ANDHRA KESARI UNIVERSITY

(w.e.f. Academic Year 2023-24)
Programme: B.A. Honours in Public Administration

Semester		Name of the Course	Hours	Credits
I	1.	Fundamentals of Social Sciences	4	4
	2.	Perspectives on Indian Society	4	4
II	3.	Introduction to Public Administration	4	4
	4.	Indian Administration	4	4

Paper – 1

Fundamentals of Social Sciences

Learning objectives: The student will be able to understand the nature, various approaches, organs of the state, social perspectives and application of ICT.

Learning Outcomes: On successful completion of the course the student will be able to :

1. Learn about the nature and importance of social science.
2. Understand the Emergence of Culture and History
3. Know the psychological aspects of social beahaviour
4. Comprehend the nature of Polity and Economy
5. Knowledge on application of computer technology

Unit – I – What is Social Science?
1. Definition and Scope of Social Science – Different Social Sciences
2. Distinction between Natural Science and Social Sciences
3. Interdisciplinary Nature of Social Sciences
4. Methods and Approaches of Social Sciences

Unit -II: Understanding History and Society
1. Defining History, Its Nature and Scope
2. History- A Science or an Art
3. Importance of History in the Present Society
4. Types of History and Chronology of Indian History

Unit – III – Society and Social Behaviour
1. Definition , Nature and Scope of Psychology
2. Importance of Social Interaction
3. Need of Psychology for present Society
4. Thought process and Social Behavior

Unit – IV – Political Economy
1. Understanding Political Systems
2. Political Systems – Organs of State
3. Understanding over Economics - Micro and Macro concepts
4. Economic Growth and Development - Various aspects of development

Unit - V – Essentials of Computer
1. Milestones of Computer Evolution - Computer – Block Diagram, Generations of Computers
2. Internet Basics – Internet History, Internet Service Providers – Types of Networks – IP – Domain Name Services – Applications
3. Ethical and Social Implications – Network and Security concepts – Information assurance fundamentals
4. Cryptography – Symmetric and Asymmetric –malware – Fire walls – Fraud Techniques – Privacy and Data Protection

Reference Books

1. The social sciences: An Integrated Approach by James M. Henslin and Danniel F. Chambliss
2. The Wonder that was India – A.L.Bhasham

3. Introduction to Psychology – Morgan and King
4. Principles of Political Science – A.C. Kapoor
5. Contemporary Political Theory – J.C.Johari
6. M.L.Jhingan – Economic Development – Vikas, 2012
7. ML Seth – Macro Economics - Lakshminarayana Agarawal, 2015
8. Fundamentals of Computers by V. Raja Raman
9. Cyber Security Essentials by James Graham, Richard Howard, Ryan Olson

Activities:

1. Group Project Work
2. PPT Presentation, Participation in Webinars
3. Field visits
4. Group Discussion
5. Survey and Analysis
6. Charts and Poster presentation
7. Identifying the attributes of network (Topology, service provider, IP address and bandwidth of your college network) and prepare a report covering network architecture.
8. Identify the types of malwares and required firewalls to provide security.
9. Latest Fraud techniques used by hackers.

Perspectives on Indian Society

Learning objectives: The student is expected to demonstrate the significance of social sciences through better understanding of various fields of social experience and would be able to apply methods and approaches to social phenomena.

Learning Outcomes: On successful completion of the course the student will be able to :

1. Learn about the significance of human behavior and social dynamics.
2. Remembers the Indian Heritage and freedom struggle
3. Comprehend the philosophical foundations of Indian Constitution
4. Knowledge on Indian Economy

Unit – 1 – Man in Society
1. Human Nature and Real-Life Engagement
2. Social Groups and Social Dynamics
3. Individualism and Collectivism – Ethical Concerns
4. Human Life – Social Influence and Social Impact

Unit-II: Indian Heritage and Freedom Struggle in India
1. Cultural & Heritage sites of Tourism in India
2. Indian Dance, Music and Yoga
3. Rise of Nationalism Under British Rule in brief (1857-1947)
4. Contemporary history of India-integration of Princely States, abolition of Zamindari, formation of linguistic states

Unit – 3 – Indian Constitution
1. Philosophical Foundations of Indian Constitution
2. Elements of Indian Constitution
3. Study of Rights in Indian Constitution
4. Directive principles to State

Unit – 4. Indian Economy
1. Indian Economy - Features – Sectoral contribution in income
2. Role of Financial Institutions - RBI - Commercial Banks
3. Monetary and Fiscal Policies for Economic Development
4. Economic Reforms - Liberalization - Privatization- Globalization

Unit – 5 - Impact on Society & Analytics
1. Role of Computer, impact of Computers on human behavior, e-mail,
2. Social Networking- WhatsApp, Twitter, facebook, impact of Social Networks on human behavior.
3. Simulating, Modeling, and Planning, Managing Data, Graphing, Analyzing Quantitative Data,
4. Expert Systems and Artificial Intelligence Applications in the Social Sciences

References

1. Introduction to Psychology – Atkinson RC
2. History of the freedom movement in India – Tarachand
3. India since Independence – Bipinchandra
4. Introduction to the Constitution of India D.D.Basu
5. S.K Misra & V.K Puri – Indian Economy, Himalaya Publishing House , 2015
6. Government of India, Economic Survey (Annual), New Delhi

7. Information and Communication Technology by APCCE
8. Computer Applications in the Social Sciences by Edward E. Brent, Jr. and Ronald E. Anderson

Activities:

1. Assignment
2. PPT Presentation, Participation in Webinars
3. Field visits
4. Group Discussion
5. Survey and Analysis
6. Charts and Poster presentation
7. Identify the peripherals connected to a system and label them as either Input or Output or both.
8. Identify the Operating System loaded in your system and compare the features with other existing Operating System.
9. Collect latest census data and draw a graph indicating the growth rate.
10. Predicting the risk of depression, substance dependency, drinking, obsessive compulsive disorders, and suicide using AI.

3. INTRODUCTION TO PUBLIC ADMINISTRATION

Learning outcomes
1. Awareness about the evolution and growth of the discipline of Public Administration.
2. Learning of basic principles and approaches of Public Administration.
3. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

UNIT – I
Public Administration as a Discipline: Meaning, Nature, Scope, Dimensions and Significance of the discipline and its relations with Political Science, Management, Law and Economics. Public and Private Administration. Evolution of Public Administration, Minnowbrook Conferences (I, II & III)

UNIT – II
Growth and Trends in Public Administration: New Public Administration (NPA), New Public Management (NPM), Globalization and Public Administration, Paradigm Shift from Government to Governance.

UNIT – III
Organization and its Principles: Organization: Meaning, Basis and Forms of Organizations. Principles of Organization: Hierarchy, Unity of Command, Span of Control, Coordination, Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation

UNIT-IV
Chief Executive: Chief Executive: Meaning, Types, Functions and Role; Line, Staff and Auxiliary Agencies.

UNIT-V
Administrative Behaviour: Decision Making, Communication, Leadership-Types and Functions.

Recommended Readings:
Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal: Agra
Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi
Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand: Jalandhar
Bhambri, C. P. (2010) Public Administration Theory and Practice(21stEdition). Educational Publishers: Meerut
Bhattacharaya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi
Bhattacharya, Mohit (2000) Public Administration. World Press: Calcutta
Henry, Nicholas(2013). Public Administration and Public Affairs (13thEdition). Taylor and Francis: New York
Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4th Edition). Routledge: New York

Suggested Co-Curricular Activities

1) Invited Lectures

2) Case study analysis.

3) Debates on Administration

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

6) Alumni Interactions

7) Periodical interactions with Executives and Peoples Representatives

SEMESTER – II
4. INDIAN ADMINISTRATION

Learning outcomes

1. Knowledge about the evolution and growth of Indian Administration

2. Familiarity with the constitutional framework on which Indian Administration is based.

3. Grasping the role of Union Executive

4. Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general

5. Delineating the constitutional provisions and dynamics of union -state relationships

6. Awareness about the institutions and mechanism in force for citizen-state interface

UNIT – I
Evolution & Constitutional Framework: Evolution of Indian Administration during Ancient, Medieval and British period; Constitutional Framework of Indian Administration; and Salient Features of Indian Administration
UNIT – II
Union Government: President; Prime Minister & Council of Ministers; Vice-President:Central Secretariat
UNIT – III
State Government: Governor, Chief Minister and Council of Ministers, State Secretariat.
UNIT – IV
Constitutional Institutions, Union State Relations & Control over Administration: Election Commission of India; Union Public Service Commission; Union State Relations (Legislative, Executive and Financial).
UNIT - V
Citizen and State Interface: Citizens' Grievances Redressal Institutions and Mechanisms; Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission; Lok Pal and Lok Ayukta;

Recommended Readings:
1. Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi
2. Avasthi, A and Avasthi, A P (2004) Indian Administration. Laksmi Narain Aggarwal: Agra
3. Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. Gyan Books: New Delhi
4. Basu, D D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi
5. Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi
6. Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra
7. Ghuman, B S; Monga, Anil and Johal, Ramanjit Kaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Aalekh Publishers: Jaipur
8. Kangle R P (1972) The Kautilya Arthshastra. Motilal Banarsidass: New Delhi
9. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
10. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi
11. Palmer, N D (1961) Indian Political System. George Allen and Unwin : London
12. Sarkar, Jadunath Sir (1972) Mughal Administration. M.C. Sarkar: Calcutta

13.   Sharma, Ashok(2016) Administrative Institutions in India. RBSA Publishers: Jaipur

14.   Sharma, M (2007) Indian Administration. Anmol: New Delhi

15.   Sharma, Prabhu Datta and Sharma, B M(2009) Indian Administration: Retrospect and Prospect. Rawat Publications: Jaipur

16.   Singh, M and Singh, H (1989) Public Administration in India. Sterling Publishers: New Delhi.

Suggested Co-Curricular Activities

1) Invited Lectures

2) Case study analysis.

3) Debates on Structure of offices

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

 6) Alumni Interactions

7) Periodical interactions with Executives.

BA DEGREE (UG-REGULAR) EXAMINATIONS 2023-24
I-YEAR, I-SEMESTER - MODEL QUESTION PAPERs
B.A. Public Administration (Major)

PAPER-I Fundamentals of Social Sciences
PAPER – II Perspective on Indian Society

MAX.TIME: 03 HOURS   MAX.MARKS: 75

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SECTION-A (10 MARKS QUESTIONS):: 5Qx10M=50M

ANSWER <u>ANY FIVE</u> OF THE FOLLOWING QUESTIONS

1. ?
2. ?
3. ?
4. ?
5. ?
6. ?
7. ?
8. ?
9. ?
10. ?

SECTION-B (05 MARKS QUESTIONS) :: 2Qx05M=10M

ANSWER <u>ANY TWO (02)</u> OF THE FOLLOWING QUESTIONS

11. ?
12. ?
13. ?
14. **?**
15. **?**

SECTION-C (1 MARK MCQs) :: 5Qx1M=5M

ANSWER ALL OF THE FOLLOWING QUESTIONS

16.
   A.   B.   C.   D.

17.
   A.   B.   C.   D.

18.
   A.   B.   C.   D.

19.
   A.   B.   C.   D.

20.
   A.   B.   C.   D.

SECTION-D (1 MARK FILL IN THE BLANKS):: 5x1=5

ANSWER ALL OF THE FOLLOWING QUESTIONS

21. _____.
22. _____.
23. _____.
24. _____.
25. _____.

SECTION-E (1 MARK MATCH THE FOLLOWING) :: 5x1=5
PARTS OF THE CONSTITUTION - ITEMS

26. **Match the following**

A.	(	)	1.
B.	(	)	2.
C.	(	)	3.
D.	(	)	4.
E.	(	)	5

KEYS

SECTION-C		SECTION-D		SECTION-E	
16		21		26A	
17		22		26B	
18		23		26C	
19		24		26D	
20		25		26E	

ANDHRA KESARI UNIVERSITY - ONGOLE
BA DEGREE (UG-REGULAR) EXAMINATIONS 2023-24
I-YEAR, II-SEMESTER - MODEL QUESTION PAPERs
B.A. Public Administration (Major)
PAPER-III Introduction to Public Administration
PAPER – IV Indian Administration

MAX.TIME: 03 HOURS   MAX.MARKS: 75
==

SECTION-A (10 MARKS QUESTIONS):: 5Qx10M=50M
ANSWER ANY FIVE OF THE FOLLOWING QUESTIONS

1. ?
2. ?
3. ?
4. ?
5. ?
6. ?
7. ?
8. ?
9. ?
10. ?

SECTION-B (05 MARKS QUESTIONS) :: 2Qx05M=10M
ANSWER ANY TWO (02) OF THE FOLLOWING QUESTIONS

11. ?
12. ?
13. ?
14.?
15.?

SECTION-C (1 MARK MCQs) :: 5Qx1M=5M

ANSWER ALL OF THE FOLLOWING QUESTIONS

16.
   A.   B.   C.   D.

17.
   A.   B.   C.   D.

18.
   A.   B.   C.   D.

19.
   A.   B.   C.   D.

20.
   A.   B.   C.   D.

3

SECTION-D (1 MARK FILL IN THE BLANKS):: 5x1=5

ANSWER ALL OF THE FOLLOWING QUESTIONS

21. _____ .

22. _____ .

23. _____ .

24. _____ .

25. _____ .

SECTION-E (1 MARK MATCH THE FOLLOWING) :: 5x1=5
PARTS OF THE CONSTITUTION - ITEMS

26. **Match the following**

A.   ( )   1.

B.   ( )   2.

C.   ( )   3.

D.   ( )   4.

E.   ( )   5

KEYS

SECTION-C	
16	
17	
18	
19	
20	

SECTION-D	
21	
22	
23	
24	
25	

SECTION-E	
26A	
26B	
26C	
26D	
26E	