

VEERANARI CHAKALI ILAMMA WOMEN'S UNIVERSITY

DEPARTMENT OF PUBLIC ADMINISTRATION

SEMESTER: III: GOVERNANCE IN INDIA (DSC)

CBCS {w.e.f. Academic Year -2020-21}

Credits: 05

Objectives of the Course are:

1. To understand the historical evolution and socio-economic, political, cultural and global context of Indian Administration.
2. To understand the transformative role of Indian Administration
3. To make out the multi-dimensionality of problems and processes of Indian Administration

Module I: Historical Background

- A. Evolution of Indian Administration
- B. Indian Administration after Independence: Continuity and Change
- C. Constitutional Context (Unitary and Federal Features)

Module II: Union Administration: Structure and Processes

- A. Political Executive at Central Level: President, P.M., Council of Ministers
- B. Central Secretariat, Prime Minister's Office (PMO)
- C. Cabinet Secretariat

Module III: Centre-State Relations

- A. Centre-State Administrative Relations
- B. All India Services
- C. Administrative Reforms- Need & Importance, Features of First ARC & Second ARC

Module IV: Constitutional and Other National Bodies

- A. Union Public Service Commission (UPSC)
- B. Election Commission, Comptroller and Auditor General
- C. NITI Aayog

Module V: Public Enterprises in India

- A. Forms of Public Enterprises: Departmental Undertakings, Public Corporation and Government Company
- B. Role and Performance
- C. Impact of Liberalization

Books &References:

- Bidyut Chakravarty, Prakash Chand- Indian Administration: Evolution and Practice
- M.P. Sharma- Indian Administration

- Radha Krishna Sapru- India Administration Foundation of Governance
- Ramesh K.Arora, Rajini Goyal- Indian Administration : Institutions and Issues
- S.R. Maheshwari- Indian Administration
- Siuli Srakar- Public Administration in India
- Avasthi and Maheshwari- Indian Administration

VEERANARI CHAKALI ILAMMA WOMEN'S UNIVERSITY
DEPARTMENT OF PUBLIC ADMINISTRATION
SEMESTER –III : SKILL ENHANCEMENT COURSE (SEC)
CBCS (w.e.f.-Academic Year 2020-21)

Credits: 02

SEC I : PUBLIC OFFICE ADMINISTRATION

Objectives of the course:

1. To understand the concept of Office
2. To comprehend administrative processes in office

Module I : Introduction

- A. Office Administration: Meaning, Scope and Importance of Office
- B. Changing Nature of Public Office
- C. Basic Principles of Office Organisation

Module II Office Organisation and Management

- A. Office Planning
- B. Office Accommodation and Layout
- C. Office Environment

References:

- Pillai R.S.N. Office Management
- Bhatia R.C. Principles of Office Management
- Sharma R.K. Office Management
- Chopra R.K.- Modern Office and its Management
- S.P. Arora – Office Organisation and Management

VEERANARI CHAKALI ILAMMA WOMEN'S UNIVERSITY

DEPARTMENT OF PUBLIC ADMINISTRATION

SEMESTER: IV: GOVERNANCE AT STATE LEVEL (DSC)

CBCS {w.e.f. Academic Year -2020-21}

Credits: 05

Objectives of the Course are:

1. To understand the administrative history of Telangana
2. To understand the administrative mechanism of Telangana
3. To make out the multi-dimensionality of problems and processes of State Administration.
4. To appreciate the emerging issues in administration in the context of changing role state, market and civil society.

Module I: State Administrative Structure

- A. Administrative History of Telangana
- B. Political Executive at the State Level: Governor, Chief Minister, Chief Secretary

Module II: State Administrative Mechanism

- A. State Secretariat and Directorates
- B. District Administration in Telangana
- C. Changing role of District Collector

Module III: Accountability and Control

- A. Legislative and Judicial Control
- B. RTI, Citizen's Charter, Social Audit
- C. Role of Civil Society

Module IV: Technology and Integrity in Government

- A. E-government
- B. IT Act 2000 -2002, IT and Empowerment
- C. Values and Ethics in governance

Module V: Issues in Administration

- A. Human Rights
- B. Disaster Management
- C. Public Private Partnership (PPP)

Books &References:

- Bidyut Chakravorthy, Prakash Chand- Indian Administration: Evolution and Practice
- M.P. Sharma- Indian Administration
- Radha Krishna Sapru- India Administration Foundation of Governance

- Ramesh K.Arora, Rajini Goyal- Indian Administration: Institutions and Issues
- S.R. Maheshwari- Indian Administration
- Siuli Srakar- Public Administration in India
- Avasthi and Maheshwari- Indian Administration

VEERANARI CHAKALI ILAMMA WOMEN'S UNIVERSITY
DEPARTMENT OF PUBLIC ADMINISTRATION
SEMESTER –IV: SKILL ENHANCEMENT COURSE (SEC)
CBCS (w.e.f. Academic Year 2020-21)

Credits: 02

SEC II: TECHNIQUES OF OFFICE ADMINISTRATION

Objectives of the course are:

1. To identify the challenges of public office in the background of ICT
2. To sketch the impact of technology on office administration

Module I: Techniques

- A. Work study, Work Measurement, Work Simplification
- B. Management by Objectives(MBO)
- C. Office Supervision

Module II: Issues in Office Administration

- A. Social System and Public Office Administration
- B. Staff Welfare
- C. Office Management in Government : Issues

References:

- Satyanarayana J. : e- Government
- Kooiman. J: Modern Governance: New Government –Society Interactions.
- Bhatnagar, S. C- The Role and Responsibility of Government in ICT for Development
- S.P. Arora – Office Organisation and Management

VEERANARI CHAKALI ILAMMA WOMEN'S UNIVERSITY
DEPARTMENT OF PUBLIC ADMINISTRATION
SEMESTER: V HUMAN RESOURCE MANAGEMENT (DSE-A)
CBCS {w.e.f. Academic Year 2021-22}

Credits: 05

Objectives of the Paper:

1. To comprehend the nature, scope, structure & processes of human resource management;
2. To understand the concept of Bureaucracy and Civil Services in India; and
3. To understand the changing paradigms of Human Resources Management.

Module I- Introduction to HRM

- A. Meaning, Scope and Significance of Human Resource Management
- B. Human Resource Planning

Module II – Bureaucracy & Civil Service

- A. Bureaucracy-Concept & Types
- B. Civil Service-Meaning & Evolution
- C. Role & Classification of Civil Services

Module III -Human Resource Systems

- A. Recruitment
- B. Job Analysis and Job Description
- C. Promotion and Performance Appraisal
- D. Compensation- Wage & Pay Commissions

Module IV- Human Resource Development

- A. Training
- B. Employee Capacity Building Strategies
- C. Performance and Competency Mapping System

Module V- Emerging Trends

- A. Human Resource Information System
- B. Human Resource Audit
- C. Total Quality Management

Books &References:

- Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New Delhi

- Flippo Edwin B., (1976), Principles of Personnel Management, McGraw-Hill
- Goel, S.L.& Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, Delhi
- Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'
- Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, NY
- Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi.

VEERANARI CHAKALI ILAMMA WOMEN'S UNIVERSITY

DEPARTMENT OF PUBLIC ADMINISTRATION

SEMESTER: V RURAL GOVERNANCE (DSE-B)

CBCS {w.e.f. Academic Year 2021-22}

Credits: 05

Objectives of the Paper:

1. To understand the concept of democratic decentralisation;
2. To trace the evolution of local self-government in India;
3. To comprehend the institutional arrangements and processes of rural governance;
4. To identify the challenges of development and the administrative responses.

Module I- Introduction

- A. Concept of Democratic Decentralisation
- B. Local Government – Concept, Features & Importance
- C. Evolution of Local Government – Balwantrai Mehta Committee & Ashok Mehta Committee

Module II – Constitutional Provisions for Rural Governance

- A. 73rd Constitutional Amendment Act
- B. Third Generation Panchayats
- C. District Planning Committee

Module III – Institutions of Rural Governance

- A. Panchayat Raj Institutions in Telangana- Structure & Functions
- B. State government control and supervision over PRIs in Telangana
- C. State Finance Commission

Module IV- Rural Development Strategies and Programmes

- A. Approaches & Strategies to Rural Development
- B. Basic Services & Welfare Programmes – MGNREGA, NRLM, Shyama Prasad Mukherji Rurban Mission (SPMRM), PMAY-G

Module V- Emerging Issues

- D. Rural Unrest
- E. Concept of Participatory Development
- F. Role of NGOs in rural development
- G. ICT and rural development

Books &References:

- B.D.S. Bhadouria and V.P. Dubey (1989)., Panchayati Raj and Rural Development, Commonwealth Publishers, New Delhi.
- Danny Burns, et. al. (1994), The Politics of Decentralisation: Revitalising Local Democracy, Macmillan, London.
- Jain L.C, et.al (1986), Grass without Roots; Rural Development Under Government Auspices, Sage
- M.A. Oommen (1995), Devolution of Resources from the State to the Panchayati Institutions, ISS, New Delhi.
- R. C. Choudahry and S.P. Jain (eds.) (2001) Patterns of Decentralized Government in Rural India, NIRD, Hyd.
- Ramesh K. Arora and Rajni Goyal (1996), Indian Public Administration Vishwa Prakashan, New Delhi.
- S.R. Maheshwari (2003), Local Government in India, Lakshmi Narain Aggarwal.

VEERANARI CHAKALI ILAMMA WOMEN'S UNIVERSITY
DEPARTMENT OF PUBLIC ADMINISTRATION
SEMESTER: V INDIAN CONSTITUTION & ADMINISTRATION
(GENERIC ELECTIVE)
CBCS {w.e.f. Academic Year 2021-22}

Credits: 04

Course Objective:

The Constitution of India defines the basic objectives and functioning of the government. It has provisions for bringing about social change and defining the relationship between individual citizen and the state. It lays out certain ideals that form the basis of the kind of country that we as a citizen aspire to live in. An in-depth analysis of various basic areas of Constitution is the main objective of this inter-disciplinary course. This helps the students to strengthen their understanding of Indian Constitution and functioning of government.

Module I: Indian Constitution

- A. Salient features of Indian Constitution
- B. Fundamental Rights, Directive Principles; Fundamental Duties
- C. Amendments of the Constitution: Procedure for Amendment– Emergency Provisions

Module II: Centre-State Relations and Local Self Government

- A. Features of Indian Federation
- B. Legislative, Administrative and Financial relations between the Union and the States
- C. Decentralization Experiments in India – 73rd and 74th Constitutional Amendments Acts

Module III: State Government

- A. Governor, Chief Minister and Council of Ministers
- B. Secretariat and Directorates
- C. Changing Nature of District Administration and the role of District Collector

Module IV: Accountability & Control

- A. Legislative and Executive Control
- B. Judicial control and Judicial Review
- C. Citizen-oriented Measures- RTI & PIL

Books &References:

- Bidyut Chakravathy, Prakash Chand (2019), Indian Administration: Evolution and Practise, Sage Publications
- Krishna K.Tummala (1996), Public Administration in India, Allied Publishers Limited.

- M.Sharma (2004), Indian Administration, Anmol Publishers.
- Radha Krishna Sapru (2019), Indian Administration: Foundations of Governance, Sage Publications.
- Ramesh K Arora, Rajni Goyal (2018), Indian Public Administration: Institutions and Issues, New Age International Publishers.
- S.R.Maheswari (2004), Indian Administration, Orient Longman Publishers Limited.
- Siuli Sarkar (2018), Public Administration in India (Second Edition), PHI Learning Private Limited.
- Vaman Govind Kale (2010), Indian Administration, Kessinger Publications.

VEERANARI CHAKALI ILAMMA WOMEN'S UNIVERSITY
DEPARTMENT OF PUBLIC ADMINISTRATION
SEMESTER: VI: FINANCIAL AND MATERIAL MANAGEMENT (DSE-A)
CBCS {w.e.f. Academic Year 2021-22}

Credits: 05

Objectives of the Paper:

1. To comprehend the nature, scope of financial and material management.
2. To understand the concept of budget and budgetary process.
3. To identify the systems and processes of financial and material management.

Module-I: Introduction

- A. Meaning and Scope of Financial Management
- B. Importance of Financial Management

Module-II: Budgetary System

- A. Concept and Principles of Budget
- B. Preparation, Enactment and Execution of Budget
- C. Gender Budgeting & Green Budgeting

Module-III: Institutions of Financial Management

- A. Organisation and Functioning of Ministry of Finance
- B. Union Finance Commission
- C. Union- State Financial Relations

Module-IV: Parliamentary Financial Committees

- A. Public Accounts Committee
- B. Estimates Committee
- C. Committee on Public Undertakings

Module-V: Materials Management

- A. Meaning and Importance of Material Management
- B. Procurement, Storage and Distribution
- C. Inventory Management
- D. Logistics Management

Books &References:

- Brigham Eugene F. (2011), Financial Management : Theory and Practice, Cengage Learning
- Government of India, Second Administrative Reforms Commission, Fourteenth Report,
- Strengthening Financial Management, Systems, April 2009.
- L.K.Jha (1986), Economic Administration in India – Retrospect and Prospect, New Delhi: IIPAs
- Mahajan Sanjeev Kumar Mahajan (2014), Financial Administration in India, PHI, Delhi
- R.K. Lekhi and Joginder singh(2013), Public Finance, Kalyani Publishers, New Delhi.
- Rabin Jack, et.al (2006) Handbook of Public FinancialManagement, Taylor & Francis Group.
- Sharma M.K. (2006), Financial Administration, Anmol Publications, New Delhi.

VEERANARI CHAKALI ILAMMA WOMEN'S UNIVERSITY

DEPARTMENT OF PUBLIC ADMINISTRATION

SEMESTER: VI URBAN GOVERNANCE (DSE-B)

CBCS {w.e.f. Academic Year 2021-22}

Credits: 05

Objectives of the Paper:

1. To comprehend the urban local bodies in India;
2. To understand the urban governance institutions, its structure and functions;
3. To learn about various urban development programmes and schemes.
4. To understand the processes and systems of delivery of public welfare programmes.

Module I- Introduction

- D. Evolution of Urban Local Bodies in India
- E. 74th Constitutional Amendment Act
- F. Urbanisation – Trends, Processes and Consequences

Module II – Organisational Structure & Functions

- A. Structure & Functions of Municipalities in Telangana
- B. Structure & Functions of Municipal Corporations with reference to GHMC
- C. State government control over urban local bodies

Module III – Agencies of Urban Development

- A. Urban Development Authorities
- B. Special Purpose Agencies and Parastatals
- C. Sustainable Development and Future of Urban Governance

Module IV - Urban Development Policies & Programmes /Schemes

- A. National Urban Development Policy
- B. SMART Cities, AMRUT, Swachh Bharat Mission
- C. .Poverty Alleviation Programmes- JNNURM, NULM, PMAY

Module V- Emerging Issues

- A. Urban Governance Reforms
- B. Privatisation of Municipal Services
- C. Urban Unrest

Books &References:

- Aziz Abdul (ed.), (1996), Decentralised Governance in Asian Countries, Sage New Delhi.

- Baud, Isa S A, J De Wit (2009), New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations, SAGE Publications.
- Bhattacharya , Mohit (1976), Management of Urban Government in India, Uppal, New Delhi
- Burns, Danny et. al. (1994), The Politics of Decentralisation: Revitalizing Local Democracy Macmillan, London,
- Chaturvedi T.N. and Abhijit Datta (1984), Local Government, IIPA, (New Delhi.
- Devas Nick(2004) ,Urban Governance Voice and Poverty in the Developing World, Routledge.
- Maheshwari, S.R. (2003), Local Government in India, Lakshmi Narain Aggarwal, Agra.
- Oakley Peter (1991), Projects with People: The Practice of Participation in Rural Development, I.L.O., Geneva.
- Sivaramakrishanan K.C., et. al. (1993), Urbanisation in India: Basic Services and People's Participation, ISS,New Delhi.