

SRI VENKATESWARA UNIVERSITY :: TIRUPATI

Programme: B.A.

Honours in Public Administration

Academic Year 2023-24

Semester	Name of the Course	Hours	Credits
Vth	12. Public Policy	4	4
	13. Administrative Law	4	4
	14. Organization Behavior	4	4
	15. Management of Public Enterprises	4	4

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Lecturer in Political Science,

Subharam Govt Degree College,

PUNGANUR.

Paper :12 PUBLIC POLICY

UNIT-I

Public Policy: Concept, Significance and Scope.

Policy Analysis: Concept and Significance and implications

UNIT-II

Public Policy Approaches and Models with special reference to the Incrementalism and Rationalist Paradigms

UNIT-III

Policy Formulation and Implementation.

Role of Political Parties in Policy Formulation

UNIT-IV

Role of Bureaucracy in Public Policy Making.

Non-Governmental Organizations in Policy Making.

UNIT-V

Good-governance and Public Policy Making.

Role of Information Technology in Public Policy Process.

Paper -13: ADMINISTRATIVE LAW

UNIT-I

Administrative Law: Definition, nature and scope of Administrative Law, Distinction between Constitutional Law and Administrative Law and Droit Administrative

UNIT-II

Rule of Law; Principles of Natural Justice; Administrative Tribunals, Reasons for the Growth of Administrative Tribunals and its Structure.

UNIT-III

Delegated Legislation- concept, rationale, merits and demerits, Reasons for the growth of delegated Legislation, Legislative and Judicial Control over delegated legislation.

UNIT-IV

Ombudsman: Institution of Ombudsman: concept and genesis; Central Vigilance Commission: structure, functions, role and significance; and Lok Pal and Lok Ayukta in India composition, powers, functions and significance.

UNIT-V

Judicial Control of administrative action and remedies, Ordinary Remedies, Judicial Review, Writs.

Paper -14 ORGANISATIONAL BEHAVIOUR

UNIT -1

Introduction to Management – Principles of Management – Functions of management –Decision making process - Social responsibility of Management – Fundamentals of Planning, Organising, Staffing, Leading, and Controlling.

UNIT -2

Introduction to OB -Learning – Personality Theories– Perception – Learning Process, and Theories – Values & Attitudes.

UNIT -3

Motivation Theories – Managing Motivation in Small and large organizations – Effective Groups & Teams – Leadership Theories, Styles – Group Dynamics – Power, Politics, and Conflict – Resolving Conflicts.

UNIT -4

Organization Culture & Climate– Organizational Ethos – Functionality of Culture – Process and implementation of Change – Managing Resistance to Change - Organization Structure and Communication

UNIT -5

Organizational Development – Phases and Interventions of OD – Johari Window – Transactional Analysis- Managerial Interpersonal Styles - Managing Stress & Burnout.

15. MANAGEMENT OF PUBLIC ENTERPRISES

UNIT-1 Introduction: Meaning and Definitions of PSE's ; Features of PSE's ; Importance, advantages and limitations of PSE's; Historical background and Current state of PSE's in India ;Forms of PSE's ; Contribution of PSE's in GDP.

UNIT-2

Governing Bodies: Merits and demerits of functional policy bodies; Line and staff functions; The composition, size and tenure of governing board. **Unit-3**

Financial administration: Pattern of the share holdings and borrowings, Investment policy. Pricing policies, dividend decisions, budgeting, purchases and sales policies.

Unit-4

Public Accountability: Parliamentary, Perennial administrable control, Government directives and informal contacts; Autonomy of public enterprises.

Unit-5

Personnel Administration: Workers participation in the administration of public enterprises; Labour relations, Trade unionism and collective bargaining; Provision of amenities and administration of welfare fund; Problems of recruiting, training and promotion.