

SYLLABUS

M.A. PUBLIC ADMINISTRATION: IV SEMESTER

Paper I: MANAGEMENT SCIENCE

I. Introduction:

1. Meaning, Nature, Scope and Importance of Management.
2. Principles of Management
3. Evaluation 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. Organisation and Methods (O&M)
2. Work Study, Work Management and Work Simplification
3. Management by Objective (MBO)
4. Management by Exception (MBC)

IV. Management Systems

1. Budgeting systems – Performance Budgeting, PPBS, Zero-based Budgeting System
2. Management Information System
3. Systems Analysis

V. Management Techniques

1. Network Analysis – CPM and PERT
2. Operations Research
3. Cost-Benefit Analysis
4. Quality Circles
5. Application of Management Techniques in Government Organizations

Books recommended:

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. S.L.Goel – Modern Management Techniques
6. N.S. Gupta – Principles and Practice of Management
7. T-Jangam – Recent Theories of Administration and Management
8. Donnell F.Koontz – Principles of Management
9. Robert E.Markland – Topics in Management
10. B.C.Mathur and others (eds.), Management in Government
11. George R.Terry – Principles of Management
12. Daniel A.Wren – The Evolution of Management Thought

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Paper II : PUBLIC POLICY ANALYSIS

- I. Public Policy: Meaning, Nature, Scope and Importance.
- II. a) Determinants of Public Policy-Economy, Political Culture, Leadership and Technology.
b) Determinants – II: public Opinion, Media, Political Parties and Groups.
- III. a) Process of Policy Formation –Choices, alternatives innovation
b) Policy-making: Institutions (Legislative/Civil service, Judiciary)
- IV. a) Approaches/Models –I: (Decision-making Theory; Rational – Comprehensive theory, Elite Theory)
b) Approaches/Models-II: Incremental theory, Muddling through Theory of Lindblom, Group Theory
- V. Policy Implementation and Evaluation: Meaning, Techniques, Criteria and Problems

Suggested Readings:

1. R.K.Sapru : Public Policy, Sterling Publishers
2. H.J.Aaron, T.E.Mann and T.Taylor(eds.) : Values and Public Policy (Washington D.C:Brookings Institution, 1994)
3. J.E.Anderson : Public Policy Making (Boston:Houghton Mifflin, 1990)
4. W.Dunn:Public policy Analysis : An Introduction 2nd edn. (Englewood Cliffs, N.J.Prentice Hall, 1994)
5. Ira Sharkansky (ed.) : Policy Analysis in Political Science
6. Joyce M.Mitchell and William Mitchell : Political Analysis and Public Policy:An Introduction to Political Science, Chapters I and XIII
7. Charles L.Lindblom : The Policymaking Process, Chapters 1,2,3, and Appendix
8. Yehezkel Oror : Ventures in Policy Sciences, Chapter-2
9. Raymond A.Bauer&Kenneth J.Gegen(eds): The Study of Policy Formation, Chapters 1 and 4
10. Daniel Learner and Harold D.Lasswell : The Policy Sciences: Recent (eds.) Developments in Scope and Method.
11. A.Wildavasky : The Art and Craft of Policy Analysis
12. S.Ram Reddy & G.Haragopal : Public Policy and Rural Poor in India
13. M.Satynarayana : (Telugu Academy)
14. M.Vijayalakshmi&K.Ramachandra Murty: Prabhuthva Vidhama Visleshnana

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Paper III : DISASTER MANAGEMENT

(W.E.F.2013-14 Admitted batch of Students)

I. Introduction

1. Meaning and Concept of Disaster Management
(Disaster, Hazard, Vulnerability, Relilience, Risks)
2. Classification of Diasters
3. Major Disasters in India

II. Disaster Management in India

1. India's approach for Disaster Management (Disaster Management Act-2005)
2. Administrative Set-up : Central – State – District Level
3. Safe Constructive Practices – Before, During and After (Phases)

III. Challenges of Disaster Management

1. Climate Change
2. Remote Sensing System
3. Financial Arrangements

IV. Sharing Responsibilities

1. Voluntary Organizations
2. Survival Skills
3. Planning Ahead (Disaster Relief: Water, Food, Sanitation, Shelter, Health, Waste Management)

V. Globalization and Disaster Management

1. Disaster Management in Global Perspective
2. International Organizations for Disaster Management
3. Major Disasters in Asian Countries

References:

1. S.L. Goel : Management of Natural Disasters
2. B.C. Jal : Natural Hazards and Disaster
3. Vinod K. Sharma : National Disaster Management in India
4. IJPA : Golden Jubilee Publication, Crisis Administration
5. A.D. Kaushik and Rituraj : IJPA Managing Natural Resources for Disaster Reduction
6. George W. Baker and Dwight W. Chapman : Man and Society in Disaster
7. Paranjape. H.K. : The Bhopal Gas Disaster
8. Parag Diwan : A Manual on Disaster Management
9. B.C. Bose : Introduction to Disaster Management
10. Arun Kumar : Global Disaster Management

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Paper IV (Optional-A) : ENVIRONMENTAL ADMINISTRATION

I. Introduction

- a. Definition, Scope and Importance of Environmental Studies
- b. Need to conserve and Protect Environment
- c. Problems of Development and Environment
- d. Global Environment Debate

II. Environmental Problems in India

- a. Effects of human activities on the quality of life
- b. Sage Drinking Water supply
- c. Waterland reclamation
- d. Energy-fired wood, Animal Energy, Thermal and Nuclear Energy
- e. Access to Common Property Resource (CPR)
- f. Air and Water Pollution
- g. Solid Waste, Health and Sanitation

III. Environmental Movement

- a. Popular participation in Environmental movement
- b. Genesis of global Environmental movement
- c. Peoples Movements in India: Chipko, Appiko and Salient Valley Movements

IV. Environmental Protection Policy

- a. Internatl Environmental day
- b. Evolution of Laws and policies in India
- c. Machinery for implementing Environmental protection policies
- d. Instruments for Environmental regulation

V. Study of Local Environment

- a. Study of Environmental assets: rivers, ponds, forests, grasslands, hills and mountains
- b. Study of common places, insects and birds

Books:

4. Suzanna Andrews and others (ed.), The world Environment Hand book, New York, World Environment centre, 1982
5. Centre for Science and Environment, the state of India's Environment, 198
6. Indian Institute of Public Administration, Environmental Policy in India
7. Suresh Jain, and vimal Jain, Environmental Laws in India, The Lawyers Forum, 1984
8. R.rama Rao, Environment : Problems of Developed and Developing Countries Economic and Scientific Research Foundation, 1976
9. World commission on Environment and Development, Our Common Future, Oxford Univerisyt Press, 1987
10. World Health Organization, Environmental pollution control in relatic to Development, Report of WHO expert committee, 1974
11. IJPA special number on Environment an Administration, July – September 1989

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M.A. PUBLIC ADMINISTRATION: IV SEMESTER

Paper IV(Optional-B) : MODERN GOVERNMENTS OF SELECTED COUNTRIES

I. Principles of Government

1. The Nation State and Its Government
2. Study of the Ideal State
3. The idea of Social contract
4. Current importance of theories of Government
5. Findings of the Rule of Government

II. U.S.A.

1. The Development of American Constitution
2. The Nature of American Federalism
3. Federal Government: President, Congress and Supreme Court
4. Political Parties in the U.S.A.

III. U.K.

1. Constitutional Framework, Rule of Law, Conventions
2. Parliamentary Government: Monarchy, Cabinet, Parliament
3. Judicial System
4. Party System

IV. China

1. Chinese Nationalism: (a) communist Movement in China
(b) Mao's Contribution in the Chinese Communist Movement
2. Basic Features of Chinese Constitution
3. The State Structure: The National Peoples Congress, Chairman of the Peoples public of China, The State Council
4. Judiciary in China

V. Comparative Study of Governmental Systems of U.S.A., U.K. and China

1. Executive
2. Legislature
3. Judiciary
4. Party System

Books Recommended:

U.S.A.:

1. C.A.Beard : American Government and Politics
2. C.B.Munro : The Government of the United States
3. C.O.Jahson : The Government in the United States
4. E.S.Griffith : The American System of Government
5. James G. Wilson : American Government: Institutions and Policies

U.K.:

1. B.Laski : Parliamentary Government in England
2. G.M.Caster : The Government of Great Britain

3. D.N.Chester : Organisation of British Government
4. A.Rose : Modern British Government

China:

1. Barna Paramathama : The Government of China
2. Than Sheng Clieu : The Government and Publics of China
3. Jirender Grover : Government and Politics of Asian Countries – China and Hongkong

Other Books:

1. Herman Finer : Theory and Practice of Modern Governments
2. C.F.Strong : Modern Constitutions
3. W. Bonney Rust : The Patter of Government

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M.A. PUBLIC ADMINISTRATION: IV SEMESTER

Paper IV(Optional-C) : INTERNATIONAL ADMINISTRATION

INTRODUCTION:

1. Concept, nature and characteristics of International Administration.
2. The Expanded World Community since 1945
3. An orientation towards the study of International Organisations.
4. League of National-Evolution and Extinction.
5. Other allied organizations.

ORIGIN AND STRUCTURE OF UNITED NATIONS ORGANISATION

1. Charter of the UNO
2. General Assembly
3. Security Council
4. U.N. Secretariat
5. Secretary-General

ORGANISATIONAL STRUCTURE AND ROLE OF U.N. AGENCIES

1. WHO
2. FAO
3. UNESCO
4. UNICEF
5. IMF and World Bank

ADMINISTRATIVE SYSTEM OF REGIONAL ORGANISATIONS

1. European Union
2. ASEAN
3. SAARC
4. Organisation of African Unity

INTERNATIONAL CIVIL SERVICE

I.

1. Concept, Structure and Problems of International Civil Service
2. U.N. Personnel Policies
3. Administrative Tribunals
4. Trade Unionism
5. Staff morals

II. International Administration at work – A performance appraisal since 1945

REFERENCE:

1. S.L. Gopal: International Administration.
2. Robert W. Gredg and Michael Berkun: The U.N. System and its functions
3. Robert S. Jordan: International Administration-Its evolution and contemporary applications
4. G.L. Mangons: Idea and practice of World Government
5. R.N. Mehrish: International Organisation
6. James Robert Rhodes: Staffing the UN Secretariat
7. A.R. Tyagi: International Administration
8. UNESCO: International Administration and International Organisation
9. Warne Levi: The Foundations of world organisation
10. Maurice Waters: The United Nations
11. Tien Chan Young: International Civil Services and Problems

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Paper IV(Optional-D) : INTER-GOVERNMENTAL RELATIONS

I. Nature of Federalism, Legislative and Executive Relations.

- a. Nature of Federal System in India.
- b. Distribution of Legislative powers and subjects
- c. Territorial extent of Union and State Legislation
- d. Expansion of Legislative powers of the Union under different circumstances.
- e. Distribution of Executive powers under the Constitution
- f. i. Relationship between the president and Union Council of Ministers
ii. Relationship between the Governor and State Council of Ministers

II. Administrative Relations between the Union and States and Inter-State Relations.

- a. Techniques of U*ion control over States by directions to States, Delegation of Union functions, through grants-in-aid and all India Servies
- b. Specific Agencies for Union Contro.
(i) Inter-State Council, (ii) Inter-State Commerce Commission
- c. Control through extra-constitutional Agencies.
(i) Planning Commission (ii) National Development Council
(iii) National Integration Council.
- d. Cooperation between the Union and the States
- e. Inter-State Relations.
(i) Inter-State Council (ii) Zonal Councils
(ii) River Boards (iv) Water Disputes Tribunal.

III. Union-State Financial Relations and Mechanism for Rectification of Federal Fiscal Imbalances.

- a. Distribution of Financial Resources and Power to levy taxes
- b. Distribution of tax proceeds and non-tax revenues
- c. Grants-in-aid under Articles 275 and 282
- d. Finance Commission-Composition, powers, Functions and Recommendations
- e. Borrowing powers of the Union and the States
- f. Union-State Financial Relations-Some Issues.

IV. State of Emergency and Union-State Relations

- a. National Emergency (Art.352)
- b. Failure of Constitutional Machinery in State (Art.356)
- c. Art.352 and 356-A Comparison
- d. Frequent and Improper use of power under Art. 256
- e. Proper occasions for use of Art. 356 and effect of 44th amendment.
- f. Financial Emergency (Art. 360).

V. States Demand for more powers and various Commissions report

- a. Regional imbalance and Inequality in economic, cultural and social spheres.
- b. States demand for more powers in the political context since 1967.
- c. Rajamannar Committee suggestions.
- d. Administrative Reforms Commission recommendations
- e. Sarkaria Commission recommendations.
- f. Current State of Affairs – Centre Influenced by States.

REFERENCE:

1. Krishna Swamy : Centre-State Relations
2. Amal Ray : Inter-Governmental Relations
3. Subrata Sarkar : The Centre and the States
4. Rajamannar Committee report : Union State Relations
5. A.R.C. Report : Union-State Relations
6. Sarkaria Commission Report : Union-State Relations
7. Durga Das Basu : Introduction to the Constitution of India

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M.A. PUBLIC ADMINISTRATION: IV SEMESTER

Paper IV(Optional-E) : ADMINISTRATIVE LAW

I. Introduction

- a. Definition, Nature and scope of Administrative law
- b. Droit Administrative or French Administrative law
- c. Rule of law
- d. Doctrine of separation of powers.

II. a. Delegated legislation and reasons for growth of delegates Legislation.

- b. Permissible Delegated legislation
- c. Legislative and Judicial Control over Delegated Legislation.

III. a. Principles of Natural Justice

- b. Administrative Tribunals, Reasons for the growth of Administrative Tribunals
- c. General Structure and procedure of Administrative Tribunal.

IV. a. Judicial Control of Administrative Action and Remedies.

- b. Ordinary remedies
- c. Judicial Review.

V. a. Viability of the State

- b. Public undertaking
- c. Ombudsman.

REFERENCE:

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 in India
7. J.J.P. Upadhyaya : Administrative law.

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Paper V : COMPREHENSIVE VIVA-VOCE

It is resolved to constitute a three members Viva-Voce committee comprising of for:

1. Andhra University Campus
 - a. Head of the Department
 - b. BOS, Chairperson
 - c. One Faculty Member
2. AU Campus – Kakinada, Vizianagaram and PG Departments at Eluru and Narsapuram.
 - a. Head of the Department
 - b. One Faculty Member
 - c. External Examiner