

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 & 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 & 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

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Public Administration

B.A. II YEAR

Paper – IV : Semester-IV: State Administration and Emerging Issues

Unit-1: State Administration: Structure and Processes

- i. Administrative History of Telangana
- ii. Political Executive at State Level, Governor & Chief Minister

Unit-2: State Administrative Mechanisms

- i. State Secretariat & Directorates
- ii. Local Governance & District Administration in Telangana

Unit- 3: Emerging Issues

- i. Administrative Reforms: Need and Importance
- ii. 2nd Administrative Reforms Commission – Features and Recommendations

Unit-4: Technology and Integrity in Government

- i. e-Government
- ii. Values and Ethics in Administration

Unit-5: Control over Administration

- i. Redressal of Citizen Grievances: Transparency, Accountability and Right to Information Act
- ii. Administrative Accountability: Legislative and Judicial Control

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
7. Puri, V.K. 2005. Local Government and Administration, Modern Publishers, Jalandhar

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SECOND YEAR - SEMESTER – IV
(Skill Enhancement Course)

Paper: II: Banking and Insurance

Unit – I: Introduction

1. Origin, definition and importance of banking.
2. Banker and customer relationship.
3. Origin and growth of commercial banks in India.

Unit – II: Crossing and Endorsement

1. Meaning, definitions, types and rules of crossing.
2. Paying Banker, Duties, Statutory protection in due course.
3. Collecting bankers - duties, statutory protection for holder in due course.

Unit - III: Banking and Lending

1. Principles of sound lending.
2. Secured vs. unsecured advances.
3. Types of advances, Advances against various securities.

Unit – IV: E-Banking

1. Meaning and Importance of E-banking.
2. Types of Banking: Internet Banking, Home banking, Mobile banking, Virtual banking, E payments.

Unit – V: Insurance

1. Basic concept of risk.
2. Types of business risk.
3. Types of insurance: Life and Non-life.

Suggested Readings:

1. Agarwal, O.P., *Banking and Insurance*, Himalaya Publishing House
2. Satyadevi, C., *Financial Services Banking and Insurance*, S.Chand
3. Suneja, H.R., *Practical and Law of Banking*, Himalya Publishing House
4. Chabra, T.N., *Elements of Banking Law*, DhanpatRai and Sons
5. Arthur, C. and C. William Jr., *Risk Management and Insurance*, McGraw Hill
6. Saxena, G.S; *Legal Aspects of Banking Operations*, Sultan Chand and Sons
7. Varshney, P.N., *Banking Law and Practice*, Sultan Chand and Sons