian Constitution : 1) Constitution Salient Features – Preamble; 2) Fundamental Rights, Directive Principles – Fundamental Duties; 3) Amendments of the Constitution : Procedure for Amendments – Emergency Provisions.

UNIT – II : Centre – State Relations and Local Self Government : 1) Distinctive features of Indian Federation; 2) Legislative, Administrative and Financial relations between the Union and the States; 3) UPSC : Powers and Functions; 4) Election Commission and Finance Commission 5) Decentralization Experiments in India – 73rd and 74th Amendments and their implementation

UNIT – III : Accountability & Control : 1) Legislative, Executive and Judicial control and Judicial Review; 2) Right to Information Act.

UNIT – IV : Welfare Administration in India : 1) Reservations for SC, ST and Backward classes : 2) Prevention of SC and ST Atrocities Act; 3) National SC and ST Commission; Women's Commission; 4) Minorities Commission and Human Rights Commission.