

SRI VENKATESWARA UNIVERSITY
FIRST YEAR B.A - PUBLIC ADMINISTRATION
FIRST SEMESTER
Under CBCS Syllabus W.E.F. 2020-21

The aims and objectives of the B. A. General Public Administration are

- Provide students with learning experiences that develop broad knowledge and understanding of key concepts of Public Administration and equip them with advanced knowledge and understanding for analyzing and performing the tasks concerning Public Affairs and Public System;
- Nurture ability among students to apply the acquired knowledge and skills to find solutions to specific theoretical and applied problems in Public Administration settings;
- Develop abilities in students to come up with innovative prescriptions/solutions for the benefit of society by diligence, leadership, team work and lifelong learning;
- Provide students with skills that enable them to get employment in public, private and non-governmental sectors, pursue higher studies or research assignments.

SL.No	Semester	Title of the Paper
1	I Semester	Introduction to Public Administration
2	II Semester	Theories of Public Administration
3	III Semester	Indian Administration
	IV Semester	Indian Administration-Emerging Issues
4	IV Semester	E-Governance in India

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INTRODUCTION TO PUBLIC ADMINISTRATION (PA-1)

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, Minnowbrook 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.

UNIT – 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.

Learning outcomes


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.

Recommended Readings:

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

Approved by: Board of Studies (B.O.S.) in Political Science, S.V. University, Tirupati.

Chairman: Sri.A. NAGESWARA RAO, Department of Political Science, Govt. Degree College, Karvetinagaram.



Members: 1. Sri. B. NAGAIAH, Department of Political Science, S.V.A. Govt. Degree College, Srikalahasti (M).

2. Dr. V.M. RAJASEKHAR, Department of Political Science, NTR Govt. Degree College, Valmikipuram.

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SRI VENKATESWARA UNIVERSITY - TIRUPATI
MODEL QUESTION PAPER & PATTERN
B.A. PUBLIC ADMINISTRATION
FIRST YEAR
(Under CBCS w.e.f 2020-21)
SEMESTER – I
INTRODUCTION TO PUBLIC ADMINISTRATION (PA-1)
(ప్రభుత్వ పాలనా శాస్త్రం - పరిచయం)

Max. Marks: 75

Time: 3 Hrs.

SECTION A (Total: 5x5=25 Marks)

Answer any five questions. Each question carries 5 marks

ఈ క్రిందివానిలో ఏవైనా ఐదు ప్రశ్నలకు జవాబులు వ్రాయండి. ప్రతి ప్రశ్నకు 5 మార్కులు.

1. Significance of Public Administration
ప్రభుత్వ పాలనా శాస్త్రం యొక్క ప్రాముఖ్యత
2. Public Administration and Private Administration
ప్రభుత్వ పాలన మరియు ప్రైవేట్ పాలన
3. New Public Administration (NPA)
నూతన ప్రభుత్వ పాలన
4. New Public Management (NPM)
నూతన ప్రభుత్వ నిర్వహణ
5. Hierarchy
క్రమానుగత శ్రేణి
6. Span of Control
నియంత్రణావధి
7. Staff Agencies.
స్టాఫ్ ఏజెన్సీలు
8. Auxiliary Agencies.
అనుషంగిక ఏజెన్సీలు
9. Decision Making
నిర్ణయాకరణ
10. Communication
సమాచారము/ప్రసారము

SECTION B (Total: 5x10 = 50 Marks)

Answer all questions. Each question carries 10 marks

ఈ క్రిందివానిలో ఏదైనా ఐదు ప్రశ్నలకు జవాబులు వ్రాయండి. ప్రతి ప్రశ్నకు 10 మార్కులు

11. A. Write an essay on meaning, Nature, Scope of Public Administration.

ప్రభుత్వ పాలనా శాస్త్రము యొక్క అర్థము, స్వభావము మరియు పరిధి గురించి ఒక వ్యాసము వ్రాయుము

(Or) (లేదా)

B. Explain the relations between Public Administration and Political Science.

ప్రభుత్వ పాలనా శాస్త్రము మరియు రాజనీతి శాస్త్రము మధ్య గల సంబంధాలను వివరింపుము.

12. A. Explain the importance of Public Administration in the context of Globalization.

ప్రపంచీకరణ నేపథ్యంలో ప్రభుత్వ పాలన యొక్క ప్రాధాన్యతను వివరింపుము.

(Or) (లేదా)

B. Explain the context in which the Paradigm Shift from Government to Governance is taking place.

ప్రభుత్వం నుండి పాలన దిశగా మారుతున్న సందర్భాన్ని వివరింపుము.

13. A. Explain the importance of the principle centralization and decentralization in organisation.

వ్యవస్థలో కేంద్రీకరణ మరియు వికేంద్రీకరణ నియమము యొక్క ప్రాధాన్యతను వివరింపుము.

(Or) (లేదా)

B. What is Unity of command? Elucidate the merits and demerits of Unity of command.

ఆజ్ఞా ఏకత్వము అనగానేమి? ఆజ్ఞా ఏకత్వము యొక్క ప్రయోజనాలను, లోపాలను విశదీకరింపుము.

14. A. Who is chief executive? Examine the powers and functions of Chief executive.

ప్రధాన కార్యనిర్వాహకుడు అనగా ఎవరు? ప్రధాన కార్యనిర్వాహకుని అధికారాలు మరియు విధులను

పరిశీలింపుము.

(Or) (లేదా)

B. Explain the meaning of Line agencies, write about various types of Line agencies.

లైన్ ఏజెన్సీల అర్థమును వివరించి, వివిధ రకాల లైన్ ఏజెన్సీల గురించి వ్రాయుము.

15. A. What is decision making, examine various stages in decision making?

నిర్ణయాకరణ అనగానేమి? నిర్ణయాకరణ లోని వివిధ దశలను పరిశీలింపుము


(Or) (లేదా)

B. What is leadership; discuss powers and functions of the leader.

నాయకత్వము అనగానేమి? నాయకుని అధికారాలు మరియు విధులను వివరింపుము

Prepared by: Board of Studies (B.O.S.) in Political Science, S.V. University, Tirupati.

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