



MAULANA AZAD NATIONAL URDU UNIVERSITY

A Central University established by an Act of Parliament in 1998
(Accredited "A" Grade by NAAC)

Department of Public Administration

The BOS meeting held on 23-9-2019 at Department of Public Admn

Agenda:

1. Approval of titles of Syllabus of B.A I to VI Semesters
2. Synchronization of syllabus of B.A Public Admn I to IV Semesters of Distance mode with regular.

Resolution:

Titles of papers approved by the BOS for B.A (Public Admn) in its meeting held on 23-9-2019

Semester	Titles of the paper	Course code	Credits
1	Public Administration : Concepts and Principles	BAPA101CCT	6
2	Public Administration : Approaches & Theories	BAPA201CCT	6
3	Indian Administration	BAPA301 CCT	6
4	Local Govt In India	BAPA401 CCT	6
5	Disaster Management	BAPA 501 DST	6
	Management of Resources/	BAPA502DST	6
6	Good Governance	BAPA601DST	6
	Office Management	BAPA602 DST	6
5	Elements of Public Admn	UGPA501GET	6
6	Issues in Indian Admn	UGPA601GET	6

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Course Code	Course Title	Semester
BAPA101CCT	Public Administration: Concepts and Principles	I

Scheme of Instruction

Total Duration	: 90 hrs
Periods	: 6
Credits	: 6
Instruction Mode	: Lecture

Scheme of Examination

Maximum Marks	: 100
Internal Evaluation	: 30
End Semester	: 70
Examination Duration	: 3hrs

Course Objective:

1. To study and understand the basic concepts of public administration.
2. To study the basic principles of Public Administration.
3. To enrich the students conceptual knowledge of public administration.

Course Outcomes: After successful completion of this course, students would be able to understand and critically reflect on the fundamentals of public administration.

Unit-I: Basic Concepts**Instructions Hrs**

- 1) Public Administration: Meaning and Nature 15 Hours
- 2) Scope and Importance of Public Administration
- 3) Evolution of Public Administration as a discipline
- 4) Politics-Administration Dichotomy

Unit-II Relationship with other Social Sciences

- 1) Public Administration and Political Science 15 Hours
- 2) Public Administration and Sociology
- 3) Public Administration and Economics
- 4) Public Administration and Psychology

Unit III: Principles of Organisation

- 1) Division of Work and Coordination 15 Hours
- 2) Unity of Command and Hierarchy
- 3) Span of Control and Delegation
- 4) Centralisation and Decentralisation

Unit-IV: Processes of Organisation

- 1) Authority and Leadership 15 Hours
- 2) Supervision and Planning
- 3) Communication and Public Relations
- 4) Delegated Legislations and Administrative Adjudication

Unit V: The Chief Executive

1. Chief Executive: Meaning and Types (Parliamentary, Presidential & Collegial) 15 Hours

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2. Functions of Chief Executive

3. Relations between the Political & Permanent Executive

Unit VI: Agencies of Administration

15 Hours

1. Line Agencies

2. Staff Agencies

3. Auxiliary Agencies

Examination and Evaluation Pattern:

1. Written Examination at the End of Semester	:	70 Marks
2. Internal Evaluation (Internal Test/Seminar or Assignment)	:	25 Marks
3. Attendance	:	5 Marks

References:

1. L.D. White, Introduction to the Study of Public Administration, Mac Millan, 1955.
2. Pfiffner J.M., Public Administration, New York, 1965.
3. Mohit Bhattacharya, Public Administration, Calcutta, 1987.
4. Basu, Rumki, Public Administration: Concepts and Theories, Sterling, New Delhi, 1996.
5. A. Avasthi and S.R Maheshwari, Public Administration
6. M.P. Sharma, Public Administration: Theory and Practice, Kitab Mahal, Allahabad, 1987
7. Dimoc Marshal E and Glazda Dimoc Fox, Public Administration, 1983.
8. B.L. Fadia and Kuldeep Fadia, Public Administration: Administrative Theories and Concepts, Sahitya Bhavan Publications, Agra, 2009.
9. Saroj Kumar Jena, Fundamental of Public Administration, Anmol Publications, New Delhi, 2001.
10. F.A. Nigro, Modern Public Administration
11. EN Gladen, An Introduction of Public Administration
12. W.F. Willoughby, Principles of Public Administration
13. M. Bhattacharya, New Horizons of Public Administration, New Delhi, Jawahar Publishers and Distributors, 2001.
14. A. R Tiyaagi, Public Administration, Principles' and Practices, Delhi, atma Ram & Sons, 1992.
15. M. Bhattacharya, Restructuring Public Administration: Essays in Rehabilitation, New Delhi, Jawahar, 1990.
16. Singh, Amit, Public Administration; Roots and Wings, New Delhi : Galgatia Publishing Company, 2002.
17. Goel, S.L., *Advanced Public Administration*, New Delhi ; Deep and Deep, 2002.
18. Bidyut Chakravaty & Prakash Chand, Public Administration in Globalised world: Theories and Practice, Sage Publications, New Delhi, 2012.
19. Rumki Basu, Public Administration: Concepts and Theories, Sterling Publishers, New Delhi, 2009.
20. S.P. Naidu, Public Administration: Concepts and Theories, New Age International, New Delhi, 2015.
21. Abdul Quayum, Nazmo Nasq-e-Amma, Nisab Publishers, Hyderabad 2018

MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD
Syllabus of BA Public Administration Regular and DDE

Course Code BAPA201CCT	Course Title Public Administration : Theories and Approaches	Semester II
Scheme of Instruction		Scheme of Examination
Total Duration :	90 hrs	Maximum Marks : 100
Periods :	6	Internal Evaluation : 30
Credits :	6	End Semester : 70
Instruction Mode :	Lecture	Examination Duration : 3hrs

Course Objective: 1. To study basic theories and approaches of Public Administration.
2. To understand the application of these theories to the contemporary public administration.

Course Outcomes: After successful completion of this course, students will have knowledge of major theories of public administration and their relevance to understand administrative dynamics.

Unit: I Introduction to Administrative Theory **15 hour**
1. Theory- Meaning and Importance
2. Evolution of Administrative Theory
3. Critique of Administrative Theory
4. Oriental theory of administration- Kautilya's ideas

Unit: II Classical Theories of Administration **15 hrs**
1. Administrative Management Theory of Henri Fayol
2. Administrative process: Contribution of Luther Gullick and Lyndal Urwick
3. Scientific Management Theory of F. W. Taylor
4. Max Weber's Contribution to Bureaucracy

Unit III Neo Classical Theory and Behaviouralism **15hrs**
1. Human Relation Theory- Contribution of Elton Mayo
2. Behaviouralism - Contribution of Chester I. Barnard and Herbert A. Simon
3. Theories of Motivation – Contribution of Abraham Maslow, Douglas McGregor and Fredrick Herzberg

Unit: IV System Theory **15hrs**
1. Development Administration: Contribution of Edward Weidner
2. Comparative Public Administration: CAG's Contribution
3. Ecology of Public Administration- Contribution of Fredrick W Riggs

Unit : V Modern Theory of Public Administration

15hrs

1. New Public Administration- Minobrook Conference I
2. New Public Management
3. New Public Service- Denhardt and Denhardt's ideas

Unit: VI Post Modern Public Administration

15hrs

1. Public Choice theory
2. Critical theory
3. Discourse Theory

Examination and Evaluation Pattern:

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| 1. Written Examination at the End of Semester Marks | : | 70 |
| 2. Internal Evaluation (Internal Test/Seminar or Assignment) Marks | : | 25 |
| 3. Attendance Marks | : | 5 |

Text Books and References:

1. Mohit Bhattacharya, Public Administration: Structure, Process and Behaviour, World Press, Calcutta, 1987.
2. D. Ravindra Prasad, V.S. Prasad, P. iSathyanaraya and Y. Pardhasarth Administrative Thinkers Publishers, Sterling Publishers, New Delhi, 1989.
3. Rumki Basu, Public Administration: Concept and Theories, Sterling Publishers, New Delhi, 2004.
4. Avasthi and Maheswari, Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 1993.
5. Nicholas Henry, Public Administration and Public Affairs, Prentice – Hall India, New Delhi, 1998.
6. R.K.Sapru, Administrative Theories and Management Thought (Third Edition), PHI, New Delhi, 2014.
7. Sahni, Pardeep, and Etakula Vayunandan, Administrative Theory, PHI, New Delhi, 2010.
8. Fadia, B. L. & Dr. Kuldeep Fadia, Public Administration: Administrative Theories and Concepts, Sahitya Bhawan, Agra, 2015
9. Quayum, Abdul, Nazmo-Nasq-e-Aamma-Nisaab Publishers, Hyderabad 2017.
10. Ishtiyag Ahmad, Azeem Intezami Muffakerin, Educational Publications, New Delhi, 2015.

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Course Code
BAPA401 CCT

Course Title
Indian Administration

Semester
III

Scheme of Instruction

Total Duration : 90 hrs
Periods : 6
Credits : 6
Instruction Mode : Lecture

Scheme of Examination

Maximum Marks : 100
Internal Evaluation : 30
End Semester : 70
Examination Duration : 3hrs

Course Objective:

1. To understand the evolution of Indian Administration.
2. To understand the structural processes and behavior of the public administration in india

Course Outcome: after successful completion of the course the students will be able to understand the working of indian administration and its interface of citizens

Unit	Course Content	Instruction Hours
I	Evolution of Indian Administration	15hrs
	<ol style="list-style-type: none"> 1. Indian Administration – Ancient and Medieval 2. Colonial Administration – Continuity and Change 3. Constitutional framework of Indian Administration 	
II	Government and Administration At the Central Level	15hrs
	<ol style="list-style-type: none"> 1. Political Executive – President and Prime Minister & council of ministers 2. Central Secretariat, Cabinet Secretariat and Prime Minister's Office 3. Constitutional bodies:UPSC,Election commission of India,C&AG,Finance commission 	
III	Government and Administration at State Level	
	<ol style="list-style-type: none"> 1. Structure of State Government – Governor, Chief Minister, Council of Ministers 2. State Secretariat and, Chief Secretary 3. Secretariat and Directorate relations – GAD. 	
IV 15hrs	District & Local Administration	
	<ol style="list-style-type: none"> 1. Role of District Collector and changing Role 2. District level Agencies Agencies for Development 3. Panchayati Raj Institutions and Urban Local Bodies 	
V 15hrs	Major Issues in Indian administration	
	<ol style="list-style-type: none"> 1. Center – State Administrative relations 2. All India Services 3. Administrative Reforms 	
VI	Challenges of Indian Administration	15hrs
	<ol style="list-style-type: none"> 1. Redressal of citizen grievances 2. Public private partnership(PPP) 3. Management of Environment 	



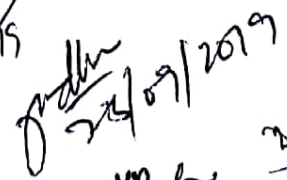


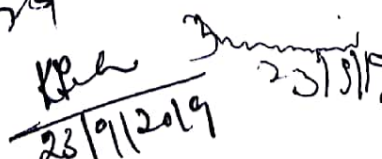
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Examination and Evaluation Pattern:

1. Written Examination at the End of Semester Marks	:	70
2. Internal Evaluation (Internal Test/Seminar or Assignment) Marks	:	25
3. Attendance Marks	:	5

Text Books and References:

1. P.R. Dubashi, Essay in Indian Administration, Concept Publishing House, New Delhi, 1984.
2. S.R. Maheshwari: Indian Administration, Orient Longmen, New Delhi, 2004.
3. B.L. Fadia and Kuldeep Fadia, "Indian Administration" Agra, Sahitya Bhawan, 2014.
4. Avasthi and Maheshwari: Indian Administration, Laxmi Narayan Agarwal, Agra.
5. Ramesh. K. Arora and Rajnan Gopal: Indian Public Administration; Institutions and Issues Wishva Prakashm, New Delhi, 1995.
6. Hoshair Singh and Mohinder Singh, Public Administration; in India – Theory and Practice, Sterling Publishers, New Delhi, 1990.
7. Hoshair Singh and Pankaj Singh, Indian Administration, Pearson, New Delhi, 2011.
8. Krishna, K. Tummala, Public Administration in India, Allied Publisher, Mumbai, 1994.
9. S.R. Maheshwari, Public Administration in India.
10. A.D. Gorwala: Report on Indian Administration.
11. Paul H. Apple by – Survey of Indian Administration.
12. N. Jayapalan, Indian Administration, Volume I, Atlantic Publishers and Distributers, New Delhi 2001.
13. India, Administrative Reforms commission, Report of the Study Team on the Machinery of Govt. of India and procedure of work.
14. Rakesh K. Jha, Public Administration in India, Pearson Publications, New Delhi, 2012.
15. Sarkaria Commission Report on Centre – State Relations.
16. S.S. Khera: District Administration in India. (Second Revised Edition)
17. Siuli Sarkar, Public Administration in India, PHI Learning Pvt Ltd, New Delhi, 2010.
18. A.K. Chanda – Indian Administration Allen & Unwin, London.
19. Vaman Govind Kale, Indian Administration, Kessinger Publishing
20. Prabhu Datta Sharma, Indian Administration: Retrospect and Prospect, Rawat Publications
21. Kamla Prasad, Indian Administration Politics, Policies and Prospects, Pearson Longman, New Delhi, 2006.
22. Quayum, Abdul; - Hindustan Ka Nazm-o-Nasq; Nisaab Publisher, Hyderabad


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Course Code
BAPA401 CCT

Course Title
Local Government in India

Semester
IV

Scheme of Instruction

Total Duration : 90 hrs
Periods : 6 per week
Credits : 6
Instruction Mode : Lecture

Scheme of Examination

Maximum Marks : 100
Internal Evaluation : 30
End Semester : 70
Examination Duration : 3hrs

Course Objective:

1. It explains the historical, organisational and financial perspective of local government in India.
2. It explains constitutional and legal aspects of local government in India.
3. It identifies the emerging challenges of local government in India

Course Outcome:

After successful completion of the course the students will;

1. get to know the significance of local government in India.
2. understand the evolution, structure and functions of the local government.
3. be able to identify the issues and challenges of local government in India and can serve local government institutions effectively.

Unit I	Introduction	Instructions Hrs
	1. Meaning , Nature and Scope of Local Government 2. Features and Significance of Local Government. 3. The 73 rd Constitutional (Amendment) Act, 1992 4. The 74 th Constitutional (Amendment) Act, 1992	15 Hrs
Unit II	Evolution of Local Government	15 Hrs
	1. Ancient Period 2. Medieval Period 3. British Period 4. Post Independence Period	
Unit III	Urban Local Government in India	15 Hrs
	1. Municipal Corporation: Composition and Functions 2. Municipal Council: Composition and Functions 3. Nagar Panchayats 4. Cantonment Boards and Urban Development Authorities 5. Challenges of Urban Government in India.	
Unit IV	Rural Local Government in India	15 Hrs
	1. Village Panchayat: Composition and Functions 2. Intermediate Panchayat (Samiti/Mandal): Composition and functions 3. Zila Panchayat: Compositions and Functions 4. Issues in Rural Local Government	
Unit V	State – Local Relations	15 Hrs
	1. State-Local Relations 2. State Finance Commission 3. State Election Commission 4. District Planning Board	
Unit VI	Issues & Challenges in Local Government	15 Hrs
	1. State Control over Local Bodies	

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