

# 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
III	5. Theory of Public Administration	4	4
	6. Indian Administration Emerging Issues	4	4
	7. Urban Governance	4	4
	8. Indian Constitution	4	4
IV	9. Public Relations and Communications Skills	4	4
	10. Social Welfare Administration	4	4
	11. Human Rights-Concepts and Principles	4	4

## 5. THEORIES OF PUBLIC ADMINISTRATION

Learning outcomes

1. Understanding the theoretical background of public administration.
2. Understanding the contributions of different social science thinkers to the theory of public administration.
3. Learning that public administration function in an environment.

### UNIT – I

**Classical Approaches:** Classical Approaches- Henry Fayol, Luther Gullick and Lyndall Urwick

Scientific Management Approach- F.W.Taylor.

### UNIT – II

**Bureaucratic Approach:** Bureaucratic Approach – Max Weber and Karl Marx  
Human Relations Approach: Elton Mayo.

### UNIT – III

**Behavioral Approach:** Behavioural Approach – H. A Simon  
Socio-Psychological Approach: Hierarchy of Needs: Abram Maslow.  
Theory X and Theory Y - Douglas Mc Gregor.

### UNIT – IV

**Ecological Approach:** Comparative Public Administration  
Ecological Approach – F.W. Riggs

### UNIT – V

**Systems Approach:** Systems Approach, Development Administration.

#### **Recommended Readings:**

Prabutva Palana Sastram: Bhavanalu, Siddantalu, Telugu Academy

D.Raveendra Prasad and Y.Partha sarathi (EDS) Public Administration concepts, theories and principles (English), Telugu Academy, Hyderabad (2011)

Avasthi, Amareswar and Maheswari, SriRam, Public Administration (30<sup>th</sup>) Edition, Lakshmi Narayana Agrawal, Agra. 2010.

RumkiBasu, Public Administration concepts and theories (5<sup>th</sup> revised) Publishers, New Delhi 2004.

Nicholas, Henry, Public Administration and public affairs (10<sup>th</sup>) Edition, PHI, New Delhi 2007.

#### **Suggested Co-Curricular Activities**

- 1) Invited Lectures
- 2) Case study analysis.
- 3) Debates on topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions

## 6. INDIAN ADMINISTRATION – EMERGING ISSUES

### Learning outcomes

1. Learning the influences of various emerging issues on Indian Administration
2. Understanding the issues confronted by Public Administration currently the means to address them.
3. Gaining knowledge of various Acts for weaker sections and utilizing them in day to life.

### UNIT – I

**Citizen Grievances:** Right to Information Act, (RTI), National and State Human Rights Commission.

### UNIT – II

**Welfare Programmes:** Administration of welfare Programmes of Weaker Section, SCs, STs, BCs- Women and Minorities, SC and ST Atrocity Act.

### UNIT – III

**Emerging Issues:** Mechanism for Disaster Management – Cyclones, Earth Quakes and Floods. Governance and E-Governance Applications in Indian Administration.

### UNIT – IV

**Public and Private Partnership:** Public and Private Partnership and voluntary sector. Public Corporations, Independent Regulatory Commission.

### UNIT – V

**Local Self Administration:** Rural and Urban Structure and functions – 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendment Acts – Revitalizations of Local Institutions - Issues and Challenges.

### Recommended Readings:

Indian Government and Politics, Telugu Academy, Hyderabad, 2007.

Avasthi and Avasthi, Indian Administration, (6<sup>th</sup> edition), Lakshminaraya Agrawal, Agra, 2010-2011.

Disaster Management Act, 2005.

Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2010.

Reports of the the Administrative Reforms Commission.

### Suggested Co-Curricular Activities

- 1) Invited Lectures
- 2) Case study analysis.
- 3) Debates on topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions
- 7) Periodical interactions with Executives.

## 7. URBAN GOVERNANCE

### Learning Outcomes:

- Understand the various aspects of urban governance and the role of law and policy therein.
- . Have a basic understanding of legal processes and documents and how to read them.
- Appreciate the role played by socio-political processes in the implementation of law and policy.
- . Evaluate the functioning of laws, policies and institutions of urban governance from the perspective of democratic governance and other constitutional values.
- Understand the need for reforms in urban governance and the steps taken in this direction

**UNIT –I :** Introduction to Urban Governance in India - Constitutional history of the 74th Constitutional Amendment - Overview of legislation on urban local bodies –Smart Cities and AMRUT urban development.

**UNIT II:** Institutions and processes - Types of urban local bodies Constitution of India: Article 243-Q - Composition of urban local bodies - Elections and reservation; Councillors and wards Constitution of India: Articles 243-R, 243-T, 243-U - Mayor in Council - Standing Committee and other committees - Municipal Commissioner and other officers - Functions of urban local bodies -Devolution of functions from state governments to urban local bodies Constitution of India: The Twelfth Schedule

**UNIT –III** Finance - Overview of Municipal Finances - State Finance Commission - Functionaries: municipal auditors and accountants Constitution of India: Articles 243-I, 243-Y - Municipal Funds; Special Funds - Municipal budgeting and Introduction to municipal taxation - Property tax; classification and assessment of buildings - Octroi; water, sanitation and other taxes Constitution of India: Articles 243-X, 265 and 15 th Finance Commission recommendations with respect to the Urban local bodies.

### UNIT –IV Planning and Regulation

The importance of planning: “ideal” cities and the rule of law • Role of the law in regulating development: formal and informal settlements Institutions and systems - City development authorities and their functioning - Town & Country Planning Departments -Para-statal and their relationship with other agencies - Development Plans, Master Plans, Development Control Regulations - Violations of the planned city

### UNIT-V Environment and urban governance relationship

Sources of Indian Environmental Law Constitution of India: Articles 21, 48A, 51A B. Institutions - Ministry of Environment, Forests and Climate Change- Central and State Pollution Control Boards - National Green Tribunal C. Environmental governance and the city - Polluter Pays; Sustainable development; Precautionary Principle. - Overview of Urban Water, Sanitation and Hygiene (WASH) -Discussion of Cases

### Reference Books

- 1.Planning Commission, Report of the Working group on Urban Governance (2011)
2. Chetan Vaidya, Urban Issues, Reforms and Way Forward in India, Department of Economic Affairs, Government of India (2009)
3. Ministry of Urban Development, JNNURM Reform Papers on: (i) e- governance (ii) Property Tax (iii) Community Participation Law
- 4.K.C. Sivaramakrishnan, Governing Megacities: Fractured Thinking, Fragmented Setup, Introduction (Oxford University Press: 2014)
5. Anuj Bhuwania, Courting the People: Public Interest Litigation in Post-Emergency India (Cambridge University Press: 2017)

6. Praveen Donthi, The Road to Gurgaon, Caravan Magazine (January 2014)
7. Reserve Bank of India, Municipal Finance in India: An Assessment, Chapter 3 (December 2007)
5. Partha Mukhopadhyay, Unsmart Cities, Livemint (June 2016)

**Suggested Co-Curricular Activities**

- 1) Invited Lectures
- 2) Case study analysis.
- 3) Debates on interesting topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions
- 7) Periodical interactions with Executives and Peoples Representatives

## 8. INDIAN CONSTITUTION

### Learning Outcomes:

On successful completion of the course the students will be able to;

- Summarize the evolution and historical importance of the Indian Constitution from 1858 to 1947.
- Explain various stages in the composition of the Indian Constitution.
- Develop awareness about their primary rights and duties & build up their civic sense.
- Comprehend the distribution of powers between the center and states.
- Summarize and sketch the specific roles of heads of Nation and the functioning of legislative bodies.

### UNIT-I

Historical Perspective of the Indian Constitution—A brief discussion of various Acts i.e. from 1858 to 1947 passed by the British Government.

### UNIT-II

Constitution of India: Preparation of Indian constitution by Constituent Assembly of India, Preamble or Philosophy of the Indian Constitution, Salient features of the Indian constitution.

### UNIT-III

Fundamental Rights- the unimportance & Limitations, Fundamental Duties and the importance, Directive principles of the state policy and their implementation

### UNIT-IV

Indian Federalism: Distribution of powers between Union and State Governments, Legislative, Executive and Financial relations between Union and State Governments

### UNIT-V

Parliamentary form of Government in India

1. Union Executive
  - a) President of India-Powers and functions
  - b) Vice-President-Powers and functions
  - c) Prime Minister and Council of Minister-Powers and functions
2. Union Legislature
  - a) Rajya Sabha-Powers and Functions
  - b) Lok Sabha-Powers and Functions
  - c) Amending Procedure-Important Constitutional Amendments—42<sup>nd</sup>, 44<sup>th</sup> Constitutional Amendment Acts.
  - d) Judiciary—Supreme court of India-Powers and Functions

### References

1. DD Basu-Introduction of the Constitution of India—18<sup>th</sup> Edition. Prentice—Hall of India Private Ltd-New Delhi-1998
2. Granville Austin(1972) the Indian Constitution, Corner stone of a Nation, Oxford university Press, New Delhi
3. Madhavkhosla(2012) the Indian Constitution, Oxford University Press, New Delhi
- 1.4. Granville Austin (1999) Working a Democratic Constitution; History of the Indian Experience, Oxford University Press, New Delhi
4. Zoya Hasan, Sridharan Eand SudharshanR(Eds)2002 India's living Constitution, Permanent black, New Delhi
5. Baxi Upendra(1980) the Indian Supreme Court and Politics, Eastern Book Co, Lucnow.

### **Suggested Co-Curricular Activities**

- 1) Invited Lectures
- 2) case study analysis.
- 3) Debates on interesting topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions
- 7) Periodical interactions with Peoples Representatives and Executive Officials.
- 8) Student Presentations.

## 9. PUBLIC RELATIONS AND COMMUNICATION SKILLS

### Learning Outcomes:

On successful completion of the course the students will be able to;

- Understand the historical background and role Public Relations in various areas
- Have insight into the use of the technological advancements in Public Relations
- Comprehend tools of Public Relations in order to develop the required skills.
- Understand the ethical aspects and future of Public Relations in India
- Develop writing skills for newspapers and creation of Blogs.

### UNIT-I

- a) Public Relations: Meaning, Definition, Nature and Scope, Historical Background
- b) Ministry of Information and Broadcasting - Organizations, Functions.

### UNIT-II

- a) Concepts of Public Relations - Press, Publicity, Lobbying, Propaganda, Advertising, Sales Promotion and Corporate Marketing Services,
- b) Tools of Public Relations - Press Conferences, Meets, Press Releases, Announcements, Webcasts

### UNIT-III

- a) Public Relations and Mass Media, Present and future of Public Relations in India,
- B) Theories of Mass Communication - Cognitive Theory, Authoritarian Theory, Libertarian Theory.

### UNIT-IV

- a) Employee and Stake Holder Relations.
- b) Education and Community Relations.

### UNIT-V

- A) Ethics of Public Relations and Social Responsibility
- B) Public Relations and Writing - Printed Literature, Newsletters, Opinion papers and Blogs

### References

1. Brown, Rob, Public Relations and the Social Web, Kogan Page India, New Delhi, 2010.
2. Cutlip Scott et al, Effective Public Relations, London, 1995.
3. Black Sam, Practical Public Relations, Universal Publishers, 1994.
4. S.M. Sardana, Public Relations: Theory and Practice.
5. J.V. Vilanilam, Public Relations in India: New Tasks and Responsibilities, SAGE Publications India Pvt Ltd, New Delhi 2011.
6. Websites on Public relations.

### Suggested Co-Curricular Activities

- 1) Invited Lectures
- 2) case study analysis.
- 3) Debates on interesting topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions
- 7) Periodical interactions with Public Relations Staff
- 8) Student Presentations.



## 10. SOCIAL WELFARE ADMINISTRATION

### Learning Outcomes:

Students at the successful completion of the course will be able to;

- Understand the fundamental dynamics of Social Welfare administration especially from the context of Indian system.
- Ability to analyze and elucidate various policies by the government of India.
- Critical evaluate the social planning systems and structures in India.
- Understanding the dynamics of Development and Sustainable development indices and procedures.
- Critical thinking towards various welfare measures & policies drafted towards developmental perspective.

### UNIT-1

Definition, nature & scope of social welfare, Concepts of social welfare, social administration in India, CSWB, models of welfare-familial, institutional, Titmus.

#### Unit 2:

##### INTRODUCTION TO SOCIAL POLICY

Definition, meaning and nature of social policy, Objectives of social policy, types of social policy, National Women's policy, National children's policy and National youth policy, Tribal Policy, Policy for aged, Disability policy and Population policy

#### Unit 3:

##### INTRODUCTION TO SOCIAL PLANNING

Meaning & definition, Types of Planning - Tactical, Operational & Strategic, Types of plan-Five year plan, annual plan, short term plans, and long term plans. NitiAayog, features, objectives, constitution, nitiayog as a strategy for new India, Atal Innovation Mission.

#### Unit 4:

##### INTRODUCTION TO DEVELOPMENT, SOCIAL & SUSTAINABLE DEVELOPMENT:

Meaning & Definitions, nature of development, indicators of development, distinction between developed, developing and under developed nations, MDG and models of development – Capitalistic, Communistic, Socialistic & Mixed-Economy, Gandhian approach to development or Sarvodaya movement

#### Unit 5:

CONSTITUTIONAL FUNCTION & ROLES OF SOCIAL MANAGERS: (15 Hrs) Constitution of India, fundamental rights, DPSP, Current budget review. Role of social managers in welfare administration, Policy formulation and development.

### Reference Books:

1. Social Work & Social Welfare Administration: Methods & Practices, Rameshwari Devi Ravi Prakash, Vol I & II 1998, Mangal Deep Publications, Jaipur.
2. Social Welfare, Edited by A S Kholi, 1997, Anmol Publications, New Delhi.
3. Social Welfare & Social Work, Jainendra Kumar Jha, 2002, Anmol Publications, New Delhi.
4. NGO's & Governmental Organisations-Role, Duties & Functions, N C Dobriyalsumit enterprises.
5. Social Welfare Administration in India, Dr D R Sachdeva, KitabMahal Publications.
6. NGO's and Social Welfare-New Research approaches, David Lewis & N Ravichandra, Rawat Publication.
7. Social Policy, John Baldock, Nick Manning &etal, Oxford University Press.
8. Social Policy- Themes & Approaches, Paul Spicker, 2nd edition, Rawat Publication, Jaipur
9. Social Policy & Social Work, A K Rizwi, Mohit Publication.
10. Social Policy & Social Work, David Denney, Oxford University Press.

### Suggested Co-Curricular Activities

- 1) Invited Lectures
- 2) Case study analysis.

- 3) Debates on interesting topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions
- 7) Periodical interactions with Executives and Peoples Representatives

## 11. HUMAN RIGHTS: CONCEPTS AND PRINCIPLES

### Learning Outcomes:

- To familiarize the students on the universal declaration of human rights and its implications.
- To introduce the students on National, State Human Rights commission and human rights courts.

### Unit - 1:

#### Introduction to Human Rights

Definition of Human Rights — Characteristics of Human Rights Theories of Human Rights — The concepts of Liberty, Equality and Justice.

### Unit - 2:

#### Global Perspective

United Nation and Human Rights - United Nation Human Rights Commission - Universal Declaration of Human Rights.

### Unit - 3:

**Human Rights in India**-National Human Rights Commission — State Human Rights Commission — Human Rights Courts.

### Unit - 4

**Classification of Rights** - Civil Rights - Political Rights — Economic Rights — Social Rights — Cultural Rights.

### Unit 5:

**Vulnerable Groups Rights** Children Rights — Rights of Minorities — Prisoners' Rights.

### III. References

1. Basu D.D., Human Rights in Constitutional Law, 1995.
2. Subramanian S., Human Rights Training, New Delhi: Manas Publications, 1999.
3. Subramanian S., Human Rights: International Challenges, New Delhi: Manas Publications, 1999.
4. Vijay K. Gupta (Ed.), Perspectives on Human Rights, New Delhi: Vikas Publishing House Pvt. Ltd., 1996.
5. Human Rights Education for Citizenship, Amnesty International, 1997.

### Suggested Co-Curricular Activities

- 1) Invited Lectures
- 2) Case study analysis.
- 3) Debates on interesting topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions
- 7) Periodical interactions with Human Rights Activitists and Lawyers.



**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



