

Andhra Pradesh State Council of Higher Education  
**BA -PUBLIC ADMINISTRATION-CBCS SEMESTER WISE STRUCTURE**  
(w.e.f. 2015-2016)

Year	Semester	Paper	Title
1	I	1	Theories of Public Administration
	II	2	Principles of Public Administration
2	III	3	Indian Administration
	IV	4	Indian Administration – Emerging Issues
3	V		Public Policy
		6	e-Governance in India
	VI	7	Elective**
		8	Cluster Electives** (Set of three papers)

\*Papers 5 & 6 (III Year): Syllabi will be sent shortly

\*\*Papers 7&8 (III Year): Titles and Syllabi will be sent shortly

\*\*Student Activities like Seminars, Assignments, Fieldwork, Study Projects, Models etc. are Part of Curriculum for all units in all papers.

Andhra Pradesh State Council of Higher Education  
**BA – Public Administration under CBCS w.e.f. 2015-16**  
**FIRST YEAR - SEMESTER -I**  
**PAPER - 1 THEORIES OF PUBLIC ADMINISTRATION (Core)**

**UNIT - I:Introduction**

1. Meaning, Nature, Scope and importance of Public Administration
2. Evolution and State of Public Administration.

**UNIT - II :**

3. PA Relationship with other Social Sciences: With special reference to Political Science, Economics, Sociology and Psychology.
4. Politics & Administration Dichotomy- F.J. Good know and Woodrow Wilson

**UNIT-III: Theories and Approaches**

5. Classical Approaches :Henry Fayol, Gullick and Urwick
6. Scientific Management Approach:F.W. Taylor

**UNIT-IV**

7. Bureaucratic Approach: Max Weber and Karl Marx
8. Human Relations Approach: Elton Mayo
9. Behavioural Approach: Herbert A.Simon

**UNIT-V**

10. Socio - Psychological Approach: Hierarchy of Needs:Abraham Maslow;  
Theory X and Theory Y: Douglas Mc Gregor
11. Ecological Approach: F.W.Riggs

**Reference Books:**

1. Prabhutva Palana Sastram:Bhavanalu,Siddhantalu(Tel),Telugu Akademi
2. D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
3. R.K.Sapru, Administrative Theories and Management Thought (Third Edition), PHI, New Delhi, 2014.

4. Avasthi, Amareswar and Maheswari Sri Ram: **Public Administration (30th Edition)**, Lakshminarayan Aggarwal, Agra , 2010
5. Rumki Basu, **Public Administration: Concepts and Theories**, (5<sup>th</sup> revised ed), Sterling Publishers, New Delhi, 2004
6. Nicholas Henry, **Public Administration and Public Affairs (10<sup>th</sup> Edition)**, PHI, New Delhi, 2007

**BA -PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)**

**FIRST YEAR -SEMESTER-II**

**PAPER-II- PRINCIPLES OF PUBLIC ADMINISTRATION (Core)**

**UNIT-I: Concepts and Principles of Public Administration**

1. Administrative Planning
2. Leadership and Supervision

**UNIT-II: Emerging trends**

3. Communication and Public Relations: Meaning and Importance
4. New Public Administration: Minnow brook Perspectives I, II &III

**UNIT-III**

5. Public Administration and Public Policy, Decision Making
6. New Public Management

**UNIT - IV**

7. Governance
8. Public Administration in the context of Globalization, Privatization and Liberalization

**UNIT-V**

9. Post Modern Public Administration
10. Administrative Accountability-legislative, Executive, Judicial and Popular Control
11. Chief Executive- Role and Functions

**Reference Books:**

1. Prabhutva Palana Sastram:Bhavanalu,Siddhantalu(Tel),Telugu Akademi
2. Principles of Public Administration, Telugu Akademi, Hyderabad.
3. D.Ravindra Prasad and Y. Pardhasaradhi (eds.,) **Public Administration: Concepts, Theories and Principles(Eng)**, Telugu Akademi, Hyd, 2011.
4. Avasthi and Maheswari, **Public Administration**, ( 30<sup>th</sup> Edition), Lakshmi Narayan Agarwal, Agra - 2010.

5. **Rumki Basu, Public Administration: Concepts and Theories,(5<sup>th</sup> Revised ed), Sterling Publishers, New Delhi,2004**

**B.A-PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)  
SECOND YEAR-SEMESTER-III  
PAPER-III: INDIAN ADMINISTRATION (Core)**

**UNIT-I: Historical Background**

- **Evolution of Indian Administration - Ancient, Medieval and British Periods-Changing trends in Indian Administration after Independence.**
- **Context of Indian Administration-Social, Economic and Political**

**UNIT-II: Central Administration**

- **Union Government and Administration - President, Role of Prime Minister in the coalition era, Cabinet, Cabinet Secretariat, Cabinet Committees and Prime Minister's Office, Central Secretariat,**
- **Union and State Relations and Agencies - Administrative Relations- Inter State Council, Finance Commission, All India Services, Neeti Ayog, ,Staff Selection Commission.**

**UNIT-III: Local Administration**

- **Public Enterprises in India: a) Forms of Public Enterprises b) Privatization and Dis-investment**
- **State Government and Administration: Governor, Chief Minister, Council of Ministers, Secretariat & Directorates, General Administration Department and Chief Secretary**

**UNIT-IV:**

- **District Administration: Changing role of District Collector, Mandal, and Village Administration in Andhra Pradesh**
- **Local Governments-Rural and Urban-Structure and functions - 73<sup>rd</sup> Constitutional Amendment**
- **74<sup>th</sup> Constitutional Amendment**

**UNIT-V: Administrative Accountability**

- **Control over Administration**
- **Legislative and Judicial Control**

**Reference Books:**

1. **Bharatadesa Palana(Tel), Telugu Akademi**
2. **Indian Government and Politics, Telugu Akademi, Hyd, 2007.**
3. **Ramesh k. Arora &Rajni Goyal, Indian Public Administration: Institutions and Issues ( 2<sup>rd</sup> Revised Edition), New Age International Publications, New Delhi, 1995.**

4. Avasthi and Avasthi, Indian Administration (16th Edition), Lakshmi Narain Agarwal, Agra-2010-11.
5. BhattaCharya Mohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi, 2007.
6. The Constitution of India, Government of India-2006.
7. Hoshiar Singh & Pankaj Singh, Indian Administration, Pearson Education India, 2011.

**BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)**  
**SECOND YEAR- SEMESTER-IV**  
**PAPER-IV- INDIAN ADMINISTRATION - EMERGING ISSUES (Core)**

**UNIT-I: CONTROL OVER GOVERNMENT ADMINISTRATION**

1. Lokpal, Lokayukta and Central Vigilance Commission
2. Consumer Protection Forums

**UNIT - II:**

3. Right to Information Act (RTI)
4. National and State Human Rights Commissions

**UNIT - III:**

5. Administration of Welfare Programmes for Weaker Section - SCs, STs, BCs, Women and Minorities, SC and ST Atrocity Act
6. Administrative Reforms: Recommendations of important Commissions and Second ARC

**UNIT - IV Emerging Issues**

7. Mechanisms for Disaster Management - Cyclones, Earth Quakes and Floods
8. Governance and e-Governance Applications in Indian Administration.

**UNIT - V**

9. Public Private Partnerships and Voluntary Sector.
10. Public Corporations - Independent Regulatory Commissions

**Reference Books:**

1. Indian Government and Politics , Telugu Akademi,Hyd, 2007
2. Avasthi & Avasthi, Indian Administration (Sixteenth Edition), Lakshmi Narayan Agarwal, Agra- 2010-11.
3. Bhattacharya Mohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi , 2007.
4. Disaster Management Act,2005

5. Siuli Sarkar, **Public Administration in India**, PHI, New Delhi, 2010.
6. **Reports of the Second Administrative Reforms Commission**

A.P. State Council of Higher Education  
Revised Common Framework of CBCS for Colleges in Andhra Pradesh  
 w.e.f..2015-16 (Revised in April, 2016)

**Table-1: B.A. / B.Com SEMESTER - I**

Sno	Course	Total Marks	Mid Sem Exam*	Sem End Exam	Teaching Hours	Credits
1	First Language (Tel/Hin/Urdu/Sans...)	100	25	75	4	3
2	Second Language English	100	25	75	4	3
3	<i>Foundation Course – 1</i> Human Values & Professional Ethics	50	0	50	2	2
4	<i>Foundation Course -2</i> Environmental Studies	50	0	50	2	2
5	DSC 1 Paper -1 (Core)	100	25	75	5	4
6	DSC 2 Paper -1 (Core)	100	25	75	5	4
7	DSC 3 Paper -1 (Core)	100	25	75	5	4
	Total	600	-	-	27	22

#DSC: Domain (Discipline/Subject) Specific Course (Paper),  
 Foundation Course: value or skill related

\*At the college (The marks split between Formal Test and Co-curricular activities may be decided by the University concerned).

\*\*Syllabus size shall be in accordance with the number of teaching hours

**Table-2: B.A. / B.Com SEMESTER - II**

Sno	Course	Total Marks	Mid Sem Exam	Sem End Exam	Teaching Hours	Credits
1	First Language (Tel/Hin/Urdu/Sans...)	100	25	75	4	3
2	Second Language English	100	25	75	4	3

3	Foundation course – 3 ICT - I	50	0	50	2	2
4	Foundation course – 4 CSS – I	50	0	50	2	2
5	DSC 1 Paper -2 (Core)	100	25	75	5	4
6	DSC 2 Paper -2 (Core)	100	25	75	5	4
7	DSC 3 Paper -2 (Core)	100	25	75	5	4
	Total	600	-	-	27	22

Table-3: B.A. / B.Com SEMESTER - III

Sno	Course	Total Marks	Mid Sem Exam	Sem End Exam	Teaching Hours	Credits
1	First Language (Tel/Hin/Urdu/Sans...)	100	25	75	4	3
2	Second Language English	100	25	75	4	3
3	Foundation Course - 5 ICT – 2	50	0	50	2	2
4	Foundation course - 6 CSS – 2	50	0	50	2	2
5	DSC 1 Paper -3 (Core)	100	25	75	5	4
6	DSC 2 Paper -3 (Core)	100	25	75	5	4
7	DSC 3 Paper -3 (Core)	100	25	75	5	4
	Total	600	-	-	27	22

Table-4: B.A. / B.Com SEMESTER - IV

Sno	Course	Total Marks	Mid Sem Exam*	Sem End Exam	Teaching Hours**	Credits
1	Foundation Course – 7 CSS – 3	50	0	50	2	2
2	Foundation Course – 8 Analytical Skills	50	0	50	2	2
3	Foundation Course – 9 Entrepreneurship	50	0	50	2	2
4	Foundation course – 10	50	0	50	2	2

	Leadership Education					
5	DSC 1 Paper -4 (Core)	100	25	75	5	4
6	DSC 2 Paper -4 (Core)	100	25	75	5	4
7	DSC 3 Paper -4 (Core)	100	25	75	5	4
	Total	500	-	-	23	20

\*Analytical Skills: To be taught by Maths/Stat Teachers (may be partly by English Teachers)

Entrepreneurship: To be taught by Commerce Teachers

Leadership Education: To be taught by Telugu Teachers

**Table-5: B.A. / B.Com SEMESTER - V**

Sno	Course	Total Marks	Mid Sem Exam	Sem End Exam	Teaching Hours	Credits
1	DSC 1 Paper -5 (Core)	100	25	75	5	4
2	DSC 2 Paper -5 (Core)	100	25	75	5	4
3	DSC 3 Paper -5 (Core)	100	25	75	5	4
4	DSC 1 Paper -6 (Core)	100	25	75	5	4
5	DSC 2 Paper -6 (Core)	100	25	75	5	4
6	DSC 3 Paper -6 (Core)	100	25	75	5	4
	Total	600	-	-	30	24

\*Sem- I to V: All core papers in Domain Subjects



Table-6: B.A. / B.Com SEMESTER – VI

Sno	Course	Total Marks	Mid Sem Exam	Sem End Exam	Teaching Hours	Credits
1	Elective -1: DSC 1, Paper -7	100	25	75	5	4
2	Elective -1: DSC 2, Paper -7	100	25	75	5	4
3	Elective -1: DSC 3, Paper -7	100	25	75	5	4
4	Elective -2: DSC 1, Paper -8 (Applied/Inter-domain/Gen Elec)	100	25	75	5	4
5	Elective -2: DSC 2, Paper -8 (Applied/Inter-domain/Gen Elec)	100	25	75	5	4
6	Elective -2: DSC 3, Paper -8 (Applied/Inter-domain/Gen Elec)	100	25	75	5	4
	Total	600	-	-	30	24

\*7<sup>th</sup> paper of each of the domain specific subjects (1<sup>st</sup> paper of semester VI) will be a domain related Elective. More than one Elective may be offered giving choice to students. The Electives may be of Domain specific applied or advanced (specialization) in nature. The number of Electives may be decided (along with the syllabus) by the University concerned keeping the feasibility of conduct of University examinations in view.

\*\* Applied Elective: It is desirable that around 25% of syllabus is taught by field experts. The college has to make such an arrangement.

\*8<sup>th</sup> paper of each of the domain specific subjects (2<sup>nd</sup> paper of semester VI) will also be an Elective. The Electives may be of Inter-domain Clusters\*\* - each Cluster having three papers with or without project work. or General in nature. The number of Clusters may be decided (along with the syllabus) by the University concerned keeping the feasibility of conduct of University examinations in view. It is desirable that around 25% of syllabus is taught by field experts.

*\*\*Cluster: In the last semester, for paper-8, each domain subject has one elective totaling three papers for each student. Electives may be given as Clusters of three papers each for each subject. A student can opt for all the three papers of the same subject (cluster or stream) including or excluding project work for a wider learning experience. The student will not study the other two domain subjects for paper-8.*

**Total Credits for BA/B.Com Courses: 134**