

**B.A. PUBLIC ADMINISTRATION
SYLLABUS
(CBSC Common Core Syllabus under CBCS)**

With effect from academic year 2025-2026



Accredited with A+ by NAAC

**DEPARTMENT OF PUBLIC ADMINISTRATION
KAKATIYA UNIVERSITY
WARANGAL-506009, TELANGANA**



KAKATIYA UNIVERSITY WARANGAL-09, (T.S.) INDIA

B.A. Public Administration Ist Year

SEMESTER –I BASICS OF PUBLIC ADMINISTRATION

Unit –I- **Introduction to Public Administration**

- a) Meaning and Importance of Public Administration
- b) State and Evolution of Public Administration
- c) Politics-Administration Dichotomy

Unit – II –**Relationship with other Social Sciences**

- a) Law
- b) Political Science
- c) Economics
- d) Psychology
- e) Sociology

Unit –III - **Approaches and Theories**

- a) Oriental Approach - Kautilya
- b) Classical Approach: Henri Fayol, Luther Gulick and Lyndall Urwick
- c) Bureaucratic Approach: Max Weber and Karl Marx
- d) Human Relation Approach-Elton Mayo

Unit –IV – **Behavioural and Social Justice Approach**

- a) Behavioural Approach: Herbert A Simon
- b) Social Justice Approach – B.R Ambedkar
- c) Jyothi Rao Phule

Unit –V- **Concepts and principles of Public administration**

- a) Division of Work
- b) Delegation
- c) Centralisation and Decentralisation
- d) Hierarchy

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. Ravindra Prasad, V.S. Prasad & others "Administrative Thinkers" Sterling Publishers, New Delhi
5. M. Laxmikanth "Public Administration" Tata Mc Graw Hills Publishers, New Delhi
6. Bidyut Chakrabarty, Prakash Chand "Public Administration in a Globalizing world: Theories and Practices", Sage Publications



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SEMESTER –II DEVELOPMENT DYNAMICS AND EMERGING TRENDS

Unit –I –Comparative & Development Administration

- a) Comparative Administration
- b) Ecological approach contributions of F.W.Riggs
- c) Development Administration
- d) Bureaucracy and Development

Unit – II- New Public Administration

- a) New Public Administration – Minnowbrook –I
- b) New Public Administration – Minnowbrook –II
- c) New Public Administration – Minnowbrook –III

Unit –III – Market Theories

- a) Public Choice Approach
- b) New Public Management
- c) Systems theory

Unit –IV-Emerging Trends-I

- a) Public Policy and Governance
- b) Major Public Policies in India
- c) From Government to Government

Unit –V – Emerging Trends-II

- a) Globalization and Public Administration
- b) Sustainable Development and Public Administration
- c) ICT and 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
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B.A. Public Administration 2nd Year

SEMESTER –III- INDIAN ADMINISTRATION

Unit –Historical Background

- a) Evolution of Indian Administration
- b) Indian Administration after independence: Continuity and Change
- c) Sources of Indian Constitution
- d) Democracy and Federal System

Unit – II- **Union Administration: Structure and Processes**

- a) Political Executive at Central Level
 - i) President
 - ii) Prime Minister
 - iii) Council of Ministers
- b) Central Secretariat, Cabinet Secretary
- c) PMO

Unit –III –**Centre-State Relations**

- a) Centre State Administrative Relations
- b) Central Personnel Agencies – All India Services
- c) Inter State Council

Unit –IV – **Constitutional and Other National Bodies**

- a) Union Public Service Commission
- b) i) Election Commission
- ii) Comptroller and Auditor General of India (C & AG)
- c) Lokpal and Lokayukta
- e) Central Administrative Tribunals

Unit –V- **Public Enterprises in India**

- a) Forms of Public Enterprises – Department, Corporation, Company
- b) Performance and Disinvestment
- c) Public Private Partnerships (PPP) and Their Impact

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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B.A. Public Administration 2nd Year

SEMESTER –IV- STATE ADMINISTRATION

Unit –I-State Administration Structure and Processes

- a) Administrative History of Telangana
- b) Political Executive at State Level Governor & Chief Minister
- c) Chief Secretary

Unit – II- State Administrative Mechanisms

- a) State Secretariat & Directorates
- b) Local Governance: 73rd and 74th CAA
- c) District Administration: Importance and Changing Role of District Collector
- d) Generalists and Specialists Relationship

Unit –III – Emerging issues

- a) Administrative Reforms: Need and Importance
- b) 2nd Administrative Reforms Commission-Features and Recommendations
- c) Impact of LPG Reforms on Indian Administration

Unit –IV –Technology and integrity in Government

- a) e-Government
- b) Values and Ethics in Administration
- c) Neutrality and Integrity

Unit –V-Control over Administration

- a) Redressal of Citizen Grievances: Transparency, Accountability and Right to information Act
- b) Administrative Accountability: Legislative and Judicial Control
- c) Social Audits & Citizen Participation in Governance

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Proposed CBCS Structure from 2025-26 for Under Graduate Courses

Courses		Paper s	Total Credits	Credits for each paper / Semester						Credits for each paper / Semester						Credits for each paper / Semester					
				BA						B.Com.						B.Sc.					
				I	II	III	IV	V	VI	I	II	III	IV	V	VI	I	II	III	IV	V	VI
Core Courses DSC	Major-1	6	30	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	Major - 2	6	30	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	Minor-1	4	20	5	5	5	5	-	-	5	5	5	5	-	-	5	5	5	5	-	-
MIL/AEC (First Language)	English	4	20	5	5	5	5	-	-	5	5	5	5	-	-	5	5	5	5	-	-
Second Language (Telugu, Hindi, Urdu, etc.)		4	20	5	5	5	5	-	-	5	5	5	5	-	-	5	5	5	5	-	-
Multi-Disciplinary Course	MDC 1	1	4	-	-	-	-	4	-	-	-	-	-	4	-	-	-	-	-	4	-
Sec 1, 2		2	4					2	2					2	2					2	2
Sec 3, 4		2	4					2	2					2	2					2	2
Value added course (VAC)	VAC 1, 2	2	6	-	-	-	-	3	3	-	-	-	-	3	3	-	-	-	-	3	3
Internships	Internship / Project	1	4	-	-	-	-	-	4	-	-	-	-	-	4	-	-	-	-	-	4
Total Credits in each semester			142	25	25	25	25	21	21	25	25	25	25	21	21	25	25	25	25	21	21
Total Credits in UG				142						142						142					
Credits under Non-CGPA (Community engagement and service)		NSS /NCC /sports / Extra curricular	6	Upto 6 (2 in each year)						Upto 6 (2 in each year)						Upto 6 (2 in each year)					
		IKS	4	Upto 4 (2 in each, after I & II years)						Upto 4 (2 in each, after I & II years)						Upto 4 (2 in each, after I & II years)					

