

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
		SEC	<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
		SEC	<i>Paper-II</i>	<i>Banking &amp; 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						
		GE	Paper - I	Fundamentals of Office Management	5+1	6	3 Hrs	20	80	100
		SEC	<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>
		VI	DSC	Paper - VI	Financial and Material Resources Management	4	4	3 Hrs	20	80
	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	5+1	6	3 Hrs	20	80	100
	SEC	<i>Paper - IV</i>	<i>Personality Development &amp; 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  
Chairperson, BoS Dept of Public Administration & HRM

Department of Public Administration & HRM  
Kakatiya University, Warangal

Public Administration

B.A. II YEAR

**Paper – III : Semester-III: Union Administration**

**Unit- 5: Historical Background**

- i. Evolution of Indian Administration
- ii. Indian Administration after Independence: Continuity and Change
- iii. Indian Constitutional Moorings and Administration.

**Unit- 2: Union Administration: Structure and Processes**

- i. Political Executive at Central Level
- ii. i. President ii. Prime Minister iii. Council of Ministers
- iii. Central Secretariat and other Offices

**Unit-3: Center-State Relations**

- i. Centre-State Administrative Relations
- ii. Central Personnel Agencies-All India Services
- iii. Finance Commission

**Unit-4: Constitutional and Other National Bodies**

- i. Union Public Service Commission
- ii. Election Commission and Comptroller and Auditor General of India (C&AG)
- iii. NITI Aayog

**Unit-5: Public Enterprises in India**

- i. Significance of Public Enterprises
- ii. Forms of Public Enterprises - Department, Corporation, Company
- iii. Performance and Disinvestment

**Suggested Readings:**

1. S.R Maheshwari "Indian Administration" Orient Black Swan Publishers, New Delhi
2. Ramesh K.Arora & Rajni Goyal "Indian Public Administration" New Age International Publishers, New Delhi
3. M.Laxmikanth "Public Administration" Tata Mc Graw Hills Publishers, New Delhi
4. Bharata Desha Paalana Telugu Academy Publication, Hyderabad
5. Avasthi A. 1980. Central Administration: Tata Mc Graw Hill: New Delhi.
6. Basu, D. D. 2004. Introduction to the Constitution of India; Prentice Hall: New Delhi

**Department of Public Administration & HRM**  
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**B.A Public Administration**  
**B.A II Year – III Semester, Paper-I**  
**Communication Skills in English**  
**(Skill Enhancement Course)**

**Max. Marks: 40**

**Unit I: Communicative English:** Meaning – Significance – Learning English through Listening, Speaking, Reading and Writing (LSRW). Listening skills: Factors influencing – Barriers in listening – Effective listening - Practice of interpersonal listening. Meaning and significance of Oral and Written Communication – Principles of oral communication –Preparing for oral communication – Practice of oral communication with pre-announced topics – Extempore. Tenets of written communication – Practice of written communication with displayed text - Practice of written communication with pre-announced topics and extempore.

**Unit II: Business and Corporate Correspondence:** Meaning – Significance – Types of Business Letters - Principles of letter writing – Formats – Practice of letter writing in different situations. Corporate correspondence: Types of Meetings -Notice and Agenda – Practice of preparing notice and agenda for different meetings – Writing press releases – advertisements – Circulars – Memos – Enquires – Replies – Writing minutes and resolutions of different meetings. E-mails – Writing e-mails.

**Suggested books:**

1. Sarma V V S, Muralidhar D and Saritha M, LOTUS: Interactive Communication, Camel Published, 2016.
2. Aruna Koneru, Professional Communication, Tata McGraw Hill, New Delhi, 2008.
3. Sehgal M K and Khetarpal Vandana, Business Communication, Excel Books, New Delhi, 2008.
4. Varinder Kumar and Bodh Raj, Business Communication, Kalyani Publishers, Ludhiana, 1998.