

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**<br>(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.

**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, NeetiAyog, 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. BharatadesaPalana(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. BhattaCharyaMohit, 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

**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<br>ICT – 2      | 50          | 0            | 50           | 2              | 2       |
| 4   | Foundation course - 6<br>CSS – 2      | 50          | 0            | 50           | 2              | 2       |
| 5   | DSC 1 Paper -3<br>(Core)              | 100         | 25           | 75           | 5              | 4       |
| 6   | DSC 2 Paper -3<br>(Core)              | 100         | 25           | 75           | 5              | 4       |
| 7   | DSC 3 Paper -3<br>(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<br>CSS – 3               | 50          | 0             | 50           | 2                | 2       |
| 2   | Foundation Course – 8<br>Analytical Skills     | 50          | 0             | 50           | 2                | 2       |
| 3   | Foundation Course – 9<br>Entrepreneurship      | 50          | 0             | 50           | 2                | 2       |
| 4   | Foundation course – 10<br>Leadership Education | 50          | 0             | 50           | 2                | 2       |
| 5   | DSC 1 Paper -4<br>(Core)                       | 100         | 25            | 75           | 5                | 4       |
| 6   | DSC 2 Paper -4<br>(Core)                       | 100         | 25            | 75           | 5                | 4       |
| 7   | DSC 3 Paper -4<br>(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