



# ANDHRA KESARI UNIVERSITY ::ONGOLE

Model Syllabus for 4-Year UG Honours in B.A. (Public Administration) as Major in consonance with Curriculum framework w.e.f. AY 2025-26.

Prepared by Yogi Vemana University, Kadapa

## COURSE STRUCTURE

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits
I	I	1	Introduction to Public Administration	4	4
		2	Indian Administration	4	4
	II	3	Theories of Public Administration	4	4
		4	Indian Administration-Emerging Issues	4	4
II	III	5	Panchayatiraj System in India	4	4
		6	Indian Constitution	4	4
		7	Indian Government	4	4
	IV	8	Social Welfare Administration	4	4
		9	Human Rights-Concepts & Principles	4	4
		10	Public Policy	4	4
III	V	11	Indian Federal System	4	4
		12 A	Development Administration (Elective)	4	4
		<b>OR</b>			
		12 B	Social Work Assessment Methods (Elective)	4	4
		<b>OR</b>			
		13 A	Comparative Public Administration (Elective)	4	4
		<b>OR</b>			
13 B	Urban Governance (Elective)	4	4		

*Dr. K. Malakondaiah*  
**Dr. K. MALAKONDAIAH**  
 LECTURER IN POLITICAL SCIENCE  
 GOVERNMENT DEGREE COLLEGE  
 KANIGIRI, Prakasam Dt.  
**Dr. K. MALAKONDAIAH**  
 LECTURER IN POLITICAL SCIENCE  
 GOVERNMENT DEGREE COLLEGE  
 KANIGIRI, Prakasam Dt.

*Dr. K. Prabhudass*  
**Dr. K. PRABHU DASS**  
 Lecturer in Political Science  
 Govt. Degree College  
 DARSI - 523 247  
 Prakasam Dt. A.P.  
**Dr. K. PRABHU DASS**  
 Lecturer in Political Science  
 Govt. Degree College  
 DARSI - 523 247  
 Prakasam Dt. A.P.

*K. Srinivasa Rao*  
**K. SRINIVASA RAO**  
 M.A., B.Ed., M.Phil.  
 Lecturer in Political Science  
 Govt. Model Degree College  
 YERRAGONDA, APALDEM-523327  
 Prakasam District (A.P.)  
**K. SRINIVASA RAO**  
 M.A., B.Ed., M.Phil.  
 Lecturer in Political Science  
 Govt. Model Degree College  
 YERRAGONDA, APALDEM-523327  
 Prakasam District (A.P.)

*M. Sri Rama Seshu*  
**M. SRI RAMA SESHU**  
 M.A., M.A., M.Phil.  
 LECTURER IN POLITICAL SCIENCE  
 GOVT. DEGREE COLLEGE  
 CHEBROLE-522 212, Guntur Dt., A.P.  
**M. SRI RAMA SESHU**  
 M.A.; M.A.; M.Phil.;  
 LECTURER IN POLITICAL SCIENCE  
 GOVT. DEGREE COLLEGE  
 CHEBROLE-522 212, Guntur Dt., A.P.


*Dr. K. Malakondaiah*  
**Dr. K. MALAKONDAIAH**  
 LECTURER IN POLITICAL SCIENCE  
 T.R.R. GOVT. DEGREE COLLEGE  
 NAAC Accredited  
 KANDUKUR, Prakasam Dist. A.P.  
**Dr. K. Malakondaiah**  
 LECTURER IN POLITICAL SCIENCE  
 T.R.R. GOVT. DEGREE COLLEGE  
 NAAC Accredited  
 KANDUKUR, Prakasam Dist. A.P.

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits	
	VI	14 A	Office Management	4	4	
		<b>OR</b>				
		14 B	Personnel Administration	4	4	
		<b>OR</b>				
		15 A	Secretarial Practices	4	4	
		15 B	Public Policy Analysis	4	4	
IV	VII	16	Legislative Procedures and Practices	4	4	
		17	State Administration in Andhra Pradesh	4	4	
		18	Local Administration	4	4	
	VIII	19	E-Governance	4	4	
		20	International Law	4	4	
		21	Co-operative Theory and Practices	4	4	

**Note:** In the III Year (during the V and VI Semesters), students are required to select a pair of electives from one of the **Two** specified domains. **For example: if set 'A' is chosen, courses 12 to 15 to be chosen as 12 A, 13 A, 14 A and 15 A.** To ensure in-depth understanding and skill development in the chosen domain, students must continue with the same domain electives in both the V and VI Semesters.

  
**Dr. K. MALAKONDAIAH**  
 LECTURER IN POLITICAL SCIENCE  
 GOVERNMENT DEGREE COLLEGE  
 KANIGIRI, Prakasam Dt.

  
**Dr. K. PRABHU DASS**  
 Lecturer in Political Science  
 Govt. Degree College  
 DARSU - 523 247  
 Prakasam Dt. A.P.

  
**K. SRINIVASA RAO**  
 M.A., B.Ed., M.Phil  
 Lecturer in Political Science  
 Govt. Model Degree College  
 YERRAGOTTA, AP/LEM-523327  
 Prakasam District (A.P.)

  
**M. SRI RAMA SESHU**  
 M.A.; M.A.; M.Phil;  
 LECTURER IN POLITICAL SCIENCE  
 GOVT. DEGREE COLLEGE  
 CHEBROLE-522 212, Guntur Dt., A.P.

  
 LECTURER IN POLITICAL SCIENCE  
 T.R.R GOVT DEGREE COLLEGE  
 NAAC Accredited A+  
 KANDUKUR, Prakasam Dist. A.P.

## SEMESTER-I

### COURSE 1: INTRODUCTION TO PUBLIC ADMINISTRATION

Theory

Credits: 4

4 hrs / week

---

#### 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, Minnow brook 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:

1. Avasthi, A and Maheshwari, SR (2013) Public Administration. Lakshmi Narain Agarwal: Agra
2. Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010)
3. Public Administration. S. Chand: Jalandhar Bhabri, C.P. (2010)
4. Public Administration Theory and Practice (21st Edition). Educational Publishers: Meerut Bhattacharaya, Mohit (2008)
5. New Horizons of Public Administration. Jawahar Publishers and

*K. Malakondaiah*  
Dr. K. MALAKONDAIAH  
LECTURER IN POLITICAL SCIENCE  
GOVERNMENT DEGREE COLLEGE  
KANIGIRI, Prakasam Dt.

*K. Prabhudass*  
Dr. K. PRABHU DASS  
Lecturer in Political Science  
Govt. Degree College  
DARSI - 523 247  
Prakasam Dt. A.P.

*K. Srinivasa Rao*  
K. SRINIVASA RAO  
M.A., B.Ed., M.Phil  
Lecturer in Political Science  
Govt. Model Degree College  
YERRAGOTTA, APALLEM-523327  
Prakasam District (A.P.)

*M. Sri Rama Seshu*  
M. SRI RAMA SESHU  
M.A.; M.A.; M.Phil;  
LECTURER IN POLITICAL SCIENCE  
GOVT. DEGREE COLLEGE  
CHEBROLE-522 212, Guntur Dt., A.P.

*K. Raju*  
LECTURER IN POLITICAL SCIENCE  
T.R.R GOVT DEGREE COLLEGE  
NAAC Accredited A+  
KANDUKUR, Prakasam Dist. A.P.


6. Bhattacharya, Mohit (2000)Public Administration, World Press :Calcutta
7. Henry, Nicholas(2013). Public Administration and Public Affairs (13thEdition). Taylorand Francis: New
8. 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

  
**Dr. K. MALAKONDAIAH**  
LECTURER IN POLITICAL SCIENCE  
GOVERNMENT DEGREE COLLEGE  
KANIGIRI, Prakasam Dt.

  
**Dr. K. PRABHU DASS**  
Lecturer in Political Science  
Govt. Degree College  
DARSI - 523 247  
Prakasam Dt. A.P.

  
**K. SRINIVASA RAO**  
M.A., B.Ed., M.Phil  
Lecturer in Political Science  
Govt. Model Degree College  
YERRAGOTTA, APALEM-523327  
Prakasam District (A.P.)

  
**M. SRI RAMA SESHU**  
M.A; M.A; M.Phil;  
LECTURER IN POLITICAL SCIENCE  
GOVT. DEGREE COLLEGE  
CHEBROLE-522 212, Guntur Dt., A.P.

  
LECTURER IN POLITICAL SCIENCE  
T.R.R GOVT DEGREE COLLEGE  
NAAC Accredited A+  
KANDUKUR, Prakasam Dist. A.P

## SEMESTER-I

### COURSE 2: INDIAN ADMINISTRATION

Theory

Credits: 4

4 hrs / week

---

#### 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 mechanisms 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:

Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers, New Delhi.

*K. Malakondaiah*  
Dr. K. MALAKONDAIAH  
LECTURER IN POLITICAL SCIENCE  
GOVERNMENT DEGREE COLLEGE  
KANIGIRI, Prakasam Dt.

*K. Srinivasa Rao*  
Lecturer in Political Science  
Govt. Degree College  
DARSI - 523 247  
Prakasam Dt. A.P.

*K. Srinivasa Rao*  
Lecturer in Political Science  
Govt. Model Degree College  
YERRAGOTTA, APALM-523327  
Prakasam District (A.P.)


*M. Sri Rama Seshti*  
LECTURER IN POLITICAL SCIENCE  
GOVT. DEGREE COLLEGE  
CHEBROLE-522 212, Guntur Dt., A.P.

*K. Srinivasa Rao*  
LECTURER IN POLITICAL SCIENCE  
T.R.R. GOVT DEGREE COLLEGE  
NAAC Accredited A+  
KANDUKUR, Prakasam Dist. A.P.


2. Avasthi, A and Avasthi, AP (2004) Indian Administration. Lakshmi 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). Lexis 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, BS; Monga, Anil and Johal, Ramanjit Kaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Aalekh Publishers: Jaipur
8. Kangle RP (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, SR (2000) Indian Administration, Orient Longman: New Delhi
11. Palmer, ND (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, Mand 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.

  
**Dr. K. MALAKONDAIAH**  
 LECTURER IN POLITICAL SCIENCE  
 GOVERNMENT DEGREE COLLEGE  
 KANIGIRI, Prakasam Dt.

  
**Dr. K. PRABHU DASS**  
 Lecturer in Political Science  
 Govt. Degree College  
 DARSI - 523 247  
 Prakasam Dt. A.P.

  
**K. SRINIVASA RAO**  
 M.A., B.Ed., M.Phil  
 Lecturer in Political Science  
 Govt. Model Degree College  
 YERRAGOTTA, PALEM-523327  
 Prakasam District (A.P.)

  
**M. SRI RAMA SESHU**  
 M.A.; M.A.; M.Phil;  
 LECTURER IN POLITICAL SCIENCE  
 GOVT. DEGREE COLLEGE  
 CHEBROLE-522 212, Guntur Dt., A.P.

  
 LECTURER IN POLITICAL SCIENCE  
 T.R.R GOVT DEGREE COLLEGE  
 NAAC Accredited A+  
 KANDUKUR, Prakasam Dist. A.P.

## SEMESTER-II

### COURSE 3: THEORIES OF PUBLIC ADMINISTRATION

Theory

Credits: 4

4 hrs / week

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:


1. Prabutva Palana Sastram: Bhavanalu, Siddantalu, Telugu Academy
2. D.Raveendra Prasad and Y.Parthasarathi(EDS) Public Administration concepts, theories and principles (English), Telugu Academy, Hyderabad(2011)
3. Avasthi, Amareswar and Maheswari, SriRam, Public Administration (30th Edition, Lakshmi Narayana Agrawal, Agra. 2010.
4. Rumki Basu, Public Administration concepts and theories (5<sup>th</sup> revised) Publishers, New Delhi 2004.
5. Nicholas, Henry, Public Administration and public affairs (10<sup>th</sup> )Edition, PHI, NewDelhi 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

  
**Dr. K. MALAKONDAIAH**  
LECTURER IN POLITICAL SCIENCE  
GOVERNMENT DEGREE COLLEGE  
KANIGIRI, Prakasam Dt.

  
**Dr. K. PRABHUDASS**  
Lecturer in Political Science  
Govt. Degree College  
DARSI - 523 247  
Prakasam Dt. A.P.

  
**K. SRINIVASA RAO**  
M.A., B.Ed., M.Phil  
Lecturer in Political Science  
Govt. Model Degree College  
YERRAGOTTA, APALLEM-523327  
Prakasam District (A.P.)

  
**M. SRI RAMA SESHU**  
M.A.; M.A.; M.Phil;  
LECTURER IN POLITICAL SCIENCE  
GOVT. DEGREE COLLEGE  
CHEBROLE-522 212, Guntur Dt., A.P.

  
LECTURER IN POLITICAL SCIENCE  
T.R.R GOVT DEGREE COLLEGE  
NAAC Accredited A+  
KANDUKUR, Prakasam Dist. A.P.

## SEMESTER-II

### COURSE 4: INDIAN ADMINISTRATION-EMERGING ISSUES

Theory

Credits: 4

4 hrs / week

#### 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 daytolife.

#### 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– Revitalization of Local Institutions-Issues and Challenges.

#### Recommended Readings:


1. Indian Government and Politics, Telugu Academy, Hyderabad, 2007.
2. Avasthi and Avasthi, Indian Administration, (6th edition), Lakshminarayana Agrawal, Agra, 2010- 2011.
3. Disaster Management Act, 2005.
4. Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2010. Reports of 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.

  
**Dr. K. MALAKONDAIAH**  
LECTURER IN POLITICAL SCIENCE  
GOVERNMENT DEGREE COLLEGE  
KANIGIRI, Prakasam Dt.

  
**Dr. K. PRABHU DASS**  
Lecturer in Political Science  
Govt. Degree College  
DARSI - 523 247  
Prakasam Dt. A.P.

  
**K. SRINIVASA RAO**  
M.A., B.Ed., M.Phil  
Lecturer in Political Science  
Govt. Model Degree College  
YERRAGOTTA, APALM-523327  
Prakasam District (A.P.)

  
**M. SRI RAMA SESHU**  
M.A.; M.A.; M.Phil;  
LECTURER IN POLITICAL SCIENCE  
GOVT. DEGREE COLLEGE  
CHEBROLE-522 212, Guntur Dt., A.P.

  
LECTURER IN POLITICAL SCIENCE  
T.R.R GOVT DEGREE COLLEGE  
NAAC Accredited A+  
KANDUKUR, Prakasam Dist. A.P.