

PROGRAMME: THREE-YEAR

B.A - Political Science, Sociology, 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

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PROGRAMME: Three-Year BA

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B.A - Political Science, Sociology, Public Administration

SEMESTER – I

SL.N o.	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.	1P	Political Science : Concepts, Theories and Institutions	100	25	75	5	4
6.	1S	Basic Concepts and Perspectives	100	25	75	5	4
7.	1PA	Introduction to Public Administration	100	25	75	5	4
		Total	600	125	475	27	22

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SEMESTER – II

SL.N o.	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.	1P	Indian Government and Politics	100	25	75	5	4
6.	1S	Society in India	100	25	75	5	4
7.	1PA	Public Administration in India	100	25	75	5	4
		Total	650	125	525	29	24

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SEMESTER – III

SL.N o.	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.	1P	Political Thought	100	25	75	5	4
6.	3S	Modern India: Social Change; Development and Issues	100	25	75	5	4
7.	3PA	Principles of Public Administration	100	25	75	5	4
		Total	650	125	525	29	24

B.A - Political Science, Sociology, Public Administration

SEMESTER – IV

SL.N o.	Course	Name of the Subject	Total Marks	Mid Sem	Sem End	Teaching Hours	Credits
1.	4P1	International Relations	100	25	75	5	4
2.	4P2	Political Science - Elective	100	25	75	5	4
3.	4S1	Applications of Sociology	100	25	75	5	4
4.	4S2	Sociology- 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

(Signature)

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B.A - Political Science, Sociology, Public Administration SEMESTER - I

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

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Paper 1S : Basic Concepts and Perspectives

1. Introduction to Sociology

Definition of Sociology – Nature and Scope of Sociology –Origins and development of Sociology – Founding fathers and their contributions: Auguste Comte, Herbert Spencer, Karl Marx, Emile Durkheim and Max Weber –Sociology and other social sciences – Sociology in India – Importance of Sociology.

2. Human Society and Culture

Human society, Definition, characteristics and functions – Individual and society- Culture and Personality- Heredity and Environment.

3. Structure of Human Society

Social groups and its major types – Community – Association – Institution – Status and Role – Norms, Values and Customs – Power and Authority- Concepts of State, Nation and Society and their differences.

4. Basic Social Institutions

Marriage, Family and Kinship, Religion, Economy, Education, Polity and Law

5. Socialization and Social Control

Concept of Socialization – Theories of development of 'Self' of G.H. Mead, C.H. Cooley and Sigmund Freud – Agencies of Socialization: Family, School, Religion, Peer group, Community and Government- Social Control: Concepts of Anomie, Deviance and Social Control – Means of Social Control: Formal and Informal means.

6. Social Stratification

Social Differentiation – Social Stratification: Theories of social stratification; Functional and Conflict theories – Dimensions of Social Stratification; Class, Caste, Power and Gender.

7. Social Interaction and Processes

Social Interaction – Social Processes: Cooperation, Competition, Conflict, Accommodation and Assimilation – Social Disorganization

8. Sociological Perspectives

- a. Functional perspective
- b. Conflict perspective
- c. Symbolic Interactionist Perspective



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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



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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


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

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.


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Paper 2S : Society in India

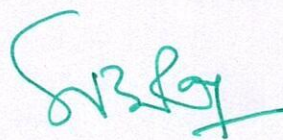
OBJECTIVES

It is presumed that the student has some familiarity with Indian Society by virtue of the fact that he is a member of it and that he has observed and experienced some facets of it. However, this familiarity is likely to be superficial, selective and rather fragmentary. The course is aimed at rectifying these limitations by presenting a comprehensive, integrated and empirically-based profile of Indian Society. The continuity between the present and the past is an evident feature of Indian society. Though this continuity is reflected in the structure of the course, the focus is on the contemporary Indian society. It is hoped that the sociological perspective on Indian society presented in this course will also enable students to gain a better understanding of their own situation and region.

1. **Structure of Indian Society:** Diversity and Unity; Religious, Linguistic, Cultural and Regional diversities of Indian society – Basic tenets of Islam, Christianity, Sikhism, Buddhism, Jainism, and Zoroastrianism- Hindu Social Organization: Purusharthas, Varnashrama dharma.
2. **Social Institutions:** Forms of Marriage, Family and Kinship among Hindus, Muslims and Christians and their changing trends. Decline of Joint family: causes and consequences
3. **Economy:** Land ownership and land distribution- Agrarian structure and relations and decline of Jajmani system - Present occupational structure- Features of Tribal economy; Urban Economy; Industrial, Service and Informal Sectors.
4. **Stratification:** Varna and Jati - Definition, features and functions of Caste system; Caste and Class; Class in India: Agrarian and Non Agrarian classes, Emergence of middle class- Dominant Caste; changing trends in caste system.
5. **Polity:** System of governance – Nation, State and Local Governance: Access to politics: Caste, Religion, Language and Region – Differential access to political power.
6. **Education:** Traditional Educational System – Emergence of modern formal education system in India- Differential access to education in India- Education and Social Mobility.
7. **Communities:** Tribal Community, Rural community and Urban Community: Distribution of population - Difference between rural and urban communities- Village settlement patterns - Growth of urban centres, types of urban communities.
8. **Problems of Indian Society**
 - a. Tribal Society: Exploitation of Tribes, Land alienation and displacement and Problems of Health and Nutrition
 - b. Rural Society: Poverty and Unemployment, Indebtedness and farmers' suicides and Illiteracy
 - c. Urban Society: Housing and civic services, Pollution, Crime and Juvenile Delinquency and HIV/AIDS.

References:

- Ram Ahuja : Indian Social System
Rawat Publications, New Delhi.
- Ram Ahuja : Social Problems in India.
Rawat Publications, New Delhi.
- M.N. Srinivsa : Indian Social Structure
Hindustan Public Corporation (India) , Delhi.
- PatriciaUberoi (Ed) : Family, Kinship And Marriages in India,
Oxford University Press, New Delhi.
- S. C. Dubey : Indian Society
National Book Trust, India, New Delhi.
- David Mandlebaum : Society in India,
Popular Prakasan, Bombay.
- Victor S D' Souza : Inequality and its Perpetuation
Manohar Publications, New Delhi.



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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 Dis-investment

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 - Political Science, Sociology, Public Administration
SEMESTER – III

Paper 3P: Political Thought

Unit-I

1. Ancient Indian Political Thought

- a) Sources of Ancient Indian Political Thought
- b) Manu: Varnadharma and Dandaneeti
- 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

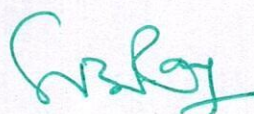
Unit-III

3. Western Political Thought

Plato, Aristotle, St. Thomas Aquinas, Machiaveeli, Thomas Hobbes,
John Locke, J.J. Rousseau, Jermy Benthom, 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.



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Paper 3S : Modern India: Social Change; Development and Issues

1. Social Change

Meaning, definition and nature of social change-Factors affecting social change- Overview of theories of social change: evolutionary, structural and modernization

2. Development and Underdevelopment

Concepts of Development and Underdevelopment- Indicators of development and Human Development Indices - Concepts of Economic Development, Social Development and Sustainable Development - Globalization and consequences

3. British Rule and Social Change

Changes in administrative, Judiciary, agrarian (land revenue/ownership), educational institutional structure and their social impact (modernization)

4. Social Movements

- a. Social reform movements: Abolition of Sathi and child marriage; Widow remarriages- Arya Samaj, Bramho Samaj.
- b. Protest & Self respect movements: Non-Brahmin Movement, Backward Class and Dalit movements
- c. Agrarian Movements and Peasant movements

5. Independent India and Trends of Social Change

Salient feature of constitution of India - Community development and Democratic decentralization- Land reforms- Constitutional Safeguards for weaker sections (SC, ST, BC, Women, Differentially abled and children)

6. Planned Development

Meaning of planned development- Overview of objectives and achievement of Five Year Plans - Green revolution

7. Intervention Programmes

Poverty reduction programmes – Education, Health and Skills promotion- Social Exclusion & Inclusive Policies

8. Social Issues and Challenges

Population explosion -Migration & urbanization -Gender Issues: Domestic Violence, Trafficking; Empowerment -Development induced displacement -Problem of the elderly; Violation of Human Rights.



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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.



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

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.


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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

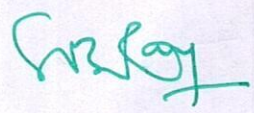
13. Office Automation and Paperless Office
14. Back Office Operations and Front Office Delivery
15. Social System and Public Office Administration
16. Office Management in Government : Issues.

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


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