



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

MINOR

Subject: Public Administration

w.e.f. AY 2023-24

COURSE STRUCTURE

Semester	Course Number	Course Name	No. of Hrs/Week	No. of Credits
Semester-II	1	Introduction to Public Administration	4	4
Semester-III	2	Theory of Public Administration	4	4
Semester-IV	3	Public Relations and Communications Skills	4	4
	4	Social Welfare Administration	4	4
Semester-V	5	Public Policy	4	4
	6	Administrative Law	4	4

SEMESTER-II

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, 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-III

COURSE 2: 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:

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 (30th) Edition, Lakshmi Narayana Agrawal, Agra. 2010.
RumkiBasu, Public Administration concepts and theories (5th revised) Publishers, New Delhi 2004.
Nicholas, Henry, Public Administration and public affairs (10th) 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

SEMESTER-IV

COURSE 3: PUBLIC RELATIONS AND COMMUNICATION SKILLS

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 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.

SEMESTER-IV

COURSE 4: 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.
- 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, nitiaayog 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 Policyb& 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

SEMESTER-V

COURSE 5: 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 competence to undertake policy analysis Teaching Learning methods

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 Incrementalism 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

1. Anderson, J E (2005) Public Policy Making (6th Edition). Houghton Mifflin: New York
2. Ayyar, Vaidyanathan R V (2009) Public Policy Making in India. Pearson: New Delhi
3. Basu, D D (2011) Constitution of India (20th Edition). Prentice Hall of India: New Delhi
4. Chakraborti, Rajesh (2017) Public Policy in India. Oxford University Press: New Delhi
5. Chakraborty, Bidyut and Chand, Parkash (2016) Public Policy: Concept, Theory and Practice. Sage: New Delhi
6. Dolowitz, D P and Marsh, D (2000) Learning from Abroad: The Role of Policy Transfer in Contemporary Policy-Making, Governance: An International Journal of Policy and Administration, 13(1), Pp.5-24.
7. Dubhashi, P R (1986) Policy and Performance. Sage: New Delhi
8. Dye Thomas (2002) Understanding Public Policy. Pearson: Singapore /New Delhi
9. Ghuman, B S (1994) The Use of Input-Output Analysis in Regional Planning: A Case Study of Punjab. Ajanta Publications: Delhi
10. Ghuman, B S (2014) Nehruvian Model of Development Planning: Rhetoric and Reality in Ghuman, Ranjit Singh and Singh, Indervir (Eds.), Nehruvian Economic Philosophy and its Contemporary Relevance. Centre for Research in Rural and Industrial Development: Chandigarh.

11. Giuseppe, Marcon (2014) Public Value Theory in the context of Public Sector Modernization in the book Public Value Management, Measurement and Reporting (Studies in Public and Non-Profit Governance), Vol.3, Guthrie,
12. Sapru R K and Y. Sapru, Public Policy: Formulation, Implementation and Evaluation, Sterling Publications Private Limited, 2020.
13. Laxmikanth, M (2011) Governance in India. Tata McGraw Hill Education : New Delhi
14. Madan, K D (1982) Policy Making in Government. Publications Division, Government of India: New Delhi
15. Radhakrishan Sapru, Public Policy: A Contemporary Perspective, Sage Publications India Private Limited, New Delhi, 2017.

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.

SEMESTER-V

COURSE 6: ADMINISTRATIVE LAW

Theory

Credits: 4

4 hrs/week

Learning Outcomes:

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

- Developing an understanding of principles of natural justice, rule of law, administrative legislation, adjudication and much more
- Distinguishing between constitutional law, administrative law and droit administrative
- Delineating the concept, merits and demerits of administrative tribunals and especially Central Administrative Tribunal
- Grasping the genesis, growth and concept of ombudsman, lokpal and lokayukta and central vigilance commission

UNIT-I

Administrative Law: Definition, nature and scope of Administrative Law, Distinction between Constitutional Law and Administrative Law and Droit Administrative

UNIT-II

Rule of Law; Principles of Natural Justice; Administrative Tribunals, Reasons for the Growth of Administrative Tribunals and its Structure.

UNIT-III

Delegated Legislation- concept, rationale, merits and demerits, Reasons for the growth of delegated Legislation, Legislative and Judicial Control over delegated legislation.

UNIT-IV

Ombudsman: Institution of Ombudsman: concept and genesis; Central Vigilance Commission: structure, functions, role and significance; and Lok Pal and LokAyukta in India-composition, powers, functions and significance.

UNIT-V

Judicial Control of administrative action and remedies, Ordinary Remedies, Judicial Review, Writs.

References

1. Chhabra, S (1990) Administrative Tribunals. Deep and Deep: New Delhi
2. Diwan, P (2007). Indian Constitution (2nd Edition). Law Agency: Allahabad
3. Kagzi, M C J (2008) Indian Administrative Law (2nd Edition). Metropolitan: Delhi
4. Massey, I P (2008) Administrative Law. Eastern Book Company: New Delhi
5. Mehta, S M (1990) Indian Constitutional Law. Deep and Deep: New Delhi
6. Sathe, S P (1998) Administrative Law (6th Edition). Tripathi: Bombay
7. Sharma, S K (2007) Directive Principles and Fundamental Rights. Deep and Deep: New Delhi
8. Swami, P M (1989) Swami's Manual of Disciplinary Proceedings for Central Government Employees. Swami Publishers: Madra

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 Judicial Staff and Executive Officials.
- 8) Student Presentations.