

PROGRAMME: THREE-YEAR
B.A - History, Political Science, Public Administration

SYLLABUS & REGULATIONS

(with effect from the batch admitted in the academic year 2026-27)
CHOICE BASED CREDIT SYSTEM (CBCS) Regulations-2016



Dr B.R. Ambedkar Open University

Eluru - Andhra Pradesh, India

www.drbraouap.org



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PROGRAMME: Three-Year BA

(with effect from the batch admitted in the academic year 2026-27)

CHOICE BASED CREDIT SYSTEM (CBCS) Regulations-2016

1

B.A - History, Political Science, Public Administration

SEMESTER – I

Sl.No.	Course	Name of the Subject	Total Marks	Mid Sem	Sem End	Teaching Hours	Credits
1.	First Language	English	100	25	75	4	3
2.	Second Language	Telugu	100	25	75	4	3
3.	Skill Skills		50	---	50	2	2
4.	Skill Development Courses		50	---	50	2	2
5.	1H	History and Culture of Indian up to AD 1526	100	25	75	5	4
6.	1P	Political Science : Concepts, Theories and Institutions	100	25	75	5	4
7.	1PA	Introduction to Public Administration	100	25	75	5	4
		Total	600	125	475	27	22

B.A - History, Political Science, Public Administration

SEMESTER – II

Sl.No.	Course	Name of the Subject	Total Marks	Mid Sem	Sem End	Teaching Hours	Credits
1.	First Language	English	100	25	75	4	3
2.	Second Language	Telugu	100	25	75	4	3
3.	Skill Skills		50	---	50	2	2
4.	Skill Development Courses -1		50	---	50	2	2
	Skill Development Courses -2		50	---	50	2	2
5.	2H	H History and Culture of India (1526-1950)	100	25	75	5	4
6.	2P	Indian Government and Politics	100	25	75	5	4
7.	2PA	Public Administration in India	100	25	75	5	4
		Total	650	125	525	29	24



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B.A - History, Political Science, Public Administration SEMESTER – III

Sl.No.	Course	Name of the Subject	Total Marks	Mid Sem	Sem End	Teaching Hours	Credits
1.	First Language	English	100	25	75	4	3
2.	Second Language	Telugu	100	25	75	4	3
3.	Skill Skills - 1		50	---	50	2	2
	Skill Skills - 2		50	---	50	2	2
4.	Skill Development Courses		50	---	50	2	2
5.	3H	History and Culture of Andhra Pradesh	100	25	75	5	4
6.	3P	Political Thought	100	25	75	5	4
7.	3PA	Principles of Public Administration	100	25	75	5	4
		Total	650	125	525	29	24

B.A - History, Political Science, Public Administration SEMESTER – IV

Sl.No.	Course	Name of the Subject	Total Marks	Mid Sem	Sem End	Teaching Hours	Credits
1.	4H1	History of Modern World (1453-1945 AD)	100	25	75	5	4
2.	4H2	History- Elective	100	25	75	5	4
3.	4P1	International Relations	100	25	75	5	4
4.	4P2	Political Science - Elective	100	25	75	5	4
5.	4PA1	Office Management	100	25	75	5	4
6.	4PA2	Public Administration- Elective	100	25	75	5	4
		Total	600	150	450	30	24



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Eluru - Andhra Pradesh, India

B.A - History, Political Science, Public Administration
SEMESTER – I

Paper 1H : History and Culture of Indian up to AD 1526

Unit I:

Influence of Geography on History – Survey of the Sources – pre-historic period Paleolithic. Mesolithic and Neolithic cultures – Role of Technology. Indus valley Civilization –Its characteristic features – Vedic culture – Early and later Vedic Period – Post-Vedic period Emergence of Varna and caste system – Rise of new Religious Movements-Jainism and Buddhism in 6th Century B.C. Impact on Society and culture.

Unit II:

A brief survey of political conditions in ancient India – Magadha, Alexander’s Invasion and Mauryas – Ashoka’s Dharma, Its nature and propagation – Mauryan Administration – Economy – Art and Architecture:

Unit III:

Post-Mauryan period in North India-A brief political survey of Kushans, Guptas, Pushyabhuti and Rajputs: Polity and Administration-Social Conditions-Caste System – position of Women-Economy,-Indian Feudalism Art-Architecture-Education, Literature, Philosophy, Science and Technology.

Unit IV:

A brief political survey of South India-Sangham Age-Satavahanas-Pallavas- Cholas-Chalukyas, and Rashtrakutas-Kakatiya and Vijayanagara-Polity and Administration, Society, Economy-Art and – Architecture.

Unit V:

Invasions of Arabs, Ghaznavids and Ghoris and Delhi Sultanate – A brief Political Survey, Polity and Administration under Delhi Sultanate, society, Composition of rural Society, Nobility-Status of Women, Economic and Technological developments. Agriculture-Industry-Trade and Commerce-Urbanisation, Art and Architecture-Fine Arts-Education and Literature.

Unit VI:

Impact of Islam on Indian Society and culture-Bhakti and Sufi Movements Emergence of Composite culture.

REFERENCES

1. A.L. Basham, The Wonder That Was India
2. D.N.Jha, Ancient India
3. D.D.Kosambi, An Introduction to the Study of Indian History
4. D.P.Chattopadhyay, Science and Society in Ancient India
5. B.N.Mukherjee, The Rise and Fall of the Kushana Empire
6. K.A. NilakanthaShastri, A History of South India
7. R.C.Majumdar, K.K.Dutta&H.C.RoyChowdhuri (ed.), Advanced History of India
8. Kumkum Roy, The Emergence of Monarchy in North India: eighth to fourth centuries BC
9. RomilaThapar (et. al). India: Historical Beginnings and the Concept of the Aryan M.L.K. Murthy, Pre-and Protohistoric Andhra Pradesh upto 500 B.C., New Delhi, 2003
10. K. Sathyanarayana, A Study of the History and Culture of Andhras

PAPER - 1P: Political Science : Concepts, Theories and Institutions

1. Introduction: Definition, Scope and Importance of Political Science
2. Approaches to the Study of Political Science: Liberal and Marxist
3. State – Nation and Civil Society
4. Sovereignty: Monism and Pluralism
5. Theories of Origin of the State; Social Contract and Evolutionary (Historical)
6. Concepts:
 - 6.1 Law: Sources of Law and Concepts of Rule of Law
 - 6.2 Liberty and Equality - Their Relationship
 - 6.3 Theories and Kinds of Rights
 - 6.4 Power and Authority
7. Ideologies: Individualism, Anarchism, Fascism and Socialism
8. Forms of Government:
 - a. Democracy: Direct and Indirect
 - b. Unitary and Federal
 - c. Parliamentary and Presidential
9. Theory of Separation of Powers
10. Organs of Government
 - a) Legislature:
 - i. Unicameral and Bi-cameral
 - ii. Powers and Functions
 - b) Executive :
 - i. Powers and Functions.
 - c) Judiciary :
 - i. Powers and Functions
 - ii. Independence of Judiciary and Judicial Review.

Books Recommended:

1. Principals of Political Science : Prof.A.C. Kapoor.
2. Grammar of Politics : Laski H.J.
3. Substance of Politics : A. Appadorai
4. Political Theory: Ashirvadam
5. Political Idelogies: Their Origins and Impact, Baradar, Prentice Hall of Inida

Paper 4PA1: Introduction to Public Administration

Block I: Introduction

1. Meaning, Nature, Scope and importance of Public Administration
2. State and Evolution of Public Administration
3. Relationships with other Social Sciences: With special reference to Political Science, Economics, Sociology, Psychology
4. Politics & Administration Dichotomy – Woodrow Wilson and F.J. Good know

Block II: Theories and Approaches

5. Classical Approach : Henry Fayol, Gulick and Urwick
6. Scientific Management Approach: Taylor
7. Bureaucratic Approach: Max Weber and Karl Marx
8. Human Relations Approach – Elton Mayo
9. Behavioural Approach: Herbert Simon
10. Socio – Psychological Approach: Hierarchy of Needs : Abraham Maslow; Theory X and Theory Y : Douglas Mc Gregor
11. Ecological Approach: Riggs

Block III: Concepts and Principles of Public Administration

12. Administrative Planning
13. Leadership and Supervision
14. Communication and Public Relations

Block IV: Emerging Trends

15. New Public Administration : Minnowbrook I & II
16. Public Administration and Public Policy
17. New Public Management
18. Governance and Post Modern Public Administration

RECOMMENDED READINGS:

1. Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal: Agra .
2. Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi

3. Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S.Chand: Jalandhar
4. Bhambri, C. P. (2010) Public Administration Theory and Practice(21stEdition). Educational Publishers: Meerut
5. Bhattacharaya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi
6. Bhattacharya, Mohit (2000) Public Administration. World Press: Calcutta
7. Henry, Nicholas(2013). Public Administration and Public Affairs (13thEdition). Taylor and Francis: New York
8. Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4th Edition). Routledge: New York

B.A - History, Political Science, Public Administration
SEMESTER – II

Paper 2H : History and Culture of India (1526-1950)

Unit – I

Survey of Sources

Establishment of Mughal Empire – Sur Intergnam – Brief Survey of Political History up to 1707 AD – Polity and administration – Society-Social Composition-Ulame-Nobility-peasantry – artisans – Slaves-Status of Women -Economy: Agriculture Industries, Trade and Commerce Economic and Technology development.

Religion – Hindu – Muslim relations – Composite Culture. Education, Literature, Art, Architecture and Fine Arts.

Decline and Disintegration of Mughal Empire – Rise of Regional Powers-Marathas – Sikhs

Unit-II

Advent of European powers-Portuguese, Dutch, English and French Expansion and consolidation of British Empire-Wars-Diplomacy-Policies Pursued-Subsidiary Alliance – Doctrine of Lapse.

Economic policies and changes-Mercantilism and Free-trade policies-L and Revenue Settlements-Permanent-Ryotwari-Mahalwari Systems-Intrigues Commercialization of Agriculture-Condition of peasants-Famines-Decline of Cottage industries (de-industrialization)

Unit-III

Anti-Colonial Uprising-Peasant and Tribal Revolts-1857 Revolt – Causes –Results and Nature.

Unit-IV

Factors for Social Change-Christian Missionaries-Western Education-Emergence of New Middle Classes-Growth of press-Socio-Religion Reform Movements-Brahma Samaj-Arya Samaj-Theosophical Society-Ramakrishna Mission-Aligarh Movement-Self-Respect movements, Jyotiba Phule – Narayana Guru, Periyar and Dr. B.R. Ambedkar.

Unit-V

Indian National Movement – Factors for the growth of Nationalism – Indian National Congress-Three Phases of Freedom struggle-revolutionary Movements-Left-Wing movement-Peasant and workers movements.

Unit VI

Emergence of Communal Trends-partition of India-Integration of Princely States into Indian Union.

REFERENCES BOOKS:

1. H.K.Sherwani, History of the KutubShahi Dynasty
2. K. Sathyanarayana, A Study of the History and Culture of Andhras
3. B. Kesava Narayana, Political and Social Factors in Modern Andhra
4. K.V.Narayana Rao, The Emergence of Andhra Pradesh
5. M. VenkataRangaiah, The Freedom Struggle in Andhra Pradesh
6. P.R.Rao, History of Modern Andhra
7. SarojiniRegani, Highlights of Freedom Movement
8. V. Ramakrishna, Social Reform Movement in Andhra
9. B. Kesava Narayana, Modern Andhra & Hyderabad – 1858 – 1956 A.D., 2016
10. K. Koti Reddy, History of Modern Andhra, Telugu Academy, Hyderabad

Paper 2P: Indian Government and Politics

1. Salient Features of Indian Constitution a Comparative Perspective with the Constitutions of UK, USA and Switzerland.
2. Evolution of Indian Constitution – Nationalist Movement and Philosophical Foundations.
3. Indian Federation – Centre – State Relations – Recent Trends.
4. Fundamental Rights and Duties, Constitutional Remedies with special reference to Writs – Directive Principles of state policy.
5. President – Election, Powers and Functions – Prime Minister and Council of Ministers.
6. Parliament – Composition, Powers and Functions.
7. Judiciary – Supreme Court, Composition, Powers, Functions and Judicial Review-Judicial Activism.
8. Party System: National and regional Parties; Coalitional Politics
9. Election Commission – Electoral Reforms and voting Behavior.
10. State Government – Governor, Chief Minister and Council of Ministers – Powers and Functions.
11. Social and Economics Factors- Language, Religion, Caste and Regional identities.
12. Social movements: Agrarian, Working class, Women, Tribal, Dalit and Environmental.
13. Challenges to National Integration – Communalism and Terrorism

Books Recommended

1. Politics in India : Rajini Kothari
2. Indian Constitution : M.V. Pylee
3. Indian Government and Politics: S.S. Awasti
4. Introduction for Constitution of India: D.D. Basu
5. Indian Government and Politics: K.R. Acharya.
6. Indian Politics: Contemporary issues and Concerns, Singh & Saxena.
7. Introduction to the Constitution of India, 5th ed., Sharma.

Paper 2PA: Public Administration in India

Block I: Historical Background

1. Evolution of Indian Administration – Ancient, Medieval and British Periods – Continuity and Change in Indian Administration after Independence
2. Context of Indian Administration – Social, Economic and Political

Block II: Central Administration

3. Union Government and Administration – President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat, Cabinet Committees and Prime Minister Office
4. Union and State Relations and Agencies – Administrative Relations – Inter State Council, Finance Commission, All India Services, Planning Commission, National Development Council
5. Public Enterprises in India: a) Forms of Public Enterprises: b) Privatization and Disinvestment

Block III: State and District Administration

6. State Government and Administration: Governor, Chief Minister, Council of Ministers, Secretariat & Directorates, General Administration Department and Chief Secretary
7. District Administration: Changing Role of District Collector, Mandal and Village Administration in Andhra Pradesh
8. Local Governments – Rural and Urban – Structure and functions – 73rd and 74th Constitutional amendments

Block IV: Administrative Accountability

9. Control over Administration:
 - a. Legislative and Judicial Control
 - b. Lok Pal, Lokayukta and Central Vigilance Commission
 - c. Consumer Protection Forums
 - d. Right to Information Act (RTI)
 - e. National and State Human Rights Commissions
10. Administration of Welfare Programmes for Weaker Sections – SCs, STs, BCs Women and Minorities

Block V: Emerging Issues

11. Administrative Reforms, Recommendations of important Commissions and Second ARC
12. Mechanisms for Disaster Management
13. Governance and e-Governance Applications in Indian Administration
14. Public Private Partnerships and Voluntary Sector

RECOMMENDED READINGS:

1. Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi
2. Avasthi, A and Avasthi, A P (2004) Indian Administration. Laksmi Narain Aggarwal: Agra
3. Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. Gyan Books: New Delhi
4. Basu, D D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi
5. Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi
6. Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra
7. Ghuman, B S; Monga, Anil and Johal, Ramanjit Kaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Aalekh Publishers: Jaipur
8. Kangle R P (1972) The Kautilya Arthshastra. Motilal Banarsidass: New Delhi
9. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
10. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi
11. Palmer, N D (1961) Indian Political System. George Allen and Unwin: London
12. Sarkar, Jadunath Sir (1972) Mughal Administration. M.C. Sarkar: Calcutta
13. Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur
14. Sharma, M (2007) Indian Administration. Anmol: New Delhi
15. Sharma, Prabhu Datta and Sharma, B M (2009) Indian Administration: Retrospect and Prospect. Rawat Publications: Jaipur
16. Singh, M and Singh, H (1989) Public Administration in India. Sterling Publishers: New Delhi.

B.A - History, Political Science, Public Administration
SEMESTER – III

Paper 3H : History and Culture of Andhra Pradesh

Unit-I :

Influence of Geographical features on History, Sources-A Brief Survey of Political history from Satavahanas to Vijayanagara period-Socio-Economic-Cultural conditions under Satavahana, Kakatiya and Vijayanagara rulers-Growth and Spread of Jainism and Buddhism and their contribution to Art and Architecture.

Unit-II:

The Qutb Sahis-A Brief Survey of Political History-Society, Economy and Culture. The Asaf Jahis-A Brief Survey of their political history-Society, Economy and Culture-Salarjung's Reforms.

Unit-III:

Andhra Under Colonial Rule: Coming of European Merchant Companies- Conquest of Andhra by the British-Early Uprising-Administration-Land Revenue Settlements-Agrarian Conditions-Famines-Impact of Industrial Revolutions on Andhra Economy-Sir Thomas Munroe-Impact of 1857 Revolt In Andhra.

Unit-IV:

Social Reform and Literary Movements: Veeresalingam, Raghupathi Venkata-Ratnam Naidu, Gurajada Appa Rao, Komarraju Venkata Lakshmana Rao, Non-Brahmin, Adi Andhra, Dalit, Self-Respect Movements-New Literary Movements-Gurram Jashua, Boyi Bhimanna, Viswanatha Satyanarayana, Rayaprolu Subba Rao, Sri Sri.

Unit-V:

Freedom Movement in Andhra : Vandemataram, Home Rule, Non Co-Operation Alluri Sitarama Raju – Rampa Rebellion 1922-24-Civil Disobedience and Quit India Movements.

Political Consciousness in Telangana : Nizam Andhra Maha Sabha, Hyderabad State Congress, Razakars, Police Action and Accession of Telangana into Indian Union.

Unit-VI:

Leftist Movements in Andhra and Telangana : Peasant Armed Struggle – Tribal Uprisings-Komaram Bhimu-Bhoodan Movement.

Movement for Separate Andhra State: Andhra Mahila Sabha-Sree Bagh pact-Martyrdom of Potti Sree Ramulu-Formation of Andhra State,1953-Vishalandhra Movement-State's Re-organization Commission-Gentlemen's Agreement-Formation of Andhra Pradesh in 1956.

Books Recommended

- 1 BalenduSekharam, The Andhras Through the Ages
- 2 K. Sathyanarayana, A Study of the History and Culture of Andhras
- 3 Mallampalli Soma SekharaSarma, History of the ReddiKindogms
- 4 K.A.N.Sastry, A History of South India
- 5 H.K.Sherwani, History of the KutubShahi Dynasty
- 6 P.R.Rao, History of Modern Andhra
- 7 I.K.Sarma, Early Historic Andhra Pradesh,500 B.C.-624 A.D., New Delhi, 2008
- 8 B. Rajendra Prasad, Early Medieval Andhra Pradesh, A.D.624 -1000 A.D., New Delhi
- 9 C. Somasundara Rao, Medieval Andhra Pradesh, A.D. 1000 -1324 A.D., New Delhi, 2011
- 10 R. Soma Reddy, Late Medieval Andhra Pradesh, A.D. 1324-1724 A.D., New Delhi, 2014

Paper 3P: Political Thought

Unit-I

1. Ancient Indian Political Thought

- a) Sources of Ancient Indian Political Thought
- b) Manu: Varnadharmā and Dandanēeti
- c) Kautilya: State and Society
- d) Goutama Buddha: Dhamma and Sangha

Unit-II

2. Modern Indian Political Thought

- a) Gandhi: Ahimsa and Satyagraha
- b) Nehru: Democratic Socialism
- c) Ambedkar: Annihilation of Caste
- d) M.N. Roy: Radical Humanism

Unit-III

3. Western Political Thought

Plato, Aristotle, St. Thomas Aquinas, Machiaveeli, Thomas Hobbes,
John Locke, J.J. Rousseau, Jermy Bentham, J.S. Mill.
Hegel, Marx and Gramsci.

Books Recommended

- 1. Political Ideas in Ancient India : R.S. Sharma
- 2. Western Political Thought : Amal Kumar Mukopadhyay
- 3. A History of Political Thought : Sabine G.H.
- 4. Annihilation of Caste : Ambedkar G.H.
- 5. Modern Political Theory : Ebentein W.
- 6. A History of Political Thought : Plato to Marx, Mukherjee & Ramaswamy
- 7. Political Ideologies : Their Origins and Impact, Baradat, Prentice Hall of India.

Paper 3PA: Principles of Public Administration

1. Meaning, Scope and Importance of Public Administration – Relation with Political Science, Sociology and Economics.
2. Public Administration and Private Administration, Difference and Similarities.
3. Chief Executive – Role and Functions.
4. Line and Staff Agencies
5. Bases of Departmental Organization
6. Principles of Organization – Hierarchy, Span of Control, Coordination, Unity of Command, Delegation of Authority, Centralization and Decentralization.
7. Public Policy Formulation – Decision Making.
8. Human Resource Management – Recruitment, Training, Promotion, Morale and Retirement.
9. Financial Administration – Budget – Principles – Budgetary Process – Accounting and Auditing – Comptroller and Auditor General.
10. Administrative Accountability – Legislative – Executive – Judicial and Popular Control.
11. Public Relations – Meaning and Importance.

Paper 4H1: History of Modern World (1453-1945 AD)

Unit-I :

Characteristic features of Renaissance-Significance of Reformation and Counter Reformation movements in Europe-Geographical Discoveries and Rise of Colonialism, Mercantilism and Commercial Revolution-Emergence of Modern World Economy.

Unit-II:

Emergence of Nation States in Europe – Nature of Feudalism in Europe and Asia.

Unit-III:

Age of Revolutions-Glorious Revolution (1688)-American Revolution (1776)- French Revolution (1789)

Unit-IV:

Industrial Revolution and Rise of Capitalism-Impact on Asia and Africa-Meiji Restoration and Modernisation of Japan-Unification Movements in Germany And Italy.

Unit-V:

World between 1914-1945 Rivalry among colonial powers Imperialist Hegemony-Causes and consequences of first World War – World between the Wars – league of Nation, Fascism in Italy, Nazism in Germany, Militarism in Japan – Communist Movements in Russia and China.

Unit-VI:

Causes and consequences of Second World War – UNO.

Books Recommended

- 1 J.A.Hobson, Imperialism: A Study
- 2 C.D. Hazen, Modern Europe up to 1945
- 3 H.A.L.Fisher, History of Europe
- 4 C.M.M.Ketelbey, A History of Modern Times
- 5 Grant and Temperley (ed), Europe in the 18th and 20th Centuries
- 6 David Thomson, Europe Since Napoleon
- 7 A.P.J.Taylor, The Struggle for Mastery in Europe
- 8 S.P.Nanda, History of Modern World
- 9 S.N.Dhar, International Relations and World Politics Since 1919

Paper 4P1: International Relations

- 1) International Relations: Evolution, Nature, Scope and Significance.
- 2) History of International Relations: Rise of Sovereign Nation State System. First World War, Second World War – Impact on International Relations
- 3) Concepts of International Relations: Power – Elements of National Power, Super Power, Regional Power, Unilateral Hegemony – Uni-Polarity, Bipolarity, Multiplicity & Security.
- 4) International Political Economy:
 - i) Historical Overview: Colonialism, Decolonization. Developing Nations and Problems.
 - ii) International Financial Institutions: World Bank, WTO Functions and Role
 - iii) Globalization and its Impact on Developing Nations.
- 5) International Organizations: United Nations, Structure and Role, Need for revision of the charter, Regional Organizations, European Union, SAARC and ASEAN.
- 6) International Security: Arms Race, Arms Control and Disarmament, Issues in Nuclear Politics
- 7) Foreign Policy: India's Foreign Policy, Determinants and Features, Non-Alignment, Evaluation and Relevance – Recent Trends.
- 8) Contemporary Issues in International Relations : Environment, Human Rights and Terrorism.

Books Recommended

1. Politics Among Nations: Hans, Margentheu
2. The Analysis of International Relations: Karl W. Deutsch
3. International Relations: Palmer and Parkins
4. India Foreign Policy, Foreign Service Institute, New Delhi, India
5. International Relations between the two World Wars: Carr E.H.

Paper 4PA1: OFFICE MANAGEMENT

Block I: Introduction

1. Office Administration : Nature, Scope and Importance
2. Basic Principles of Office Organization

Block II: Office Organization and Management

3. Office Planning and Lay-out Office Environment
4. Form : Management and Control
5. Filing System and Periodical Reports
6. Office Communication, Correspondence
7. Management of Office Records
8. Office Stationery

Block III: Office Management: Processes and Issues

9. Work Study, Work Measurement, Work Simplification
10. Management by Objectives
11. Office Supervision
12. Staff Welfare

Block IV: Trends and Issues in Office Management

13. Office Automation and Paperless Office
14. Back Office Operations and Front Office Delivery
15. Social System and Public Office Administration
16. Office Management in Government : Issues.

Project Work:

How filing systems are organized in a Government Organization?

Reference Books:

1. KaryalayaNirvahana(Tel),Telugu Akademi
2. Arora S.P, Office Organisation and Management,Vikas, New Delhi – 1982
3. Aswathappa K.&Shridhara Bhat K. , Production and Operation Management, Himalaya Publishing House, New Delhi-2002
4. ThukaramRao,M.E., Office Organisation and Management, Atlantic Pubs,2000