

# SYLLABUS

## M.A. PUBLIC ADMINISTRATION : I SEMESTER

### **PAPER I: INDIAN POLITICAL SYSTEM (Common for both Politics and Public Administration) (w.e.f. 2002-03 admitted batch)**

#### Unit – I

1. Significance of the Indian Model of Political System
2. Nationalist Movement – Socio-Economic and Philosophical foundation of Indian Constitution
3. Fundamental Rights – Directive principles of state policy
4. Federalism and centre-state relations

#### Unit – II

1. Prime Minister – Cabinet and Parliament
2. Judiciary and Judicial Review
3. Role of civil Services – Role of Caste
4. Religion, Language and regionalism – Concept of Dominant Caste
5. Morris Jon's – three Idioms of Indian Politics

#### Unit – III

1. Party system typology – Changing nature of Indian Party system
2. Concept of one party dominance and the congress system
3. National and Regional Parties; Ideology, Organization
4. Leadership patterns and factionalism
5. Elections, political participation and voting behavior
6. Interest and pressure groups

#### Unit – IV

1. National Integration and Problem of National Building
2. Political Economy of Development: Planning Commission
3. Five Year Plans – Liberalization
4. Goals and Ideals of Foreign Policy
5. Indian and NAM

#### Books Recommended:

1. Rajini Kothari : Politics in India
2. W.H.Morris Jones : The Government and Politics in India
3. L.Hardgrave : The Government and Politics in a Developing Nation
4. L.I.Rudolph & S.H.Rudolph: \*The Modernity of Tradition  
\*The Political Economy of Development
5. D.D.Basu : Introduction to the Constitution of India
6. N.Hartman : Political Parties in India
7. N.D.Palmer : \*Elections and Political Development: The South Asian Experience  
\*The Indian Political System
8. Paul R.Brass : \*Caste, Faction and Party in Indian Politics  
\*Indian Politics since Independence
9. N.Austin : The Indian Constitution – Cornerstone of a Nation
10. Atul Kohli : \*India's Democracy  
\*Democracy and Discontent
11. N.L.Madan : Indian Political Science – Socio-economic Dimension
12. Bhavani Singh : Resent Trends in Indian Government and Politics, Vol.II(1991)
13. D.Suran Naidu : Bharata Desam Rajkeeya Vyavastha (Telugu)

**PAPER II: INDIAN ADMINISTRATION**  
**(w.e.f. 2002-03 admitted batch)**

**I: HISTORICAL EVOLUATION OF ADMINISTRATION IN INDIA**

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

**II: UNION GOVERNMENT AND ADMINISTRATION**

1. President of India
2. Union Council of Ministers
3. Public Management of India

**III: CENTRAL ADMINISTRATIVE SYSTEMS**

1. Ministries and Departments
2. Central Secretariat
3. Cabinet Secretariat
4. PMO

**IV: JUDICIAL ADMINISTRATION IN INDIA**

1. Supreme Court
2. High Court
3. District Courts
4. Attorney General
- 5.

**V: MAJOR ISSUES**

1. Center – State Relations
2. Corruption in Administration – Vigilance Commission
3. Administrative Accountability
4. Administrative Reforms
5. Redressal of Citizen Grievances
  - a) Ombudsman
  - b) Lokpal and Lokayakta

**Books Recommended:**

1. A. Arasthi : Central Administration
2. Ramesh K. Arora : Administrative Change in India (Jaipur: Alakh Publishers, 1974)
3. A. Chandra : Indian Administration (London: Allen and Unwin, 1968)
4. B.B. Misra : The Administrative History of India (1934-1947)
5. B.B. Misra : Bureaucracy in India (1851-1947)
6. B.N. Puri : Some Aspects of the Evolution of Indian Administration
7. Shriram Maheswari : Evolution of Indian Administration (Agra: Lakshmi Narain Agarwal, 1970)
8. Shriram Maheswari : Indian Administration (New Delhi: Orient Longman, 1998)
9. M. Shattacharya : Bureaucracy and Development Administration (N.D. Uppal, 1978)
10. C.P. Bhambri : Bureaucracy and Politics in India (Delhi: Vikas Publications, 1971)

**Paper III: LOCAL GOVERNMENT IN INDIA**  
**(With effect from 2002-2003 Admitted batch)**

1. Meaning Purpose and Significance of Local Government.
2. Salient features of Local Government in India.
3. Organizational Set-up at Central, State and District levels for administrating Local Government.
4. Rural Local Government before Independence
  - (a) Rural Local Government in Ancient and Medieval times
  - (b) Rural Local Government during British rule
5. Rural Local Government after Independence
  - (a) Community Development Programme and National Extension Service
  - (b) Balwantray Mehta Committee Report
  - (c) Working of three-tier system of Panchayati Raj during 1959-93
  - (d) Asoka Mehta Committee Report
  - (e) Constitutional Status to Panchayati Raj Institutions and main provisions of the 73<sup>rd</sup> Constitution Amendment Act.
6. Composition, Powers and Functions of Panchayati Raj Institutions
  - (a) Gram Sabha and Gram Panchayat
  - (b) Panchayat Samithi
  - (c) Zilla Parishad
7. (a) Urban Local Government in Pre-Independence Period
  - (b) Urban Local Government in Ancient and Medieval times
  - (c) Urban Local Government under the British
8. Municipal Government in Post-Independence period
  - (a) Attempts made at the Center and In the States to promote Municipal Government
  - (b) Main features of 74<sup>th</sup> constitution Amendment Act
9. Composition, Powers and Functions of Urban Local Bodies
  - (a) Municipal Corporation
  - (b) Municipal Council
  - (c) Nagar Panchayati
10. Urban Local Government in Andhra Pradesh
11. (a) Local Governance Personal
  - (b) Local Governance Finance
  - (c) Committee system in Local Governance – District & Metropolitan Planning Committees.
12. (a) Local Government Politics and Elections to Local Bodies
  - (b) State Local Government Relations
  - (c) Modern Trends and Problems in Local Government in India

**Books Recommended:**

- |                                       |   |  |
|---------------------------------------|---|--|
| 1. M.A. Muttalib                      | : | Theory of Local Governance                       |
| 2. S.R. Maheswari                     | : | Local Government in India                        |
| 3. G. Ram Reddy                       | : | Patterns of Panchayati Raj                       |
| 4. M. Venkatarangaiya & G. Ram Reddy: | : | Panchayati Raj in Andhra Pradesh                 |
| 5. Henry Maddick                      | : | Panchayati Raj in India                          |
| 6. B.S. Khanna                        | : | Panchayati Raj in India                          |
| 7. A. Avasthi                         | : | Municipal Administration in India                |
| 8. S.K. Sharma & V.N. Chawla          | : | Municipal Administration in India                |
| 9. Abhijit Datta                      | : | Municipal and Urban India                        |
| 10. Hoshair Singh                     | : | Urban Local Government & Administration in India |

**Paper V (Optional): URBAN DEVELOPMENT ADMINISTRATION**  
**(With effect from 2002-2003 Admitted batch)**

**I. URBANISATION**

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

**II. URBAN DEVELOPMENT IN INDIA**

1. Growth of Cities – Causes and Consequences
2. Slums – Causes and Effects
3. Urban Development Strategies

**III. URBAN LOCAL GOVERNMENT IN INDIA**

1. Organizations, Powers and Functions of Urban Local Bodies
2. Personnel and finance of Urdu Local Bodies
3. Committees in Urban Local Bodies

**IV. ADMINISTRATION OF URBAN SERVICES**

1. Water Supply
2. Health and Sanitation
3. Housing
4. Transport

**V. THE METROPOLIS**

1. The concepts of Metropolis
2. Metropolitan and Urban Development Authorities in India
3. Delhi Development Authority
4. Urban Development Authorities in India

**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 Government and Administration in India
7. Roy Turner : India's Urban future
8. R. Ramachandran : Urbanization and Urban system in India
9. Report of the National Commission on Urbanizations, 1988.
10. Report of the Rural-Urban Relationship Committee, 1966.

**Paper V (Optional): TRIBAL DEVELOPMENT ADMINISTRATION**  
**(With effect from 2002-2003 batch)**

**I. HISTORICAL BACKGROUND OF TRIBAL POPULATION AND CLASSIFICATION OF TRIBAL IN INDIA**

1. Demography (Plans and Agency Tribal)
2. Socio and Cultural Aspects
3. Economic background
4. Socio-Political Movements in Tribals
5. Agro-Economic Problems
6. Tribal market and Culture change

**II. CONSTITUTIONAL PROVISIONS RELATING TO TRIBALS**

1. Protective discrimination and Provisions of reservation for appointments and posts
2. Reservations of seats in the house of the People
3. Minister-in-Charge of Tribal welfare
4. Administration of Scheduled Areas of Tribal Areas
5. National Commission for SC and ST
6. Promotion of Educational and Economic interests of Tribes

**III. SCHEMES AND PROGRAMMES**

1. Tribal Sub-Plan
2. Girijan Corporation
3. Integrated Tribal Development Agencies
4. Tricor
5. Tribal Welfare Development

**IV. STRUCTURE OF VARIOUS AGENCIES, ORGANISATION AND DEPARTMENT'S RELATION TO TRIBAL DEVELOPMENT**

1. Planning commission
2. Union Ministry of Tribal Welfare
3. State level Administration
4. Independent Corporation (Autonomous bodies)
5. Departments of Local
6. Voluntary Organisations and Pressure Groups

**V. IMPLEMENTATION STRATEGIES, PERFORMANCE AND EVOLUTION**

1. Publicity Methods
2. Techniques of Implementation
3. Performance Evaluation Mechanism
4. Problems in Implementation
5. Prospects of Scheme and Programmes

**Books:**

1. Sharms.B.D. : Tribal Development, The Concept and the Frames
2. Vidyarthi.L.P. : Tribal Development and its Administration
3. Nagi.S.S. : Tribal Welfare Development and Administration
4. Patnaik.N:Tribal : Tribes and their Developments
5. Bapuji.M : Tribal Development Administration
6. Dube.S.C. (Ed.) : Tribal Heritage in India
7. Singh.K.S. : Tribal Developments in India
8. Janardhana Rao and Alientatin of Tribal Areas (Karpa Publications, Warangal.