**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 ADMINSTRATION**

**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 ADMINSTRATIVE 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:**

1. Elton Mayo: Human Relations Movement,

b) Herbert Simon: Behaviouralism and Decision- Making

c) Warren Bennies: Changing Organizations

**UNIT – II: Organizational Humanism-I**

1. Abraham Maslow: Needs Hierarchy,

b)Victor Vroom: Motivation

c)Douglas McGregor: Theory X and Theory Y

**UNIT – III: Organizational Humanism- II:**

1. Frederick Herzberg: Hygiene and Motivation Factors,
2. Chris Argyris: Integrating the Individual and the Organization
3. Rensis Likert: Systems Management

**UNIT – IV: Market Theories:**

1. Vincent Ostrom: Public Choice
2. Charles E. Lindbolm: Incrementalism
3. Fredrick Thayer: Hierarchy, Democracy and Alienation

**UNIT – V: Emerging Trends:**

1. Public Management Approach
2. Jurgen Habermas: Critical Theory
3. Administrative Theory: A Critical Review

**PAD – 202: LOCAL GOVERNMENT**

**UNIT – I: Introduction:**

1. Nature and Scope of Local Government
2. Philosophy and Significance of Local Government in the contest of Globalization, Liberalization and Privatization
3. Land Marks in the Growth of Local Government

**UNIT – II: Theory of Decentralization:**

1. Decentralization, Delegation: Deconcentration and Devolution
2. Elements of Decentralization
3. Hurdles for Decentralization

**UNIT – III : Organization Structure**

1. Rural Local Government
2. Urban Local Government
3. Special Agencies for Rural and Urban Areas: UDAS and DRDA

**UNIT – IV : Managerial Processes**

1. Decision Making Programme formulation
2. Programme Management and control
3. Executive and Public Interface

**UNIT – V : Issue Areas:**

1. Functional and Financial Imbalance
2. Autonomy and Control
3. Official and Non-Official Relationship
4. Reforms Process: Retrospect and Prospect

**PAD – 203: PERSONNEL ADMINISTRATION**

**UNIT – I: Introduction:**

1. Personnel Administration: Importance and Scope
2. Public Service: Concept and Role in Modern State

**UNIT – II: Classification and Recruitment:**

1. Man power Planning, Classification of Services
2. Recruitment: Principles, Methods, Selection process and Personnel Agencies

**UNIT – III: Training and Development**

1. Training Objectives, types, Methods, Techniques and Training needs Assessment
2. Performance Evaluation: Promotion, Principles and Practices

**UNIT – IV: Pay and Conditions of Services**

1. Pay Principles of pay determination; Pay Commission.
2. Conduct and Discipline, Superannuation

**UNIT – V: Concepts and Emerging Trends**

1. Neutrality, Anonymity and Integrity
2. Participative Management
3. Emerging Trends in Personnel Administration

**PAD – 204: INDIAN ADMINISTRATIVE SYSTEM**

**UNIT – I: Constitutional Profile of State Administration**

1. Central – State Relations,
2. Role of Governor
3. State Legislature and Council of Ministers
4. Role of Chief Minister

**UNIT – II: State Administration:**

1. Secretariat: Position and Role
2. Chief Secretary and GAD
3. Directorate: Relationship Between Secretariat and Directorate

**UNIT – III: State Services:**

1. Components of Civil Service: All India Services, State Services, Inter-relationship and Inter Linkages
2. Classification of State Services
3. Recruitment of State Civil Services
4. Composition, Functions and role of State Service Commission

**UNIT – IV: Administration at Local Level**

1. District Administration and District Collector
2. Mandal Administration (Revenue and Development)
3. Village Administration (Revenue and Development)
4. Decentralization Debate

**UNIT – V: Emerging Issues:**

1. State Finances
2. Permanent and Political Executives
3. Generalist and Specialists
4. Pressure Groups
5. Citizen Grievances: Corruption

**PAD – 205: PUBLIC ADMINISTRATION & PUBLIC POLICY**

**UNIT – I: Introduction:**

1. Nature, Scope and Importance of Public Policy
2. Factors Influencing Public policy Making
3. Public Policy as Policy Sciences
4. Public Policy and Public Administration

**UNIT – II: Participants in Public Policy Making**

1. Establishment of Public Policy
2. Public Opinions and Sources
3. Public Interests and Public Participation
4. Impact and Limitations of Public Participation

**UNIT – III: Theories and Process of Public Policy:**

1. Theories of Policy Making
2. Perspectives of Policy Making Process
3. Institutions of Policy Making
4. Approaches and Instruments for Implementation

**UNIT – IV: Policy Analysis**

1. Policy Analysis: Knowledge and Advantages
2. Models of Policy Analysis
3. Types of Policy Analysis
4. Constraints of Public Policy Analysis

**UNIT – V: Evaluation of Public Policy**

1. Public Analysis: Monitoring and Evaluation
2. Measuring Policy Impact
3. Constraints
4. Improving Policy Making

**Semester – III**

**PAD -301: RURAL DEVELOPMENT & PANCHAYAT RAJ**

**UNIT-I: Introduction:**

1. Democracy, Development and Decentralization
2. Rural Development: Third World Perspective
3. Rural Policies and Strategies in India

**UNIT-II: Rural Institution – Panchayat Raj**

1. Panchayat Raj in India- An Evaluation
2. Reforms in Panchayat Raj (73 rd CAA and after
3. Panchayat Raj in Andhra Pradesh

**UNIT-III: Resources and Development**

1. Rural Credit and Cooperatives
2. Self –Help Groups
3. Technical Assistance in Rural Governance

**UNIT-IV: Rural Development Programmes and Agencies**

1. Rural Development Programmes: IRDP & SJRY
2. Governance in Tribal Areas
3. Village Administration: Stake Holder Committees

**UNIT-V: Issues in Rural Governance**

1. Land Reforms
2. Rural Unrest: Caste, Class and Gender
3. Governing Elite and Rural Social Change
4. Bureaucracy

**PAD -302: FINANCIAL ADMINISTRATION**

1. UNIT – I: a) Nature, Scope and Importance of Financial Administration
2. Source of Public Revenue: Tax and Non-Tax Revenue
3. Public Borrowing Deficit financing
4. Public Debt Management

**UNIT-II:**

1. Principles of Taxation – Tax Administration
2. Finance Ministry
3. Expenditure Control
4. Reserve Bank of India

**UNIT-III:**

1. Fiscal Federalism
2. Central – State Financial Relations
3. Distribution of Resources
4. Finance Commission- Composition, Powers and Functions

**UNIT-IV:**

1. Concept and Principles of Budget
2. Preparation, Enactment and Execution of Budget
3. Performance Budgeting
4. Zero based Budgeting

 **UNIT-V:**

1. Parliamentary Financial Control – Parliamentary Committees
2. Financial Accountability – Accounting and Audit
3. Comptroller and Auditor General of India

**PAD -303: GOVERNANCE**

**UNIT-I: Theoretical Perspectives**

1. Concepts and Definitions
2. Reinventing Government
3. Public Administration and Governance – Key Models

**UNIT-II: State and Governance**

1. Concepts and Definitions
2. Democratic State and Democratic Administration
3. Rolling Back State

**UNIT-III: Citizen and Governance**

1. Rule of Law and Human Rights
2. Ethics
3. People’s participation

**UNIT-IV: Techniques of Governance**

1. Openness and Transparency
2. Citizen Charter
3. Social Audit

**UNIT-V: Emerging Trends**

1. Public – Private Partnerships
2. Market, Civil Society
3. Information and Communication Technology

**PAD -304: HUMAN DEVELOPMENT AND GOVERNANCE**

**UNIT – I: Introduction:**

1. Human Development Concepts
2. Human Development Indicators
3. Human Development in Changing World

**UNIT – II: Poverty**

1. The Nature and Dimensions
2. Growth, Inequality and Poverty
3. The Politics of Poverty

**UNIT – III: Development**

1. Infrastructure in Development
2. Environmental Priorities for Development
3. International Aid and Technical Assistance Programmes

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

1. Civil Society: It’s Emerging Role
2. Non Government Organizations(NGO’S)
3. Community Based Organizations (CBO’S)

**UNIT-V: Protective Discrimination**

1. Social Welfare and Social Justice
2. Democratization of Power: Reservations
3. Reservation in Corporate Sector

**PAD – 305: GLOBLIZATION, PUBLIC ADMINISTRATION AND GOVERNANCE**

**UNIT – I: Introduction:**

1. Globalization – Meaning and Understandings
2. Theoretical Analysis of Globalization
3. Globalization and Governance

**UNIT – II: Implications for Public Administration**

1. Challenges of Globalization for Public Administration
2. Globalization and Regulation of Professions and Occupations
3. Globalization and Planning for Change

**UNIT – III: Governance**

1. Governance: Ideology, Theory and Practice
2. ICT and Democratic Governance
3. Good Governance: Theory and Practice

**UNIT – IV: Administrative Reform and Reorganization**

1. Global Reform and Transformations
2. Global Reform and Administrative Modernizations
3. Global Ethics in 21st Century

**UNIT – V: Global Public Administration**

1. Transnational Corporations and Development
2. The Effects of Governance on Competitiveness
3. 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 : Power s 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.