

**FIRST YEAR SEMESTER-II**  
**BA PUBLIC ADMINISTRATION**

**PAPER-II PRINCIPLES OF PUBLIC ADMINISTRATION**

**UNIT-I : Concepts and Principles of Public Administration**

1. Administrative Planning
2. Leadership and Supervision

**UNIT-II Emerging trends**

3. Communication and Public Relations Meaning and Importance
4. New Public Administration: Minnowbrook I & II

**UNIT-III**

5. Public Administration and Public Policy, Decision Making
6. New Public Management

**UNIT - IV**

7. Governance
8. Public administration in the context of Globalization, privatization and Liberalization

**UNIT-V**

9. Post Modern Public Administration- Public Relation
10. Administrative Accountability- legislative, Executive- Judicial And Popular Control
11. Chief Executive- Role And Functions

**Reference Books:**

1. Avasthi, Maheswari, Public Administration, Lakshmi Narayan Agarwal, Agra - 2006
2. Battacharya Mohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi - 2007
3. The Constitution of Indian, Government of India - 2006
4. Indian Government and Politics - Telugu Academy- 2007
5. Interim Report: Problem of Redness of Citizens and Grievances Administrative Reforms Commission Government of India 1966

B.A. PUBLIC ADMINISTRATION  
SECOND YEAR  
SEMESTER-III  
PAPER-III: **INDIAN ADMINISTRATION**

**UNIT-I: Historical Background**

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

**UNIT-II: Central Administration**

- Union Government and Administration - President, Prime Minister, Cabinet, Cabinet Secretariat, Cabinet Committees and Prime Minister Office, Central Secretariat,
- Union and State Relations and Agencies - Administrative Relations- Inter State Council, Finance Commission, All India Services, NeetiAyog, National Development Council, Staff Selection Commission.

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**UNIT-III:**

- Public Enterprises in India: a) Forms of Public Enterprises b) Privatization and Dis-investment
- State Government and Administration: Governor, Chief Minister, Council of Ministers, Secretariat & Directorates, General Administration Department and Chief Secretary

**UNIT-IV:**

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

**UNIT-V: Administrative Accountability**

- Control over Administration
- Legislative and Judicial Control

**Reference Books:**

1. Avasthi, Maswari, Public Administration, Lakshmi Narain Agarwal, Agra-2006
2. BattaCharyarohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi, 2007
3. The Constitution of India, Government of India-2006
4. Indian Government and Politics, Telugu Academy, 2007

**SECOND YEAR SEMESTER-IV**  
**BA PUBLIC ADMINISTRATION**  
**PAPER-IV INDIAN ADMINISTRATION - EMERGING ISSUES**

**UNIT-I : CONTROL OVER GOVERNMENT ADMINISTRATION**

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

**UNIT - II:**

- 3.Right to Information Act (RTI)
- 4.National and State Human Rights Commissions

**UNIT - III:**

- 5.Administration of Welfare Programmes for Weaker Section - SCs, STs, BCs, Women and Minorities, SC and ST Atrocity Act
- 6.Administrative Reforms, Recommendations of important Commissions and Second ARC

**UNIT - IV Emerging Issues**

7. Mechanisms for Disaster Management - Cyclone, Earth Quakes and Floods
8. Governance and e-Governance Applications in Indian Administration.

**UNIT - V**

- 9.Public Private Partnership and Voluntary Sector.
- 10.Public Corporations - Independent Regulatory Commission

**Reference Books:**

- 1.Avasthi, Maheswari, Public Administration, Lakshmi Narayan Agarwal, Agra - 2006
- 2.BattacharyaMohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi - 2007
- 3.The Constitution of India, Government of India - 2006
- 4.Indian Government and Politics - Telugu Academy - 2007
- 5.Indian Administration - School of Distance Education Andhra University- Jan 2015

Time: 3 Hours

CBCS : SEMESTER WISE

Max.Marks:75

MODEL QUESTION PAPER

Time: 3 Hours

CBCS : SEMESTER WISE

Max.Marks:75

FIRST YEAR ; SEMESTER – II

B.A. PUBLIC ADMINISTRATION

**PAPER-II: PRINCIPLES OF PUBLIC ADMINISTRATION**

**SECTION - A**

**Answer any 5 questions (5x5=25 Marks)**

1. What is meant by Public Administrative Planning
2. Explain the importance of communication in Public Administration
3. Explain the new Public Administration
4. What is meant by Public Policy
5. Explain the concept of Governance
6. Discuss the impact of Privatisation on Public Administration
7. Explain the role of Public relations in Public Administration
8. Discuss the role of chief executive in any organization.

**SECTION – B**

**Answer all questions(5x10=50 Marks)**

9. A) Explain the importance of administrative planning in and organisation  
(or)  
B) What is meant by headship and discuss various types of headship
10. A) Explain the concept of meaning and importance of Public Administration  
(or)  
B) Trace the development of Minnow Brooks perspectives stages I and II
11. A) Explain the role of decision making in Public Administration  
(or)  
B) Discuss the Salient Features of New Public Administration
12. A) State the reasons for growing importance to Governance  
(or)  
B) Explain the impact of liberalization on Public Administration
13. A) What is meant by popular control and explain various methods  
(or)  
B) Discuss the concept of administrative accountability

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MODEL QUESTION PAPER

Time: 3 Hours

CBCS : SEMESTER WISE

Max.Marks:75

SECOND YEAR ; SEMESTER – III

B.A. PUBLIC ADMINISTRATION

**PAPER-III: INDIAN ADMINISTRATION**

**SECTION - A**

**Answer any 5 questions (5x5=25 Marks)**

1. Explain the main features of Indian Administration during ancient period
2. Explain the challenges to Indian Administration
3. Explain the main features of Union Administration
4. Discuss the administrative relations between the Union and State
5. State the need for All India Services
6. Explain the forms of Public Enterprises
7. Role of District Collector in the district administration
8. Explain the Judicial control over administration

**SECTION – B**

**Answer all questions (5x10=50 Marks)**

9. A) Explain the change and continuity in the Indian Administration  
(or)  
B) Discuss the Social, Economic and Political context of Indian Administration
10. A) Explain the role and functions of cabinet secretariat in the Union Administration  
(or)  
B) Discuss the Union and State relations
11. A) Discuss the need for privatisation and dis-investment.  
(or)  
B) Explain the relationship between secretariat and Directorates
12. A) Main Features of 73<sup>rd</sup> constitutional amendment act  
(or)  
B) Discuss the structure and functions of Urban Local bodies for control over administration.
13. A) Discuss the need for control over administration  
(or)  
B) Explain the legislative control over administration

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MODEL QUESTION PAPER

Time: 3 Hours

CBCS : SEMESTER WISE                      Max.Marks:75  
SECOND YEAR ; SEMESTER – III  
B.A. PUBLIC ADMINISTRATION

**PAPER-IV: INDIAN ADMINISTRATION**

**SECTION - A**

**Answer any 5 questions (5x5=25 Marks)**

1. Explain the powers and functions of central Vigilance Commission
2. Explain the need for consumer protection forums
3. Write a note on Right to Information Act
4. Write a note on administrative agencies meant for welfare of weaker sections
5. Write a note on the need for administrative reforms
6. What is meant by disaster management

7. explain the need for E.Governance in Indian Administration
8. explain the need for Independent Regulatory commissions.

SECTION – B

Answer all questions (5x10=50 Marks)

9. A) Discuss the need for Independent agencies for containing the corruption in High Places  
(or)  
B) Explain the power and functions National Consumer Commission.
- 10.A) Write a note on the powers and functions of National Human Rights Commission  
(or)  
B) Explain the main provisions of Scheduled Castes and Schedule Tribes atrocities act.
11. A) Discuss the main recommendations of Administrative reforms commissions.  
(or)  
B) Explain the Role of National Disaster relief force in the mitigation of natural disasters.
12. A) Explain the various initiatives taken by Government of India to introduce E-governance  
(or)  
B) Explain the need for digitalization government services in the administration.
13. A) Write a note on Public Private Partnership in India  
(or)  
B) Explain the role of voluntary agencies in implementing government programmes