

Department of Public Administration & HRM
Kakatiya University, Warangal
Model Scheme of Instruction and Examination
B.A PUBLIC ADMINISTRATION
Choice Based Credit System (CBCS) Syllabus - w.e.f. 2017-2018

Year	Semester	DSC/GE/ DSE/SEC	Paper	Title	Credits	Hours	Exam Duration	Internal Marks	External Marks	Max. Marks
I	I	DSC	Paper - I	Basics of Public Administration	5	5	3 Hrs	20	80	100
	II	DSC	Paper - II	Development Dynamics and Emerging Trends	5	5	3 Hrs	20	80	100
II	III	DSC	Paper-III	Union Administration	5	5	3 Hrs	20	80	100
		<i>SEC</i>	<i>Paper - I</i>	<i>Communication Skills in English</i>	2	2	<i>2 Hrs</i>	<i>10</i>	<i>40</i>	<i>50</i>
	IV	DSC	Paper - IV	State Administration and Emerging Issues	5	5	3 Hrs	20	80	100
		<i>SEC</i>	<i>Paper-II</i>	<i>Banking & Insurance</i>	2	2	<i>2 Hrs</i>	<i>10</i>	<i>40</i>	<i>50</i>
III	V	DSC	Paper - V	Human Resources Management	4	4	3 Hrs	20	80	100
		DSE	Paper - I A	Rural Local Governance	4	4	3 Hrs	20	80	100
		DSE	Paper - I B	Urban Local Governance						
		DSE	Paper - I C	Entrepreneurship Development						
	VI	GE	Paper - I	Fundamentals of Office Management	5+1	6	3 Hrs	20	80	100
		<i>SEC</i>	<i>Paper-III</i>	<i>Telangana Heritage and Culture</i>	2	2	<i>2 Hrs</i>	<i>10</i>	<i>40</i>	<i>50</i>
		DSC	Paper - VI	Financial and Material Resources Management	4	4	3 Hrs	20	80	100
		DSE	Paper - IIA	E-Governance: Concepts, Institutions and Methods	4	4	3 Hrs	20	80	100
		DSE	Paper - II B	Public Office Administration)						
		DSE	Paper - II C	Financial Management						
		GE	Paper - II	Management						
		<i>SEC</i>	<i>Paper - IV</i>	<i>Personality Development & Soft Skills</i>	2	2	<i>2 Hrs</i>	<i>10</i>	<i>40</i>	<i>50</i>

DSC- (Discipline Specific Course), **SEC** -(Skill Enhancement Course) & **DSE** -(Discipline Specific Elective) for Students of History.

GE- (Generic Elective) or Inter-Disciplinary Course for Students of Social Sciences other than B.A Public Administration (5 Credits + 1 Tutorial).

Prof.T. Yadagiri Rao

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Department of Public Administration & HRM
Kakatiya University, Warangal

Public Administration

B.A. I YEAR

Paper – II : Semester-II: Development Dynamics and Emerging Trends

Unit- 1: Comparative & Development Administration

- i. Comparative Administration
- ii. Development Administration
- iii. Changing Dynamics of Development Administration

Unit-2: Emerging Trends

- i. New Public Administration – Minnowbrook-I
- ii. New Public Administration – Minnowbrook-II
- iii. New Public Administration – Minnowbrook-III

Unit-3: Market Theories

- i. Public Choice Approach
- ii. New Public Management

Unit-4: Role of Public Services and Governance

- i. Public Policy and Governance
- ii. Role of Public Services in the Emergence and Development of New State of Telangana
- iii. Issues in Governance

Unit-5: Contemporary Developments and Public Administration

- i. Globalization and Public Administration
- ii. Present Status of Public Administration in the context of Globalization
- iii. Recent trends in Public Administration

Suggested Readings:

1. Avasthi & Maheshwari “Public Administration”, Laxminarain. Agarwal Educational Publishers, Agra
2. Mohit Bhattacharya “New Horizons of Public Administration” Jawahar Publishers, New Delhi
3. Rumki Basu “Public Administration Concepts and Theories” Sterling Publishers, New Delhi
4. M.Laxmikanth “Public Administration” Tata Mc Graw Hills Publishers, New Delhi
5. Prabhutva Paalana Sidhantalu Bhavanalu Telugu Academy Publication, Hyderabad
6. Bidyut Chakrabarty, Prakash Chand “Public Administration in a Globalizing World: Theories and Practices”, Sage Publications
7. Ferrel Heady “Public Administration-A Comparative Perspective” CRC Press