



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	
		11	Indian Federal System	4	4	
	III	V	12 A	Development Administration (Elective)	4	4
			OR			
			12 B	Social Work Assessment Methods (Elective)	4	4
OR						
13 A			Comparative Public Administration (Elective)	4	4	
13 B			Urban Governance (Elective)	4	4	

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SEMESTER-III

COURSE 5: PANCHAYATI RAJ SYSTEM IN INDIA

Theory

Credits: 4

4 hrs / week

Learning Outcomes:

- Students will learn the salient features of the 73rd Amendment Act
- Students will learn the working of Panchayat Raj system in different parts of India

Unit—I: Introduction

Gandhian Vision of Gram Swaraj- Panchayati Raj in Constitutional Assembly Debates Panchayati Raj in Directive Principles — Local government in Ancient India — Local government during the British period — Local Government after 1947.

Unit—II: Evolution of Panchayati Raj System and Democratic Decentralization in India

Community Development Programme – Balwant Rai Mehta Committee Report and Implementation of the Three Tier System –Ashok Mehta Committee Report—L.M. Singvi Committee Report.

Unit—III: Constitutionalization of Panchayati Raj

73rd Constitutional Amendment Act 1992 (salient features)- Powers and functions of Panchayati Raj Institutions - Panchayati Raj in Scheduled Areas — PESA Act, 1996 — Scheduled Areas-6th Schedule—5th Schedule-Eleventh Schedule.

Unit—IV: Panchayati Raj System in Andhra Pradesh

Panchayati Raj System in Andhra Pradesh-Structure, Powers and Function- Critical Appraisal

Unit—V: Comparative Panchayati Raj System

Comparative Panchayati Raj System-Kerala-WestBengal-Karnataka— Critical appraisal of the working of Panchayati Raj System in India

References

1. Palanithurai, G.(ed.) Dynamics of New Panchayati Raj Systems in India Vol. I&II, New Delhi: Concept Publishing House, 2002.
2. Palanithurai, G., New Panchayati Raj in Tamil Nadu (with the Act in original) New Delhi: Concept Pub., 2003
3. Sanyal, B.M. India: decentralized planning, themes and issues, Concept, New Delhi, 2001.
4. Pattnayak, Raimann (ed.) Local Government Administration Reform, New Delhi: Anmol Publications, 2002.
5. Verma, B.M. Social Justice and Panchayati Raj, New Delhi: Mittal Publications, 2002.
6. D. Bandyopadhyay (ed.). New Issues in Panchayati Raj, New Delhi: Concept Publishing Company, 2004.

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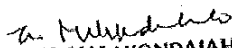
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7. P.S.K.Menon(ed.).PanchayatiRajinScheduledAreas:ACriticalStudy.NewDelhi:
Concept Publishing Company, 2003.

8. R.P. Joshi. Constitutionalization of Panchayati Raj: A Re assessment. New
Delhi: Rawat Publications, 1998.


.Suggested Co-Curricular Activities

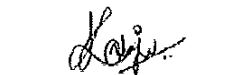
- 1) Invited Lectures
- 2) Case study analysis.
- 3) Debates on interesting topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions
- 7) Periodical interactions with Executives and Peoples Representatives.


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SEMESTER-III

COURSE 6: INDIAN CONSTITUTION

Theory

Credits: 4

4 hrs / week

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 importance & 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

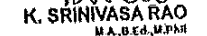
UNIT-V

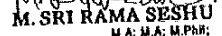
Parliamentary form of Government in India


1. Union Executive
 - a) President of India-Powers and functions
 - b) Vice-President-Powers and functions
 - c) Prime Minister and Council of Ministers-Powers and functions
2. Union Legislature
 - a) Rajya Sabha-Powers and Functions
 - b) Lok Sabha-Powers and Functions


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Important Constitutional Amendments—42nd, 44th
Constitutional Amendment Acts.

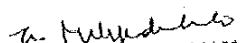
d) Judiciary—Supreme Court of India-Powers and Functions


References


1. DDBasu-Introduction of the Constitution of India—18th Edition, Prentice—Hall of India Private Ltd- New Delhi-1998
2. Granville Austin(1972) the Indian Constitution, Cornerstone of a Nation, Oxford university Press, New Delhi
3. Madhav khosla (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 E and Sudharshan R(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.


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SEMESTER-III

COURSE 7: INDIAN GOVERNMENT

Theory

Credits: 4

4 hrs / week

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 news papers 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, News letters, Opinion papers and Blogs

References

1. Brown, Rob, Public Relations and the Social Web, Kogan Page India, New Delhi, 2010.
2. Cutlip scott etal, 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.Vilani, 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

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- 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.

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SEMESTER-IV

COURSE 8: SOCIAL WELFARE ADMINISTRATION

Theory

Credits: 4

4 hrs / week

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.
- Critically 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. Niti Aayog, features, objectives, constitution, Niti Aayog 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

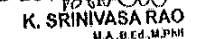
Unit 5:


CONSTITUTIONAL FUNCTION & ROLES OF SOCIAL MANAGERS: (15Hrs) Constitution of


India, fundamental rights, DPSP, Current budget review. Role of social managers in welfare administration, Policy formulation and development.


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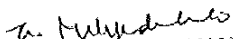

LECTURER IN POLITICAL SCIENCE
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Reference Books:


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 AS 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, NC Dobriyal sumit enterprises.
5. Social Welfare Administration in India, Dr DR Sachdeva, Kitab Mahal 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

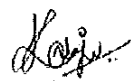
- 1) Invited Lectures
- 2) Case study analysis.
- 3) Debates on interesting topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
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SEMESTER-IV

COURSE 9: HUMAN RIGHTS -CONCEPTS AND PRINCIPLES

Theory

Credits: 4

4 hrs / week

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:

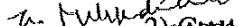
Vulnerable Groups Rights Children Rights—Rights of Minorities—Prisoners' Rights.

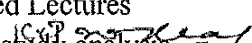
III. References


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


I) Invited Lectures


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- 3) Debates on interesting topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions
- 7) Periodical interactions with Human Rights Activists and Lawyers.

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SEMESTER-IV

COURSE 10: PUBLIC POLICY

Theory

Credits: 4

4 hrs / week

Learning Outcomes:

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

- Understanding the basic concepts such as public policy, policy analysis, public policy process and governance
- Knowledge of different stages of the Public policy process in terms of theoretical formulation and the process
- Necessary competencies to undertake policy analysis

UNIT-I

Public Policy: Concept, Significance and Scope.

Policy Analysis: Concept and Significance and implications

UNIT-II

Public Policy Approaches and Models with special reference to the Instrumentalism and Rationalist Paradigms

UNIT-III

Policy Formulation and Implementation.

Role of Political Parties in Policy Formulation

UNIT-IV

Role of Bureaucracy in Public Policy Making.

Non-Governmental Organizations in Policy Making.

UNIT-V

Good-governance and Public Policy Making.

Role of Information Technology in Public Policy Process.

References

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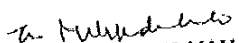
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Suggested Co-Curricular Activities


- 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.


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