

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

**BOARD OF STUDIES**



**DEPARTMENT OF PUBLIC ADMINISTRATION**

**I, II, III, V SEMESTERS**

**2020-2021**

**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 11-12-2020 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. **Dr. P. PREMANANDAM (University Nominee)**  
Head of the Dept. of Political Science & Public Administration,  
Andhra University, Visakhapatnam.
3. **Dr. P. HARI PRASAD (In-Charge of the Dept. of Political Science & Public Administration)**  
Govt. degree College, for men, Kadapa (**External Expert**)
4. **Dr. DSVS. BALA SUBRAHMANYAM (Subject Expert)**  
Lecturer in Public Administration,  
RRDS GDC, Bhimavaram.
5. **Sri. J. CHOWDARAYYA (Industrial Expert)**
6. **Sri. K. NARASIMHA RAO (Member)**  
Lecturer in Political Science,  
SRR & CVR Govt. Degree College (A), Vijayawada.
7. **Kum.CH.Sarala (Student Nominee)**

### Agenda:

- Item 1: Approval of syllabus for Semester I, II, III & V for the academic year 2020-2021
- 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 and V semesters. He apprised the members of Board of Studies and the guidelines of the UGC, APSHE, 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:





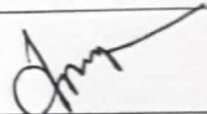
1. Resolved to approve the present CBCS syllabus for semester 3rd, & 5th.
2. Resolved to adopt the proceedings of Board of Studies held in April 2019 as it is with regard to CBCS Syllabus for semester I and II as the new Syllabus in Public Administration was not designed by Andhra Pradesh State Council for Higher Education.
3. 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.
4. Resolved to enhance the theory examination time from two & half Hours to three Hours as majority of the Students requested.
5. Resolved to conduct the external examinations either in offline, online or blended in view of Pandemic situation.
6. Resolved to approve the list of paper setters and external examiners submitted by the department.

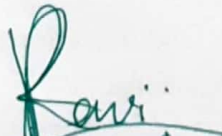
7. Resolved to approve the division of internal marks i.e.

- a) 10Marks for Internal Exams (Two).
- b) 10 Marks for Assignments (Two).
- c) 10 Marks for Project.
- d) 5 Marks for Attendance.
- e) 5Marks for Seminar.

8. 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	Dr. P. PREMANANDAM	
3. External Expert	Dr. P. HARI PRASAD	
4. Subject Expert	Dr. DSVS. BALA SUBRAHMANYAM	
5. Industrial Expert	J. CHOWDARAYYA	
6. Member	K. NARASIMHA RAO	
7. Student Nominee	CH.SARALA KUMAR	Ch. Sarala Kumar

  
PRINCIPAL

**SRR & CVR GOVT. DEGREE COLLEGE**  
(Autonomous)  
Machavaram, VIJAYAWADA - 520 004.

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

CREDITS:4

COURSE OBJECTIVES:

1. To explain the importance of planning in Administration.
2. To explain the emergence and growth of New Public Administration.
3. To explain the major thrust areas of the second Minnowbrook Conference.
4. To trace the genesis of New Public Management perspective.
5. To examine the impact of New Public Management perspective.
6. To estimate the importance of leadership in Administrative organization.
7. To understand the importance of communication in Administration.
8. To examine the significance of supervision in an Administrative Organization.

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


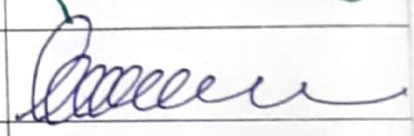
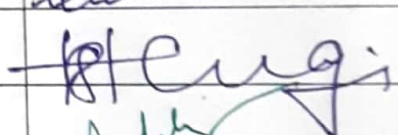

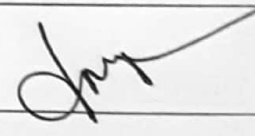
UNIT-V

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,(30<sup>th</sup> Edition), Lakshmi Narayan Agarwal, Agra -2010.
5. RumkiBasu, Public Administration: Concepts and Theories,(5<sup>th</sup> Revised ed), Sterling Publishers, New Delhi, 2004.

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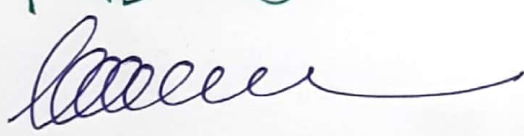



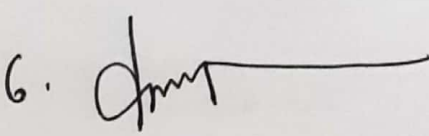
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5. Industrial Expert	J. CHOWDARAYYA	
6. Member	K. NARASIMHA RAO	
7. Student Nominee	CH.SARALA KUMARZ	Ch. Sarala Kumari

BLUE PRINT FOR QUESTION PAPER SETTERS

Marks: 60

Time: 3hrs

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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7. Ch. Sarala Kumari

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: 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

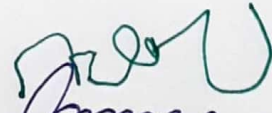
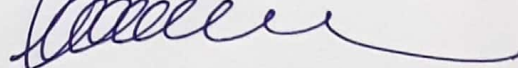
6. Internal Choice from Unit 1  
Question A or Question B

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

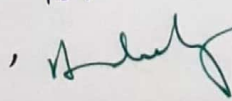
8. Internal Choice from Unit 3  
Question A or Question B

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

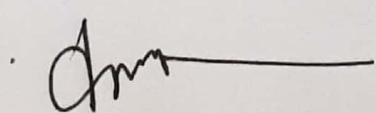
10. Internal Choice from Unit 5  
Question A or Question B

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7. Ch. Sarala  
Kumar

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

CREDITS:4

**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: Local Administration:**

1. Public Enterprises in India: a) Forms of Public Enterprises b) Privatization and Disinvestment.
2. State Government and Administration: Governor, Chief Minister, Council of Ministers, Secretariat & Directorates, General Administration Department and Chief Secretary

**UNIT-IV:**

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

**UNIT-V: Administrative Accountability:**

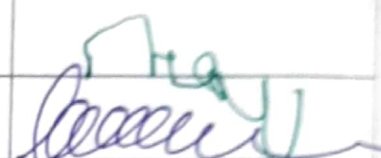
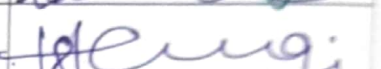



1. Control over Administration
2. Legislative and Judicial Control

**Reference Books:**

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

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

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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

1. May

2. June

3. July

4. Aug

5.

6. Sep

F. Ch. Sarala Kumari

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**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: 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

1. 
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7. Ch. Sarala Kumari

18  
16

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

**CREDITS:4**

**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

**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**

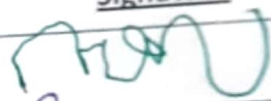
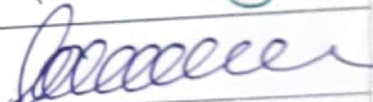
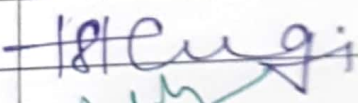


- Policy Evaluation-Criteria for Policy Evaluation-Problems
- NeetiAayog

- 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, (8<sup>th</sup> Revised Ed.) Cengage Learning, 2014
6. DrorY, Policy Science Developments and implications, Rand Corporation, Santa Monica (1970).

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7. Student Nominee	CH.SARALA KUMAR	Ch. Sarala Kumari

SRR & CVR GOVT DEGREE COLLEGE (Autonomous)

VIJAYAWADA-520004

BLUE PRINT FOR QUESTION PAPER SETTERS

Marks: 60

Time: 3hrs

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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3. *[Handwritten signature]*
4. *[Handwritten signature]*
- 5.
6. *[Handwritten signature]*

7. Ch. Sarala Kumari

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

Class III BA

Semester No V

Subject PUBLIC ADMINISTRATION

Paper No V

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

1. May
2. ~~Answer~~
3. ~~Answer~~
4. ~~Answer~~
- 5.
6. ~~Answer~~
7. Ch. Sarala Kumari

SRR& CVR Govt Degree College (A)

BA- PUBLIC ADMINISTRATION

THIRD YEAR- SEMESTER: V

PAER-VI:e- Governance in India (Core)

CREDITS:4

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

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



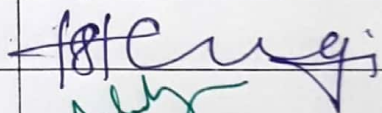
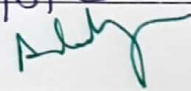

- Public Participation-
- Administrative Reforms-
- Grievance Redressal
- Accountability and Transparency.
- IT Security

- Hacking
- Cyber Crimes
- E-Governance opportunities, Challenge and Barriers.
- 

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 SharmaE-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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SRR & CVR GOVT DEGRESS COLLEGE (Autonomous)



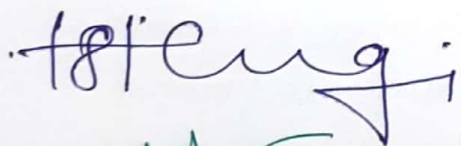


VIJAYAWADA-520004

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
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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

1. 
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- 5.
6. 
7. Ch. Savala Kumari

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

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

Semester No ..... V .....

Subject ..... POLITICAL SCIENCE .....

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  
  } 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

- 1. *[Handwritten signature]*
- 2. *[Handwritten signature]*
- 3. *[Handwritten signature]*
- 4. *[Handwritten signature]*
- 5. *[Handwritten signature]*
- 6. *[Handwritten signature]*
- 7. *[Handwritten signature: Ch. Sivalakshmi]*

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.

1. *[Handwritten signature]*

2. *[Handwritten signature]*

3. *[Handwritten signature]*

4. *[Handwritten signature]*

5.

6. *[Handwritten signature]*

7. *[Handwritten signature]*