

UNDERGRADUATE PROGRAMME IN PUBLIC ADMINISTRATION

Courses

**SYLLABI OF UNDER GRADUATE PROGRAMME - CBCS
IN PUBLIC ADMINISTRATION**

BA II Year – Semester III

Course-IV C: Public Office Administration (SEC)

The Objectives of the Course are:

1. To understand the concept of Office;
2. To comprehend the administrative process in office;
3. To identify the challenges of public office administration in the background of ICT
4. To sketch out the impact of technology in office administration

SEC I Public Office Administration

Unit I: Introduction

- a) Office Administration: Meaning, Scope & Importance of Office
- b) Changing Nature of Public Office
- c) Basic Principles of Office Organization

Unit II: Office Organization and Management

- a) Office Planning
- b) Office Accommodation and Lay-out
- c) Office Environment

SEC II Office Processes

Unit I: Office Filing System

- a) Forms: Management and Control
- b) Filing System and Classification
- c) Management of Office Records

Unit II: Office Communication

- a) Periodical Reports
- b) Office Communication; Correspondence
- c) Inventory Control; Office Stationery

References:

- Pillai R.S.N. (2010) Office Management, S.Chand, New Delhi.
- Sudhir Andrews (2008) Front Office Management and Operations, Tata McGraw Hill Publishing Co. Ltd, India.
- Balachandran V. (2009) Office Management, Tata McGraw Hill Publishing Co. Ltd, India.
- Bhatia R.C. (2005) Principles of Office Management, Lotus Press, Delhi.
- Gopala Krishnan and Sundaresan, M. (2000) Materials Management: An Integrated Approach, Prentice Hall, India
- Sharma, R.K. and Others (1991) Office Management, Kalyani Publishers, New Delhi
- Niraj Kumar (2013) Modern Office Management, New Royal Book Company. Lucknow.
- Chopra, R.K. (2008) Modern Office and Its Management, Himalaya Publishing House, Hyderabad.

BA II Year – Semester IV

SEC 3 - Semester-IV: Technology and Office Administration (SEC)

Unit I: Introduction to Technology

- a) Introduction to ICT
- b) Management by Office Computerization
- c) Internet and Intranet

Unit II: Trends in Office Administration

- a) Office Automation
- b) Back Office Operations and Front Office Delivery
- c) Paperless Office

SEC 4 - Semester-IV: Techniques of Office Administration

Unit I: Techniques

- a) Work Study, Work Measurement, Work Simplification
- b) Management by Objectives
- c) Office Supervision

Unit II: Issues in Office Administration

- a) Social System and Public Office Administration
- b) Staff Welfare
- c) Office Management in Government: Issues

Expected Outcomes

After study of the course, the learner is expected:

- Understand the meaning and related concepts of Office and office management;
- Explain the filing and record management
- Identify the issues and challenges in functioning of public office.

References

Satyanarayana J, (2006) e-Government, PHI, New Delhi.

Kooiman, J (ed) (1993) Modern Governance: New Government – Society Interactions, Sage Publications, London.

Bhatnagar, S.C. (2004) e-Government: From Vision to Implementation, Sage, New Delhi.

Bhatnagar, S.C. (2004) The Role and Responsibility of Government in ICT for Development, Sage, New Delhi.

Singhal, A and Evertt, Rogers (1990) India's Information Revolution, Sage Publications, New York.

BA III Year

Course-II: (B) Indian Constitution and Administration (GE)

Semester-V Indian Constitution and Administration

Course Objective

The Constitution of India defines the basic objectives and functioning of the government. It has provisions for bringing about social change and defining the relationship between individual citizen and the state. It lays out certain ideals that form the basis of the kind of country that we as a citizen aspire to live in. An in-depth analysis of various basic areas of constitution is the main objective of this inter disciplinary course. This helps the students to strengthen their understanding of Indian constitution and functioning of government.

Unit 1: Indian Constitution

- a) Nature of the Constitution Salient features – Preamble
- b) Fundamental Rights, Directive Principles; Fundamental Duties
- c) Amendments of the Constitution: Procedure for Amendment– Emergency Provisions

Unit II: Centre – State Relations and Local Self Government

- a) Distinctive features of Indian Federation
- b) Legislative, Administrative and Financial relations between the Union and the States
- c) Decentralization Experiments in India – 73rd and 74th Amendments

Unit III: State Government

- a) Governor, Chief Minister and Council of Ministers
- b) Secretariat and Directorates
- c) Changing Nature of District Administration and the role of District Collector

Unit IV: Accountability & Control

- a) Legislative, and Executive Control
- b) Judicial control and Judicial Review
- c) Right to Information Act

References:

- Bidyut Chakravarty, Prakash Chand (2019), Indian Administration: Evolution and Practise, Sage Publications
- Krishna K.Tummala (1996), Public Administration in India, Allied Publishers Limited.
- Kuldeep Mathur (2019), Recasting Public Administration in India: Reform, Rhetoric, and Neoliberalism, Oxford University Press
- M.Sharma (2004), Indian Administration, Anmol Publishers.
- Meredith Townsend (2019), The Annals of Indian Administration, Volume-3, Creative Media Partners.
- Parmar, A., A Study of Kautilya's Arthashastra, Delhi, Atma Ram & Sons, 1987
- Radha Krishna Sapru (2019), Indian Administration: Foundations of Governance, Sage Publications.
- Ramesh K Arora, Rajni Goyal (2018), Indian Public Administration: Institutions and Issues, New Age International Publishers.
- S.R.Maheswari (2004), Indian Administration, Orient Longman Publishers Limited.
- Siuli Sarkar (2018), Public Administration in India (Second Edition), PHI Learning Private Limited.
- Vaman Govind Kale (2010), Indian Administration, Kessinger Publications.

BA III Year

DSE 503A : Human Resource Management

The Objectives of the Course are:

1. To comprehend the nature, scope, structure & processes of human resource management;
2. To identify the systems and processes of financial and material management;
3. To appreciate institutional capacity building strategies and programmes; and
4. To understand the changing paradigms of Resources management.

Semester-V: DSE 503-A: Human Resource Management

Unit-I: Introduction

- a. Meaning and Significance of Human Resource Management
- b. Human Resource Planning

Unit-II: Human Resources

- a. Job Analysis, Job Description,
- b. Recruitment and Promotion
- c. Compensation Administration - Wage, Pay and Pay Commissions

Unit- III: Capacity Building

- a. Performance and Competency Mapping System
- b. Employee Capacity Building Strategies-Training
- c. Sensitivity Training

Unit-IV: Reforms

- a. Reddressal of Employee Grievances
- b. Right sizing, Outsourcing and Consultancies
- c. Interpersonal Skills

Unit V: Emerging Trends

- a. Human Resource Audit
- b. Total Quality Management
- c. Productivity Management

References:

- Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London.
- Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New Delhi
- Farazmand , Ali (1994), Handbook of Bureaucracy, Taylor & Francis , New York.
- Flippo Edvin B., (1976), Principles of Personnel Management, McGraw-Hill
- Goel, S.L.& Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, Delhi
- Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'
- Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, NY
- Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi
- Maheswari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi
- Naff, Katherine C., Norma M. Riccucci, (2014) ,Personnel Management in Government: Politics and Process(Seventh Edition), CRC, Taylor & Francis, New York.
- Riccucci ,Norma(2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, NY

BA III Year

Rural Governance (Optional)

The Objectives of the Course are:

1. To understand the concept of democratic decentralisation;
2. To trace the evolution of local self-government in India;
3. To comprehend the institutional arrangements and processes of rural and urban governance;
4. To identify the challenges of development and the administrative responses.
5. To sketch out the new organisational arrangements for delivery of public welfare programmes.

Semester-V DSE 503/B : Rural Governance

Unit-I: Introduction

- a. Democratic Decentralization and Local Organisations
- b. Evolution of Rural Governance Institutions-Balwanth Rai Mehta
- c. Ashok Mehta Committee

Unit:-II

- a. Third Generation Panchayats
- b. Constitutional Status of Rural Local Government- with special reference to 73rd CAA

Unit-III: Local Organisations for Rural Development

- a. Panchayati Raj: Patterns, Functions and Performance
- b. Finances of Panchayati Raj Institutions --- State Finance Commission

Unit-IV: Rural Development Strategies and Services

- a. Rural Development: Strategies, Programs and Issues
- b. Co-operatives: Structure, Functions and Performance
- c. Basic Services and Welfare Measures in Rural Areas (MNREGA, NRLM, SHYAMA MUKHERJEE RURBAN MISSION)
- d. State Control over Rural Local Governments

Unit V: Emerging Trends

- a. Rural Unrest
- b. Land Reforms
- c. Corporatization of Agriculture

References:

- B.D.S. Bhadouria and V.P. Dubey (1989), Panchayati Raj and Rural Development, Commonwealth Publishers, New Delhi.
- B.S. Khanna, (1992), Rural Development in South Asia Deep and Deep, New Delhi.
- Danny Burns, et. al. (1994), The Politics of Decentralisation: Revitalising Local Democracy, Macmillan, London.
- George Mathew (1994), Panchayati Raj in India: From Legislation to Movement, ISS, New Delhi.
- Jain L.C, et.al (1986), Grass without Roots; Rural Development Under Government Auspices, Sage
- K.C. Sivaramakrishanan, et. al. (1993), Urbanisation in India: Basic Services, ISS, New Delhi.
- M.A. Oommen (1995), Devolution of Resources from the State to the Panchayati Institutions, ISS, New Delhi.
- M.A. Oommen and Abhijit Datta (1995), Panchayats and their Finance, ISS, New Delhi.
- Mohit Bhattacharya (1976), Management of Urban Government in India: Uppal, New Delhi.
- Peter Oakley (1991), Projects with People: The Practice of Participation in Rural Development, ILO
- R. C. Choudahry and S.P. Jain (eds.) (2001) Patterns of Decentralized Government in Rural India, NIRD, Hyderabad.
- Ramesh K. Arora and Rajni Goyal (1996), Indian Public Administration Vishwa Prakashan, New Delhi.
- S.N. Mishra (1996), New Panchayati Raj in Action, Mittal Publication, New Delhi.
- S.R. Maheshwari (2003), Local Government in India, Lakshmi Narain Aggarwal.

BA III Year

Course-IV-B E- GOVERNANCE (Optional in Lieu of Project Report)

Objectives of the Course are:

1. To explain the meaning and importance of e-governance;
2. To provide the students with the analytical skills to comprehend the e-governance initiatives in India;
3. To make the learner understand e-governance initiatives at national and international level;
4. To inform the learner about the e-Governance measures initiated in Telangana state.

BA 503/B Semester-V: E-Governance

Unit-I: Introduction

- a. Concept of Governance and Good Governance
- b. Meaning, Evolution and Importance of E-Governance

Unit-II: Acts and Initiatives

- a. Information Society and Community Empowerment
- b. IT Acts and National E-Governance Plan
- c. E-Governance Initiatives in India

Unit-III: Methods of E-Governance

- a. GIS Based Management Systems
- b. Citizen Database and Human Development
- c. National Informatics Centre (NIC)

Unit-IV E-Governance in Public Office

- a. Back Office Operations and Front Office Delivery
- b. Business Process Reengineering (BPR)

References:

- Bellamy, Christine, and John, A., Taylor, (1998), *Governing in the Information Age*, Buckingham, Open University Press.
- Bhatnagar, S.C. (2004) *E-Government – from Vision to Implementation: A practical guide with case studies*, Sage Publications, New Delhi.
- Bhatnagar, S.C. (2009) *Unlocking E-Government Potential: Concepts, cases and practical insights*, Sage Publications, New Delhi.
- Bouwman, Harry, and et.al., (2005), *Information and Communication Technology in Organisations*, Sage Publications, London.
- Heeks, R. (2006) *Implementing and Managing eGovernment: An international text*, Sage
- Marchionini, G., (1995), *Information Seeking in Electronic Environments*, New York, The Press Syndicate of the University of Cambridge, USA.
- Michael E. Milakovich, (2012), *digital governance - New Technologies for improving Public Service an Participation*, Routledge, Taylor and Francis group, New York.
- Pardhasaradhi, Y. (et.al) (2009), *E-Governance and Indian Society: An Impact of Study*, Kanishka, New Delhi.
- Satyanarayana, J, (2004), *E-Government: The Science of the possible*, PHI Learning Pvt Ltd, New Delhi.

Semester-VI:
DSE 603/A: Financial and Material Management

Unit- I: Financial Management

- a. Meaning and Scope
- b. Importance of Financial Management

Unit-II: Budget

- a. Concept and Principles of Budget
- b. Preparation, Enactment and Execution of Budget
- c. Gender Budget and Green Budget

Unit-III: Financial Institutions

- a. Organization and Functioning of Finance Ministry
- b. Finance Commission
- c. Union – State Financial Relations

Unit IV: Parliamentary Financial Committees

- a. Financial Control Mechanisms
- b. Public Accounts Committee and Estimates Committee
- c. Committee on Public Undertakings

Unit- V: Materials Management

- a. Meaning and Concept of Materials Management
- b. Procurement, Storage and Distribution
- c. Inventory Control and Management

Expected Outcomes

After study of the course, the learner should be able to:

- Understand the way in which the public power is exercised and public resources are managed and expanded;
- Unravel the varying methods of performance assessment of public institutions; and
- Appreciate the changing paradigms of human resource management.

References:

- Brigham Eugene F. (2011), Financial Management : Theory and Practice, Cengage Learning
Government of India, Second Administrative Reforms Commission, Fourteenth Report, Strengthening Financial Management, Systems, April 2009.
L.K.Jha (1986), Economic Administration in India – Retrospect and Prospect, New Delhi: IIPA
Lee Robert D. Jr., et al (Eds) (2007), Public Budgeting Systems, Jones & Bartlett Learning.
Mahajan Sanjeev Kumar Mahajan (2014), Financial Administration in India, PHI, Delhi
Mikesell, John (2010), Fiscal Administration, Cengage Learning.
R.K. Lekhi and Joginder singh(2013), Public Finance, Kalyani Publishers, New Delhi.
Rabin Jack, et.al (2006) Handbook of Public Financial Management, Taylor & Francis Group.
Sharma M.K. (2006), Financial Administration, Anmol Publications, New Delhi.
Steppan J. Beiley (1995), Public Sector Economics: Theory, Policy and Practice, London
Wang Xiaohu (2010), Financial Management in the Public Sector, M. E. Sharpe.

Semester-VI: DSE 603/B Urban Governance

Unit-I: Local Organisations for Urban Development

- a. Evolution of Urban Local Bodies- Pattern, Functions and Performance
- b. Constitutional Status of Urban Local Governments with special reference to 74th CAA

Unit-II: Strategies for Urban Development

- a. Urban Development: Strategies, Programs and Issues
- b. Finances of Urban Local Governments

Unit-III: Urban Services

- a. Basic Services and Welfare Measures in Urban Areas
- b. Urban Development Authorities and Parastatals
- c. Sustainable Development and Future of Urban Governance

Unit-IV: Agencies and Programs for Rural and Urban Sector

- a. Development Planning, District Planning Committee
- b. Special Agencies Urban Development
- c. Elimination of Poverty Initiatives in Urban Areas

Unit V: Emerging Trends

- a. Urban Reforms in India: SMART and AMRUT Cities
- b. Swachh Bharat Mission
- c. Urban Unrest

Expected Outcomes

After study of the course, the learner should be able to:

- Critically appreciate the relationship of local governance and development;
- Appreciate the rural and urban institutional arrangements for development;
- Understand the processes and results of systems of delivery of welfare programmes

References:

- Aziz Abdul (ed.), (1996), *Decentralised Governance in Asian Countries*, Sage New Delhi.
- Baud, Isa S A, J De Wit (2009), *New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations*, SAGE Publications.
- Bhattacharya, Mohit (1976), *Management of Urban Government in India*, Uppal, New Delhi
- Burns, Danny et. al. (1994), *The Politics of Decentralisation: Revitalizing Local Democracy* Macmillan, London,
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- Devas Nick(2004) ,*Urban Governance Voice and Poverty in the Developing World*, Routledge.
- Maheshwari, S.R. (2003), *Local Government in India*, Lakshmi Narain Aggarwal, Agra.
- Oakley Peter (1991), *Projects with People: The Practice of Participation in Rural Development* , I.L.O., Geneva.
- Oakley Peter, et. Al (1984), *Approaches to participation in Development*, I.L.O., Geneva.
- Pierre , Jon (2011), *The Politics of Urban Governance: Rethinking the Local State*, Palgrave MacMillan.
- Prasad , R N(2007), *Urban Local Self-Government in India ; With Reference to North-Eastern States*, Mittal Publications.
- Rao , C. Nagaraja (2007),*Accountability of Urban Local Governments in India*, Atlantic, New Delhi
- Sivaramakrishnan K.C., et. al. (1993), *Urbanisation in India: Basic Services and People's Participation*, ISS, New Delhi.