Government College (A) Rajahmundry

NAAC Reaccredited with 'A+' Grade

BOARD OF STUDIES

DEPARTMENT OF PUBLIC ADMINISTRATION
I, II, III, IV, V, VI, SEMESTERS
2021-22

Government College (A) Rajahmundry

NAAC Reaccredited with 'A+' Grade

BOARD OF STUDIES

DEPARTMENT OF PUBLIC POLICY
I, II, III, IV,V,VI SEMESTERS
2021-22

Department of Public Administration

Board of Studies for the Year 2021-22
Allocation of Credits

S. No	Semester	Title of the Course	Hrs/Wk	Max. Marks SEE	CIA	Credits
1	I	Introduction to Public Administration	6	50	50	4
2	II	Theories of Public Administration	6	50	50	4
3	III	Indian Administration	6	50	50	4
4	IV	Indian Administration: Emerging Issues	6	50	50	4
		E-Governance	6	50	50	4
5	II	Certificate Course in Local Administration	Total 60	60	40	2

Note: Student Activities like Seminars, Assignments, and Group Discussions, Study Projects, and Models are Part of Curriculum in all papers. The teacher shall identify appropriate activities for each unit and assign them to all the students for improving domain skills.

Department of Public Policy

Board of Studies for the Year 2021-22
Allocation of Credits

S.No	Semester	Title of the Course	Hrs/Wk	Max. Marks		Credits
				SEE	CIA	
1	I	Introduction to Public Policy	6	50	50	4
2	II	Principles of Public Administration	6	50	50	4
3	III	Theories of Administration	6	50	50	4
4	IV	Indian Administration – Emerging Issues	6	50	50	4
		E-Governance	6	50	50	4

Note: Student Activities like Seminars, Assignments, and Group Discussions, Study Projects, and Models are Part of Curriculum in all papers. The teacher shall identify appropriate activities for each unit and assign them to all the students for improving domain skills.

GOVERNMENTCOLLEGE (AUTONOMOUS)

RAJAHMUNDRY
Department of Public Administration
<u>Consolidated Report of Board of Studies for the Year 2021-22</u>

The Board of Studies of **Public Administration** Department was convened on **16 Nov, 2021** from **02.00 PM** onwards in the Department of Public Administration under the Chairmanship of **Sri BABJEE POTHURAJU**, Lecture-in-Charge of the Department. The following members were present in the meeting.

Sl.No.	NAME	Role in the Committee	Signature
1	Syed Farah Yasroon	Staff Member	
2	Smt K.P.B.L.Saroja	Staff Member	
3	Sri.Ch.Ramarao	Staff Member	
4	Sri Chikkam Satyanarayana	Subject Expert	
5	Dr. D.S.V.S. Bala Subrahmanyam	Subject Expert	
6	Smt. K. Sita Mahalakshmi	Subject Expert	
7	Dr. G. David Livingstone	University Nominee	
8	Sri J. Choudaraiah	Industrial Nominee	
9	B.V.V.S.Lalitha Devi	Student Nominee	

The following documents are submitted to the Academic Coordinator and Controller of Examinations:

1. Resolutions of Board of Studies Meeting
2. Syllabus of I,II,III, IV, Semesters (with Clusters)
3. Model Question Paper I, II,III, IV, semesters (with Clusters)
4. List of Revised Examiners
5. Other new Proposals

Date: Chairman
                                                                                                   Board of Studies

GOVERNMENTCOLLEGE (AUTONOMOUS) RAJAHMUNDRY
Department of Public Administration
<u>Composition of Board of Studies for the Year 2021-22</u>

The Board of Studies of **Public Administration** Department was convened on **16 Nov 2021** from **02.00 PM** onwards in the Department of Public Administration under the Chairmanship of **Sri BABJEE POTHURAJU**, Lecture-in-Charge of the Department. The following members were present in the meeting.

	NAME	Role in the Committee	Signature
1	Sri Babjee Pothuraju Lecture In- Charge/ Department of Public Administration GC(A), Rajahmundry	Chairman	
2	Smt. K. Sita Mahalakshmi	Staff Member	
3	Smt K.P.B.L. Saroja	Staff Member	
4	Sayyad Farah Yasroon	Staff Member	
5	Sri.Ch.Ramarao	Staff Member	
6	Sri Chikkam Satyanarayana, Lecturer, Govt. Degree College, Razolu, E.G. Dt	Subject Expert	
7	Dr. D.S.V.S. Bala Subrahmanyam, SRR & CVR College Vijayawada	Subject Expert	
8	Dr. G David Livingstone DNR College, Bheemavaram, W.G Dt	University Nominee	
9	Sri J Choudaraiah, Lecturer in Politics (Rtd.), Rajahmundry	Industrial Nominee	
10	B.V.V.S.Lalitha Devi	Student Nominee	

GOVERNMENT COLLEGE (AUTONOMOUS), RAJAHMUNDRY
DEPARTMENT OF PUBLIC ADMINISTRATION
LIST OF EXAMINIERS 2021-22

S No	NAME	COLLEGE	CITY
1	Chikkam Satyanarayana	Govt Degree College,	Razole
2	Dr. D.S.V.S. Bala Subrahmanyam	SRR& CVR College	Vijayawada
3	G Padmanabham	SRR& CVR College	Vijayawada
4	Dr. G. David Livingstone	D.N.R. College (A)	Bheemavaram
5	Sri Dr. N. Kiran Chandra	ANUR	Rajamahendravaram
6	Sri Rangarao	D.N.R. College	Bhimavaram

GOVERNMENT COLLEGE (AUTONOMOUS): RAJAHMUNDRY
DEPARTMENT OF PUBLIC ADMINISTRATION
Board of Studies 2021-22
I, II, III, IV, V, VI SEMESTERS
<u>**MINUTES OF THE MEETING**</u>

The Board of Studies of **Public Administration** Department was convened on **16 November, 2021** from **02.00 PM** onwards in the Department of Public Administration under the Chairmanship of **Sri BABJEE POTHURAJU**, Lecture-in-Charge of the Department.

Briefing about the agenda points, the Chair explained that the syllabus for the I, II, III, IV, semesters is framed keeping in view the diversified needs of state holders like students, industrialists and alumni. The syllabus is thoroughly discussed to include changes wherever necessary as per student feedback and also market requirements. The academic flexibility is used to include cross cutting issues in the curriculum. After detailed deliberations, the following resolutions are unanimously made.

RESOLUTIONS:
1. Resolved to approve the syllabus for I, II, III, IV, semesters and to include additions in syllabus of I, II, III, IV, Semesters along with justifications. The syllabus is framed keeping in view the guidelines issued by the UGC, APSCHE and Adikavi Nannaya University, Rajahmundry.

2. Resolved to approve the Course Outcomes (Cos) included in the Board of Studies for each course, to educate students on the outcomes of numerous courses that they are going to study in the ensuing semester.

3. Resolved to include a non-credit module in VI Semester on Intellectual Property Rights to create awareness among students about various intellectual property rights, their importance and procedure for procuring these rights.

4. Resolved to approve model question papers carrying 50 marks for semester end examinations and 50 marks for Continuous Internal Assessment (CIA) FOR IV 50: 50 for SEE and CIA for II semester. The marks for CIA are further divided into 20 marks for IV for II semester in written exam, 5 marks for assignment and the remaining 15 marks for assessment by pedagogical techniques.

5. Resolved to approve the pattern of evaluation for project work as follows: 50 marks for record, 25 marks for seminar/assignments and the remaining 25 marks for viva.

6. Resolved to approve the list of examiners / Papers setters for the academic year 2021-2022

7. Resolved to apply new pedagogical (teaching-learning) techniques prescribed by the Commissioner ate of Collegiate Education, A.P. for effective transaction of curriculum to the students.

8. Resolved to approve the list of activities proposed to be conducted by the Department during the even semesters of 2021-22

GOVERNMENT COLLEGE (AUTONOMOUS), RAJAHMUNDRY
DEPARTMENT OF PUBLIC ADMINISTRATION
Board of Studies for the Year 2021-22
<u>Additions and Deletions</u>

S No	Course Code	Course Name	Additions	Deletions	Justification
1	PAD- 118	INTRODUCTION TO PUBLIC ADMINISTRATION	**Nil**	**Nil**	**Nil**
2	PAD-119	THEORIES OF PUBLIC ADMINISTRATION	Nil	Nil	Nil
3	PAD-120	INDIAN ADMINISTRATION	District Collector	**Nil**	Student is able to know the about the control over Government is important as liberty or justice or general District Administration
4	PAD-121	INDIAN ADMINISTRATION: EMERGING ISSUES	73rd and 74th Amendment	Nil	• To develop Knowledge to the students towards Rural and Urban Affairs. • The student is able to understand various self employment courses
5	PAD- 127	E-GOVERNANACE IN INDIA	Nil	Nil	
6		LOCAL ADMIISTRATION	**Nil**	Nil	Nil

Department of Public Administration

Board of Studies for the Year 2021-22
COURSE OUTCOMES

S.NO.	CODE	COURSE TITLE	COURSE OUTCOMES
1	PAD-118	➢ INTRODUCTION TO PUBLIC ADMINISTRATION	➢ The student is able to understand the Planning Procedure in India ➢ The student is able to know the communication system and public relations ➢ The student is aware of how decisions are made and the decision making process ➢ The student is aware of e-Governance, globalization, privatization and liberalization Student is able to understand the administrative accountability, Chief Executive, his functions and role
2	PAD-119	THEORIES OF PUBLIC ADMINISTRATION	➢ Student is able to understand the administrative accountability, Chief Executive, his functions and role To know about the evolution of public administration ➢ Student is able to understand Weber's bureaucracy ➢ Student is able to understand new public administration ➢ Student is able to understand socio-psychological approach and public administration ➢ To understand the concepts of public and private administration and its relationship
3	PAD-120	INDIAN ADMINISTRATION	➢ evolution of Indian administration ➢ Student knows about the president and prime minister ➢ Student is able to understand public enterprises in India importance and challenges ➢ Student have more knowledge on

			legislative, judicial and popular control
			➢ To Understand the concept of administrative accountability
4	PAD-121	INDIAN ADMINISTRATION: EMERGING ISSUES	➢ Student is able to understand the lokpal and lokayuktha, their structure and functions ➢ The student is aware of consumer protection forum and their role in protecting in consumer rights ➢ The student is able to understand the right to information act and its importance ➢ The student is able to understand various welfare programmes meant for SC, ST, BCs, and women, minorities and etc., ➢ The student is aware of disaster management and its importance
5	PAD-129	PUBLIC POLICY	➢ To have an idea about meaning, nature and scope of public administration ➢ To know about the public policy making and major determinants of policy making ➢ To know the importance of public policy by studying the modern and changing context ➢ To understand the importance and role of official policy makers ➢ To understand the concept of policy intervention and its impact
6	PAD-127	E-GOVERNANCE IN INDIA	➢ To create awareness on e-Governance and digital technology ➢ To understand the concept of e-Governance prospects and emerging challenges ➢ To have an idea about the right to information act, 2005 ➢ To understand the concept of e-Governance in agriculture and rural development ➢ Student should able to the know about the administrative issues and

			security issues
7	PAD-	LOCAL ADMINISTRATION	➢ To Understand the concept Panchayath and Nagarapalak and Electoral System
			➢ Student should know the Urban development Programmes
			➢ Students who are attain the age of 18 they exercise their first franchise

Department of Public Policy
Board of Studies for the Year 2021-22
COURSE OUTCOMES

1	PP-101	INTRODUCTION TO PUBLIC POLICY	❖ Student able to understand the concept of Public policy and its need and importance ❖ Student able to know about the different approaches to the study of policy sciences ❖ To understand the concept of public policy cycle like, policy formulation, policy implementation, policy education and policy evaluation ❖ To know about the policy making structure in India and its process ➢ To know about the different roles in policy formulation like, judiciary, executive and bureaucracy
2	PP-102	PRINCIPLES OF ADMINISTRATION	➢ Student is aware of administrative system and principles. ➢ Student is aware of differences and similarities between Public and Private Administration. ➢ Student able to understand formal and informal organizations and also hierarchical system in administration.
3	PP-103	THERIES OF ADMINISTRATION	➢ Understanding the theoretical background of public Administration ➢ Theory is as important as practise ➢ Understanding the Contributions of different Social Science thinkers to the theory of public administration ➢ Learning Public Administration function in an environment
4	PP-104	INDIAN ADMINISTRATION EMERGING ISSUES	➢ Student is able to understand the lokpal and lokayuktha, their structure and functions ➢ The student is aware of consumer protection forum and their role in protecting in consumer rights ➢ The student is able to understand the

			right to information act and its importance
			➢ The student is able to understand various welfare programmes meant for SC, ST, BCs, and women, minorities and etc.,
			➢ The student is aware of disaster management and its importance
5	PP-106	E-GOVERNANCE IN INDIA	➢ To create awareness on e-Governance and digital technology
			➢ To understand the concept of e-Governance prospects and emerging challenges
			➢ To have an idea about the right to information act, 2005
			➢ To understand the concept of e-Governance in agriculture and rural development
			➢ Student should able to the know about the administrative issues and security issues

	Government College (Autonomous) Rajahmundry	Program & Semester			
Course Code PAD-118	**INTRODUCTION TO PUBLIC ADMINISTRATION**	I B.A (I Sem)			
Teaching	Hours Allocated: 60 (**Theory**)	L	T	P	C
Pre-requisites:		4	1	-	4

Course Objectives:

1. Awareness about the evolution and growth of the discipline of Public Administration.
2. Learning of basic principles and approaches of Public Administration.
3. Theoretical clarity of basic concepts and dynamics (both ecological and Others) relating to Public organizations

Course Outcomes:

On Completion of the course, the students will be able to-
CO1 ➢ To know about the evolution of public administration
CO2 ➢ Student is able to understand Weber's bureaucracy
CO3 ➢ Student is able to understand new public administration
CO4 ➢ Student is able to understand socio-psychological approach and public administration
CO5 ➢ To understand the concepts of public and private administration and its relationship

UNIT I: Public Administration as a Discipline: Meaning, Nature, Scope, Dimensions and Significance of the discipline and its relations with Political Science, Management, Law and Economics, Public and Private Administration. Evolution of Public Administration, Minnow brook Conferences (I, II & III)

UNIT II: Growth and Trends in Public Administration: New Public Administration (NPA), New Public Management (NPM), Globalization and Public Administration, Paradigm Shift from Government to Governance.

U**NIT III: Organization and its Principles**: Organization: Meaning, Basis and Forms of Organizations. Principles of Organization: Hierarchy, Unity of Command, Span of Control, Coordination, Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation.

UNIT IV: Chief Executive: Chief Executive: Meaning, Types, Functions and Role; Line, Staff and Auxiliary Agencies.

UNIT V: Administrative Behaviour: Decision Making, Communication, Leadership-Types and Functions.

Text books:

1. Prabhuthva palana sastram Telugu Academy
2. Avasthi, A and Maheshwari

Reference books:

1. Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal: Agra.
2. Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi
3. Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand: Jalandhar
4. Bhambri, C. P. (2010) Public Administration Theory and Practice(21stEdition). Educational Publishers: Meerut
5. Bhattacharaya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi
   6. Bhattacharya, Mohit (2000) Public Administration. World Press: Calcutta
7. Henry, Nicholas (2013). Public Administration and Public Affairs (13thEdition). Taylor and Francis: New York
8. Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4th Edition). Rutledge: New York

Web Links:

1. http://www.drbrambedkarcollege.ac.in/sites/default/files/Public%20and%20Private%20Administration.pdf
2. https://www.economicsdiscussion.net/organisation/principles-of-organisation/31937

CO-PO Mapping:

(1: Slight [Low];   2: Moderate[Medium];   3: Substantial[High],   '-' : No Correlation)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3
CO1	3	2	2	3	3	2	3	2	3	2			
CO2	2	2	3	2	2	2	3	3	2	2			
CO3	3	2	2	3	3	2	3	2	3	3			
CO4	2	3	3	2	2	3	2	3	2	2			
CO5	3	2	3	3	2	2	2	3	2	3			

GOVERNMENT COLLEGE (A); RAJAHMUNDRY
B.A. SEMESTER: I SUBJECT: PUBLIC ADMINISTRATION
COURSE: I (CORE): INTRODUCTION TO PUBLIC ADMINISTRATION

TIME: 2:30 Hours   **Max Marks: 50**

SECTION- A

Answer any three of the following questions.   **3 X 10 = 30 M**

1. Explain the Meaning, Nature, Scope and Importance of Public Administration.

ప్రభుత్వ పాలనా శాస్త్రం, అర్థం, స్వభావం, పరిధి మరియు ప్రాధాన్యతను వివరించండి.

2. What are the main features of the new Public Administration?

నూతన ప్రభుత్వ పాలన యొక్క ముఖ్య లక్షణాలు ఏవి?

3. What is the role of Public Administration in the context of?
Globalisation?

మారిన ప్రపంచీకరణ నేపథ్యంలో ప్రభుత్వ పాలన పాత్ర ఎట్టిది.

4. Write an essay on Centralization and decentralization.

కేంద్రీకరణ మరియు వికేంద్రీకరణ గూర్చి ఒక వ్యాసము వ్రాయుము

5. Explain the powers and functions of the Chief Executive.

ముఖ్య కార్యనిర్వహణ అధికారి అధికారాలు, విధులును వివరించండి.

6. What are the line and stall Agencies? Illustrate their functions and role in administration,

లైన్ మరియు స్టాఫ్ ఏజెన్సీలు అనగానేమి? పాలనలో ఈ ఏజెన్సీలు నిర్వహించు విధులను మరియు పాత్రను విపులీకరించిము.

Section ---- B

Answer any four of the following questions.   **4x5=20M**

7. Difference between Public and Private Administration

ప్రభుత్వ పాలన మరియు పైవేటు పాలన మధ్య గల తేడాలు

8. Minnow brook conference -Outcome

మిన్నో బ్రూక్ సమావేశములు- ఫలితములు

9. Supervision.

పర్యవేక్షణ.

10. Hierarchy.

క్రమానుగత శ్రేణి.

11. Importance of Communication.

ప్రసారాలు ప్రాధాన్యత.

12. Styles of leadership.

నాయకత్వ శైలిలు.

	Government College (Autonomous) Rajahmundry	Program & Semester			
Course Code PAD-119	**THEORIES OF PUBLIC ADMINISTRATION**	I B.A (II Sem)			
Teaching	Hours Allocated: 60 (**Theory**)	L	T	P	C
Pre-requisites:		4	1	-	4

Course Objectives:

1. Understanding the theoretical background of public administration.
2. Theory is as important as practice
3. Understanding the contributions of different social science thinkers to the theory of public administration.
4. Learning public administration functions in an environment.

Course Outcomes:

On Completion of the course, the students will be able to-	
CO1	➤ Student is able to understand the administrative accountability, Chief Executive, his functions and role To know about the evolution of public administration
CO2	➤ Student is able to understand Weber's bureaucracy
CO3	➤ Student is able to understand new public administration
CO4	➤ Student is able to understand socio-psychological approach and public administration
CO5	➤ To understand the concepts of public and private administration and its relationship

UNIT I: Classical Approaches: Classical Approaches- Henry Fayal, Luther Gallic and Lynd all Urwick Scientific Management Approach- F.W.Taylor.
UNIT II: Bureaucratic Approach: Bureaucratic Approach – Max Weber and Karl Marx, Human Relations Approach: Elton Mayo.
UNIT III: Behavioural Approach: Behavioural Approach – H. A Simon, Socio-Psychological Approach: Hierarchy of Needs: Abram Maslow. Theory X and Theory Y – Douglas Mc Gregor.
UNIT IV: Ecological Approach: Comparative Public Administration, Ecological Approach – F.W. Riggs

UNIT V: Systems Approach: Systems Approach, Development Administration.

Text books:

1. Prabhuthva palana sastram Telugu Academy
2. Avasthi, A and Maheshwari
3. Prasad and Prasad Administrative thinkers

Reference books:

1. Prabutva Palana Sastram:Bhavanalu, Siddantalu, Telugu Academy

2. D. Raveendra Prasad and Y. Partha sarathi (EDS) Public Administration concepts,

Theories and principles (English), Telugu Academy, Hyderabad (2011)

3. Avasthi, Amareswar and Maheswari, SriRam, Public Administration (30th) Edition, Lakshmi Narayana Agrawal, Agra. 2010.

4. RumkiBasu, Public Administration concepts and theories (5th revised) Publishers, New Delhi 2004.

5. Nicholas, Henry, Public Administration and public affairs (10th) Edition, PHI, New Delhi 20

Web Links:

1. https://scholarworks.wmich.edu/cgi/viewcontent.cgi?article=2613&context=masters_theses
2. https://egyankosh.ac.in/bitstream/123456789/19185/1/Unit-14.pdf

CO-PO Mapping:

(1: Slight [Low];   2: Moderate[Medium];   3: Substantial[High],   '-' : No Correlation)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3
CO1	2	3	2	3	3	2	3	2	3	2			
CO2	2	3	3	2	2	2	3	3	2	2			
CO3	3	2	2	3	3	2	3	2	3	3			
CO4	2	3	3	2	2	3	3	3	2	2			
CO5	3	2	3	3	2	2	2	3	3	3			

GOVERNMENT COLLEGE (A); RAJAHMUNDRY
B.A. SEMESTER: II   SUBJECT: PUBLIC ADMINISTRATION
COURSE-II (CORE): THEORIES OF PUBLIC ADMINISTRATION
II SEMESTER END EXAMINATION

TIME: 2:30 Hours   **Max Marks: 50**

SECTION- A

Answer any three of the following questions.   **3 X 10 = 30 M**

1. Discuss Henry Fayal's principles of Organization

   హెన్రీ ఫెయిల్ ప్రతిపాదించిన వ్యవస్థ సూత్రాలను వివరించుము.

2. Evaluate F.W Taylor's contribution to scientific management.

   శాస్త్రీయ నిర్వహణ సిద్ధాంతానికి ఎఫ్ డబ్ల్యూ టేలర్ చేసిన కృషిని సమీక్షించుము.

3. Explain Max Weber's concept of Bureaucracy.

   మాక్స్ వెబర్ ఉద్యోగస్వామ్య భావనను వివరించండి.

4. Write an essay on the Human relations approach of Elton Mayo.

   ఎల్టన్ మాయో ప్రతిపాదించిన మానవసంబంధాల దృక్పథం పై ఒక వ్యాసం ప్రాయుము.

5. Write an essay on Abraham Maslow's Hierarchical needs of
   Theory

   అబ్రహం మాస్లో యొక్క అవసరాల క్రమానుగత శ్రేణి పై ఒక వ్యాసము ప్రాయుము.

6. Write an essay on comparative Public Administration.

   తులనాత్మక ప్రభుత్వ పాలన పై ఒక వ్యాసము ప్రాయుము.

Section ---- B

Answer any four of the following questions.   **4x5=20M**

7. Luther Gallic - Classical theory of Organization.

   లూథర్ గల్లిక్-సాంప్రదాయ వ్యవస్థ సిద్ధాంతం

8. Characteristics of Bureaucracy theory.

   ఉద్యోగిస్వామ్య సిద్ధాంతం లక్షణాలు,

9. Karl Marx - Communism.

   కారల్ మార్క్స్ - కమ్యూనిజం.

10. Great Illumination theory

    గొప్ప వెలుగు సిద్ధాంతం.

11. Stages of decision making

    నిర్ణయాకరణలో దశలు.

12. Principles of theory X and Theory *Y*.

    X మరియు Y సిద్ధాంతం యొక్క సూత్రాలు.

	Government College (Autonomous) Rajahmundry	Program & Semester			
Course Code PAD-120	**INDIAN ADMINISTRATION**	**II** B.A (III Sem)			
Teaching	Hours Allocated: 60 (**Theory**)	L	T	P	C
Pre-requisites:		4	1	-	4

Course Objectives:

1. Knowledge about the evolution and growth of Indian Administration
2. Familiarity with the constitutional framework on which Indian Administration is based. · grasping the role of Union Executive.
3. Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general.
4. Delineating the constitutional provisions and dynamics of union -state relationships. · Awareness about the institutions and mechanism in force for citizen-state interface

Course Outcomes:

On Completion of the course, the students will be able to-	
CO1	➢ evolution of Indian administration
CO2	➢ Student knows about the president and prime minister
CO3	➢ Student is able to understand public enterprises in India importance and challenges
CO4	➢ Student have more knowledge on legislative, judicial and popular control To Understand the concept of administrative accountability

UNIT I: Evolution & Constitutional Framework: Evolution of Indian Administration during Ancient, Medieval and British period; Constitutional Framework of Indian Administration; and Salient Features of Indian Administration

UNIT II: Union Government: President; Prime Minister and Council of Ministers; Vice-President: Central Secretariat.

UNIT III: State Government: Governor, Chief Minister and Council of Ministers, State Secretariat, Role and Functions of District Collector

UNIT IV: Constitutional Institutions, Union State Relations & Control over Administration: Election Commission of India; Union Public Service Commission; Union State Relations (Legislative, Executive and Financial).

UNIT V: Citizen and State Interface: Citizens' Grievances Redressal Institutions and Mechanisms; Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission; Lok Pal and Lok Ayukta;

Text books:

1. Prabhuthva palana sastram Telugu Academy
2. Avasthi, A and Maheshwari
3. Ramesh K. Arora Rajani Goyal

Reference books:

1. Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi
2. Avasthi, A and Avasthi, A P (2004) Indian Administration. Laksmi Narain Aggarwal: Agra
3. Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. Gyan Books: New Delhi
4. Basu, D D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi
5. Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi
6. Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra
7. Ghuman, B S; Monga, Anil and Johal, Ramanjit Kaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Aalekh Publishers: Jaipur
8. Kangle R P (1972) The Kautilya Arthshastra. Motilal Banarsidass: New Delhi
9. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
10. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi

Web Links:

1. https://www.mondaq.com/india/constitutional-administrative-law/654326/constitutional-framework-of-india
2. https://www.pgportal.gov.in/Home/RedressMechanism

CO-PO Mapping:

(1: Slight [Low];   2: Moderate[Medium];   3: Substantial[High],   '-' : No Correlation)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3
CO1	3	2	2	3	3	2	3	2	3	2			
CO2	2	3	3	2	2	2	3	3	2	2			
CO3	3	2	2	3	3	2	3	2	3	3			
CO4	2	3	3	2	2	3	3	3	2	2			
CO5	3	2	3	3	2	2	2	3	3	3			

GOVERNMENT COLLEGE (A) RAJAMAHENDRAVARAM

Course: B. A.   Subject: PUBLIC ADMINISTRATION

Paper- III (Core): Indian Administration

Model Question Paper

Duration: 21/2Hrs.   III SEMESTER END EXAMINATIONS   Max. Marks: 50

PART- A

Answer any three of the Following Questions.   3x10=30M

ఈ క్రింది 3 ప్రశ్నలకు సమాధానములు వ్రాయుము

1. Write an Essay on the Evolution of Indian Administration

   భారత పరిపాలన పరిణామంపై ఒక వ్యాసం వ్రాయుము?

2. Discuss the Changing Trends in Indian Administration

   భారత పరిపాలనలో వస్తున్న సంచలనాత్మక మార్పులను చర్చించుము?

3. Explain the Role of President of India?

   భారత రాష్ట్రపతి పాత్రను వివరించుము?

4. Mention the Powers and Functions of Prime Minister?

   ప్రధాన మంత్రి అధికారాలు మరియు విధులను పేర్కొనుము?

5. Mention the Powers and Functions of State Governor?

   రాష్ట్ర గవర్నర్ అధికారాలు మరియు విధులను పేర్కొనుము?

6. Discuss the Changing Role of District Collector?

   జిల్లా కలెక్టర్ పాత్రలో వస్తున్న మార్పులను చర్చించుము?

SECTION- B

Answer any Four of the following questions   4x5 = 20M

ఈ క్రింది వాటిలో ఏవైనా 4 ప్రశ్నలకు సమాధానములు వ్రాయుము

7. Chief Secretary   -   ప్రధాన కార్యదర్శి

8. Prime Minister's Office (PMO)   -   ప్రధాన మంత్రి కార్యాలయం

9. Inter State Council   -   అంతర్రాష్ట్ర మండలి

10. Finance Commission   -   ఆర్థిక సంఘం

11. Directorate   -   సంచాలకులు

12. NITI AYOG -   నీతి ఆయోగ్

	Government College (Autonomous) Rajahmundry	Program & Semester			
Course Code PAD-121	TITLE OF THE COURSE INDIAN ADMINISTRATION : EMERGING ISSUES	II B.A (IV Sem)			
Teaching	Hours Allocated: 60 (**Theory**)	L	T	P	C
Pre-requisites:		4	1	-	4

Course Objectives:

1. Learning the influences of various emerging issues on Indian Administration
2. Understanding the issues confronted by Public Administration currently the means to address them.
3. Gaining knowledge of various Acts for weaker sections and utilizing them in day to life

Course Outcomes:

On Completion of the course, the students will be able to-	
CO1	➢ Student is able to understand the lokpal and lokayuktha, their structure and functions
CO2	➢ The student is aware of consumer protection forum and their role in protecting in consumer rights
CO3	➢ The student is able to understand the right to information act and its importance
CO4	➢ The student is able to understand various welfare programmes meant for SC, ST, BCs, and women, minorities and etc.,
CO5	➢ The student is aware of disaster management and its importance

UNIT I: Citizen Grievances: Right to Information Act, (RTI), National and State Human Rights Commission.

UNIT II: Welfare Programmes: Administration of welfare Programmes of Weaker Section, SCs, STs, BCs- Women and Minorities, SC and ST Atrocity Act.

UNIT III: Emerging Issues: Mechanism for Disaster Management – Cyclones, Earth Quakes and Floods, Governance and E-Governance Applications in Indian Administration.

UNIT IV: Public and Private Partnership: Public and Private Partnership and voluntary sector. Public Corporations, Independent Regulatory Commission.

UNIT V: Local Self Administration: Rural and Urban Structure and functions – 73rd and 74th Constitutional Amendment Acts – Revitalizations of Local Institutions - Issues and Challenges.

Text books:

1. Bharatha Desha Palana Telugu Academy
2. Ramesh K. Arora Rajani Goyal
3. Indian Polity M. Lakshmi Khanth

Reference books:

1. Indian Government and Politics, Telugu Academy, Hyderabad, 2007.

2. Avasthi and Avasthi, Indian Administration, (6th edition), Lakshminaraya Agrawal, Agra, 2010-2011.

3. Disaster Management Act, 2005.

4. Sunil Sacker, Public Administration in India, PHI, New Delhi, 2010.

5. Reports of the Administrative Reforms Commission.

Web Links:

1. https://en.wikipedia.org/wiki/Right_to_Information_Act,_2005
2. https://cbpbu.ac.in/userfiles/file/2020/STUDY_MAT/POL_SC/73rd%20and%2074th-converted.pdf

CO-PO Mapping:

(1: Slight [Low];   2: Moderate[Medium];   3: Substantial[High],   '-' : No Correlation)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3
CO1	3	2	2	3	3	2	3	2	3	2			
CO2	2	2	3	2	2	2	3	3	2	2			
CO3	3	2	2	3	3	2	3	2	3	3			
CO4	2	3	3	2	2	3	3	3	2	2			
CO5	3	2	3	3	2	2	2	3	3	3			

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY

B.A. SEMESTER: IV   SUBJECT: PUBLIC ADMINISTRATION COURSE-IV (CORE): INDIAN ADMINISTRATION: EMERGING ISSUES

Model Paper

TIME: 2:30 Hours   **Max Marks: 50**

SECTION- A

Answer any three of the following questions.   **3 X 10 = 30 M**

1. Explain the role of central vigilance commission?
   కేంద్ర నిఘా విభాగం యొక్క పాత్రను వివరించండి?

2. Explain the powers and functions of state human rights commission?
   రాష్ట్ర మానవ హక్కుల సంఘం యొక్క అధికారాలు మరియు విధులను వివరించండి?

3. Discuss the influence of caste in democratic process?
   ప్రజాస్వామ్య ప్రక్రియలో కులము యొక్క ప్రభావమును చర్చించుము?

4. Explain about the welfare schemes for weaker section in Andhra Pradesh state?
   ఆంధ్రప్రదేశ్ రాష్ట్రంలో బలహీన వర్గాల సంక్షేమ పథకాలను గూర్చి వివరించండి ?

5. Explain about the Right to information act in India?
   భారతదేశంలో సమాచార హక్కు చట్టం గూర్చి ప్రాయుము?

6. Explain the composition and functions of Election Commission of India?
   భారత ఎన్నికల సంఘం యొక్క నిర్మాణం మరియు విధులను వివరించండి ?

SECTION- B

Answer any FOUR of the Following questions.   **4 x 5 = 20 M**

7. First A.R.C
    మొదటి పాలనా సంస్కరణల సంఘం

8. B.C commission
    వెనుకబడిన తరగతుల సంఘం

9. National human rights commission
    జాతీయ మానవ హక్కుల సంఘం

10. Public private partnership (ppp)
    ప్రభుత్వ ప్రైవేట్ భాగస్వామ్యం

11. Y S R C P
    వై .యస్ .ఆర్ .సి . పి .

12. Public companies
    ప్రభుత్వ కంపెనీలు

13. Disaster management
    విపత్తు నిర్వహణ

14. Independent regulatory commission
    స్వాదీన వినిమయక సంఘం

	Government College (Autonomous) Rajahmundry	Program & Semester II B.A (IV Sem)			
Course Code PAD-127	**E-GOVERNANCE IN INDIA**				
Teaching	Hours Allocated: 60 (**Theory**)	L	T	P	C
Pre-requisites:		4	1	-	4

Course Objectives:

1. Gaining theoretical understanding about the concept, theory and models of e-governance.
2. Learning practical application of e-governance in different walks of life.
3. Awareness of various e-governance initiatives undertaken to deliver Public services to the stakeholders.
4. Developing necessary skills to use and operate e-governance or digital service delivery

Course Outcomes:

On Completion of the course, the students will be able to-	
CO1	➢ To create awareness on e-Governance and digital technology
CO2	➢ To understand the concept of e-Governance prospects and emerging challenges
CO3	➢ To have an idea about the right to information act, 2005
CO4	➢ To understand the concept of e-Governance in agriculture and rural development Student should able to the know about the administrative issues and security issues

UNIT I: Introduction to E- Governance and Digital Technology: E-Governance – Meaning, Scope and Importance. Digital Technology and Services Delivery.

UNIT II: E-Governance and theoretical aspects: E-Governance Theories, Public and Private Partnership, Information Technology Act, 2000.

UNIT III: Organization of Government Information in various departments: 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: Mee-Seva, CARD and E-Procurement, E-Governance in Higher Education. E-Governance in Health Administration. E-Hearing.

UNIT V: E-Governance – Security Issues: Accountability and Transparency, IT Security, Hacking, Cyber Crimes, E-Governance opportunities, Challenge and Barriers.

Text books:

1. Bharatha Suparipalana: Telugu Academy
2. Indian Constitution and Governance: Rama Devi

Reference books:

1. Bellamy, Christine and John, Taylor (1998) Governing in the Information Age. Open University Press: Buckingham

2. Bhatnagar, S C (2004) E-Government: From Vision to Implementation. Sage: New Delhi Bouwman, Harry; Hooff, Bart van den; Vingaert, Lidwien van de; and Dijk, Jan van (2005) Information and Communication Technology in Organizations: Adoption, Implementation, Uses and Effects, Sage Publications: New Delhi

3. Gosling, P. (1997) Government in the Digital Age. Government Information Quarterly, Vol. 18, No. ER2. Bowerdean: London

4. Heeks, Richard (2006) Implementing and Managing eGovernment: An International text. Sage: London

5. Jones, S. G. (Ed.)(1995) Cyber Society, Computer mediated communication and Community. Sage: Thousand Oaks CA

6. Kooiman, J. (Ed.) (1993) Modern Governance: New Government – Society Interactions. Sage: London

7. Layne, K. and Lee J. (2001) Developing Fully Functional e-Government: A Four Stage Model. Government Information Quarterly, 18(2001), pp. 122-36. Elsevier: Manchester UK 8. Marchionini, G. (1995) Information Seeking in Electronic Environments. The Press Syndicate of the University of Cambridge: New York .

Web Links:

1. https://www.lkouniv.ac.in/site/writereaddata/siteContent/202004120815046665Nandita_Kaushal_Digital_Governance.pdf
2. https://www.britannica.com/topic/cybercrime/Hacking

CO-PO Mapping:

(1: Slight [Low];   2: Moderate[Medium];   3: Substantial[High],   '-' : No Correlation)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3
CO1	2	2	3	3	2	2	3	2	3	2			
CO2	3	3	3	2	2	2	3	3	2	2			
CO3	3	2	2	3	3	2	2	2	3	3			
CO4	2	3	3	2	2	3	3	3	2	2			
CO5	3	2	3	3	2	2	2	3	3	3			

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY

B.A. SEMESTER: IV   SUBJECT: PUBLIC ADMINISTRATION
COURSE-IV (CORE): E-GOVERNANCE IN INDIA
Model Paper

TIME: 2:30 Hours   **Max Marks: 50**

SECTION- A

Answer any three of the Following Questions.   3x10=30M

1. Explain the Meaning, Scope and Importance of the e-Governance
2. Write about the Right to Information Act.2005.
3. Write about the e-Governance in Rural Administration.
4. Write an Essay on e-Governance in Social Welfare Departments.
5. Discuss about e-Governance Opportunities and Challenges in India.
6. Write about Accountability and Transparency in e-Governance

SECTION- B

Answer any Four of the following questions.   4x5 = 20M

7. E-Governance in Higher Education.
8. E-Governance in Rural Development
9. Cyber Crimes
10. Information Technology
11. International Institutions
12. E-Seva   Mee-Seva

	Government College (Autonomous) Rajahmundry	Program & Semester			
Course Code PP-101	**INTRODUCTION TO PUBLIC POLICY**	I B.A (I Sem)			
Teaching	Hours Allocated: 60 (**Theory**)	L	T	P	C
Pre-requisites:		4	1	-	4

Course Objectives:

- Students will acquire an extensive set of skills from political science, economics, and quantitative analysis that can be applied to develop innovative solutions to a broad range of policy problems. Examples of core analytical competencies include economic analysis, statistical analysis, policy formulation and implementation analysis, and cost-benefit analysis.
- Students will become proficient in communicating policy advice verbally and in writing, both individually and in groups.
- Students will develop expertise in one or more substantive policy fields of their choosing that will equip them for professional relevance and impact.
- Students will learn leadership skills necessary to become agents of change to improve the quality of life for people and their communities, here and abroad.

Course Outcomes:

On Completion of the course, the students will be able to-	
CO1	➢ Student able to understand the concept of Public policy and its need and importance
CO2	➢ Student able to know about the different approaches to the study of policy sciences
CO3	➢ To understand the concept of public policy cycle like, policy formulation, policy implementation, policy education and policy evaluation
CO4	➢ To know about the policy making structure in India and its process
CO5	➢ To know about the different roles in policy formulation like, judiciary, executive and bureaucracy

Unit-I: Introduction to Public Policy, Meaning, Scope, Need and Importance of Public Policy History and Origin of Public Policies**,** Types of Public Policy**,** Approaches to the Policy Sciences.

Unit-II: Public Policy Science and Public Policy Cycle, Models for Public Policy Analysis and its use, Scholars of Sciences: David Easton, Harold Lass well and YehezkelDror**,** Policy Formulation, Policy Implementation. Policy Education and Policy Evaluation.

Unit-III: Policy Making in India, Policy Making Structure and Process, **Role** of Legislature, Executive, Bureaucracy and Judiciary in Policy Formulation. Role of Legislature, Executive, Bureaucracy and Judiciary in Policy Implementation and Evaluation, Problems in Policy Implementation, Evaluation of Public Policy

Unit- IV: Determinants of Public Policy, Political Parties**,** Interest/ Pressure Groups, Role of NGO's and Citizens**,** Social Movements, International Agencies**,** Mass Media

Unit- V: Public Policies in India, Industrial Policy and its Impact on the Administration**,** Agriculture Policy: Need for Agriculture Policy and Assessment**, Health** Policy: National Health Policy, Education Policy- Strength the Social Sector**,** Environment Policy- Sustainable Development.

Text books:

1. Prabhuthva vidhanam : Telugu Academy
2. Understanding Public Policy: Thomas R. Dye

Reference books:

1. R.K. Sapru, Public Policy: Formulation, Implementation and Evaluation, Sterling, New Delhi,2004
2. R.K. Sapru, 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).

Web Links:

1. https://www.nic.in/blogs/role-of-information-technology-in-public-policy-formulation-and-implementation/
2. https://www.parliament.nsw.gov.au/la/roleandhistory/Pages/The-role-of-the-Legislative-Assembly.aspx

CO-PO Mapping:

(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], '-' : No Correlation)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3
CO1	2	2	3	2	3	3	2	2	3	3			
CO2	3	3	2	3	3	2	3	3	2	2			
CO3	2	2	3	2	2	3	2	3	2	3			
CO4	3	3	2	2	3	2	3	2	3	2			
CO5	3	2	3	3	3	3	2	3	2	3			

GOVERNMENT COLLEGE (AUTONOMOUS), RAJAMAHENDRAVARAM

Programme: B.A.   Subject: Public Policy (CBCS)

I Semester Model Question Paper

Course I: Introduction to Public Policy

Time: 3hours   Marks: 50M

PART-A

Answer Any Three of the Following Questions.   3x10= 30M

(1). Define Public Policy and Explain the Branches of Public Policy?

(2). Explain the Evolution of Education Policy in India?

(3).Explain the Major Problems in Policy Implementation?

(4) Explain the Major Differences in Policy Making?

(5).Explain how Social Movement Determine Public Policy?

(6). Explain about Public Policies in India?

PART-B

Answer any Four Questions. All questions Carry Equal Marks.   4x5=20M

7. National Health Policy

8. Mass Media Role in Public Policy

9. Agriculture Policy

10. Environmental Policy

11. NGO's Role

12. Political Parties

	Government College (Autonomous) Rajahmundry	Program & Semester			
Course Code PP-102	**PRINCIPLES OF ADMINISTRATION**	I B.A (II Sem)			
Teaching	Hours Allocated: 60 (**Theory**)	L	T	P	C
Pre-requisites:		4	1	-	4

Course Objectives:

1. Demonstrate a clear understanding of salient principles of public policy
2. Demonstrate competency in the application of core analytical and critical skills
3. Demonstrate an awareness of diverse policy pathways and processes from idea to implementation
4. Demonstrate an understanding of the role of public policy in the exercise of power in Australia

Course Outcomes:

On Completion of the course, the students will be able to-	
CO1	Student is aware of administrative system and principles..
CO2	Student is aware of differences and similarities between Public and Private Administration.
CO3	Student able to understand formal and informal organizations and also hierarchical system in administration

UNIT-I: INTRODUCTION TO PUBLIC ADMINISTRATION: Definition Meaning Nature and Scope of Public Administration, Role and Importance of public Administration in Developed and Developing Societies, Public and Private Administration (Deference's and Similarities)

UNIT-II: GROWTH AND DEVELOPMENT: Origin and Evolution of Public Administration, Politics - Public Administration Dichotomy, New Public Administration and New Public Management

UNIT-III: PRINCIPLES OF ORGANIZATION – I: Division of work and Hierarchy, Meaning and Merits and demerits, Unity of Command - Meaning and Importance, Span of Control – Meaning Different Factors on which Span of Control depends

UNIT-IV: PRINCIPOLES OF ORGANIZATION –II: Meaning and Importance of Communication, Co-Ordination Meaning and Importance Centralization and Decentralization Merits and Demerits, Leadership Meaning and Types of Leadership

UNIT-V: ORGANIZATION AND THEORIES OF ORGANIZATION: Systems and Contingency Theory, Formal and Informal Organizations, Line and Staff Agencies Functions and Types, Independent Regulatory Commissions

Text books:

1. Prabhuthva Palana Sastram Telugu Academy
2. Avasthi, A and Maheshwari
3. Prasad and Prasad: Concepts and theories.

Reference books:

1. D. Ravindra Prasad and Y. Pardhasaradhi (eds.,) Public Administration: Concepts, Theories And Principles (Eng), Telugu Academy, Hyd, 2011.

2. Avasthi and Maheswari, Public Administration, (30thEdition), Lakshmi Narayan Agarwal, Agra - 2010.

3. Avasthi, A and S.R. Maheswari Public Administration Agra, Lakshmi Narayana Agarwal 2003

4. L.D.White Introduction to the Study of Public Administration 8. Bhagwan v and Bhushan v Public Administration New Delhi S. Chand

Web Links:

3. http://www.drbrambedkarcollege.ac.in/sites/default/files/Public%20and%20Private%20Administration.pdf
4. https://www.economicsdiscussion.net/organisation/principles-of-organisation/31937

CO-PO Mapping:

(1: Slight [Low];   2: Moderate[Medium];   3: Substantial[High],   '-' : No Correlation)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3
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CO2	2	3	2	3	2	2	3	3	2	2			
CO3	2	2	3	2	2	3	2	3	2	3			
CO4	3	3	2	2	3	2	3	2	3	2			
CO5	3	2	3	3	2	3	2	3	2	3			

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY
B.A. SEMESTER: II SUBJECT: PUBLIC POLICY
COURSE-II (CORE): PRINCIPLES OF ADMINISTRATION
II SEMESTER END EXAMINATION

SECTION- A

Time: 2.30Hrs.   Max.Marks.50

Answer any three of the following questions: **3x10=30M**

1. Explain the meaning, Nature, Scope and importance of Public Administration
    ప్రభుత్వ పాలనా శాస్త్రము అర్థం, స్వభావం ,పరిధి ,మరియు ప్రాధాన్యతలను తెలపండి ?

2. Explain the Public and Private Administration Elucidate the   similarities?
    ప్రభుత్వ మరియు ప్రైవేటు పాలనలను గూర్చి వివరించి వాటి మధ్య గల పోలికలను తెలపండి ?

3. Explain about the Politico - Administrative Dichotomy   Critically?
    రాజకీయాల పాలన ద్వి భాగత్వ సిద్ధాంతమును వివరించి విమర్శించండి ?

4. Define leadership and explain the various things of leadership?
    నాయకత్వము అనగనేమో వివరించి నాయకత్వానికి సంభందించిన వివిధ   సిద్ధాంతాలను

వివరించుము ?

5. Define the Communication and explain its importance in Administration?
    ప్రసారాలు అనగనేమో నిర్వచించి పాలనలో ప్రసారాల ప్రాధాన్యతను తెలపండి?

6. Explain the Line and Staff Agencies and their types?
    లైస్ మరియు స్టాఫ్ ఏజెన్సీలను గూర్చి వివరించి వాటిలోని రకాలను తెలపండి ?

SECTION- B

Answer any four of the following Questions: **4 X 5 = 20M**

7. Relationship between Public Administration and Economics
    ప్రభుత్వ పాలన మరియు అర్థశాస్త్రముల మధ్య గల సంభందాలను తెలపండి

8. Division of work   -   పని విభజన

9. Hierarchy   -   క్రమానుగత శ్రేణి

10. Independent regulatory commissions   -   స్వాధీన వినియామక సంఘాలు

11. New Public Administration   -   నూతన ప్రభుత్వ పాలన

12. Decentralization   -   వికేంద్రీకరణ

	Government College (Autonomous) Rajahmundry	**Program & Semester**			
Course Code PP-103	**THEORIES OF ADMINISRATION**	II B.A (III Sem)			
Teaching	Hours Allocated: 60 (**Theory**)	L	T	P	C
Pre-requisites:		4	1	-	4

Course Objectives:

• Students will have the analytical ability to see, understand, and appreciate theories, issues, and problems from more than one theoretical perspective. Students

• Students will understand core descriptive, normative, and predictive theories of administrative structure, systems, and processes so that you see public organizations

• Students will have the ability to analyze public nonprofit and organizations to improve effectiveness. This means thinking theoretically to use and relate concepts through generalization. It also means thinking practically to sort out critical elements or facts in a complex situation.

Course Outcomes:

On Completion of the course, the students will be able to-	
CO1	To comprehend the changing paradigms of Public Administration
CO2	To acquaint with the theories, approaches, concepts and principles of Public Administration
CO3	To understand the administrative theories and concepts to make sense of administrative practices
CO4	To Understand public administration theory and concepts from multiple perspectives

UNIT - I: Classical and neo- classical theories, F W Taylor and scientific management theory, Bureaucratic Approach: Max Weber and Karl Marx, Classical Approach: Henri Fayol, Luther Gulick and LyndallUrwick, Mary Parker Follet

UNIT - II: Human Relations and Behavioral Approaches, Human Relations Approach –Elton Mayo Chester barnyard's functions of the executive, Behavioral Approach: Herbert A. Simon DouglasMcGregor's theory X and theory Y, Chris Argyrols' Maturity and Immaturity theory

UNIT – III :MOTIVATION: Traditional theory of motivation, Maslow's hierarchy of needs, Herzberg's two factorTheory, Mc Gregor, RensisLikert Participative - Rensis Likert's 4 systems of management and others.

UNIT – IV: Situational approaches: Situational theories, Contingency theories, Transactional & transformational theory

UNIT – V: Ecological and Social Justice Approaches: Administrative Ecology: F.W.Riggs, Social Justice Approach – B.R.Ambedkar, Jyothirao Pule

Text books:

1. Prabhuthva Palana Sastram Telugu Academy
2. Avasthi, A and Maheshwari
3. Prasad and Prasad: Concepts and theories.

Reference books:

1. Administrative thinkers by Prasad and Prasad

2. Administrative thinkers by Awasthi and Maheshwari

3. George H. Fredrickson (et al).(2003). The Public Administration Theory Primer, West view Press

4. Henry Nicholas (2007), Public Administration and Public Affairs, Prentice Hall of India, New Delhi

5. Luther Gulick & Lyndall Urwick (eds.)(1937), Papers on Science of Administration, Institution of Public Admin, New York.

6. Lyndall Urwick (1947), The Elements of Administration, Issac Pitman & Sons, London

7. Donald Menzel et.al (Eds) (2011). The State of Public Administration: Issues, Challenges & Opportunity. M.

Web Links:

1.https://scholarworks.wmich.edu/cgi/viewcontent.cgi?article=2613&context=masters_theses
2. https://egyankosh.ac.in/bitstream/123456789/19185/1/Unit-14.pdf

CO-PO Mapping:

(1: Slight [Low];   2: Moderate[Medium];   3: Substantial[High],   '-' : No Correlation)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3
CO1	2	2	3	2	3	3	2	2	3	3			
CO2	3	3	2	3	3	2	3	3	2	2			
CO3	2	2	3	2	2	3	2	3	2	3			
CO4	3	3	2	2	3	2	3	2	3	2			
CO5	3	2	3	3	3	3	2	3	2	3			

GOVERNMENT COLLEGE (A); RAJAHMUNDRY
B.A. SEMESTER: II SUBJECT: PUBLIC POLICY
COURSE-II (CORE): THEORIES OF PUBLIC ADMINISTRATION
II SEMESTER END EXAMINATION

TIME: 2:30 Hours   **Max Marks: 50M**

SECTION- A

Answer any three of the following questions.   **3 X 10 = 30 M**

1. Discuss Henry Fayal's principles of Organization.
   హెన్రీ ఫెయిల్ ప్రతిపాదించిన వ్యవస్థ సూత్రాలను వివరించుము.

2. Evaluate F.W Taylor's contribution to scientific management.
   శాస్త్రీయ నిర్వహణ సిద్ధాంతానికి ఎఫ్ డబ్ల్యూ టేలర్ చేసిన కృషిని సమీక్షించుము.

3. Explain Max Weber's concept of Bureaucracy.
   మాక్స్ వెబర్ ఉద్యోగస్వామ్య భావనను వివరించండి.

4. Write an essay on the Human relations approach of Elton Mayo.
   ఎల్టన్ మాయో ప్రతిపాదించిన మానవసంబంధాల దృక్పథం పై ఒక వ్యాసం ప్రాయుము.

5. Write an essay on Abraham Maslow's Hierarchical needs of Theory.
   అబ్రహం మాస్లో యొక్క అవసరాల క్రమానుగత శ్రేణి పై ఒక వ్యాసము ప్రాయుము.

6. Write an essay on comparative Public Administration.
   తులనాత్మక ప్రభుత్వ పాలన పై ఒక వ్యాసము ప్రాయుము.

Section ---- B

Answer any four of the following questions.   **4 X 5=20M**

7. Luther Gallic-Classical theory of Organization -   లూథర్ గల్లిక్-సాంప్రదాయ వ్యవస్థ సిద్ధాంతం

8. Characteristics of Bureaucratic theory   -   **ఉద్యోగిస్వామ్య సిద్ధాంతం లక్షణాలు,**

9. Karl Marx – Communism   -   **కారల్మార్క్స్ -కమ్యూనిజం.**

10. Great Illumination theory   -   గొప్ప వెలుగు సిద్ధాంతం.

11. Stages of decision making   -   **నిర్ణయాకరణలో దశలు.**

12. Principles of theory X and Theory *Y*.   -   *X* **మరియు Y సిద్ధాంతం యొక్క సూత్రాలు.**

	Government College (Autonomous) Rajahmundry	Program & Semester			
Course Code PP-104	**INDIAN ADMINISTRATION - EMERGING ISSUES**	II B.A (IV Sem)			
Teaching	Hours Allocated: 60 (**Theory**)	L	T	P	C
Pre-requisites:		4	1	-	4

Course Objectives:

1. Learning the influences of various emerging issues on Indian Administration
2. Understanding the issues confronted by Public Administration currently the means
   To address them.
3. Gaining knowledge of various Acts for weaker sections and utilizing them in day to life

Course Outcomes:

On Completion of the course, the students will be able to-	
CO1	➢ Discern the connects and disconnects between structure, purpose and process and results in Indian Administration;
CO2	➢ Understand the Indian Administration role as the main instrument of State to achieve its developmental goals;
CO3	➢ Appreciate the varying historical, socio-economic, political and other conditioning factors that gave Indian Administration its distinct nature to the learner
CO4	➢ To understand the role of public services in Redressed of Citizen Grievances: Transparency, Accountability and Right to Information Act
CO5	➢ Acquaint with the functioning of the Administrative Accountability: Legislative and Judicial Control

UNIT-I: CONTROL OVER GOVERNMENT ADMINISTRATION: Lokpal, Lokayukta and Central Vigilance Commission, Consumer Protection, Forums Functioning and importance of Lok Adalat organizations in India.

UNIT II: Right to Information Act (RTI), National and State Human Rights Commissions

UNIT - III: Administration of Welfare Programmers for Weaker Section - SCs,STs, BCs, Women and Minorities, SC and ST Atrocity Act, Administrative Reforms: Recommendations of important Commissions and Second ARC

UNIT – IV: Emerging Issues Mechanisms for Disaster Management - Cyclones, Earth Quakes and Floods, Governance and e-Governance Applications in Indian Administration.

UNIT – V: Public Private Partnerships and Voluntary Sector. Public Corporations - Independent Regulatory Commissions

Text books:

1. Prabhuthva Palana Sastram Telugu Academy
2. Avasthi, A and Maheshwari
3. Prasad and Prasad: Concepts and theories.

Reference books:

1. D. Ravindra Prasad and Y. Pardhasaradhi (eds.,) Public Administration: Concepts, Theories And Principles (Eng), Telugu Academy, Hyd. 2011.

Web Links:

1. https://en.wikipedia.org/wiki/Right_to_Information_Act,_2005
2. https://cbpbu.ac.in/userfiles/file/2020/STUDY_MAT/POL_SC/73rd%20and%2074th-converted.pdf

CO-PO Mapping:

(1: Slight [Low];   2: Moderate[Medium];   3: Substantial[High],   '-' : No Correlation)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3
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CO2	3	3	2	3	3	2	3	3	2	2			
CO3	2	2	3	2	2	3	2	3	2	3			
CO4	3	3	2	2	3	2	3	2	3	2			
CO5	3	2	3	3	3	3	2	3	2	3			

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY

B.A. SEMESTER: IV   SUBJECT: PUBLIC POLICY
COURSE-IV (CORE): INDIAN ADMINISTRATION: EMERGING ISSUES
Model Paper

TIME: 2:30 Hours   **Max Marks: 50**

SECTION- A

Answer any Three of the following questions.   **3 X 10 = 30 M**

1. Explain the role of central vigilance commission?
   కేంద్ర నిఘా విభాగం యొక్క పాత్రను వివరించండి?

2. Explain the powers and functions of state human rights commission?
   రాష్ట్ర మానవ హక్కుల సంఘం యొక్క అధికారాలు మరియు విధులను వివరించండి?

3. Discuss the influence of caste in democratic process?
   ప్రజాస్వామ్య ప్రక్రియలో కులము యొక్క ప్రభావమును చర్చించుము?

4. Explain about the welfare schemes for weaker section in Andhra Pradesh state?
   ఆంధ్రప్రదేశ్ రాష్ట్రంలో బలహీన వర్గాల సంక్షేమ పథకాలను గూర్చి వివరించండి ?

5. Explain about the Right to information act in India?
   భారతదేశంలో సమాచార హక్కు చట్టం గూర్చి వ్రాయుము?

6. Explain the composition and functions of Election Commission of India?
   భారత ఎన్నికల సంఘం యొక్క నిర్మాణం మరియు విధులను వివరించండి ?

SECTION- B

Answer any FOUR of the Following questions.   **4 x 5 = 20 M**

7. First A.R.C
    మొదటి పాలనా సంస్కరణల సంఘం

8. B.C commission
    వెనుకబడిన తరగతుల సంఘం

9. National human rights commission
    జాతీయ మానవ హక్కుల సంఘం

10. Public private partnership (ppp)
    ప్రభుత్వ ప్రైవేట్ భాగస్వామ్యం

11. Y S R C P
    పై .యస్ .ఆర్ .సి . పి .

12. Public companies
    ప్రభుత్వ కంపెనీలు

	Government College (Autonomous) Rajahmundry	Program & Semester II B.A (IV Sem)			
Course Code PAD-127	**E-GOVERNANCE IN INDIA**				
Teaching	Hours Allocated: 60 (**Theory**)	L	T	P	C
Pre-requisites:		4	1	-	4

Course Objectives:

5. Gaining theoretical understanding about the concept, theory and models of e-governance.
6. Learning practical application of e-governance in different walks of life.
7. Awareness of various e-governance initiatives undertaken to deliver Public services to the stakeholders.
8. Developing necessary skills to use and operate e-governance or digital service delivery

Course Outcomes:

On Completion of the course, the students will be able to-	
CO1	➢ To create awareness on e-Governance and digital technology
CO2	➢ To understand the concept of e-Governance prospects and emerging challenges
CO3	➢ To have an idea about the right to information act, 2005
CO4	➢ To understand the concept of e-Governance in agriculture and rural development Student should able to the know about the administrative issues and security issues

UNIT I: Introduction to E- Governance and Digital Technology: E-Governance – Meaning, Scope and Importance, Digital Technology and Services Delivery.

UNIT II: E-Governance and theoretical aspects: E-Governance Theories, Public and Private Partnership, Information Technology Act, 2000.

UNIT III: Organization of Government Information in various departments: 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: Mee-Seva, CARD and E-Procurement, E-Governance in Higher Education, E-Governance in Health Administration, E-Hearing.

UNIT V: E-Governance – Security Issues: Accountability and Transparency, IT Security, Hacking, Cyber Crimes, E-Governance opportunities, Challenge and Barriers.

Text books:
3. Bharatha Suparipalana: Telugu Academy
4. Indian Constitution and Governance: Rama Devi

Reference books:
1. Bellamy, Christine and John, Taylor (1998) Governing in the Information Age.
   Open University Press: Buckingham
2. Bhatnagar, S C (2004) E-Government: From Vision to Implementation. Sage: New Delhi
   Bouwman, Harry; Hooff, Bart van den; Vingaert, Lidwien van de; and Dijk, Jan van
   (2005) Information and Communication Technology in Organizations: Adoption,
   Implementation, Uses and Effects, Sage Publications: New Delhi
3. Gosling, P. (1997) Government in the Digital Age. Government Information Quarterly,
   Vol. 18, No. ER2. Bowerdean: London
4. Heeks, Richard (2006) Implementing and Managing eGovernment: An International text.
   Sage: London
5. Jones, S. G. (Ed.)(1995) Cyber Society, Computer mediated communication and
   Community. Sage: Thousand Oaks CA
6. Kooiman, J. (Ed.) (1993) Modern Governance: New Government – Society Interactions.
   Sage: London
7. Layne, K. and Lee J. (2001) Developing Fully Functional e-Government: A Four Stage
   Model. Government Information Quarterly, 18(2001), pp. 122-36. Elsevier: Manchester
   UK 8. Marchionini, G. (1995) Information Seeking in Electronic Environments. The Press
   Syndicate of the University of Cambridge: New York .

Web Links:
3. https://www.lkouniv.ac.in/site/writereaddata/siteContent/202004120815046665Nandita_Kaushal_Digital_Governance.pdf
4. https://www.britannica.com/topic/cybercrime/Hacking

CO-PO Mapping:

(1: Slight [Low];   2: Moderate[Medium];   3: Substantial[High],   '-' : No Correlation)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3
CO1	2	2	3	3	2	2	3	2	3	2			
CO2	3	3	3	2	2	2	3	3	2	2			
CO3	3	2	2	3	3	2	2	2	3	3			
CO4	2	3	3	2	2	3	3	3	2	2			
CO5	3	2	3	3	2	2	2	3	3	3			

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY

B.A. SEMESTER: IV SUBJECT: PUBLIC POLICY
COURSE-IV (CORE): E-GOVERNANCE IN INDIA
Model Paper

TIME: 2:30 Hours   **Max Marks: 50**

SECTION- A

Answer any three of the Following Questions.   3x10=30M

1. Explain the Meaning, Scope and Importance of the e-Governance
2. Write about the Right to Information Act.2005.
3. Write about the e-Governance in Rural Administration.

4. Write an Essay on e-Governance in Social Welfare Departments.
5. Discuss about e-Governance Opportunities and Challenges in India.
6. Write about Accountability and Transparency in e-Governance

SECTION- B

Answer any Four of the following questions.   4x5 = 20M

7. E-Governance in Higher Education.
8. E-Governance in Rural Development
9. Cyber Crimes
10. Information Technology
11. International Institutions
12. E-Seva   Mee-Seva

	Government College (Autonomous) Rajahmundry	**Program & Semester**			
Course Code	**LOCAL ADMINISTRATION**	II B.A (IV Sem)			
Teaching	Hours Allocated: 60 (**45 Theory + 15 practical**)	L	T	P	C
Pre-requisites:	CERTIFICATE COURSE	2	3	1	2

Course Objectives:

1 This paper gives understanding of the structure and operation of state and local governmental institutions, the challenges they face, and the key political actors within those governmental units.

2. It also enables to better understand the democratic decision making process of state and local governments.

3. The factors that influence them, so that every student might be better equipped for active and informed participation in state and local politics:

4. To understand the contributions of various committees on local government, to describe the features and provisions of Constitutional Amendment Acts and to Realize the significance of Grama Sabha.

Course Outcomes:

On Completion of the course, the students will be able to-	
CO1	➢ Discern the connects and disconnects between structure, purpose and process and results in Indian Administration;
CO2	➢ Understand the Indian Administration role as the main instrument of State to achieve its developmental goals;
CO3	➢ Appreciate the varying historical, socio-economic, political and other conditioning factors that gave Indian Administration its distinct nature to the learner
CO4	➢ To understand the role of public services in Redressed of Citizen Grievances: Transparency, Accountability and Right to Information Act
CO5	➢ Acquaint with the functioning of the Administrative Accountability: Legislative and Judicial Control

Unit I: Local Government – Concept, Meaning, Nature, Scope and Importance. Brief History of Local Government: Ancient, Medieval and Modern. Post Independent- Balwant Roy Mehatha Ashok Mehatha and other committees

Unit II: Rural Local Government - Grama Panchayat: Structure, Powers and Functions Mandal Parishad, Zilla Parishad, Concept of Smart Village, 73rd Constitutional Amendment Act.

Unit III: Urban Local Governments - Municipal Corporation, Municipalities, 74th Constitutional Amendment Act, Nagar Panchayat, Concept of Smart City

Unit IV: Local Government and Development - Rural Development Programmes and Rural Problems, Urban Development Programmes and Urban Problems, Women Empowerment in Local Government, Challenges to Indian Local Government

Text books:

1. Local Governments in India Telugu Academy
2. Rural and Urban Governance M.Lakshmi Kanth

Reference books:

1. S.R. Maheswari, 'Local Government in India', Laxmi Nariyan Agarwal, Meerut
2. Hoshiar Singh, 'Local Government; India, Britain France and America'; Kitab Mahal, Cuttack, Orissa
3. 73rd and 74th Constitutional Amendment Acts.
4. S.R.Maheswari, 'Rural Development in India, Second Edition', Sage Publications India References
5. R.Mudgal, ' Local Self Government in India', Book Enclave Publishers, Jaipur
6. Pradeep Sachdeva, 'Local Government in India', Pearson Publishers, Delhi

Web Links:

1. https://www.clearias.com/local-self-government-panchayati-raj-system/#:~:text=History%20of%20local%20administration,the%20provinces%20to%20enact%20legislations.
2. file:///C:/Users/GC%20RJY/Desktop/Rajamahendravaram%20Municipal%20Corporation.html

CO-PO Mapping:

(1: Slight [Low]; 2: Moderate[Medium]; 3: Substantial[High], '-' : No Correlation)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3
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CO2	3	3	2	3	3	2	3	3	2	2			
CO3	2	2	3	2	2	3	2	3	2	3			
CO4	3	3	2	2	3	2	3	2	3	2			
CO5	3	2	3	3	3	3	2	3	2	3			

GOVERNMENT COLLEGE (AUTONOMOUS) RAJAHMUNDRY
SUBJECT: PUBLIC ADMINISTRATION
COURSE-Certificate Course: LOCAL ADMINISTRATION

TIME: 2 Hours   **Max Marks: 50**

SECTION- A

Answer any Three of the following questions.   **3 X 10 = 30 M**

1. What is Local Government? Explain the Nature, Scope and importance of Local government

2. Explain the major recommendations of Ashok Mehatha Committee.

3. Explain the structure, powers & functions of Zilla Parishad

4. Write an Essay on the main provisions of 73rd Constitutional Amendment Act.

5. Describe the Rural Programmes in India

6. Write an easy on women empowerment in Local Government

SECTION- B

Answer any Four of the following Questions.   **4 X 5 = 20 M**

7. Balwant Roy Mehatha

8. Mandal Parishat

9. Concept of Smart City

10. Gramasabha

11. Swachha Bharat

12. Nagar Panchayat

LIST OF PROPOSED ACTIVITIES

S NO	NAME OF THE ACTIVITY	DATE
1	CONSTITUTION DAY	26/11/2020
2	HUMAN RIGHTS DAY	10/12/2020
3	VOTERS DAY	25/01/2021
4	WOMENS DAY	08/03/2021