

**SRR & CVR GOVERNMENT
DEGREE COLLEGE (A)
VIJAYAWADA**

BOARD OF STUDIES



**DEPARTMENT OF PUBLIC ADMINISTRATION
I, II, III, IV, V, VI SEMESTERS
2021-2022**

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS)

VIJAYAWADA-520004

**Minutes of the meeting of the UG Board of Studies in the Subject of
Public Administration**

The meeting of the UG Board of Studies in the Subject of Public Administration held on 01-12-2021 at 10.30 a.m., in Room No.104 at SRR & CVR Govt. Degree College (Autonomous), Vijayawada-520004.

The following members attended the meeting.

1. M. PADMANABHAM (In-charge of the Department & Chairman, BoS)

Lecturer in Public Administration,
SRR & CVR Govt. Degree College (A), Vijayawada.

2. P. RANGA RAO (University Nominee)

Lecturer, in Political Science,
LBR GDC, Mylavaram.

**3. Prof. M. RAVI Shekhar (External Expert) Head, Dept. of Political Science,
Acharya Nagarjuna University, GUNTUR**

4. Dr. P. BABJI (Subject Expert)

Lecturer in Political Science,
Govt Arts College, Rajamundry..

5. Sri. NARAHARISSETTI. SREEHARI (Industrial Expert)

6. Dr.K.Ramesh(Member)

Lecturer in Political Science,
SRR & CVR Govt. Degree College (A), Vijayawada.

7. Sri. K. NARASIMHA RAO (Member)

Guest Faculty in Political Science,
SRR & CVR Govt. Degree College (A), Vijayawada.

8. Gani. Abdul Quddus(Member)

Guest Faculty in Political Science,
SRR & CVR Govt. Degree College (A), Vijayawada.

9. Kum.S.Sravani (Student Nominee)

Agenda:

- Item 1:** Approval of syllabus for Semester I, II, III, IV, V & VI for the academic year 2021-2022
- Item 2:** Approval of blue print and model question paper
- Item 3:** Approval of the list of paper setters and examiners
- Item 4:** Any other item with the approval of the chair.

The Chairman, Board of Studies welcomed the members and initiated the discussion on the syllabus for I, II, III, IV, V and VI semesters. He apprised the members of Board of Studies and the guidelines of the UGC, Autonomy, CCE & University regarding the framing of syllabus, and the recommended evaluation ratio for internal and external examinations. The members discussed in detail the various aspects presented before them and unanimously resolved the following:

Resolutions:

1. Resolved to approve the Attached CBCS syllabus for semester I, II, III, IV, V & VI. It is further resolved to implement the 1st and 2nd Semesters Syllabus for the Students who joined the UG in the Academic year 2021-2022, 3rd and 4th Semesters Syllabus for the Students who joined UG in the Academic year 2020-2021 and 5th & 6th Semesters Syllabus for the Students who joined UG in the Academic year 2019-2020.
2. Resolved to approve the division of marks for internal and external Examinations I.E 40 Marks for internal and 60 Marks for external along with the suggested blue print and model question paper.
3. On the request of the majority of the Students, it is Resolved to enhance the time for External Theory examination from two & half Hours to three Hours.
4. Resolved to conduct the external examinations either in offline, online or blended mode if Pandemic situation arises.
5. Resolved to approve the attached list of paper setters and external examiners.
6. Resolved to approve the division of internal marks i.e.
 - a) 10 Marks for Internal Exams i.e., best of two Internal Mid Exams.
 - b) 10 Marks for Assignments (Two).
 - c) 10 Marks for Project work/Group discussion.
 - d) 05 Marks for student seminars/other seminars
 - e) 05 Marks for Viva-voce conducted for students.
7. As the topics of Privatisation, Disinvestment, Demonetization and Monetization became prominent in present days, it is resolved to incorporate the above four topics in the Syllabus of 3rd Semester as additional inputs and the changes that are taking place in 21st Century are taking into consideration, it is resolved to include a

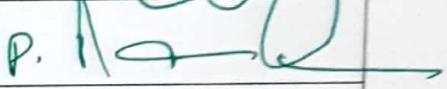
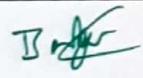
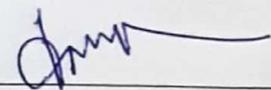
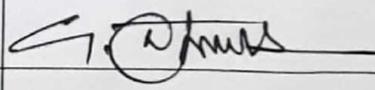
unit entitled "STATE OF ADMINISTRATIVE THEORY IN 21st CENTURY" in the Syllabus of 1st Semester as an additional input.

8. Resolved to approve the Syllabus for three elective papers out of which, the Student has to select one among the three as Seventh paper in Semester VI.

9. Resolved to approve the Syllabus for two sets of Cluster papers consisting of two papers each out of which the Student has to select one Cluster out of two Clusters as paper Eight and paper nine in the sixth Semester. As per as paper Ten in Semester Six is concerned, it is resolved to give a project work to the Students which carries 40 & 60 Marks for internal and external evaluations respectively.

10. Resolved to approve the syllabus for bridge course in Public Administration.

Signatures of the members of the Board of Studies:

<u>Position</u>	<u>Name</u>	<u>Signature</u>
1. Chairman	M. PADMANABHAM	
2. University Nominee	P. RANGA RAO	
3. External Expert	M.RAVI SEKHAR	
4. Subject Expert	Dr. P. BABJI	
5. Industrial Expert	Sri. NARAHARISSETTI. SREEHARI	
6.Member	Dr.D.S.V.S.BALA SUBRAMANYAM	
7.Member	Dr. K.RAMESH	
8.Member	K. NARASIMHA RAO	
9.Member	GANI ABDUL QUDDUS	
10.Student Nominee	S.SRAVANI	S. Sravani


PRINCIPAL
SRR & CVR GOVT. DEGREE COLLEGE
(Autonomous)
Machavaram, VIJAYAWADA - 520004

SRR & CVR Govt Degree College (A), Vijayawada(A)
BA -PUBLIC ADMINISTRATION-CBCS SEMESTER WISE SYLLABUS
FIRST YEAR - SEMESTER -I
PAPER – 1- PUB1109:THEORIES OF PUBLIC ADMINISTRATION (Core)

CREDITS:4

Course outcomes:

1. After going through this semester, the student will be able to define Administration and Public Administration, describe the nature of Public Administration, and explain the scope of Public Administration.
2. After studying the Syllabus of 1st Semester, the Student will be able to understand the relationship of Public Administration with other Social Sciences.
3. After the completion of the study of this paper, the student will be able to understand the Evolution and the present status of the subject Public Administration.
4. Student will get a clear idea about the contribution of Henry Fayol, Gullick & Urwick and F.W. Taylor.
5. Student will be able to have better understanding about the important Approaches like Bureaucratic, Human Relations, Behavioural, Socio Psychological and Ecological.
6. The student will be able to describe the status of Administrative Theory in the 21st Century.

SYLLABUS

UNIT –I Introduction:

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

UNIT - II :

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

UNIT-III: Theories and Approaches

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

UNIT-IV:

1. Bureaucratic Approach:Max Weber and Karl Marx
2. Human Relations Approach: Elton Mayo
3. Behavioural Approach: Herbert A.Simon

UNIT-V:

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

Additional inputs: STATE OF ADMINISTRATIVE THEORY IN 21st CENTURY;
Administrative Theory – A constant state of flux.

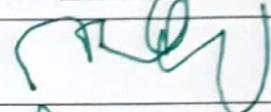
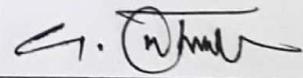
Changing nature of public service.

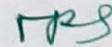
The state of administration theory in a dynamic environment.

Reference Books:

1. PrabhutvaPalanaSastram: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. RumkiBasu, Public Administration: Concepts and Theories,(5th revised ed), Sterling Publishers, New Delhi, 2004
6. Nicholas Henry, Public Administration and Public Affairs (10th Edition), PHI, New Delhi, 2007

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10.Student Nominee	S.SRAVANI	S.Sravani



SRR & CVR GOVT DEGREE COLLEGE (Autonomous)

VIJAYAWADA-520004

BLUE PRINT FOR QUESTION PAPER SETTERS

Time: 3hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120

4. B

✓

✓

MS

✓

N. Sarhani

S. Sravani

✓

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**SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER**

Class I BA

Semester No I

Subject PUBLIC ADMINISTRATION

Paper No I

Title of the Paper: PUB1109:THEORIES OF PUBLIC ADMINISTRATION(CORE)

Time: 3Hours

Max Marks: 60

PART - A

I. Answer any FIVE from the following questions

5X4=20 Marks

1. } Two questions from
 } Unit -1
2. } Two questions from
 } Unit -2
3. } Two questions from
 } Unit- 3
4. } Two questions from
 } Unit -4
5. } Two questions from
 } Unit -5

PART - B

II. Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
 Question A or Question B
7. Internal Choice from Unit 2
 Question A or Question B
8. Internal Choice from Unit 3
 Question A or Question B
9. Internal Choice from Unit 4
 Question A or Question B
10. Internal Choice from Unit 5
 Question A or Question B

4. B

6

S. Sravani

173

173

N. Srinivasi

SRR & CVR Govt Degree College (A), Vijayawada-520004
BA -PUBLIC ADMINISTRATION-CBCS SEMESTER WISE SYLLABUS
FIRST YEAR -SEMESTER-II PAPER-II
PUB2109:PRINCIPLES OF PUBLIC ADMINISTRATION (Core)

CREDITS:4

COURSE Outcomes:

After going through this Semester, the Student will be able to:

1. able to understand the important Principles of Administration like Administrative planning, Leadership and supervision.
2. Know the emergence and growth of New Public Administration.
3. Get a clear idea on the major thrust areas of the second Minnowbrook Conference.
4. examine the impact of New Public Management perspective.
5. understand the importance of communication in Administration.
6. Understand the importance of Public Administration in the context of Globalization, Privatization and Liberalization.
7. Have an idea about Post modern Public Administration.

Syllabus

UNIT-I: Concepts and Principles of Public Administration

1. Administrative Planning
2. Leadership and Supervision

UNIT-II: Emerging trends

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

UNIT-III

1. Public Administration and Public Policy, Decision Making
2. New Public Management

UNIT - IV

1. Governance
2. Public Administration in the context of Globalization, Privatization and Liberalization

UNIT-V

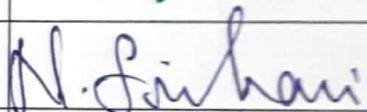
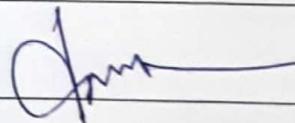
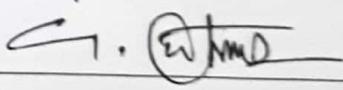
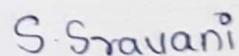
1. Post Modern Public Administration
2. Administrative Accountability-legislative, Executive, Judicial and Popular Control
3. Chief Executive- Role and Functions

Reference Books:

1. PrabhutvaPalanaSastram: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,(30th Edition),Lakshmi Narayan Agarwal, Agra –2010.
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10.Student Nominee	S.SRAVANI	

MRS

SRR & CVR GOVT DEGREE COLLEGE (Autonomous)

VIJAYAWADA-520004

BLUE PRINT FOR QUESTION PAPER SETTERS

Time: 3hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120

4. II
S. S. S.

S. Sravani

M. S. S.

S. S. S.

N. S. S.

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class I BA

Semester No. II

Subject PUBLIC ADMINISTRATION

Paper No II

Title of the Paper: PUB2109:PRINCIPLES OF PUBLIC ADMINISTRATION(CORE)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

1. } Two questions from
Unit -1

2. } Two questions from
Unit -2

3. } Two questions from
Unit- 3

4. } Two questions from
Unit -4

5. } Two questions from
Unit -5

PART - B

Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
Question A or Question B

7. Internal Choice from Unit 2
Question A or Question B

8. Internal Choice from Unit 3
Question A or Question B

9. Internal Choice from Unit 4
Question A or Question B

10. Internal Choice from Unit 5
Question A or Question B

v. B

✓

MS

✓

S. Sravani

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A. Srihari

SRR & CVR GOVT DEGREE COLLEGE (Autonomous)

VIJAYAWADA-520004

BA -PUBLIC ADMINISTRATION-CBCS SEMESTER WISE
SYLLABUS SECOND YEAR- SEMESTER-III
PAPER-III: PUB3109:INDIAN ADMINISTRATION (Core)

CREDITS:4

Course outcomes

After thoroughly going through this Semester, the Student will be able to:

1. Have a glance on the evolution of Indian Administration.
2. Understand the structure of Indian Administration.
3. Examine the union and state relations.
4. Estimate the role of Collector in District Administration.
5. Thoroughly understand the concept of Control over Administration.

Syllabus

UNIT-I: Historical Background:

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

UNIT-II: Central Administration:

1. 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.
2. Union and State Relations and Agencies - Administrative Relations- Inter State Council, Finance Commission, All India Services, NeetiAyog, Staff Selection Commission.

UNIT-III: State Administration:

1. State Government and Administration: Governor, Chief Minister, Council of Ministers, Secretariat & Directorates, General Administration Department and Chief Secretary

UNIT-IV: District & Local Administration

1. Changing role of District Collector, Mandal, and Village Administration in Andhra Pradesh
2. Local Governments-Rural and Urban-Structure and functions - 73rd Constitutional Amendment.
3. 74th Constitutional Amendment

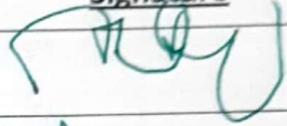
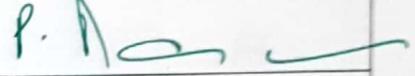
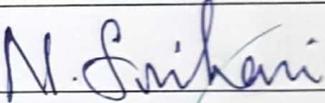
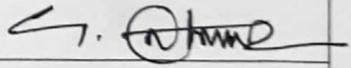
UNIT-V: Administrative Accountability:

1. Control over Administration
2. Legislative and Judicial Control
3. Additional inputs: Privatisation, Disinvestment, Demonetization and Monetization.

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 (2nd 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.

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SRR & CVR GOVT DEGREE COLLEGE (Autonomous)

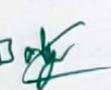
VIJAYAWADA-520004

BLUE PRINT FOR QUESTION PAPER SETTERS

Time: 3hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Total no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120

Y. D.   

N. Srikani




S. Sravani

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class II BA

Semester No III

Subject PUBLIC ADMINISTRATION

Paper No III

Title of the Paper: PUB3109: INDIAN ADMINISTRATION(CORE)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

- 1 } Two questions from Unit -1
- 2 } Two questions from Unit -2
- 3 } Two questions from Unit- 3
- 4 } Two questions from Unit -4
- 5 } Two questions from Unit -5

PART - B

Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
Question A or Question B
7. Internal Choice from Unit 2
Question A or Question B
8. Internal Choice from Unit 3
Question A or Question B
9. Internal Choice from Unit 4
Question A or Question B
10. Internal Choice from Unit 5
Question A or Question B

MS

MS

MS

Y. B. S.

MS

MS

S. Sravani

MS
MS

SRR & CVR Govt Degree College (A)
BA -PUBLIC ADMINISTRATION -CBCS SEMESTER WISE
SECOND YEAR- SEMESTER-IV
PAPER-IV- INDIAN ADMINISTRATION - EMERGING ISSUES (Core)
CREDITS:4

Course outcomes

After thoroughly going through this Semester, the Student will be able to:

1. Understand the contribution of Lokpal, Lokayukta and Central Vigilance Commission in control over Government Administration.
2. Have a better idea on Right to Information Act and National and State Human Rights Commissions.
3. Observe the Administrative reforms in Indian Administration.
4. Accurately understand the concept of Disaster Management and its mechanisms.
5. Trace out the importance of Public Private Partnership in Indian Administration.

UNIT-I: CONTROL OVER GOVERNMENT ADMINISTRATION

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

UNIT - II:

1. Right to Information Act (RTI)
2. National and State Human Rights Commissions

UNIT - III:

1. 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

1. Mechanisms for Disaster Management - Cyclones, Earth Quakes and Flood.
2. Governance and e-Governance Applications in Indian Administration.

UNIT - V

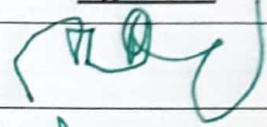
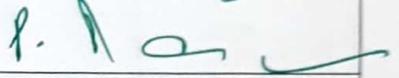
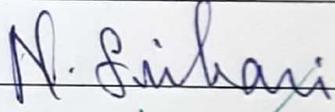
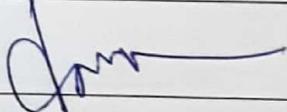
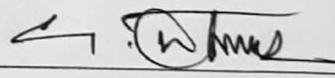
1. Public Private Partnerships and Voluntary Sector.
2. Public Corporations - Independent Regulatory Commissions



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

Signatures of the members of the Board of Studies:

<u>Position</u>	<u>Name</u>	<u>Signature</u>
1. Chairman	M. PADMANABHAM	
2. University Nominee	P. RANGA RAO	
3. External Expert	M.RAVI SEKHAR	
4. Subject Expert	Dr. P. BABJI	
5. Industrial Expert	Sri. NARAHARISSETTI. SREEHARI	
6.Member	Dr.D.S.V.S.BALA SUBRAMANYAM	
7.Member	Dr. K.RAMESH	
8.Member	K. NARASIMHA RAO	
9.Member	GANI ABDUL QUDDUS	
10.Student Nominee	S.SRAVANI	S. Sravani

BLUE PRINT FOR QUESTION PAPER SETTERS

Time: 3hrs

Marks: 60

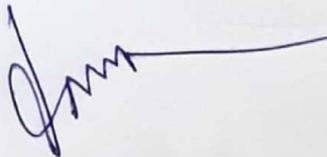
Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120

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S. Sravani





N. Srihari

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA

Semester No IV

Subject PUBLIC ADMINISTRATION

Paper No IV

Title of the Paper: INDIAN ADMINISTRATION-EMERGING ISSUES (CORE)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

- 1 } Two questions from
 } Unit -1
- 2 } Two questions from
 } Unit -2
- 3 } Two questions from
 } Unit- 3
- 4 } Two questions from
 } Unit -4
- 5 } Two questions from
 } Unit -5

PART - B

Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
 Question A or Question B
7. Internal Choice from Unit 2
 Question A or Question B
8. Internal Choice from Unit 3
 Question A or Question B
9. Internal Choice from Unit 4
 Question A or Question B
10. Internal Choice from Unit 5
 Question A or Question B

SRR & CVR GOVT DEGREE COLLEGE (Autonomous)

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S. Sravani
N. Srihari

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SRR& CVR Govt Degree College (A)
BA- PUBLIC ADMINISTRATION
SECOND YEAR -SEMESTER-IV
PAPER V:-MANAGEMENT OF RESOURCES

Credits: 4

Course outcomes

After going through the Syllabus of the paper MANAGEMENT OF RESOURCES, the student will be able to:

1. Understand the Meaning, Nature and Scope of Human Resource Management.
2. Critically examine the concepts of Recruitment, Selection, Appointment and Promotion.
3. Have a glance at Performance Appraisal - Rewards and Incentives Management.
4. Get a clear idea on issues in HRM - Downsizing, Outsourcing, Consultancies.
5. Understand the concept of Budget-Preparation, Enactment and Execution

Syllabus

UNIT-I: Human Resource Management

1. Meaning, Nature, Scope and Significance of Human Resource Management
2. Human Resource Strategy and Planning.

UNIT - II:

1. Recruitment, Selection, Appointment and Promotion.
2. Pay - Components, Principles of Pay & Pay Commissions

UNIT - III Capacity Building

1. Performance Appraisal - Rewards and Incentives Management.
2. Human Resource Development- Concept of HRD; Training - Objectives, Types, Evaluation.

UNIT - IV

6. Employee Capacity Building Strategies and Quality Management
7. Human Resource Management Effectiveness and Human Resource Audit, Human Resource Mobilisation.
8. Issues in HRM - Downsizing, Outsourcing, Consultancies

UNIT - V: Financial Management

1. Meaning, Scope and Importance of Financial Management
2. Budget-Preparation, Enactment and Execution

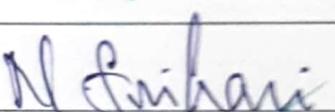
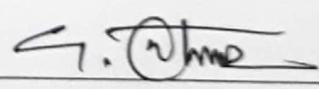
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Reference Books:

1. VanarulaNirvahana(Tel),Telugu Akademi
2. Avasthi and Maheswari: Public Administration, (30th Edition),Lakshmi Narayan Agarwal, Agra ,2010.
3. K. Aswathappa, Human Resource and Personnel Management, McGraw-Hill, New Delhi, 2002.

4. L.M.Prasad: Principles and Practice of Management, Sultan Chand and Sons, New Delhi, 2005.
5. Gangadhar Rao: Human Resource Management, EXCEI Books ,New Delhi ,2009.

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7.Member	Dr. K.RAMESH	
8.Member	K. NARASIMHA RAO	
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10.Student Nominee	S.SRAVANI	S. Sravani

MRS

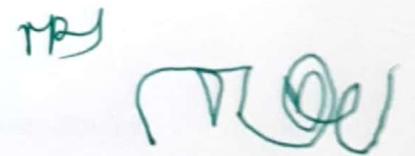
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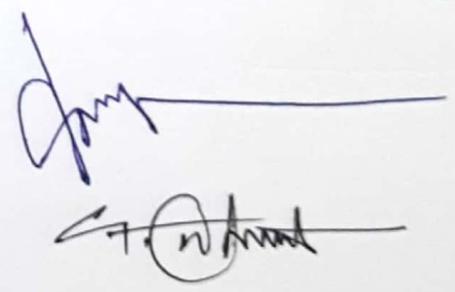
Time: 3hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120

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S. Sravani

N. Sankari

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA

Semester No IV

Subject PUBLIC ADMINISTRATION

Paper No V

Title of the Paper: MANAGEMENT OF RESOURCES

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

- 1 } Two questions from
 } Unit -1
- 2 } Two questions from
 } Unit -2
- 3 } Two questions from
 } Unit -3
- 4 } Two questions from
 } Unit -4
- 5 } Two questions from
 } Unit -5

PART - B

Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
 Question A or Question B
7. Internal Choice from Unit 2
 Question A or Question B
8. Internal Choice from Unit 3
 Question A or Question B
9. Internal Choice from Unit 4
 Question A or Question B
10. Internal Choice from Unit 5
 Question A or Question B

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S. Sravani

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N. Srinani

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SRR & CVR Govt Degree College (A)
BA -PUBLIC ADMINISTRATION -CBCS SEMESTER WISE
THIRD YEAR- SEMESTER-V
PAPER- V- Public Policy (Core)

CREDITS:4

Course outcomes

After going through the Syllabus of this Semester, the student will be able to:

1. Understand the concept of Public Policy and its meaning and scope.
2. Trace out the role of Political executive, Bureaucracy, Legislature and Judiciary in decision making.
3. Know the Major Determinants of Public Policy.
4. Understand the impact of Agricultural Policy and land reforms on Administration.
5. Observe the process of Policy evaluation.

Syllabus

UNIT-I: Introduction to Public Policy

- Public Policy, Meaning, Nature and Scope
- Importance of Public Policy Studying the modern and

changing Context

UNIT-II: Policy Making: Role of Official Policy Makers

- Role of Political Executive
- Role of Bureaucracy
- Role of Legislature
- Role of Judiciary
- Policy Making Process in India

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UNIT-III: Public Policy Making: Major Determinants

- Interest groups and Pressure Groups
- Political Parties
- Mass Media
- Social Movements

- Role of Non-Governmental Agencies in Policy-Implementation
- International Agencies
- Role of Governmental Agencies in Policy-Implementation.

UNIT-IV: Policy Intervention- Case Studies - Impact

- Agriculture Policy-Land Reforms
- Anti- Poverty Programmes
- Environmental Policy-Industrial Policy
- Panchayat Raj Institutions
- Policy Impact
- Feedback from Stake holders
- Non-governmental Agencies
- Political Parties- Bureaucracy

UNIT-V: Policy Evaluation – Public Policy Models

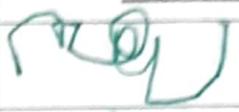
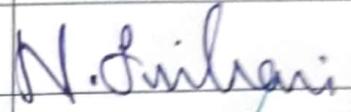
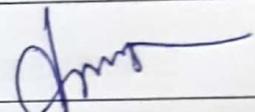
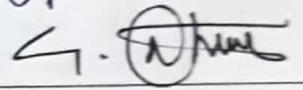
- Policy Evaluation-Criteria for Policy Evaluation-Problems
- NeetiAayog.
- Survey and Sampling Agencies
- International Agencies
- Independent Study Groups.
- Policy Making Approaches and Models of Policy Analysis
- Policy Analysis: An Over View.

Reference Books:

1. R.K. Saprú, Public Policy: Formulation, Implementation and Evaluation, Sterling, New Delhi,2004
2. R.K. Saprú, Public Policy: Art and Craft of Policy Analysis, PHI, New Delhi.,2011
3. MadhanK.D, Policy Making in Government, Publications Division, Govt.of India.
4. Dye, Thomas R ,Understanding Public Policy, Pearson,2012
5. Anderson James E, Public Policy Making, (8th Revised Ed.)Cengage Learning, 2014
6. DrorY, Policy Science Developments and implications, Rand Corporation ,Santa Monica (1970).

MPJ

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9.Member	GANI ABDUL QUDDUS	
10.Student Nominee	S.SRAVANI	S. Sravani

SRR & CVR GOVT DEGREE COLLEGE (Autonomous)

VIJAYAWADA-520004

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Time: 3hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120


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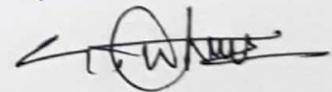






S.Sravani





N. Srikani

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) ::
VIJAYAWADA

MODEL QUESTION PAPER

Class III BA

Semester No Y

Subject PUBLIC ADMINISTRATION

Paper No Y

Title of the Paper: PUBLIC POLICY(CORE)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

- 1 } Two questions from
 } Unit -1
- 2 } Two questions from
 } Unit -2
- 3 } Two questions from
 } Unit -3
- 4 } Two questions from
 } Unit -4
- 5 } Two questions from
 } Unit -5

PART - B

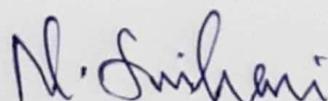
Answer all the following questions

5X8=40 Marks

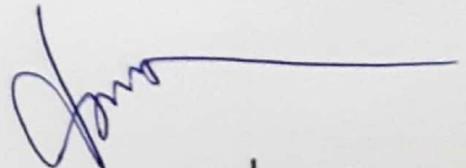
6. Internal Choice from Unit 1
 Question A or Question B
7. Internal Choice from Unit 2
 Question A or Question B
8. Internal Choice from Unit 3
 Question A or Question B
9. Internal Choice from Unit 4
 Question A or Question B
10. Internal Choice from Unit 5
 Question A or Question B

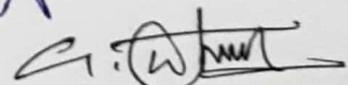
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S. Sravani





SRR& CVR Govt Degree College (A)
BA- PUBLIC ADMINISTRATION
THIRD YEAR- SEMESTER: V
PAPER-VI: E- Governance in India (Core)

CREDITS:4

Course outcomes:

After going through the Syllabus of this Semester, the Student will be able to:

1. Understand the Concept of Governance and Good Governance.
2. Know the Theories of E-Governance.
3. Understand how the E-Governance is being implemented in Agricultural and Rural Administration.
4. Know the application of E-Hearing in Administration.
5. Understand How the transparency and accountability can be achieved through the application of E-Governance in Administration.

UNIT-I: Introduction to E-Governance and Digital Technology:

- Concept of Governance and Good Governance
- E-Governance: Meaning, Scope and Importance
- Digital Technology and Services delivery
- E-Governance-Prospects and emerging challenges

UNIT-II: E-Governance and theoretical

Aspects

- E-Governance Theories
- Public-Private Partnerships
- Right to information Act
- Information Technology Act,2000

MP)

UNIT-III: Organisation of Govt. Information in various Departments

- NICNET
- Detailed study of Information and Broadcasting Ministry of Government of India
- E-Governance in Agricultural and Rural development
- E-Governance in Urban Administration
- E-Governance in Social Welfare department

UNIT-IV: Application of E-Governance in several Departments of Andhra Pradesh

- E-Seva - Mee-Seva
- CARD and E-Procurement
- FAST
- E-Governance in Higher Education
- E-Governance in Health administration
- E-Hearing

UNIT-V: E-Governance - Administrative Issues – Security Issues

- Public Participation-
- Administrative Reforms-
- Grievance Redressal
- Accountability and Transparency.
- IT Security
- Hacking
- Cyber Crimes
- E-Governance opportunities, Challenge and Barriers.

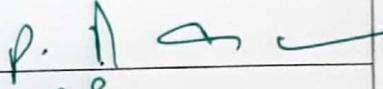
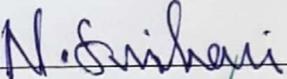
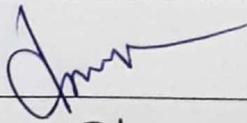
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Reference Books:

1. Bhatnagar Subhash, E. Government from Vision to Implementation, SAGE publication, New Delhi, 2004.
2. Government of India, National e-governance Plan, India.gov.in.
3. Information and communication Technology (ICT) Policy of Govt. of Andhra Pradesh -ICT Policy 2010-15 -
4. Bidisha Chaudhuri, E-Governance in India..., Import, 2014.
5. D N Gupta, E Governance: A Comprehensive Framework, New Century Pubs, Verlag, 2008.
6. Pankaj Sharma E-Governance, A.P.H.Pubs, New Delhi 2012.
7. S Pankaj, Electronic Governance, 2013.
8. Pardhasaradhi, Y. E-Governance and Indian Society, Kanishka, New Delhi, 2009
9. Sinha, R.P.E. Governance in India: Initiatives and Issues, Concept, New Delhi, 2006.

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Time: 3hrs

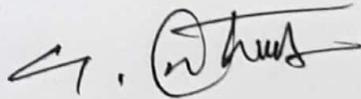
Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
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Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120


4.  




S-Sravani

N. Subhani

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA

Semester No V

Subject PUBLIC ADMINISTRATION

Paper No VI

Title of the Paper: E-GOVERNANCE IN INDIA(CORE)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

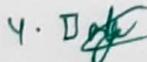
- 1 } Two questions from
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- 2 } Two questions from
 } Unit -2
- 3 } Two questions from
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- 4 } Two questions from
 } Unit -4
- 5 } Two questions from
 } Unit -5

PART - B

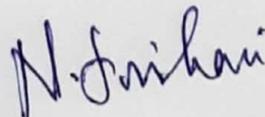
Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
Question A or Question B
7. Internal Choice from Unit 2
Question A or Question B
8. Internal Choice from Unit 3
Question A or Question B
9. Internal Choice from Unit 4
Question A or Question B
10. Internal Choice from Unit 5
Question A or Question B

4. 



S. Sravani




SRR& CVR Govt Degree College (A)

BA- PUBLIC ADMINISTRATION

THIRD YEAR- SEMESTER: VI

PAPER: VII-(A): Comparative & Development Administration in India (Elective)

UNIT-I: Comparative Public Administration (CPA)

Concept, Nature ,Scope and Significance of Comparative Public Administration Theories and Models of CPA

UNIT-II: Development Administration-Concepts and Approaches:

Development Administration: Concept and Meaning, Scope and importance of the study

Features of Development Administration

Evolution and Growth of Development Administration

Various Approaches to Development Administration

UNIT - III: Development Strategies and Administrative Planning:

India's Socio-Economic profile at the time of Independence: Mixed Economy Model and its Rationale and Significance

Role of Planning

Goals of Development

UNIT-IV: Development Projects and Bureaucracy

Colonial Legacy

National Development Council

State, District and Grass Root Level Planning

Role of Bureaucracy- Social back ground of Indian Bureaucracy

Enhancing Bureaucratic capability

NeetiAayog

UNIT-V: Development and Decentralisation and Support Agencies

Concept of Democratic Decentralisation

Evaluation and Role of Panchayat Raj.

Problems and Prospects of Panchayat Raj Institutions People's Participation

Role of Non Governmental Organizations.

UNIT - VI: Development Administration-Related Agencies

Role of Public Sector Banks.

Role of Regional Rural Banks.

Role of Co-operatives

Specialised Agencies for Development.

Evolution and Expansion of Public Sector.

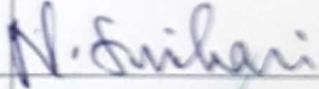
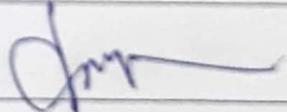
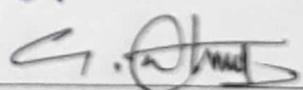
Role of Development Corporations.

MS

Reference Books:

1. R.K. Sapru, Development Administration, Sterling Publishers, New Delhi, 2002
2. V. A. Pai Panandiker, Development administration in India, Macmillan, 1974
3. Avasthi Amareswar and Maheswari Shri Ram, Public Administration (30th Edition), Laxminarayana Agarwal, Agra, 2010.
4. R. K. Sapru, Administrative Theories and Management Thought (1st Revised Edition), PHI, New Delhi, 2013
5. R.K Arora, Comparative Public Administration, Associated Pub, New Delhi
6. R.K. Arora and Sharma, Sangeeta, Comparative and Development Administration: Ideas and Actions (eds.), Arihand Centre for Administrative Change, Jaipur, 1993
7. S.L. Goel, Development Administration, Deep & Deep, New Delhi, 2010

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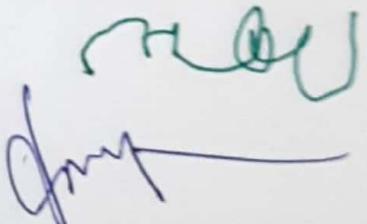
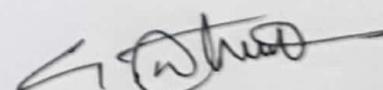
Time: 3hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Total no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120


4. 

S. Sravani



N. Srichari

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class..... III BA.....

Semester No VI.....

Subject ... PUBLIC ADMINISTRATION.....

Paper No VII(A).....

Title of the Paper: Comparative & Development Administration in India(Elective)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

- 1 } Two questions from
 } Unit -1
- 2 } Two questions from
 } Unit -2
- 3 } Two questions from
 } Unit -3
- 4 } Two questions from
 } Unit -4
- 5 } Two questions from
 } Unit -5

PART - B

Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
 Question A or Question B
7. Internal Choice from Unit 2
 Question A or Question B
8. Internal Choice from Unit 3
 Question A or Question B
9. Internal Choice from Unit 4
 Question A or Question B
10. Internal Choice from Unit 5
 Question A or Question B

4. D. B. K.



S. Sravani

N. Srinani



SRR& CVR Govt Degree College (A)
BA- PUBLIC ADMINISTRATION
THIRD YEAR- SEMESTER: VI
PAPER: VII-(B): ENVIRONMENTAL ADMINISTRATION (Elective)

UNIT-I:

1. Environment: Meaning, Elements and Significance
2. Importance of Environmental Administration-Environmental Degradation- Nature and Dimensions

UNIT-II

1. Causes of Environmental pollution-Sources and effects of pollution-Types of pollution-Water pollution-Air pollution-Noise pollution-Tourism and Environment-Ozone Layer Protection.

UNIT-III

1. Environmental Policy-Pre-Independence Period-Post-Independence Period Environmental Information System (ENVIS)

UNIT-IV

1. Environmental Law-Constitutional aspects of Environmental Law-Statutory Control of Environmental pollution.

UNIT-V

1. Judicial Response-public Interest Litigation and Environment Protection-New Trends In Judicial Approach-Strategies for Environmental Management

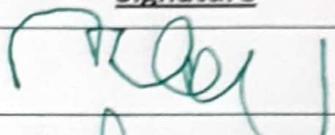
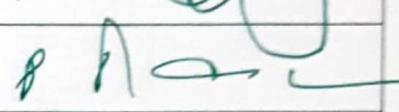
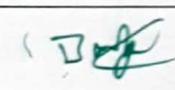
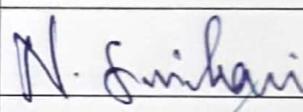
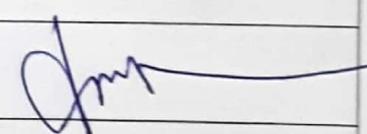
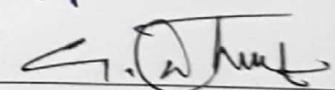
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REFERENCE BOOKS:

1. ParyavaranaAdyananam(Tel),Telugu Akademi,Hyd,2007
2. Raj Mohan Sathth, Environmental Administration in India, A.P.H.Pubs, New Delhi, 2004.
3. A.K. Tiwari, Environmental Laws in India, Deep & Deep Publications, New Delhi, 2006. Kailash Thakur, Environmental Protection Law and Policy in India, Deep & Deep, New Delhi, 2007

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3. External Expert	M.RAVI SEKHAR	
4. Subject Expert	Dr. P. RAYAPPA — P. R. Raju	
5. Industrial Expert	Sri. NARAHARISSETTI. SREEHARI	
6.Member	Dr.D.S.V.S.BALA SUBRAMANYAM	
7.Member	Dr. K.RAMESH	
8.Member	K. NARASIMHA RAO	
9.Member	GANI ABDUL QUDDUS	
10.Student Nominee	S.SRAVANI	S.Sravani

SRR & CVR GOVT DEGRESS COLLEGE (Autonomous)

VIJAYAWADA-520004

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Time: 3hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120

4. 




RS







S. Sravani

N. Subhani

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA

Semester No VI

Subject PUBLIC ADMINISTRATION

Paper No VII(B)

Title of the Paper: ENVIRONMENTAL ADMINISTRATION(Elective)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

- 1 } Two questions from
 } Unit -1
3 } Two questions from
 } Unit -2
3 } Two questions from
 } Unit- 3
4 } Two questions from
 } Unit -4
5 } Two questions from
 } Unit -5

PART - B

Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
Question A or Question B
7. Internal Choice from Unit 2
Question A or Question B
8. Internal Choice from Unit 3
Question A or Question B
9. Internal Choice from Unit 4
Question A or Question B
10. Internal Choice from Unit 5
Question A or Question B

4. B

MS

S. Sravani

N. Srihari

SRR& CVR Govt Degree College (A)
BA- PUBLIC ADMINISTRATION
THIRD YEAR -SEMESTER-VI
Paper: VII-(C): Citizen and Administration (Elective)

Unit-I

Concept of Citizen Centric Administration: Evolution, Concept, Features and Significance. Functions of Government: Regulatory functions, Service providing functions and Developmental functions.

Unit-II

Citizens' Charters: Evolution, Features and Applications. Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations

Unit-III

Decentralization and Delegation: Concept and Benefits. Grievance Redressal Mechanism: Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels

Unit-IV

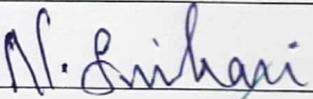
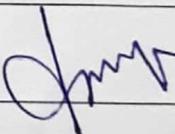
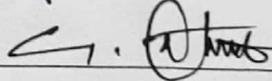
Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India. National Consumer Disputes Redressal Commission



Reference Books:

1. Arora, K., Public Administration in India — Tradition, Trends and transformation, Paragon International Publishers, New Delhi. 2006
2. Arora. K. Ramesh, People Centred Administration, Aalekh Publishers, Jaipur, 2001
3. Citizens Charters , A Handbook (2008) Centre for Good Governance: Bangalore
4. Citizens Charters ,A Handbook Government of India Ministry of Personnel Public Grievances and Pension Department of Administrative Reforms and Public Grievances: New Delhi
5. India's Citizen's Charters, A Decade of Experience (2007) Public Affairs Centre: Bangalore
6. P.K. Majumdar, Law of Consumer Protection in India, Orient Publishing Company, 2008
7. R.N.P. Chaudhary ,Consumer Protection Law: Provisions and Procedure, Deep & Deep Publications Pvt. Ltd., Rajouri Garden, New Delhi, 2010 Satya Sundaram, Consumer Protection in India, B.R. Publishing Corporation, New Delhi. 2009

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6. Member	Dr. D.S.V.S. BALA SUBRAMANYAM	
7. Member	Dr. K. RAMESH	
8. Member	K. NARASIMHA RAO	
9. Member	GANI ABDUL QUDDUS	
10. Student Nominee	S. SRAVANI	S. Sravani

SRR & CVR GOVT DEGRESS COLLEGE (Autonomous)

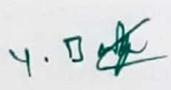
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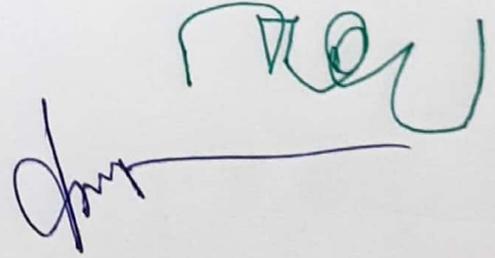
Time: 3hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120

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S. Sravani





N. Srihani

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA

Semester No VI

Subject PUBLIC ADMINISTRATION

Paper No VII(C)

Title of the Paper: CITIZEN AND ADMINISTRATION(Elective)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

- 1 } Two questions from
 } Unit -1
- 2 } Two questions from
 } Unit -2
- 3 } Two questions from
 } Unit -3
- 4 } Two questions from
 } Unit -4
- 5 } Two questions from
 } Unit -5

PART - B

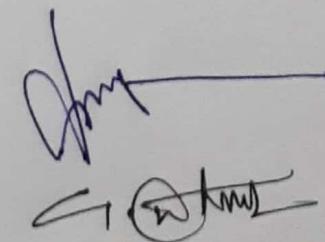
Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
 Question A or Question B
7. Internal Choice from Unit 2
 Question A or Question B
8. Internal Choice from Unit 3
 Question A or Question B
9. Internal Choice from Unit 4
 Question A or Question B
10. Internal Choice from Unit 5
 Question A or Question B

S. Sravani

N. Srihari



SRR& CVR Govt Degree College (A)

BA- PUBLIC ADMINISTRATION

THIRD YEAR- SEMESTER-VI

Cluster Elective: PAPER: VIII-1A:- FINANCIAL ADMINISTRATION IN INDIA

UNIT-I: Financial Administration-Introduction

Meaning, Nature and Scope and significance of Financial Administration
Goals,
Objectives and Principles of Financial Administration
Mixed Economy
Planning Commission(NeetiAayog)

UNIT-II: Budgeting and Budgeting Systems:

Fiscal Policy -Equity-and Social Justice-Government Budgeting Principles
and
Functions-Indian Budgetary System
Classification of Government Expenditure Public Expenditure, Theories and
growth
Performance Budgeting
Zero Based Budgeting

UNIT-III: Resource Mobilisation and Funds-Fiscal Federalism

Sources of Revenue-Tax and Non-Tax Deficit Financing
Public Debt Management and Role of Reserve Bank of India.
Financial Appraisal
Economic and Social Appraisal
Centre-State Financial Relations

UNIT-IV: Financial Control and Accounts and Audit

Legislative Control
System of Financial Committees Executive Control
Accounting system in India
Auditing system in India
Role of Controller and Auditor General of India

UNIT-V: Financial Administration of Public Enterprises and Local Bodies

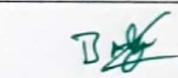
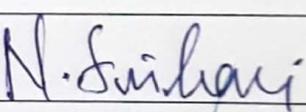
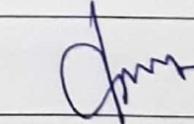
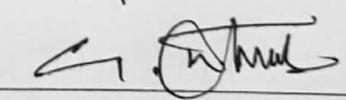
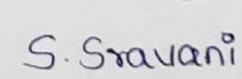
Financial Administration of Public Enterprises-liberalisation and privatization
Financial autonomy and Accountability of Public Enterprises-Disinvestment
Financial
Administration of Urban Governments
Financial Administration of Rural Governments



Reference Books:

1. Indian Administration: Telugu Akademi, 2007
2. Mahajan, Sanjeev Kumar and Mahajan AnupamaPuri, Financial Administration in India, PHI, New Delhi, 2014.
3. Avasthi and Maheswari: Public Administration(30th Edition),Laxmi Narayan Agarwal, Agra, 2010.
4. Bhattacharya Mohit, New Horizons of Public Administration,Jawahar Publishers, New Delhi, 2007
5. B.P.R.Vithal and M.Shastri,Fiscal Federalism in India,OUP, New Delhi,2004
6. S.L.Goel, Financial Administration, Sterling, New Delhi, 2002
7. Report of the 2nd ARC on Financial Management

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10.Student Nominee	S.SRAVANI	

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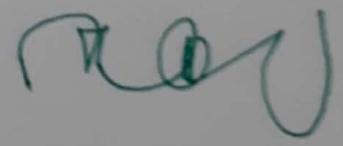
Time: 3hrs

Marks: 60

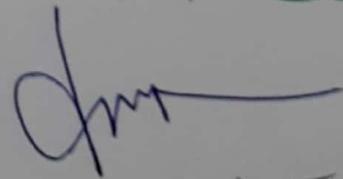
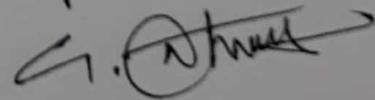
Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120


Y. D. 

MPS



S. Sravani

N. Srihari

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA

Semester No VI

Subject PUBLIC ADMINISTRATION

Paper No VIII

Title of the Paper: FINANCIAL ADMINISTRATION IN INDIA (CLUSTER Elective-1A)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

- 1 } Two questions from
 } Unit -1
- 2 } Two questions from
 } Unit -2
- 3 } Two questions from
 } Unit -3
- 4 } Two questions from
 } Unit -4
- 5 } Two questions from
 } Unit -5

PART - B

Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
Question A or Question B
7. Internal Choice from Unit 2
Question A or Question B
8. Internal Choice from Unit 3
Question A or Question B
9. Internal Choice from Unit 4
Question A or Question B
10. Internal Choice from Unit 5
Question A or Question B

Y. Datta

S. Sravani

S. Sravani

N. Srinani

S. Sravani

S. Sravani

SRR& CVR Govt Degree College (A)

BA- PUBLIC ADMINISTRATION

THIRD YEAR -SEMESTER-VI

Cluster Elective: PAPER: IX-1B:- RURAL AND URBAN GOVERNANCE IN INDIA

UNIT-I: Concept of Democratic Decentralization

1. Local Government: Concept, Features and Importance.
2. Democratic Decentralization: concept, Evolution and Significance
3. Evolution of Local Government in India: Community Development Programme and National Extension Service.

Unit-II — Rural Local Governance

1. Balwant Rai Mehta and Ashok Mehta Committee Reports: Structures, Functions and Finances; Second Generation and Third Generation Panchayats
2. Reforms in Panchayat Raj-Features of 73rd CA Act and Organizational Structures for Panchayati Raj
3. Intra-Rural Local Government Relationship: Gram Sabha and Gram panchayats; Distribution of Powers and Functions; Intra Tier Responsibilities (The Eleventh Schedule)

UNIT-III: Urban Governance

1. Urbanization in India and Policy and Strategies
2. Evolution of Urban Local Governments in India: Reforms in Urban Local Bodies-Features of 74th CA Act
3. Urban Local Government-Structure, Functions, Functionaries, Committee System, Finances, Officials and Political Executives (With Special Reference to Andhra Pradesh)

UNIT-IV: Urban Bodies/ Control

1. Municipal Comorations: Structure, Committee System, Finances, Officials and Political Executives (With Special Reference in Andhra Pradesh)
2. Urban Development Authorities in Andhra Pradesh and their working.
3. State Control and Supervision over Local Bodies.

UNIT-V

1. Micro planning and implementation, Social Audit, Capacity building of Grassroots functionaries.
2. Parallel Bodies and voluntary sector: Self Help Groups, Users Associations
3. Sustainable Development and Challenges to decentralized governance.
16. Rural and Urban Development programmes, Employment and Poverty Alleviation programmes.

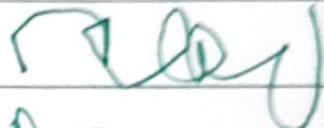
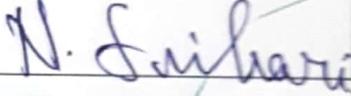
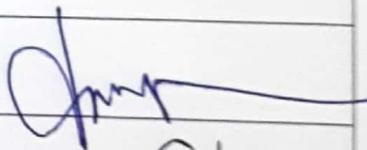
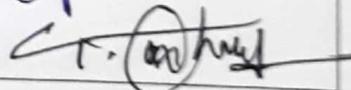
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Reference Books:

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2. Ramesh k. Arora & Rajni Goyal, Indian Public Administration: Institutions and Issues (2nd Revised Edition) New Age International Publications, New Delhi, 1995
3. Avasthi&Avasthi, Indian Administration (Sixteenth Edition), Lakshmi Narayan Agarwal, Agra-2010-11.
4. Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2010.
5. S.R.Maheswari: Local Government in India, Orient Longman, New Delhi, 1971.
6. ShriramMaheshwari, Local Government in India, Lakshmi Narayan Agarwal, Agra, 2009.
7. Pradeep Sachdeva, Local Government in India, Pearson Education India, 2011. Niraja 8. Gopal Jayal, Amit Prakash, and Pradeep K. Sharma (eds) Local Governance in India: Decentralization and Beyond, Oxford University Press, New Delhi, 2007

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10.Student Nominee	S.SRAVANI	S.Sravani

SRR & CVR GOVT DEGRESS COLLEGE (Autonomous)

VIJAYAWADA-520004

BLUE PRINT FOR QUESTION PAPER SETTERS

Time: 3hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120

4. ~~10/10~~

120

S. Sravani

N. Srinivari

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA.....

Semester No VI.....

Subject PUBLIC ADMINISTRATION.....

Paper No IX.....

Title of the Paper: Rural and urban Governance in India(cluster Elective-1B)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

- 1 } Two questions from
 } Unit -1
- 2 } Two questions from
 } Unit -2
- 3 } Two questions from
 } Unit -3
- 4 } Two questions from
 } Unit -4
- 5 } Two questions from
 } Unit -5

PART - B

Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
 Question A or Question B
7. Internal Choice from Unit 2
 Question A or Question B
8. Internal Choice from Unit 3
 Question A or Question B
9. Internal Choice from Unit 4
 Question A or Question B
10. Internal Choice from Unit 5
 Question A or Question B

4. II

RS

S. Sravani

N. Srikani

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G. Dhruv

SRR& CVR Govt Degree College (A)
BA- PUBLIC ADMINISTRATION
THIRD YEAR -SEMESTER-VI

Cluster Elective-2: PAPER: VIII-A:- OFFICE MANAGEMENT

UNIT-I: Introduction

1. Office Administration: Nature, Scope and Importance
2. Basic Principles of Office Organisation

UNIT - II: Office Organisation and Management

1. Office Planning and Lay-out -Office Environment
2. Form: Management and Control

UNIT - III: Office Organisation and Management

1. Filing Systems and Periodical Reports
2. Office Communication, Correspondence Outward and Inward Tapals
3. Accounting and Auditing.

UNIT - IV: Office Management Process and Issues

1. Management of Office Records, Stationery
2. Work Study, Work Measurement, Work Simplification
3. Management by Objectives
4. Office Supervision
5. Staff Welfare

UNIT - V: Trends and Issues in Office Management

1. Office Automation and Paperless Office
2. Back Office Operations and Front Office Delivery
3. Social System and Public Office Administration
4. .Office Management in Government: Issues

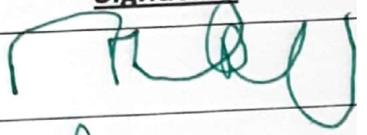
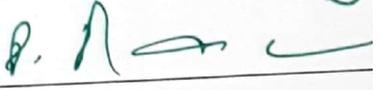
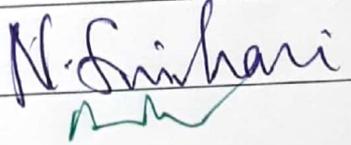
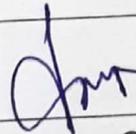
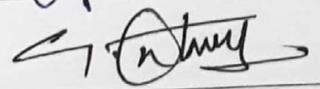




Reference Books:

1. KaryalayaNirvahana(Tel),Telugu Akademi
2. Arora S.P, Office Organisation and Management,Vikas, New Delhi — 1982
3. Aswathappa K.&Shridhara Bhat K. , Production and Operation Management, Himalaya Publishing House, New Delhi-2002 ThukaramRao,M.E., Office Organisation and Management, Atlantic Pubs,2000.

Signatures of the members of the Board of Studies:

<u>Position</u>	<u>Name</u>	<u>Signature</u>
1. Chairman	M. PADMANABHAM	
2. University Nominee	P. RANGA RAO	
3. External Expert	M.RAVI SEKHAR	
4. Subject Expert	Dr. P. BABJI	
5. Industrial Expert	Sri. NARAHARISETTI. SREEHARI	
6.Member	Dr.D.S.V.S.BALA SUBRAMANYAM	
7.Member	Dr. K.RAMESH	
8.Member	K. NARASIMHA RAO	
9.Member	GANI ABDUL QUDDUS	
10.Student Nominee	S.SRAVANI	S.Sravani

SRR & CVR GOVT DEGRESS COLLEGE (Autonomous)

VIJAYAWADA-520004

BLUE PRINT FOR QUESTION PAPER SETTERS

Time: 3hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120

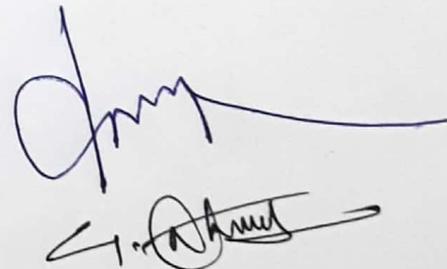


Y. D. 


R. S.



S. Sravani


G. 

N. Srinani

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA

Semester No VI

Subject PUBLIC ADMINISTRATION

Paper No VIII

Title of the Paper: OFFICE MANAGEMENT (CLUSTER ELECTIVE-A)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

- 1 } Two questions from Unit -1
- 2 } Two questions from Unit -2
- 3 } Two questions from Unit -3
- 4 } Two questions from Unit -4
- 5 } Two questions from Unit -5

PART - B

Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
Question A or Question B
7. Internal Choice from Unit 2
Question A or Question B
8. Internal Choice from Unit 3
Question A or Question B
9. Internal Choice from Unit 4
Question A or Question B
10. Internal Choice from Unit 5
Question A or Question B

S. Sravani

4. II

RS

N. Sravani

Handwritten signature

SRR& CVR Govt Degree College (A)
BA- PUBLIC ADMINISTRATION
THIRD YEAR -SEMESTER-VI

Cluster Elective-2: PAPER:IX-B:- PUBLIC RELATIONS

UNIT-I

Public Relations: Evolution, Meaning, Essentials and Principles of Public Relations.
Major Areas of PR Activity: Public Relations, Advertising Publications, Media & Co- ordination,
Ministry of Information and Broadcasting: organization, functions

UNIT-II

Media and Publicity: Publicity Media, Types of Publicity,
Corporate Public Relations: Process, elements and management of corporate Public Relations.
Aids to Public Relations: Photography Exhibitions, trade fair, Radio, Television and special events in Public Relations.
Advertising in Public Relations: Role, features and states of advertising in India

UNIT-III

Employee Relations.
Stake holder Relations.
Education Relations.
Community Relations.

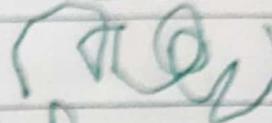
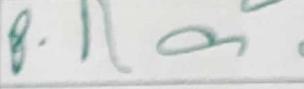
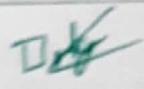
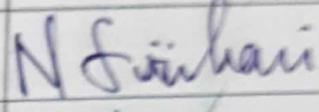
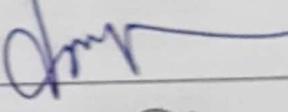
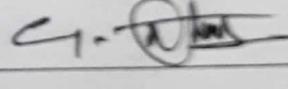
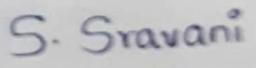
UNIT-IV:

Professional code : Meaning, Principles and Code of Ethics (International, IPRA)
Research: Objectives and types of Research.
International Public Relation
Public Relations and Social Responsibility.

References Books:

- 1 Mehta, D.S, Handbook of Public Relations in India, Allied PublishersLtd, New Delhi. (1998)
- 2 Sharma, Diwaker Public Relations: An Emerging Specialized Profession, Deep&Deep , New Delhi 2004
- 3.Balan, K.R. Applied Public Relations and Communication, Sultan Chand& Co., New Delhi, 2002
4. Singh, U.K. & Narayan, B., Public Relations Management, Anmol Publications ,New Delhi ,1999
- 5.Saileshsen Gupta, Management of Public Relations and Communication(2nd Edition),2006
- 6.Diwaker Sharma, Public Relations:An Emerging Specialised Profession,2004
7. The Art of Public Relations,2005
- 8.IqbalSachdeva, Public Relations: Principles and Practices; Oxford Higher Education,2009.

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8. Member	K. NARASIMHA RAO	
9. Member	GANI ABDUL QUDDUS	
10. Student Nominee	S. SRAVANI	

SRR & CVR GOVT DEGRESS COLLEGE (Autonomous)

VIJAYAWADA-520004

BLUE PRINT FOR QUESTION PAPER SETTERS

Time: 3hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units
Unit-I	2	2	4	24
Unit-II	2	2	4	24
Unit-III	2	2	4	24
Unit-IV	2	2	4	24
Unit-V	2	2	4	24
Total no. of questions with choice				20
Total no. of marks with choice				120

Y. D. D.

MS

MS

MS

S. Sravani

MS

N. Srihari

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class ... III BA

Semester No ... VI

Subject ... PUBLIC ADMINISTRATION ...

Paper No ... IX

Title of the Paper: PUBLIC RELATIONS (CLUSTER ELECTIVE-B)

Time: 3Hours

Max Marks: 60

PART - A

Answer any FIVE from the following questions

5X4=20 Marks

- 1 } Two questions from
 } Unit -1
- 2 } Two questions from
 } Unit -2
- 3 } Two questions from
 } Unit -3
- 4 } Two questions from
 } Unit -4
- 5 } Two questions from
 } Unit -5

PART - B

Answer all the following questions

5X8=40 Marks

6. Internal Choice from Unit 1
 Question A or Question B
7. Internal Choice from Unit 2
 Question A or Question B
8. Internal Choice from Unit 3
 Question A or Question B
9. Internal Choice from Unit 4
 Question A or Question B
10. Internal Choice from Unit 5
 Question A or Question B

N. Srinivasi
S. Sravani

SRR & CVR Govt Degree College (A), Vijayawada-520004
DEPARTMENT OF PUBLIC ADMINISTRATION

BRIDGE COURSE IN PUBLIC ADMINISTRATION

(Under Credit Based Continuous Evaluation Grading System)

Bridge Course:

With a view to enhance the comprehension in Public administration, a bridge course is framed to first semester B.A programme students. The essentials and fundamentals of Public Administration are necessary to understand the subject at an ease and this will lead to a better appreciation of the subject.

Objective:

The bridge course aims to act as a buffer for the new entrants with an objective to provide adequate time for the transition to hard core of degree course. This gives them a breather, to prepare themselves before the onset of course for first year degree programme. During this interaction with the faculty and their classmates the students will be equipped with the knowledge and the confidence needed to take on bigger challenges in future.

Design:

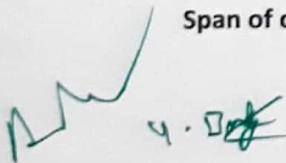
The course consist of 10 Hrs of interactive sessions and an internal examination designed by the department which is compulsory for all students.

PUBLIC ADMINISTRATION

Syllabus:

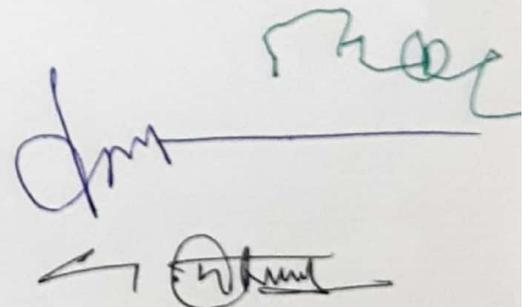
10Hours

1. Social Sciences: History, Sociology, Economics, Political science, Philosophy, Public Administration and so on
2. Administration: Meaning and definition of administration, public administration, Private administration & and Governance.
3. Theories and principals: Scientific Management, Human relations, Bureaucracy, Decision, making, theory X and theory Y, hierarchy of needs, unity of command, Span of control, Leadership and Supervision.


4. 07/24



S. Sravani



N. Sankar