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ADIKAVI NANNAYA UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M. A. PUBLIC ADMINISTRATION – FIRST YEAR
Course Structure (2016-17)
SEMESTER – I

S.No.	Title of the Paper	Theory Marks	Internal Assessment/ Practicals	Total Marks	Total Credits
1.	Indian Political System (Common for both Political Science and Public Administration)	75	25	100	5
2.	Classical Administrative Theories	75	25	100	5
3.	Financial Administration	75	25	100	5
4.	Public Administration and Computer Applications	50 (Theory)	50 (Practicals)	100	5
5. (A) Opt.	Rural Development Administration	75	25	100	5
5. (B) Opt.	Urban Development Administration	75	25	100	5

M. A. PUBLIC ADMINISTRATION – FIRST YEAR
Course Structure
SEMESTER – II

S.No.	Title of the Paper	Theory Marks	Internal Assessment/ Practicals	Total Marks	Total Credits
1.	Behavioural Theories of Administration	75	25	100	5
2.	Indian Administration	75	25	100	5
3.	Comparative Local Government	75	25	100	5
4.	Social Welfare Administration	75	25	100	5
5. (A) Opt.	Human Resource Management	75	25	100	5
5. (B) Opt.	Office Organization & Management	75	25	100	5

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M. A. PUBLIC ADMINISTRATION – SECOND YEAR
Course Structure
SEMESTER – III

S.No.	Title of the Paper	Theory Marks	Internal Assessment/ Practicals	Total Marks	Total Credits
1.	Modern Political Analysis (Common for both Political Science and Public Administration)	75	25	100	5
2.	State Administration	75	25	100	5
3.	Development Administration	75	25	100	5
4.	E-Governance	75	25	100	5
5. (A) Opt.	Organizational Behaviour	75	25	100	5
5. (B) Opt.	Management of Public Enterprises	75	25	100	5

M. A. PUBLIC ADMINISTRATION – SECOND YEAR
Course Structure
SEMESTER – IV

S.No.	Title of the Paper	Theory Marks	Internal Assessment/ Practicals	Total Marks	Total Credits
1.	Research Methodology (Common for both Political Science and Public Administration)	75	25	100	5
2.	Public Policy Analysis (Common for both Political Science and Public Administration)	75	25	100	5
3.	Management Science	75	25	100	5
4.	Public Personnel Administration	75	25	100	5
5. (A) Opt.	Disaster Management	75	25	100	5
5. (B) Opt.	Administrative Law	75	25	100	5
Project Work & Viva Voce		75 Project Work	25 Viva Voce	100	5

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M. A. PUBLIC ADMINISTRATION: SEMESTER – I (2016-17)
(Common for both Political Science & Public Administration)

Paper I: INDIAN POLITICAL SYSTEM

Syllabus

UNIT – I

1. The Making of the Indian Constitution
2. Socio-economic and philosophical foundations of Indian Constitution: Salient Features, Amendment Process, Constitutional Review Commission
3. Fundamental Rights-fundamental Duties; Directive Principles of State Policy.
4. Indian Federation; Three-Tiered Government.

UNIT - II

1. Union Executive: President-Powers and Functions; Prime Minister and Council of Ministers-Powers and Functions.
2. Parliament-composition, Powers and Functions; Judiciary, Judicial review and Judicial Activism.
3. Center State Relations; Administrative, Legislative and Financial- Need for Reforms – Recommendations of Rajmannar, Sarkaria and M. M. Punchi Commissions.
4. Statutory Commissions/Institutions: Election Commission, Comptroller and Auditor General, Finance Commission, UPSC, SPSC, National Human Rights Commission, Nithi Ayog.

UNIT - III

1. National, Regional and Sub Regional parties – Ideology, Organizational Structure, LokPal. Changing nature of Indian Party System, Coalition Politics.
2. Elections and Voting Behavior; Pressure Groups

UNIT IV

1. Role of Caste, Religion, Language and Regionalism in Indian politics. Morris Jone's- Three Idioms of Indian Politics.
2. National Integration and Problem of National Building; Challenges to Indian Political System

Books recommended:

1. K.K.Ghai, 'Indian government and Politics,' Kalyni Publications 2003, New Delhi
2. Rajani Kothari, 'Politics in India', Orient Blackswan, India
3. Granville Austin, 'Working a Democratic Constitution; A History of the Indian Experience', Oxford University Press, London
4. Ramachandra Guha, 'India after Gandhi : The History of the World's Largest Democracy', Mac Millan publishers Ltd., London
5. "Indian Political System" Etd. By Mahendra Prasad Singh and Subhendu Ranjan Raj, Pearson Education, South Africa
6. "Ideologies and Institutions in Indian Politics": Etd. By M.P.Singh, Rekha Sexena, Deep & Deep Publications, New Delhi

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Paper II: CLASSICAL ADMINISTRATIVE THEORIES

Syllabus

UNIT-I

- 1 Meaning, Scope and Importance of Public Administration
- 2 Evolution of Administrative Theory
- 3 Principles of Organisation

UNIT –II

- 1 Kautilya – Arthashastra
- 2 Woodrow Wilson – His vision of Public Administration
Politics and Administrative Dichotomy
- 3 Luther Gulick and Lyndall Urwick – POSDCORB

UNIT-III

- 1 Henry Fayol – 14 Principles of Management
- 2 F.W. Taylor – Scientific Management
- 3 Mosca and Mitchels – Elite Theory
- 4 Bureaucratic Theory Max Weber & Karl Marks

UNIT-IV

- 1 Mary Parker Follett – Theory of Management & Dynamic Administration
- 2 Chester I. Barnard – Management Theory
- 3 Elton Mayo – Human Relations Theory

Reference Books:

- | | | | |
|---|--------------------|---|---|
| 1 | Martin Albrow | : | Bureaucracy |
| 2 | Ramesh K. Arora | : | Themes and Issues in Administrative Theory |
| 3 | Rumki Basu | : | Public Administration – Concepts and Theory |
| 4 | Henri Fayol | : | General and Industrial Management |
| 5 | S.R. Maheswari | : | Administrative Theory: An Introduction |
| 6 | D. Ravindra Prasad | | |
| | V.S. Prasad and | : | Administrative Thinkers |
| | P. Satyanarayana | | |
| 7 | R.N. Sing | : | Management Thought and Thinkers |
| 8 | Daniel A. Wren | : | The Evolution of Management Theory |

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Paper III: FINANCIAL ADMINISTRATION

Syllabus

UNIT - : Introduction

1. Nature, Scope and importance of financial administration
2. Meaning, Significance and role of budget
3. Budgetary principles.
4. Revenue and Capital Budgets
5. Budgetary policy a) Expenditure Policy b) Resource Mobilization Policy
6. Tax policy and canons of taxation

UNIT – II: Budgetary process and design:

1. Budget classification and Objectives of classification
2. Budget preparation
3. Budget approval, money bill and special procedure in respect of money bills.
4. Budget execution and review
5. New techniques of budgeting, Performance Budgeting; PPBS and Zero-based Budgeting.

UNIT – III: Government Organizations : Accounts, Audit & Finance Ministry.

1. Nature, Purpose and Objectives of Government Accounting
2. Nature, Meaning, Functions and Types of Audit
3. Separation of Accounts from Audit
4. Need of independent Audit
5. Controller and Auditor – General of India
6. Union Finance Ministry Structure, Functions and Role

UNIT – IV: Financial Control:

1. Parliamentary financial control in India
2. Parliamentary Financial Committees - Public Accounts Committee, Estimates Committee & Committee on Public Undertakings
3. Centre-State Financial Relations and Constitutional Provisions
4. Finance Commission-Composition, functions, recommendation and role
5. Grant-in-aid under Arts 275 and 282 Nature, Scope and working
6. Reserve bank of India : Organization, Functions and Policy

Suggested Readings:

1. Hugh Dalton : Principles of Public finance
2. Raja J. Challaiah : Fiscal policy in Developing countries
3. A.r.Prest : Fiscal Policy in under Developed countries
4. A.Vasudevan : Deficit financing controls and movements of Prices in India since 1947
5. M.J.K.Thavaraj : Financial Administration in India
6. M.J.K.Thavaraj : Performance Budgeting
7. B.N.Gupta : Indian federal finance and budgetary policy
8. B.N.Gupta : Government Budgeting
9. A.K.Chanda : Aspects of Audit Control
10. G.Ananda Rao : Finance Commissions in India

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Paper IV: PUBLIC ADMINISTRATION & COMPUTER APPLICATIONS

Syllabus

Unit – I

1. Introduction to Computers : Definition, General Model of Computer System, Generations of Computer
2. Various Components of a Computer; Input / Output Devices;
3. Data Storage System, RAM, ROM, Classification of Computers on Chronology, Hardware vs. Software,
4. Types of Software, Problems Solving on Computers;

Unit – II

1. Meaning, Nature, Need, Role of Management through Information System.
2. Relatedness of MIS with Management Activities.
3. Components of MIS with special emphasis in Reporting System, Data Organisation, Concept of Data Base.
4. Data and Data Processing Operation, Database vs. Information System.
5. Role of Computer Technology in Development and Maintenance of MIS.

Unit – III

1. Introduction to Operating System: Objectives and functions of an Operating System;
2. Types of Operating System,
3. Introduction to MS-Windows. Using MS Word - Word Processing, Creating Documents, Tables, Columns etc.,
4. Using MS Excel- Spread sheet, Graphs & Charts, types of functions like Statistical, Mathematical & Financial.
5. Using MS Power Point, Creating Slides & Slide Show

Unit –IV

1. Using Electronic Mail for communication and Internet Browsing - searching information.
2. Multi-media Devices, World Wide Web (WWW), E-mail
3. Computer Application in Public Administration with Special Reference to Record Keeping, Research and Communication, concept, opportunities
4. Challenges of electronic governance, case study of Andhra Pradesh Govt. web portal.

References Books:

- | | |
|----------------------|------------------------------|
| 1. DR. K.KIRAN KUMAR | : FUNDAMENTS OF COMPUTER. |
| 2. PROF .J.L.NEOGY | : RAPIDEX COMPUTER COURSE. |
| 3. A.V. REDDY | : COMPUTER FUNDAMENTALS. |
| 4. AMIT GUPTA | : PUSTAK MAHAL |
| 5. V.K.JAIN | : COMPUTER FOR BEGINNERS |
| 6. V.K. JAIN | : BASIC COMPUTER PROGRAMMING |
| 7. JAYANT NEOGY | : INTERNET AND e-MAIL |

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Paper V-(B) (Optional): URBAN DEVELOPMENT ADMINISTRATION

Syllabus

UNIT - I URBANISATION

1. Concept of Urbanization
2. Urban Trends in Third World Countries
3. Problems of Urbanization in India

UNIT - II.URBAN DEVELOPMENT IN INDIA

1. Growth of Cities – Causes and Consequences
2. Organization, Powers and Functions of Urban Local Bodies
3. Slums – Causes and Effects
4. Urban Development Strategies

UNIT - III URBAN LOCAL GOVERNMENT & ITS SERVICES

1. Personnel and finances of Urban Local Bodies
2. Committees in Urban Local Bodies
3. Water Supply, Health and Sanitation
4. Housing and Transport

UNIT - IV THE METROPOLIS AND URBAN DEVELOPMENT AUTHORITIES

1. The Concepts of Metropolis
2. Metropolitan and Urban Development Authorities in India
3. Delhi Development Authority
4. Urban Development Authorities in India with special reference to Andhra Pradesh

Reference Books:

1. S.R. Maheswari : Local Government in India
2. Ashish Bose : Studies in India's Urbanization
3. R.K. Bhardwaj : Urban Development in India
4. Mohit Bhattacharya : Managers of Urban Government in India
5. Abhijit Datta : Municipal and Urban India
6. Hoshiar Singh : Urban Local Govt. and Administration in India
7. Roy Turner : India's Urban future
8. R. Ramachandran : Urbanization and Urban system in India

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Paper - I: BEHAVIOURAL THEORIES OF ADMINISTRATION

Syllabus

UNIT-I

1. Impact of Behaviouralism on Administrative Theories
2. Herbert A. Simon – Decision Making Theory
3. Karl Deutsch – Communication Theory
4. Abraham Maslow - Hierarchy of Needs

UNIT-II

1. Fredrick Herzberg – Two-Factors Theory
2. Douglas McGregor – X Theory and Y Theory
3. Chris Argyris – Immaturity and Maturity Theory
4. Rensis Likert – Management System Theory

UNIT-III

1. Warren Bennis – Leadership Theory
2. Victor Vroom – Theory of Motivation
3. Mc Clelland – Trichotomy of Needs Theory
4. Peter Ducker – Theory of Management

UNIT-IV

1. New Public Administration
2. New Public Management
3. Public Choice Approach
4. Public Administration - Challenges of LPG

REFERENCE BOOKS:

1. D. Ravindra Prasad V.S. Prasad
And P. Satyanarayan :Administrative Thinkers
2. F.W. Riggs :The Ecology of Public Administration
- 3 Peter Self :Administrative Theories and Politics
- 4 Dwight Waldo :The Administrative State
- 5 James Mooney :The Principles of Organization
- 6 L.D. White :An Introduction to Public
Administration
- 7 H.A. Simon :Administrative Behaviour
- 8 L.M. Prasad :Organizational Behaviour

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Paper II: INDIAN ADMINISTRATION

Syllabus

UNIT – I : HISTORICAL BACKGROUND OF ADMINISTRATION IN INDIA

1. Ancient Period (Indus Valley Civilization to Gupta Period)
2. Medieval Period (Rajputs, Sultanates and Mogul Periods)
3. Modern Period – Legacy of British Rule in Indian Administration
4. Salient Features of Indian Constitution

UNIT – II: UNION GOVERNMENT AND ADMINISTRATION

1. President of India
2. Union Council of Ministers
3. Prime Minister
4. PMO Office

UNIT – III: CENTRAL ADMINISTRATIVE SYSTEMS

1. Ministries and Departments
2. Central Secretariat
3. Cabinet Secretariat
4. Chief Secretary

UNIT – IV: JUDICIAL ADMINISTRATION IN INDIA

1. Judicial Administration – Supreme Court, High Court & District Courts
2. Attorney General
3. Lok Adalats & Nyaya Panchayats
4. Significant Issues in Indian Administration : Centre-State Relations, Corruption, Role of Civil Society, Citizen Administration Interface, Administrative Reforms, Redressal of Citizen Grievances, National Human Rights Commission

Reference Books:

1. A. Arasthi : Central Administration
2. Ramesh K. Arora : Administrative Change in India
3. A. Chandra : Indian Administration
4. B.B. Misra : The Administrative History of India (1934-1947)
5. B.B. Misra : Bureaucracy in India (1851-1947)
6. Shriram Maheswari : Evolution of Indian Administration
8. Shriram Maheswari : Indian Administration
9. M. Bhattacharya : Bureaucracy and Development administration
10. C.P. Bhambri : Bureaucracy and Politics in India

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PAPER - III : COMPARATIVE LOCAL GOVERNMENT

Syllabus

UNIT – I: Introduction

1. Meaning, Nature and Scope, Significance of Local Government
2. Local Government in the context of Globalization
3. Major issues and Challenges of Local Government
4. New Localism & Development Dynamics

UNIT-II: Local Government in India

1. History of Local Government in India
2. Salient Features of Local Government in India
3. 73rd and 74th Constitutional Amendment Acts
4. Organisation Structure of Local Government – Urban & Rural
5. State–Local Relations and Finances of Local Bodies

UNIT-III: Local Government in U.K.

1. History of UK Local Government
2. Units of Local Government
3. London Government
4. Committee System, Chief Executive and Administrative Staff
5. Local Government Finances
6. Centre – Local Relations

UNIT-IV: Local Government in U.S.A.

1. History of American Local Government
2. Units and Forms of City Government
3. Functions and Finances of Local Government
4. State-Local Relations
5. Comparative Evaluation of Administration, Finances and Committee systems in India, UK and USA

Reference Books:

- | | |
|---|--|
| 1. S. R. Maheshwari | : Local Government in India |
| 2. M. A. Muttalib | : Theory of Local Governance |
| 3. M. Venkatarangayya &
G. Ram Reddy | : Panchayati Raj in Andhra Pradesh |
| 4. D. Wilson and C. Game | : Local Government in the United Kingdom |
| 5. W.V. Holloway | : State and Local Government in the United States |
| 6. Alan Norton | : International Handbook of Local and Regional
Government: A Comparative analysis |
| 7. A. Avasthi | : Municipal Administration in India |
| 8. Hoshair Singh | : Urban Local Government & Administration in India |
| 9. R.M. Jakson | : The machinery of Local Government |
| 10. Charles M. Kneier | : City Government in the United States |
| 11. A. Schmidt Viven | : Democratizing France – The Political and
Administrative History. |

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PAPER - IV : SOCIAL WELFARE ADMINISTRATION

Syllabus

UNIT - I. *Background Information*

1. Concept of Welfare and Social Welfare Administration – its Scope & Nature
2. Constitutional Provisions : Preamble and Directive Principles of State Policy
3. Principles of Social Welfare Administration
4. New Policy on Social Welfare

UNIT - II. *Social Welfare Policy and Policy Making*

1. Social Issues - Policy of Union and State Level Governments
2. Economics Issues – Land Reforms and Distribution Policy of Union and State Governments
3. Cultural – educational Issues – Policies of Union and State Governments
4. United Nations and its subsidiary agencies, other International Agencies and Welfare Policies
5. Policy Formulation – The role of Local Governments

UNIT - III. *Welfare Schemes and Programmes relating to*

1. Children
2. Women & their empowerment
3. Old Age
4. Minorities
5. Backward Communities – SCs, STs and BCs
6. Differently Abled People

UNIT - IV. *Structure of Administration – Performance & Prospects*

1. Central and State Agencies relating to Children, Women and Old Age; Minorities and Backward Communities, Ministry of Social Justice & Empowerment
2. Role of Non Governmental Organizations and Voluntary Organizations in social welfare; Co-ordination and linkage among the relevant agencies
3. Training to Welfare Personnel
4. Central Social Welfare Board & State Social Welfare Boards
5. Problems in Implementation of programmes – Political and Social
6. Policies and schemes on Caste Based Discrimination; Gender Discrimination; Population Explosion; Poverty; Slums; Drug Abuse; etc.
7. Corporate Social Responsibility

Reference Books:

- | | |
|-------------------------|---------------------------------------|
| 1. T.S.Simey | : Principles of Social Administration |
| 2. Walter A.Friedlander | : Introduction to Social Welfare |
| 3. Garider and Judd | :Development of Social Administration |
| 4. Blunt | :Social services in India |
| 5. Chowdhury Paul | : Social Welfare Administration |

6. E.W.Reid : Social Welfare Administration
7. Planning Commission Social Welfare
8. Planning Commission :Social Legislation
9. S.N.Dubey :Administration of S.W. Programmes in India
10. Donnison Chappman V :Social Policy and Administration
11. S.D.Gokhale :Social Welfare legend and legacy
12. P.D.Kulkarni :Social Policy and Social Development in India

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M. A. PUBLIC ADMINISTRATION: SEMESTER – II (2016-17)

Paper V (A) (Optional) : HUMAN RESOURCE MANAGEMENT

Syllabus

UNIT – I:

1. Meaning, Nature, Scope and Significance of Human Resource Management
2. Evolution and Development of HRM
3. Objectives and Functions of Human Resource Management (HRM)
4. HRM Planning and Strategies

UNIT – II:

1. Career Development and Counseling
2. Job Analysis and Job Design
3. Recruitment, Selection and Training
4. Remuneration and Salary System

UNIT – III:

1. Promotion and Employee Benefits
2. Rewards and Incentive Management
3. Performance Appraisal
4. Employees Capacity Building Strategies

UNIT – IV:

1. Changing Environment and Challenges to HRM
2. Assessing Human Resource Management Effectiveness
3. Total Quality Management
4. Stress Management

Reference Books:

1. P. Subba Rao : Essentials of Human Resource Management
2. V.V. Ramani : Emerging Trends in HRM: Sectoral Experiences
3. Michael Armstrong : Handbook of Strategic HRM
4. R. Wayne Mondy : Human Resource Management
5. Julie Beardwell : Human Resource Management: A Contemporary Approach

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PAPER – V (B) (Optional) : OFFICE ORGANISATION AND MANAGEMENT

Syllabus

UNIT - I. INTRODUCTION

1. Meaning, Nature, Scope and Importance of Office Organization
2. Principles of Office Organization
3. Definition, Scope and Significance of Office Management
4. Principles off Office Management

UNIT - II. OFFICE ORGANISATION

1. Office Environment
2. Office accommodation – Physical layout of Office, use of Office space – shifting of Office
3. Office furniture, machinery, equipment and Office Automation
4. Basic functions of Modern Office: Planning, the work of correspondence routing scheduling and controlling incoming and outgoing mails – collecting and recording information – Report writing.

UNIT - III. OFFICE MANAGEMENT

1. Functions of Office Management
2. Filing System
3. Records Management
4. Management of Office Stationery and Supplies – purchases, recording, storage and issue of supplies.

UNIT - IV. MANAGEMENT

1. Office Personnel Management: Recruitment, Placement, Transfer, Training, Promotion, Pay, Leaves conduct and discipline and retirement.
2. Accounts Management: Budgeting, Bills, Purchases, Contracts, Relations with Treasury
3. Significant Issues in HRM – Morale and Motivation, Staff Welfare, Redressal of Staff Grievances

Reference Books:

- | | |
|------------------------------------|---------------------------------------|
| 1. S.K. Sahni and G.S.P. Sundaresh | :Office Organisation and Management |
| 2. R.K. Chopra | :Office Organisation and Management |
| 3. C.L. Littlefield Rachel Frank | :Office Administration and Management |
| 4. S.P. Arora | :Office Organisation and Management |
| 5. Gernard Tavernier | :Basic Office Systems and Records |
| 6. Glen L. Gardiner | : Practical Office Supervisor |
| 7. S.P. Jain and T.N. Chabra | :Modern Office Management |
| 8. B.P. Singh et.al. | :Office Management |

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M. A. PUBLIC ADMINISTRATION: SEMESTER – III (2016-17)

Paper I : MODERN POLITICAL ANALYSIS

Syllabus

Unit I:

Meaning, Nature, Scope and Significance of Political Analysis
Earlier Approaches and Modern Approaches
Normative and Empiricism, Fact-value Dichotomy
Elements of Scientific Method

Unit II:

Political Systems: Types – Similarities and Differences
Classification of Political Systems – Aristotle, Weber and Robert Dahl

Unit III:

Behaviouralism: Growth of Behavioral Movement
Meaning, Characteristics and limitations of Behaviouralism

Unit IV:

Power: Meaning, Significance of the Study of Power
Difference between power and Authority and Influence
Structural Functional Approaches & Decision Making Theory
Theory of Political Development - Lucian Pye

Suggested Readings:

- | | |
|---------------------|---|
| 1. J.Charlesworth | : Contemporary Political Analysis |
| 2. R.A.Dhal | : Modern Political Analysis |
| 3. S.P.Varma | : Modern Political Theory |
| 4. S.M.Lipset (ed.) | : Politics and Social Sciences |
| 5. Van Dyko | : Political Science – A Philosophical Analysis |
| 6. M.D.Irish (ed.) | : Political Science – Advance of the Discipline |

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M. A. PUBLIC ADMINISTRATION: SEMESTER – III (2016-17)

PAPER - II : STATE ADMINISTRATION

Syllabus

UNIT –I: Historical Evolution of State Administration in India

1. Prior to Independence
2. After Independence
3. Reorganization of the states with special reference to AP & Telangana

UNIT – II: Constitutional Framework of State Administration

1. Governor
2. Chief Minister
3. Council of Ministers

UNIT – III: Administrative Structure at State Level

1. Ministries Departments and Directorates
2. State Secretariat
3. Chief Secretary
4. Relation between Directorates and Secretariat

UNIT – IV: District Administration

1. District Administration and Democratic Decentralization
2. Panchayat Raj and Urban Local Bodies – Concepts of Smart Village and Smart City
3. Regulatory and Development Administration in the District
4. District Collector & Changing Role of District Collector
5. State-Local Relations

Reference Books:

1. A. Avasthi : Central Administration
2. Sriram Maheswari : Indian Administration
3. A. Chandra : Indian Administration
4. P.B. Bansal : Administrative Development in India
5. R.B. Jain : Contemporary issues in Indian Administration
6. S.S. Khora : District Administration in India
7. Inamder : District Planning in India
8. K.M.R. Srinivasan : State Administration in India
9. Rao K. Vopa : Change and Challenge in Indian Administration
10. B.S. Khanna : Panchayati Raj in India
11. Hoshiar Singh : Urban Government and Administration in India

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Paper III: DEVELOPMENT ADMINISTRATION

Syllabus

UNIT-I: Introduction

1. The concept of Administration and Development.
2. The Comparative elements in early administrative theory
3. Emergence of the comparative Public Administration Movement
4. Development Administration and its changing profile

UNIT-II: The concept of Development Administration

1. Definition, Scope and importance of Development Administration
2. Antidevelopment Thesis
3. Modernization
4. Bureaucracy and Political Development

UNIT-III: Approaches to the Study of Development Administration

1. Structural – Functional approach
2. Systems approach
3. Bureaucratic approach
4. F.W. Riggs approaches to Development Administration

UNIT-IV: Functions and Problems of Development Administration

1. Personality and Development Administration
2. Impact of liberalization on Administration in developing countries
3. Challenges to Development Administration
4. Strong State V/s the Market Debate
5. Women and Development – SHG Movement

Reference Books:

- | | |
|------------------------|--|
| 1. Ramesh K. Arora | : Comparative Public Administration |
| 2. C.N.Bhalerao | : Politics, Administration & Developing Countries |
| 3. Mohit Bhattacharya | : Development Administration |
| 4. Milton, P.e., Esman | : Institution Building |
| 5. George F.Grant | : Development Administration – Concepts, Goals and Methods |
| 6. F.W.Riggs | : Administration in Developing Countries |
| 7. F.W.Riggs | : Frontries of Development Administration |
| 8. S.K.Sharma | : Dynamics of Development |
| 9. Weidner | : Development Administration in India |

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Paper IV : E - GOVERNANCE

Syllabus

UNIT - I: INTRODUCTION

1. E-Governance – Concept, definition and significance
2. Information and Communication Technology – Concept & Components
3. Role of ICT in Administration
4. Implementing E-Governance

UNIT- II: TECHNIQUES OF E - GOVERNANCE

1. GIS based Management
2. Citizen Database and Human Development
3. E-Governance Policy
4. Video Conferencing

UNIT - III: E - GOVERNANCE IN INDIA

1. E-Governance Projects in States: Andhra Pradesh and Karnataka
2. E-Governance in India
3. A prerequisite of good Governance
4. E-Governance in Democratic set-up

UNIT - IV: THE CHALLENGES OF E - GOVERNANCE

1. E-Governance Infrastructure
2. Security concerns
3. ICT Implementation in Governance- Issues and Challenges
4. Role of ICT in Rural Development in AP – PR and Self Governance
5. Mee Seva – ICT Project in Self Help in Andhra Pradesh
6. Delivery of Citizen Services through ICT in Andhra Pradesh

Books Recommended and Articles:

1. M.G. Gupta and R.K. Tiwari (eds.), Reinventing the Government, IIPA, 1998
2. Richard Hecks , Implementing and Managing E-Governance, Vistar Publications
3. Jan Erik Lane, New Public Management, Rout ledges, 2000
4. Work Bank Report, Good Governance: The Business of Government, 1997
5. IJPA Special No. on “Indian Theory and Public Administration”, July-September, 2000
6. IJPA Special No. on “Towards Good Governance”, July-September, 2000
7. Articles on Indian Theory, E-Governance and Good governance for IJPA, ISDA Journal and Administrative Change.

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Paper V (A) Optional : ORGANIZATION BEHAVIOUR

Syllabus

Unit – I :

1. Point of Departure
2. Definition of System, and Characteristics of Open System
3. The Nature of Social Systems
4. Major Social System Components (Roles, Norms and Values)

Unit – II :

1. The Organization in Relation to its Environment
2. A Typology of Organizations.
3. Genotypic functions and Second Order Characteristics
4. Relationship between Genotypic and Second Order Characteristics

Unit – III :

1. The Taking of Organizational Roles.
2. Power and Authority
3. Meaning & Definitions of Communication
4. Characteristics of Communication Circuits
5. Information Overload and Types of Communication

Unit – IV :

1. Simon's Rationality in Decision-making
2. The Psychological Basis of Organizational Effectiveness
3. Dynamics of Stress
4. Organizational Climate
5. Organizational Change and Development

Suggested Books:

Daniel Katz and Robert L.Khan	:	The Social Psychology of Organisations
Hersey and Blenhard	:	Organizational Behaviour
M. Gangadhar Rao	:	Organizational Behaviour
L.M. Prasad	:	Organizational Behaviour
Aswatappa	:	Organizational Behaviour

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Paper V (B) Optional : MANAGEMENT OF PUBLIC ENTERPRISES

Syllabus

Unit – I: INTRODUCTION:

1. Nature, Scope and Importance of Public Enterprise in India
2. Origin and Growth of Public Enterprise in India
3. Industrial Policy Resolutions – Government's Policy

Unit – II: ORGANISATION AND PLANNING

1. Forms of Organization – Department, Company and Corporation their Features : Advantages and Disadvantages
2. Composition, Powers, Functions of Board of Directors
3. Planning in Public Enterprises

Unit – III: MANAGEMENT

1. Personal Management: Recruitment Policy-Selection procedure, Training, Promotion and Motivation, Employees and Employees relationship
2. Financial Management: Pricing Policy in Public Enterprise – ARC Recommendations
3. Material Management: Administrative Problem-ARC's and Study Team's Recommendations on Material Management

Unit – IV: GOVERNMENT CONTROL & ACCOUNTABILITY

1. History, Constitution, Powers, Privileges and Functions of the Parliamentary Committees on Public Enterprise
2. Audit Boards-Their constitution and functions
3. Accountability of Public Enterprises to Parliament
4. Autonomy and Accountability

REFERENCE BOOKS:

- M.N. Mallayya : Public Enterprise in India
V.V. Ramanandham : The Structure of Public Enterprises in India
G. Ram Reddy : Government and Public Enterprise, Frank Cail, 1983
Arvind K. Sharma : A Grammar of Public Enterprise
Om Prakash : Theory and Working of State Cooperation
S.M. Iarancy &
S.P. Denkar : Founders of Political Economy and Economic system
W.A. Robsson : Nationalized Industries and Public ownership
S.S. Khera : Government in Business
A.R.C. and Study Team Reports in Public Enterprise.

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Paper I: RESEARCH METHODOLOGY

Syllabus

- Unit I:** Meaning, Definition, Nature and Significance of Social Science
Research- concepts, Theory and hypothesis
- Unit II:** Research Design and Sample Design
- Unit III:** Data Collection: Preparation of Questionnaire – Schedules,
Observation, Interviews and Survey
- Unit IV:** Data Analysis and Interpretation and Report Writing

Books Recommended

1. Goode and Hatt, 'Methods in Social Research', Surjeet Publications, New Delhi
2. S.V. Evera. 'Guide to methods for student of Political Science', Cornell University Press, New York.
3. Alan C. Issak. 'Scope and Methods of Political Science', Thomson Wadsworth 1985, USA
4. T.Kuhn. 'The Structure of Scientific Revolutions', University of Chicago Press
5. D. Marah & G. Stoker. 'Theory and method in Political Science (political analysis)', Pal Grove Mc Milan
6. K. Popper. 'The Poverty of Historicism', Rout Ledge Publisher, London
7. Ricch.Hoyle, Monica. 'Research Methods in Social Relations', Cengage Publishers, 7th Edition, New Delhi
8. Peter Burnham. 'Reach Methods in Politics', Palgrave Mac Millon
9. Partha Nath Mukherji. 'Methodology in Social Research; Dilamas and Preventives, New Edition', Sage Publishers, New Delhi
10. Sandara Halperin. 'Researching Politics: Methods and Practical Skills', OUP, UK
11. Paul M. Kellstedt. 'The Fundamentals of Political Science research', Cambridge University Press, UK

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Paper II : PUBLIC POLICY ANALYSIS

Syllabus

UNIT – I :

1. Public Policy : Meaning, Nature, Scope and Importance
2. Models of Public Policy Making and their Critique
3. Theories of State and Policy Formulation
4. Y.Dror's contribution to Policy Science

Unit – II:

1. Determinants of Public Policy – Economy, Political Culture, Leadership and Technology
2. Role of Public Opinion, Media, Political Parties and Professional Groups/Bodies in policy making
3. Process of Policy Formulation – Policy Making in India

UNIT – III:

1. : Choices, Alternatives Innovation
2. Policy Making Institutions : Legislature, Executive and Judiciary
3. Role of Bureaucracy / Civil Service in Policy Making Process
4. Approaches / Models : Decision-Making Theory, Rational-Comprehensive Theory, Incremental Theory

UNIT – IV :

1. Muddling Through Theory of Linblom
2. Elite Theory, Systems Theory, Group Theory
3. Policy Implementation and Evaluation – Techniques and Problems
4. Policies for Sustainable Development

Suggested Readings:

- | | |
|--|---|
| 1. R.K.Sapru | : Public Policy |
| 2. J.E.Anderson | : Public Policy Making |
| 3. W.Dunn | : Public Policy Analysis : An Introduction |
| 4. Ira Sharakansky (ed) | : Policy Analysis in Political Science |
| 5. Joyce M.Mitchell and William Mitchell | : Political Analysis and Public Policy : An Introduction to Political Science, Chapters I & XII |
| 6. Charles Lindblom | : The Policy Making Process |
| 7. Yehzkel Dror | : Ventures in Policy Sciences |
| 8. Daniel Learner & H.D.Lasswell | : The Policy Sciences : Recent Developments in Scope and Method. |
| 9. S.Ram Reddy & G.Haragopal | : Public Policy and Rural Poor in India |
| 10. M.Satyanarayana | : Public Policy (Telugu Academy) |

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Paper III : MANAGEMENT SCIENCE

Syllabus

I. Introduction

1. Meaning, nature, Scope and Importance Management
2. Principles of management
3. Evolution of Management Science
4. School of Management Theory

II. Functions of Management

1. Decision Making
2. Planning
3. Communication
4. Leadership
5. Control and Supervision
6. Coordination

III. Methods of management Improvement

1. Organization & Methods (O & M)
2. Work Study, Work Measurement and Work Simplification
3. Management by Objective (MBO) & Management by Exception (MBC)
4. Budgeting Systems : PB, PPBS, ZBB

IV. Management Systems and Techniques

1. Management Information System (MIS)
2. Network Analysis – CPM and PERT
3. Operations Research (OR)
4. Cost-Benefit Analysis
5. Application of Management Techniques in Government Organizations

Recommended Books:

1. C.P.Barthwal : Understanding Management
2. George Claude : History of Management Thought
3. Earnest Dale : Management : Theory and Practice
4. Peter F.Drucker : The Practice of Management
5. N.S.Gupta : Principles and Practice of Management
6. S.L.Goel : Modern Management Techniques
7. Donnell F.Koontz : Principles of Management
8. George R.Terry : Principles of Management
9. Daniel A. Wren : The Evolution of Management Thought
10. B.C.Mathur & Others : Management in Government

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Paper IV : PUBLIC PERSONNEL ADMINISTRATION

Syllabus

UNIT – I: *Some aspects of Pubic Personnel Administration*

1. Significance of Human Resource Development
2. Nature, Scope and importance of Pubic Personnel Administration
3. Different types of Personnel systems - Bureaucratic, Democratic and Representative systems
4. Growth of Civil Services in India and its Constitutional Position
5. Merit System – Origin, Development and Significance
6. Role of Civil Services in Developing Society

UNIT - II: *Civil Services – Some Issues*

1. Generalist vs. specialist
2. Civil Service Neutrality, Anonymity, Impartiality or Commitment
3. Civil Servant Relations with Political Executive
4. Civil Services loyalty and security of service
5. Ethics, Professional Standards, Morals and Motivation
6. Corruption- causes and Remedies

UNIT -III: *Staffing and Work Situation*

1. Recruitment, Examination and Selection
2. Position and Rank Classification
3. Training, Capacity Building, Career Development
4. Pay Scales, Allowances and conditions of services
5. Promotion and Performance Evaluation- Confidential Reports, Performance Rating efficiency Bar
6. Superannuation and Retirement Benefits

UNIT – IV: *Civil Service in India*

1. Union Public Service Commission and State Public Service Commission – Appointment, Conditions of Service, Functions and Independence
2. Staff Selection Commission for Recruitment and its Independence
3. All India Services – Nature, Features, Recruitment, Training, Promotion and Career Development
4. Civil Service Activism in India
5. Civil Service Unionism. Right to strike and Right to Political Activity
6. Code of conduct, Administrative Ethics, Discipline and Dismissal
7. Participative Management

Suggested Readings:

1. O.Glean Stabl : Public Personnel Administration
2. V.A.Pai Panandikar : Personnel System for Development Administration
3. M.a.-Muttalib : Union Pubic Service Commission
4. V.Bhasker Rao : Employer-Employee Relations

5. C.P.Bhambhri : Bureaucracy and Politics in India
6. O.P.Dwivedi & R.B.Jain : India;s Administrative State
7. Felix A.Neigro : Public Personnel Administration
8. B.B.Misra : Government and Bureaucracy in India 1947-1970
9. Ashok Chanda : Indian Administration
10. Paul H.Appleby : Two Reports on Public Administration in India
11. Study Team Report on
 - a) Promotion Policies. Conduct Rules;
 - b) Recruitment, Selection, UPSC Morale, State P.S.C.S. and Training.

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Paper V (A) Optional : DISASTER MANAGEMENT

Syllabus

I. Introduction:

1. Meaning and Concept of Disaster Management
(Disaster, Hazard, Vulnerability, Resilience, Risks)
2. Classification of Disasters
3. Major Disasters in India
4. Disaster Management – Recent Trends
5. Disaster Preparedness- Indian Context
6. Disaster Prevention

II. Disaster Management in India:

1. Disaster Management Act – 2005
2. Disaster Management Cycle
3. Administrative Set-up : Central, State and District Levels
4. Safe Constructive Practices : Before, During and After
5. Disaster Mitigation
6. Community Based Disaster Management

III. Challenges of disaster Management:

1. Climate Change
2. Remote Sensing System
3. Financial Arrangements
4. Financial Arrangements, Temporary Shelter, Warehousing and Stockpiling
5. Distribution of Relief Material
6. Emergency Operation Centers

IV. Sharing Responsibilities and Globalization of Disaster Management:

1. Voluntary Organizations
2. Survival Skills
3. Damage Assessment, Rehabilitation and Reconstruction
4. Disaster Management in Global Perspective
5. International Organizations for Disaster Management
6. Disaster Management Strategies

Reference Books:

1. S.L.Goel : Management of natural Disasters
2. B.C.Jal : Natural hazards and Disasters
3. Vinod K.Sharma : National Disaster Management in India
4. George W.Baker & Dwight W.Chapman : Man and Society in Disaster
5. Paranjape, H.K. : The Bhopal Gas Disaster
6. Parag Diwan : A Manual on Disaster management
7. B.P.C.Bose : Introduction Disaster Management
8. Arun Kumar : Global Disaster Management

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Paper V (B) Optional : ADMINISTRATIVE LAW

Syllabus

I. Introduction

1. Meaning and Concept of Administrative Law
2. Definition, Nature and scope of Administrative Law
3. Dario Administrative or French Administrative Law
4. Rule of Law
5. Doctrine of separation of powers.

II.

1. Delegated legislation and reasons for growth of delegates Legislation.
2. Permissible Delegated legislation
3. Legislative and Judicial Control over Delegated Legislation.

III

1. Principles of Natural Justice
2. Administrative Tribunals, Reasons for the growth of Administrative Tribunals
3. General Structure and procedure of Administrative Tribunal
4. Judicial Control of Administrative Action and Remedies.

IV.

1. Ordinary remedies
2. Viability of the State
3. Public undertakings
4. Ombudsman.

REFERENCES:

1. V.G. Ramachandran : Administrative law
2. M.P. Jain and S.N. Jain : Principles of Administrative law
3. S.P. Sathe : Administrative law in India
4. Griffith and Street : Principles of Administrative law
5. H.W.R. Wade : Administrative law
6. A.T. Markose : Judicial Control of Administrative Action-India
7. J.J.P. Upadhyaya : Administrative Law.

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