

(Applicable to the batch of students admitted in the academic year 2025-26 onwards)

B.A. Public Administration (CBCS)

FACULTY OF ARTS, SU

B.A.(PUBLIC ADMINISTRATION)
Syllabus (CBCS)
(w.e.f. 2025-2026)



FACULTY OF ARTS
SATAVAHANA UNIVERSITY
KARIMNAGAR – 505002

2025

B.A (PUBLIC ADMINISTRATION) 1ST YEAR
SEMESTER – I - BASICS OF PUBLIC ADMINISTRATION

Unit	Title	Existing Syllabus	Revised Syllabus
I	Introduction to Public Administration	<ul style="list-style-type: none"> a) Meaning and Importance of Public Administration b) State and Evolution of Public Administration 	<ul style="list-style-type: none"> a) Meaning and Importance of Public Administration b) State and Evolution of Public Administration c) Politics – administration dichotomy
II	Relationship with other Social Sciences	<ul style="list-style-type: none"> a) Law b) Political Science c) Economics d) Psychology 	<ul style="list-style-type: none"> a) Law b) Political Science c) Economics d) Psychology e) sociology
III	APPROCHES AND THEORIES	<ul style="list-style-type: none"> a) Oriental Approach - Kautilya b) Classical Approach: Henri Fayol, Luther Gulick, and Lyndall Urwick c) Scientific Management Approach: F.W. Taylor d) Bureaucratic Approach: Max Weber and Karl Marx 	<ul style="list-style-type: none"> a) Oriental Approach - Kautilya b) Classical Approach: Henri Fayol, Luther Gulick, and Lyndall Urwick c) Bureaucratic Approach: Max Weber and Karl Marx d) HUMAN RELATION APPROACH-ELTON MAYO
IV	Behavioural AND SOCIAL JUSTICE APPROACH	<ul style="list-style-type: none"> a) Human Relations Approach – Elton Mayo b) Behavioural Approach: Herbert A. Simon c) Socio-Psychological Approach: Abraham Maslow; McGregor 	<ul style="list-style-type: none"> a) Behavioural Approach: Herbert A. Simon b) SOCIAL JUSTICE APPROACH – B.R.AMDEKAR c) Jyothi Rao phule
V	Concepts and principles of public administration	<ul style="list-style-type: none"> a) Administrative ecology- f.w. riggs b) Social justice approaches c) Jyothirao phule 	<ul style="list-style-type: none"> a) DIVISION OF WORK b) DELEGATION c) CENTRALISATION AND DECENTRALISATION d) HIERARCHY

B.A (PUBLIC ADMINISTRATION) 1ST YEAR
SEMESTER – II - DEVELOPMENT DYNAMICS AND EMERGING TRENDS

Unit	Title	Existing Syllabus	Revised Syllabus
I	Comparative & Development Administration	<ul style="list-style-type: none"> a) Comparative Administration b) Development Administration c) Changing Dynamics of Development Administration 	<ul style="list-style-type: none"> a) Comparative Administration b) Ecological approach- contributions of F.W.RIGGS c) Development Administration b) Bureaucracy and Development
II	New Public Administration	<ul style="list-style-type: none"> a) New Public Administration – Minnowbrook-I b) New Public Administration – Minnowbrook-II c) New Public Administration – Minnowbrook-III 	<ul style="list-style-type: none"> a) New Public Administration – Minnowbrook-I b) New Public Administration – Minnowbrook-II c) New Public Administration – Minnowbrook-III
III	Market Theories	<ul style="list-style-type: none"> a) Public Choice Approach b) New Public Management 	<ul style="list-style-type: none"> a) Public Choice Approach b) New Public Management c) Systems theory
IV	Emerging Trends-I	<ul style="list-style-type: none"> a) Public Policy and Governance b) Role of Public Services in the Emergence and Development of New State of Telangana 	<ul style="list-style-type: none"> a) Public Policy and Governance b) Major public policies in india c) From government to governance
V	Emerging Trends-II	<ul style="list-style-type: none"> a) Globalization and Public Administration b) Present Status of Public Administration in the context of Globalization 	<ul style="list-style-type: none"> a) Globalization and Public Administration b) Sustainable development and public administration c) ICT AND PUBLIC ADMINISTRATION

**B.A (PUBLIC ADMINISTRATION) 2ND YEAR
SEMESTER – III - PUBLIC OFFICE ADMINISTRATION**

Unit	Title	Existing Syllabus	Revised Syllabus
I	Introduction	<ul style="list-style-type: none"> a) Office Administration: Meaning, Scope & Importance of Office b) Changing Nature of Public Office c) Basic Principles of Office Organization 	<ul style="list-style-type: none"> a) Office Administration: Meaning, Scope & Importance of Office b) Changing Nature of Public Office c) Basic Principles of Office Organization d) Digital Transformation in Office Administration
II	Office Organization and Management	<ul style="list-style-type: none"> a) Office Planning b) Office Accommodation and Layout c) Office Environment 	<ul style="list-style-type: none"> a) Office Planning b) Office Accommodation and Layout c) Office Environment d) OFFICE MAINTANCE
III	Office Filing System	<ul style="list-style-type: none"> a) Forms: Management and Control b) Filing System and Classification c) Management of Office Records 	<ul style="list-style-type: none"> a) Forms: Management and Control b) Filing System and Classification c) Management of Office Records d) Electronic Records Management and DATA STORAGE
IV	Office Communication	<ul style="list-style-type: none"> a) Periodical Reports b) Office Communication; c) Correspondence d) Inventory Control; Office Stationery 	<ul style="list-style-type: none"> a) Periodical Reports b) Office Communication; c) Correspondence d) Inventory Control; Office Stationery e) MAIL AND MAIL PROCEDURES

**B.A (PUBLIC ADMINISTRATION) 2ND YEAR
SEMESTER – III – INDIAN ADMINISTRATION**

Unit	Title	Existing Syllabus	Revised Syllabus
I	Historical Background	a) Evolution of Indian Administration b) Indian Administration after Independence: Continuity and Change c) Indian Constitutional Moorings and Administration	a) Evolution of Indian Administration b) Indian Administration after Independence: Continuity and Change c) SOURCES OF INDIAN CONSTITUTION d) DEMOCRACY AND FEDERAL SYSTEM
II	Union Administration: Structure and Processes	a) Political Executive at Central Level - i) President ii) Prime Minister iii) Council of Ministers b) Central Secretariat and other Offices	a) Political Executive at Central Level - i) President ii) Prime Minister iii) Council of Ministers b) Central Secretariat , CABINET SECRETARY c) PMO
III	Centre-State Relations	a) Centre-State Administrative Relations b) Central Personnel Agencies - All India Services	a) Centre-State Administrative Relations b) Central Personnel Agencies - All India Services c) INTER STATE COUNCIL
IV	Constitutional and Other National Bodies	a) Union Public Service Commission b) (i) Election Commission (ii) Comptroller and Auditor General of India (C&AG)	a) Union Public Service Commission b) (i) Election Commission (ii) Comptroller and Auditor General of India (C&AG) c) Lokpal and Lokayukta d) CENTRAL ADMINISTRATIVE TRIBUNALS
V	Public Enterprises in India	a) Forms of Public Enterprises - Department, Corporation, Company b) Performance and Disinvestment	a) Forms of Public Enterprises - Department, Corporation, Company b) Performance and Disinvestment c) Public-Private Partnerships (PPP) and Their Impact

**B.A (PUBLIC ADMINISTRATION) 2ND YEAR
SEMESTER – IV – TECHNOLOGY AND OFFICE ADMINISTRATION**

Unit	Title	Existing Syllabus	Revised Syllabus
I	Introduction to Technology	a) Introduction to ICT b) Management by Office Computerization c) Internet and Intranet	a) Introduction to ICT b) Management by Office Computerization c) Internet and Intranet d) MIS (MANAGEMENT INFORMATION SYSTEMS)
II	Trends in Office Administration	a) Office Automation b) Back Office Operations and Front Office Delivery c) Paperless Office	a) Office Automation b) Back Office Operations and Front Office Delivery c) Paperless Office d) Artificial Intelligence and Machine Learning in Office Management
III	Techniques of Office Administration	a) Work Study, Work Measurement, Work Simplification b) Management by Objectives c) Office Supervision	a) Work Study, Work Measurement, Work Simplification b) Management by Objectives c) Office Supervision d) Digital Workflow Management
IV	Issues in Office Administration	a) Social System and Public Office Administration b) Staff Welfare c) Office Management in Government: Issues	a) Social System and Public Office Administration b) Staff Welfare c) Office Management in Government: Issues d) Ethical and Legal Aspects of Office Administration

**B.A (PUBLIC ADMINISTRATION) 2ND YEAR
SEMESTER – IV – STATE ADMINISTRATION**

Unit	Title	Existing Syllabus	Revised Syllabus
I	State Administration: Structure and Processes	a) Administrative History of Telangana b) Political Executive at State Level, Governor & Chief Minister	a) Administrative History of Telangana b) Political Executive at State Level, Governor & Chief Minister c) Chief Secretary
II	State Administrative Mechanisms	a) State Secretariat & Directorates b) Local Governance & District Administration in Telangana	a) State Secretariat & Directorates b) Local Governance : 73 RD AND 74 TH CAA c) DISTRICT ADMINISTRATION: IMPORTANCE AND CHANGING ROLE OF DISTRICT COLLECTOR 4) GENERALISTS AND SPECIALISTS RELATIONSHIP
III	Emerging Issues	a) Administrative Reforms: Need and Importance b) 2nd Administrative Reforms Commission – Features and Recommendations	a) Administrative Reforms: Need and Importance b) 2nd Administrative Reforms Commission – Features and Recommendations c) IMPACT OF LPG REFORMS ON INDIAN ADMINISTRATION
IV	Technology and Integrity in Government	a) e-Government b) Values and Ethics in Administration	a) e-Government b) Values and Ethics in Administration c) NEUTRALITY AND INTEGRITY
V	Control over Administration	a) Redressal of Citizen Grievances: Transparency, Accountability, and Right to Information Act b) Administrative Accountability: Legislative and Judicial Control	a) Redressal of Citizen Grievances: Transparency, Accountability, and Right to Information Act b) Administrative Accountability: Legislative and Judicial Control c) Social Audits & Citizen Participation in Governance

**B.A (PUBLIC ADMINISTRATION) 3RD YEAR
SEMESTER – V - GOOD GOVERNANCE**

Unit	Title	Existing Syllabus	Revised Syllabus
I	Concept of Good Governance	a) Meaning, Nature, and Importance of Good Governance b) Principles of Good Governance	a) Meaning, Nature, and Importance of Good Governance b) Principles of Good Governance c) DIGITAL GOVERNANCE
II	Governance and Development	a) Role of Governance in Development b) Governance and Economic Growth	a) Role of Governance in Development b) Governance and Economic Growth c) Sustainable Development Goals (SDGs) & Governance
III	Governance Reforms in India	a) E-Governance Initiatives in India b) RTI Act and Citizen Participation	a) E-Governance Initiatives in India b) RTI Act and Citizen Participation c) CONSUMER PROTECTION ACT 2019
IV	Ethics, Accountability, and Transparency	a) Role of Ethics in Governance b) Citizen's Charter and Accountability Mechanisms	a) Role of Ethics in Governance b) Citizen's Charter and Accountability Mechanisms c) Whistleblower Protection & Anti-Corruption Strategies
V	Public-Private Partnerships (PPP) and Citizen Engagement	a) Role of PPP in Governance b) Public Service Delivery and Citizen Engagement	a) Role of PPP in Governance b) Public Service Delivery and Citizen Engagement c) Role of Social Media in Governance & Policy Advocacy

**B.A (PUBLIC ADMINISTRATION) 3RD YEAR
SEMESTER – V - INDIAN CONSTITUTION AND ADMINISTRATION**

Unit	Title	Existing Syllabus	Revised Syllabus
I	Indian Constitution	a) Nature of the Constitution - Salient features – Preamble b) Fundamental Rights, Directive Principles; Fundamental Duties c) Amendments of the Constitution: Procedure for Amendment – Emergency Provisions	a) Nature of the Constitution - Salient features – Preamble b) Fundamental Rights, Directive Principles; Fundamental Duties c) Amendments of the Constitution: Procedure for Amendment – Emergency Provisions d) CONSTITUTIONAL DEVELOPMENT- SOURCES OF CONSTITUTION
II	Centre–State Relations and Local Self-Government	a) Distinctive features of Indian Federation b) Legislative, Administrative and Financial relations between the Union and the States c) Decentralization Experiments in India – 73rd and 74th Amendments	a) Distinctive features of Indian Federation b) Legislative, Administrative and Financial relations between the Union and the States c) Decentralization Experiments in India – 73rd and 74th Amendments d) INTER STATE COUNCIL
III	State Government	a) Governor, Chief Minister and Council of Ministers b) Secretariat and Directorates c) Changing Nature of District Administration and the role of District Collector	a) Governor, Chief Minister and Council of Ministers b) Secretariat and Directorates c) Changing Nature of District Administration and the role of District Collector d) STATE FINANCE COMMISSION
IV	Accountability & Control	a) Legislative, and Executive Control b) Judicial control and Judicial Review c) Right to Information Act	a) Legislative, and Executive Control b) Judicial control and Judicial Review c) Right to Information Act d) Lokpal, Lokayukta & Citizen's Charters

**B.A (PUBLIC ADMINISTRATION) 3RD YEAR
SEMESTER – V - (A) HUMAN RESOURCE MANAGEMENT**

Unit	Title	Existing Syllabus	Revised Syllabus
I	Introduction	a) Meaning and Significance of Human Resource Management b) Human Resource Planning	a) Meaning and Significance of Human Resource Management b) Human Resource Planning c) Strategic Human Resource Management (SHRM)
II	Human Resources	a) Job Analysis, Job Description b) Recruitment and Promotion c) Compensation Administration - Wage, Pay and Pay Commissions	a) Job Analysis, Job Description b) Recruitment and Promotion c) Compensation Administration - Wage, Pay and Pay Commissions d) SELECTION
III	Capacity Building	a) Performance and Competency Mapping System b) Employee Capacity Building Strategies-Training c) Sensitivity Training	a) Performance and Competency Mapping System b) Employee Capacity Building Strategies-Training c) Sensitivity Training d) PERFORMANCE APPRIASAL
IV	Reforms	a) Redressal of Employee Grievances b) Right sizing, Outsourcing and Consultancies c) Interpersonal Skills	a) Redressal of Employee Grievances b) Right sizing, Outsourcing and Consultancies c) Interpersonal Skills d) ETHICAL CONCERNS IN HRM
V	Emerging Trends	a) Human Resource Audit b) Total Quality Management c) Productivity Management	a) Human Resource Audit b) Total Quality Management c) Productivity Management d) TALENT MANAGEMENT

**B.A (PUBLIC ADMINISTRATION) 3RD YEAR
SEMESTER – V - (B) RURAL GOVERNANCE**

Unit	Title	Existing Syllabus	Revised Syllabus
I	Introduction	a) Democratic Decentralization and Local Organisations b) Evolution of Rural Governance Institutions - Balwanth Rai Mehta c) Ashok Mehta Committee	a) Democratic Decentralization and Local Organisations b) Evolution of Rural Governance Institutions - Balwanth Rai Mehta c) Ashok Mehta Committee d) Role of Gram Sabha in Rural Development
II	Panchayati Raj and Rural Governance	a) Third Generation Panchayats b) Constitutional Status of Rural Local Government - with special reference to 73rd CAA	a) Third Generation Panchayats b) Constitutional Status of Rural Local Government - with special reference to 73rd CAA c) Digitization of Panchayati Raj Institutions (E-Governance in Rural Areas)
III	Local Organisations for Rural Development	a) Panchayati Raj: Patterns, Functions and Performance b) Finances of Panchayati Raj Institutions - State Finance Commission	a) Panchayati Raj: Patterns, Functions and Performance b) Finances of Panchayati Raj Institutions - State Finance Commission c) Public-Private Partnerships (PPP) in Rural Development
IV	Rural Development Strategies and Services	a) Rural Development: Strategies, Programs and Issues b) Co-operatives: Structure, Functions and Performance c) Basic Services and Welfare Measures in Rural Areas (MNREGA, NRLM, SHYAMA MUKHERJEE RURBAN MISSION) d) State Control over Rural Local Governments	a) Rural Development: Strategies, Programs and Issues b) Co-operatives: Structure, Functions and Performance c) Basic Services and Welfare Measures in Rural Areas (MNREGA, NRLM, SHYAMA MUKHERJEE RURBAN MISSION) d) State Control over Rural Local Governments e) SELF HELP GROUPS
V	Emerging Trends	a) Rural Unrest b) Land Reforms c) Corporatization of Agriculture	a) Rural Unrest b) Land Reforms c) WOMENS PARTICIPATION IN LOCAL SELF GOVERNMENTS d)

**B.A (PUBLIC ADMINISTRATION) 3RD YEAR
SEMESTER – V - (B) E-GOVERNANCE**

Unit	Title	Existing Syllabus	Revised Syllabus
I	Introduction	a) Concept of Governance and Good Governance b) Meaning, Evolution and Importance of E-Governance	a) Concept of Governance and Good Governance b) Meaning, Evolution and Importance of E-Governance c) Global Trends in E-Governance
II	Acts and Initiatives	a) Information Society and Community Empowerment b) IT Acts and National E-Governance Plan c) E-Governance Initiatives in India	a) Information Society and Community Empowerment b) IT Acts and National E-Governance Plan c) E-Governance Initiatives in India d) Cyber Security & Data Protection Laws in E-Governance
III	Methods of E-Governance	a) GIS-Based Management Systems b) Citizen Database and Human Development c) National Informatics Centre (NIC)	a) GIS-Based Management Systems b) Citizen Database and Human Development c) National Informatics Centre (NIC) d) DIGILOCKER, DIGITAL INDIA
IV	E-Governance in Public Office	a) Back Office Operations and Front Office Delivery b) Business Process Reengineering (BPR)	a) Back Office Operations and Front Office Delivery b) Business Process Reengineering (BPR) c) paperless office

**B.A (PUBLIC ADMINISTRATION) 3RD YEAR
SEMESTER – VI - FINANCIAL AND MATERIAL MANAGEMENT**

Unit	Title	Existing Syllabus	Revised Syllabus
I	Financial Management	a) Meaning and Scope b) Importance of Financial Management	a) Meaning and Scope b) Importance of Financial Management c) Financial Planning and Risk Management
II	Budget	a) Concept and Principles of Budget b) Preparation, Enactment and Execution of Budget c) Gender Budget and Green Budget	a) Concept and Principles of Budget b) Preparation, Enactment and Execution of Budget c) Gender Budget and Green Budget d) RESERVE BANK OF INDIA
III	Financial Institutions	a) Organization and Functioning of Finance Ministry b) Finance Commission c) Union – State Financial Relations	a) Organization and Functioning of Finance Ministry b) Finance Commission c) Union – State Financial Relations d) TAXATION (DIRECT TAX AND INDIRECT TAX)
IV	Parliamentary Financial Committees	a) Financial Control Mechanisms b) Public Accounts Committee and Estimates Committee c) Committee on Public Undertakings	a) Financial Control Mechanisms b) Public Accounts Committee and Estimates Committee c) Committee on Public Undertakings d) Role of Comptroller and Auditor General (CAG) in Financial Accountability
V	Materials Management	a) Meaning and Concept of Materials Management b) Procurement, Storage and Distribution c) Inventory Control and Management	a) Meaning and Concept of Materials Management b) Procurement, Storage and Distribution c) Inventory Control and Management d) Digital Transformation in Supply Chain Management

**B.A (PUBLIC ADMINISTRATION) 3RD YEAR
SEMESTER – VI – URBAN GOVERNANCE**

Unit	Title	Existing Syllabus	Revised Syllabus
I	Local Organisations for Urban Development	a) Evolution of Urban Local Bodies - Pattern, Functions and Performance b) Constitutional Status of Urban Local Governments with special reference to 74th CAA	a) Evolution of Urban Local Bodies - Pattern, Functions and Performance b) Constitutional Status of Urban Local Governments with special reference to 74th CAA c) Role of Municipal Corporations in Smart City Development
II	Strategies for Urban Development	a) Urban Development: Strategies, Programs and Issues b) Finances of Urban Local Governments	a) Urban Development: Strategies, Programs and Issues b) Finances of Urban Local Governments c) Public-Private Partnerships (PPP) in Urban Development
III	Urban Services	a) Basic Services and Welfare Measures in Urban Areas b) Urban Development Authorities and Parastatals c) Sustainable Development and Future of Urban Governance	a) Basic Services and Welfare Measures in Urban Areas b) Urban Development Authorities and Parastatals c) Sustainable Development and Future of Urban Governance
IV	Agencies and Programs for Rural and Urban Sector	a) Development Planning, District Planning Committee b) Special Agencies Urban Development c) Elimination of Poverty Initiatives in Urban Areas	a) Development Planning, District Planning Committee b) Special Agencies Urban Development c) Elimination of Poverty Initiatives in Urban Areas d) Affordable Housing and Slum Redevelopment
V	Emerging Trends	a) Urban Reforms in India: SMART and AMRUT Cities b) Swachh Bharat Mission c) Urban Unrest	a) Urban Reforms in India: SMART and AMRUT Cities b) Swachh Bharat Mission c) Urban Unrest d) PUBLIC PRIVATE PARTNERSHIP IN DEVELOPMENT OF URBAN SERVICES