

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							
	VI	I	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>
		II	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	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 Publicadministration & HRM

Department of Public Administration & HRM  
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**Syllabus w.e.f. 2016-2017**

**B.A. Public Administration**

**B.A. I YEAR**

**Paper – I : Semester-I: Basics of Public Administration**

**Unit- 1: Introduction**

- i. Nature of Public Administration
- ii. Meaning and Importance of Public Administration
- iii. State and Evolution of Public Administration

**Unit-2: Relationship with other Social Sciences**

- i. Law
- ii. Political Science
- iii. Economics

**Unit-3: Oriental and Classical Approaches**

- i. Oriental Approach -Kautilya
- ii. Classical Approach: Henri Fayol, Luther Gulick and Lyndall Urwick
- iii. Scientific Management Approach: F.W.Taylor
- iv. Bureaucratic Approach: Max Weber and Karl Marx

**Unit-4: Human Relations and Behavioural Approaches**

- i. Human Relations Approach –Elton Mayo
- ii. Behavioural Approach: Herbert A. Simon
- iii. Socio- Psychological Approach: Abraham Maslow; Mc Gregor, Rensis Likert

**Unit-5: Ecological and Social Justice Approaches**

- i. Administrative Ecology: F.W.Riggs
- ii. Social Justice Approach –B.R.Ambedkar
- iii. Jyothirao Pule

**Suggested Readings:**

1. M. P. Sharma and Sadhana Public Administration
2. Avasthi and Maheswari, Public Administration
3. Mohit Bhattacharya, New Horizons of Public Administration
4. D. Ravindra Prasad, V.S. Prasad, P. Satyanarayana, Y. Pardhasaradhi, Administrative Thinkers.
5. O.P. Srivastava, Public Administration Volume-I & II.
6. Public Administration, Concepts, Theories and Principles, Telugu Academy.

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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