

M.A. Public Administration

Scheme and Syllabus



**School of Distance Education
Andhra University, Visakhapatnam, Andhra Pradesh**

PREVIOUS

Sl.No.	Code No.	Name of the paper
		M.A. PUBLIC ADMINISTRATION (PREVIOUS) (Revised Model Question Paper w.e.f. 2014-15 admitted batch)
01.	SAPA - 330 A	Paper –I : Administrative Theory
02.	SAPA - 331 A	Paper II: Public Personal Administration
03.	SAPA - 332 A	Paper III: Indian Administration
04.	SAPA- 333 A	Paper –IV: Financial Administration
05.	SAPA - 334 A	Paper –V (a) : Rural Local Government
06.	SAPA - 335 A	Paper –V (b): Urban Local Government
07.	SAPA – 336 A	P –V (c): E-Governance in India (New Syllabus w.e.f. 2013-14 admitted batch)

FINAL

Sl.No.	Code No.	Name of the paper
		M.A. PUBLIC ADMINISTRATION (FINAL) (Revised Model Question Paper w.e.f. 2014-15 admitted batch)
01.	SAPA – 430 A	Paper I – Research Methods
02.	SAPA – 436 A	Paper I – Behavioural Sciences Methodology
03.	SAPA – 431 A	Paper –II – Readings in Public Policy
04.	SAPA – 432 A	Paper III – Comparative Local Government
05.	SAPA – 437 A	Paper III – Local Administration in Asia and West
06.	SAPA – 433 A	Paper IV- Development Administration
07.	SAPA – 435 A	Paper V (a) Social Welfare Administration
08.	SAPA - 434 A	Paper V (b) Management of Public Enterprises
09.	SAPA - 438 A	Paper V (c) Office Planning & Management

M.A (PUBLIC ADMINISTRATION)

The objectives of the M. A. Public Administration are:

- Provide students with learning experiences that develop broad knowledge and understanding of key concepts of Public Administration and equip them with advanced knowledge and understanding for analyzing and performing the tasks concerning Public Affairs and Public System;
- Nurture ability among students to apply the acquired knowledge and skills to find solutions to specific theoretical and applied problems in Public Administration settings;
- Develop abilities in students to come up with innovative prescriptions/solutions for the benefit of society by diligence, leadership, team work and lifelong learning;
- Provide students with skills that enable them to get employment in public, private and Non-governmental sectors pursue higher studies or research assignments.

PROGRAMME OUT COME

*To understand the nature and scope of Public Administration;

*To appreciate the methodological pluralism and synthesizing nature of knowledge in Public Administration;

*To comprehend the changing paradigms of Public Administration;

*To acquaint with the theories, approaches, concepts and principles of Public Administration;

*To understand the administrative theories and concepts to make sense of administrative practices.

- * To Understand public administration theory and concepts from multiple perspectives;
 - *To appreciate the nature, scope and changing paradigms of Public Administration;
 - *To understand the synthesizing nature of knowledge of public administration from public Perspective.
 - * Grasp the administrative theories, concepts and principles to make sense of administrative Practices with emerging trends.
 - * Role of Public Services in the Emergence and Development of New State of Telangana
 - *To appreciate the emerging issues in New State of Telangana in the context of changing role of state, market and civil society
 - * understand the world of public administration from the public perspective and provide foundation for further studies in Public Administration
- To understand the historical evolution and socio-economic, political, cultural and global context of Indian Administration;
- * Acquaint with India's development experience and changing role of administration
 - *To identify the transformative role of Indian Administration;
 - *To make out the multi-dimensionality of problems and processes of Indian Administration;
 - *To understand the form and substance of Indian Administration;
 - * Acquaint with the functioning of the Indian administration, at central levels and the responses of these systems in addressing the concerns of the people

- *To appreciate the emerging issues in Indian Administration in the context of changing role of state, market and civil society.
- * Discern the connects and disconnects between structure, purpose and process and results in Indian Administration;
- * Understand the Indian Administration role as the main instrument of State to achieve its developmental goals;
- * Acquaint with the functioning of the Indian administration, at State levels
- * Appreciate the varying historical, socio-economic, political and other conditioning factors that gave Indian Administration its distinct nature to the learner
- * Acquaint the learner with the required knowledge of administrative science and government in action and the contemporary issues in public affairs management
- * Understand the role of Public Services in the new State of Telangana.
- *To understand the role of public services in Redressal of Citizen Grievances:
Transparency, Accountability and Right to Information Act
- * Acquaint with the functioning of the Administrative Accountability: Legislative and Judicial Control.

SYLLABUS

M.A. PUBLIC ADMINISTRATION (Previous) PAPER I : ADMINISTRATIVE THEORY

Objectives:

- Provide students with learning experiences that develop broad knowledge and understanding of key concepts of Public Administration and equip them with advanced knowledge and understanding for analyzing and performing the tasks concerning Public Affairs and Public System;
- Nurture ability among students to apply the acquired knowledge and skills to find solutions to specific theoretical and applied problems in Public Administration settings;

Unit -I: Fundamental Aspects

1. Kautilya's Contribution.
2. Politics - Administration Dichotomy Wilson & Goodnow.
3. Public Administration Vs Private Administration.
4. Evolution of Administrative Theory - I (Upto New Public Administration)
5. Evolution of Administrative Theory-II (After New Public Administration)

Unit II: Classical Theory

6. Theory of Administrative Management-Henry Fayol, Gullick and Urwick.
7. Scientific Management - F.W. Taylor
8. Bureaucracy - Max Weber
9. Critics of Bureaucracy
10. Representative Bureaucracy - Donald Kingsley
11. Other Related Contributions - Herman, Follet, etc.,

Unit III: Behaviour School

12. Emergence of Behaviouralism
13. Barnard's Contribution
14. Decision-Making Theory - Simon

15. Theory of Need Hierarchy - Maslow
16. Theory X and Theory Y-Me Gregor
17. Two Factor Theory - Herzberg
18. Aggrris' Contribution
19. Management Systems - Likert.

Unit IV: Development Administration

20. System Approach - F.W. Riggs
21. Contribution of Edward Weidner
22. Comparative Public Administration - Ferrel Heady
23. Politics and Development - Easman
24. Time Demension of Development - Haanbeenlee

Unit - V: Emerging Trends

25. New Public Administration
26. Policy Sciences Approach - Dror
27. Post-Modern Public Administration
28. Public Choice School - Vincent Ostram
29. Critical Theory
30. Discourse Theory - Fox & Miller
31. New Public Management
32. Public Administration in the context of Globalisation

SUGGESTED READINGS:

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4. Abraham Maslow, (1954), Motivation and Personality, New York, Harper.
5. Argyris Chris, (1972), The Applicability of Organisational Sociology, Cambridge University Press.

6. B.S.Ghuman, (2001), "New Public Management: Theory and Practice, Indian Journal of Public Administration, October-December.
7. Bernard Weiner, (1972), Theories of Motivation, R and Mc Nally, Chicago.
8. Charles T. Fox and Hugh T. Miller, (1995), Post-Modern Public Administration-Toward Discourse, California, S age Publications.
9. Deborah A. Stone, (1988), Policy Paradox and Political Reason, Glenview, Scott Foreman/Little.
10. D.Ravindra Prasad, Vs Prasad and: Administrative Thinkers,
11. David G Myers, (1990), Social Psychology, 2nd ed., Mc. Graw Hill, New York.
12. Fred Luthams, (1988), Organisation behavior, McGraw Hill, New Delhi.
13. Gerald E. Calden, (1971), The Dynamics of Public Administration: Guidelines to current transformation in Theory and Practice, New York: Holt, Rinehart, and Winston.
14. Srinivas Reddy, (2000), "Post-Modem Public Administration", Administrative Change.
15. Golembiewski, Robert T., (1988), Men, Management and Morality: Toward a New organizational Ethic. New Brunswick, N.F.
16. Golembiewski, Robert T., (1987), "Public Sector Management today". Journal of Management.
17. Howard E. McCurdy, (1977), Public Administration: A Synthesis, New York, Cuning's publishing company.
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19. Harwood F. Merrill, (1980), Classics in Managements, Bombay, Tarapore wala, Publishing Industries Pvt Ltd.
20. Jack Robin and Woodrow Wilson and James S. Bowman, (1984), American Public Administration, New York: Marcel Dekker.
21. K.P. Jaiswal, (1924), Hindu Polity, Chaukhamba Sanskrit Pratishthan Oriental Publishers & Distributors.
22. Mohit Bhattacharya, (1987), Public Administration, New Delhi, World Press.
23. Mohit Bhattacharya, (1997), Restructuring Public Administration, New Delhi, Jawhar Publishers.
24. Mc. Gregor, (1960), The Human side of Enterprise, New York, Mcgraw Hill Book Co.
25. Me. Curdy, (1977), Public Administration: A synthesis Menlo park, Menlo Park, Calif.: Cummings Pub. Co.
26. Nicholas Henry, (1975), Public Administration and Public Affairs, New York, Prentice Hall.
27. Naomi B. Lynn & Aaron Wildavsky. (Eds), (1992), Public Administration: The State of the Discipline N.D. Affiliated East-West Press (P) Ltd.
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29. P. Satyanarayana, (1989), Sterling Publishers, New Delhi.
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39. Taylor, Frederick W, (1947), Scientific Management, New York, Harper and Brothers.
40. Terence R. Mitchell, (1982), "Motivation" New Directions for Theory, Research and Practice", Academy of Management Review, January.
41. Von Bertalanffy Ludwig, (1968), General Systems Theory, New York, Braziller.
42. Varma, S.P, (1976), Modern Political Theory, N.D. Vikas Publishing House (P) Ltd.
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44. Waldo, Swight, (1980), The Enterprise of Public Administration, Novota, Calif: Chandler and Sharp.

PAPER-II:PUBLIC PERSONNEL ADMINISTRATION

Objectives:

The objective of the paper is to understand in depth nature, scope, definition and etc., the students public and personnel administration

Unit-I:Introduction

1. Nature, scope and importance of Public Personnel Administration
2. Different types of Personnel Systems-Bureaucratic
3. Democratic and Representativesystems.
4. GrowthofCivilServicesinIndia.
5. MeritSystem-Origin, DevelopmentandSignificance
6. EqualityofOpportunityVsReservationofAppointmentssofPosts.
7. RoleofCivilServicesinDevelopingSociety.

Unit-2:Civil Services

8. GeneralistVsSpecialist
9. CivilServiceNeutrality,Anonymity,ImpartialityorCommitment
10. CivilServantsrelationswithPoliticalExecutive
11. CivilService'sRoyaltyandSecurityofService
12. Ethics,professionalStandards,MoraleandMotivation
13. IntegrityinAdministration,Corruption-causesandremedies.

Unit-3:Staffing andWorkSituation

14. Recruitment,ExaminationandSelection;
15. PositionandRankClassification
16. Training,CareerDevelopment
17. PayScales,AllowancesandConditionsofService
18. PromotionandPerformanceEvaluation-ConfidentialReports,

19. Superannulation and retirement Benefits.

Unit-4: Civil Services in India.

20. Civil services in India- The Union Public Service Commission- its true functions and powers
21. State Public Service Commission for Recruitment and its working.
22. Staff Selection Commission for Recruitment and its independence,
23. All India services: Creation, Nature and Distinct Features.
24. All India services: Conditions of Services, Discipline and Morale.
25. All India services - Recruitment Training Promotion and Career Development.

Unit-5: Employer-Employee Relations and Discipline

26. Civil Service Unionism, Right to Strike and Right to Political Activity
27. Whiteley Council in U.K. Staff Council and J.C.M. in India.
28. Compulsory Arbitration for central Government employees in India.
29. Code of Conduct: Discipline- Dismissal and removal
30. Participative Management.

Suggested Readings:

1. A.M. Sharma, (2016), Personnel and Human Resource Management, Himalaya Publishing House.
2. A.R. Tyagi, (1962), Public Administration, Atma Ram, Delhi.
3. Bhambhri C.P, (1973), Public Administration, Vikas Publishing House Pvt Ltd .
4. O.Glenn Stahl, (1962), Public Personnel Administration, Joanna Cotler Books.
5. Hoshier Singh & Mohinder Singh, (1989), Public Administration in India: Theory and Practice, Sterling Publishers Private Limited
6. Hoshier Sing, (2011), Aspects of Indian Administration, Pearson Education India.
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9. Mohit Bhattacharya, (2022), Public Administration, Jawahar Publishers & Distributors.
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13. S.L. Goel, (2002), Personnel Administration and Management, Deep & Deep Publications, India
14. Sapru, (1985), Civil Service Administration in India, Deep & Deep Publications, India
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18. Vidya Bhusan and Vishnoo Bhagwan, (2011), Indian Administration, S Chand, India.

**M.A. PUBLIC ADMINISTRATION (PREVIOUS)
PAPER III-INDIAN ADMINISTRATION**

Objective: The objective of the paper is to know about the systems of Indian Administration

UNIT-I: Context of Indian Administration

1. Historical context of administration
2. Socio-cultural context of administration
3. Political context of administration
4. Economic context of administration

UNIT-II: Organization of Government at

5. President and Prime Minister
6. Cabinet Secretariat
7. Prime Minister's Office (PMO)
8. Parliament Secretariat
9. Home Ministry
10. Ministry of HRD
- 11 Ministry of External Affairs

UNIT-III: Federal Structure

12. Planning Commission
13. National Development Council
14. Zonal Councils
15. National Integration Council
16. Center-State Administrative Relations
17. Inter-state Council

UNIT-IV: State and District Administration

18. General Administrative Department
19. Chief Secretary
20. Secretariat Vs Directorates
21. Administrative Reforms and Innovations in Andhra Pradesh
22. District Collector
- 23 Urban local Government

24. Rural Local Government

UNIT-V: ISSUES OF ADMINISTRATION

- 25. Grievance and Redressal
- 26. Administrative Reforms
- 27. Minister-Civil Servant Relations
- 28. Corruption and Integrity
- 29. Public Participation
- 30. Liberalization and Role of Public Administration.

SUGGESTED READINGS

- 1. A.K. Chanda, (1967), Indian Administration, Allen & Unwin, Australia.
- 2. Avasthi and Maheshwari, (2017), Public Administration, LAKSHMI NARAIN, India.
- 3. B.R. Jain, (1976), Contemporary Issues in Indian Administration, Vishal Publications, New Delhi
- 4. D.D. Basu, (2019), Introduction to the Constitution India, Lexis Nexis, United States.
- 5. J.C. Johari, (2012), Indian Government & Politics, Shoban Lal & Co, Jalandhar
- 6. M.V. Pylee, (2007), Indian Constitution, S.Chand (G/L) & Company Ltd, New Delhi.
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M.A. PUBLIC ADMINISTRATION (PREVIOUS)

PAPER IV-FINANCIAL ADMINISTRATION

Objective: The objective of the paper is to explore the financial administration in India at State and National Level.

Unit-1: Introduction

1. Nature and Scope of Financial Administration
2. Budget-concept, principles and Role
3. Approaches to Budgeting-Classical, Keynesian Approaches for developed countries.
4. Revenue Vs Capital Budget
5. Budgetary Policy
6. Canons of Taxation and Tax Policy

Unit II: Budgetary process and design

7. Budget classification objectives. Budget classification-functional and organizational
8. Budget preparation 9. Budget approval.
10. Budget execution and review
11. Techniques of budgeting
12. Performance of budget - PPBS
13. Zero based budget

Unit-III: Accounting and auditing

14. Nature, purposes and objectives of accounting.
15. Separation of accounts from audit
16. Meaning, nature and types of audit
17. Audit department and its functions
18. Comptroller and auditor general (C & AG)

Unit - IV: Union financial control

19. Structure, functions and role of finance ministry
20. Delegation of financial powers
21. Financial advisors
22. Parliamentary financial control
23. Public accounts committee
24. Estimates committee

Unit-V: Union - States Financial Relations

25. Federal fiscal relations: constitutional position
26. Mechanisms for rectification of Fiscal imbalances.
27. Finance commission: Composition. Functions and role
28. Grants-in-aid under articles 275 and 282: Nature and scope
29. Treasury system. Banking of credit policy 30. Reserve bank of India.

SUGGESTED READINGS

1. A.K. Chanda, (1960), Aspects of Audit Control, Asia Publishing House, India.
2. Alka Gupta, (2002), Public Finance and Tax Planning, Anmol Publications Pvt. Ltd, New Delhi.
3. Ashok Chand, (2016), Indian Administration, Sage Publications India Private Limited, India.
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**M.A. PUBLIC ADMINISTRATION (PREVIOUS)
PAPER V(A)- RURAL GOVERNMENT**

Objective: To know the village administration in the rural governance.

UNIT 1: Conceptual & Historical Perspective

1. Nature, Scope & Importance of Local Governments.
2. Rural Local Government in Ancient Medieval India...
3. Rural Local Government during British Period.
4. CDP and National Extension Service.
5. Democratic Decentralisation - Balwant Rai Mehta
6. Ashok Mehta and other committees of Panchayat Raj.
7. 73rd Constitutional Amendment Act.

UNIT-II: Patterns and Units of Panchayat Raj

8. Patterns of Panchayat Raj.
9. Village Level.
10. Intermediate Level.
11. District Level.
12. Panchayat Raj in Tribal Areas.
13. Panchayat Raj in Andhra Pradesh (1994 A.P. Panchayat Raj Act)
14. Panchayat Raj and Rural Development

UNIT-III: Personnel & Financial Administration in Panchayat Raj

15. Personnel system in Panchayat Raj.
16. Financial Resources in Panchayat Raj Institutions.

17. State Finance Commission.
18. Studies on Personnel in Panchayat Raj Institutions.
19. Studies on Panchayat Raj Finances in India.

UNIT-IV: State - Panchayat Raj Relations

20. Autonomy for Panchayat Raj Institutions - Concept and Need.
21. Control over Panchayat Raj Institution - Legislative & Judicial.
22. Control over Panchayat Raj Institution - Administration & Financial
23. District Collector & Panchayat Raj Institution 24. Changing status of Panchayat Raj Institution.

UNIT-V: Panchayat Raj Politics

25. Panchayat Raj Elections & State Election Commission
26. Panchayat Raj and Disadvantaged sections
27. Panchayat Raj Leadership
28. Political Parties & Panchayat Raj
29. Women empowerment and Panchayat Raj Institution.
30. Studies on Panchayat Raj Politics

SUGGESTED READINGS

1. Alexis de Tocqueville, (2002), Democracy in America, University of Chicago Press, United States.
2. Arjunrao Y. Darshankar, (1979), Leadership in Panchayati Raj, Panchsheel Prakashan.
3. B.N. Ahuja, (1993), Panchayati Raj, , Surjeet Publications, Delhi.
4. B.S. Bhargava, (1977), Emerging leadership in Panchayati Raj, Institute for Social and Economic Change.
5. G. Ram Reddy, (1977), Pattern of Panchayati Raj in India, Macmillan Company, India.
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8. Hari Hara Das, (1990), Introduction to Panchayati Raj and Community development in India, Kalyani Publishers, New Delhi.

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13. JENKS, EDWARD, (2016), An outline of English Local Government, Leopold Classic Library, Australia.
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18. Shivaiah M and others, (1986), Panchayati Raj Elections in Andhra Pradesh, HYY NIRD
19. S.R. Maheswari, (1994), Rural Development published books, SAGE Publications Pvt. Ltd, India.
20. Susheela Kaushik, (1993), Women participation in Politics (ed), Vikas, New Delhi.
21. V.M. Sirsakar, (1970), The rural & elite in developing society, Orient Longmans, India.

SYLLABUS
M.A. PUBLIC ADMINISTRATION (PREVIOUS)
PAPER V(B) -URBAN LOCAL GOVERNMENT

Objectives: To understand the urban local government in India.

UNIT I : Instruction:

- 1 Nature, Scope and Importance of Urban Local Governments
2. Urbanisation, causes and consequences
3. Evolution of Urban Local Governments in India.
4. Urban Local Governments in UK and U.S.A
5. Demographic profile of urban areas
6. Urban Local Bodies in India - an overview.

Unit II: Urban Local Bodies in India

7. 74th Constitutional Amendment Act
8. Municipalities and structure of Municipal Corporations.
9. Hyderabad Municipal Corporation
10. Calcutta Municipal Corporation
- 11 Bombay Municipal Corporation
12. New Delhi Municipal Corporation

Unit-III: Administration of Local Bodies in Andhra Pradesh.

13. Municipal Act in Andhra Pradesh
14. Committee system in Municipalities
- 15 Role of Commissioner
16. Local Finances
17. State control over Local Bodies
- 18 Relations between Urban Local Bodies and other agencies

Unit-IV: Metropolitan Administration

19. Concept of Metropolitan Administration
20. Urban Development Authorities
21. HUDA
22. CMDA
23. DDA
24. Problems of Metropolitan Cities

Unit-V: Problems of Urbanisation

- 25. Problems of migration:
- 26. Urban Housing
- 27. Urban Pollution
- 28. Urban Crime
- 29. Slums & Slums Clearances
- 30 Crime Control
- 31Urban Water Supply

SYLLABUS
M.A. PUBLIC ADMINISTRATION (PREVIOUS)
PAPER V(C) - GOVERNANCE IN INDIA

Objective: To know about the governance in India.

- UNIT-I:** E-Governance and Related Concepts
1. Concept of Governance; Meaning
 2. Governance versus Administration and Management
 3. Evolution and Scope of E-Governance
 4. Digital Technology and Services Delivery
 5. E-Governance and Challenges

UNIT-II: E-Governance and Theoretical Aspects

6. E Governance Theories
7. Public-Private Partnership
8. Right to Information Act
9. Information Technology Act
10. Organization of Government Information
(Study of the Information & Broadcasting Ministry)

UNIT-III: E-Governance in India

11. E-Governance in Agricultural & Rural Development
12. E-Governance in Urban Administration
13. E-Governance in Social Welfare Administration
14. E-Governance in Higher Education
15. E-Governance in Health Administration

UNIT-IV Governance in Andhra Pradesh

16. E-Seva
17. Mee-Seva
18. CARD
19. E-procurement
20. E-Learning

UNIT-V: E-Governance Issues

21. Public Participation
22. Administrative Reforms

- 23. IT Security
- 24. Grievance and Redressal
- 25. Accountability and Transparency

M.A. (Final) - Public Administration

PAPER -I: BEHAVIORAL SCIENCE METHODOLOGY

Objectives: To learn behavioural science methodology in public administration and also it moulds the individual and societal behavior in the governance.

Unit-I: Concepts & Concerns

1. Nature of Research in Behavioural Sciences
2. Scope of Research in Behavioural Sciences
3. Objectives & Values of Research in Behavioural Sciences
4. Need for Concept formulation and Importance of Concepts
5. Sources and Requirements of Hypothesis
6. Principles of Operationalism: Validity
7. Principles of Operationalism: Reliability

Unit -II: Research Designs

8. Research Designs: Experimental Design
9. Non-Experimental Research-Field studies
10. Survey Research
11. Case Studies
12. Ethnographic Studies

Unit -III: Research Design & Modeling

13. Problem Formulation & Modeling
14. Types of Variables & Problems of Measurement
15. Methods of Sampling: Probability
16. Methods of Sampling Non-Probability
17. Linear Programming
18. Dynamic Programming
19. Inventory Planning & Control
20. Queuing Theory/waiting line Analysis

Unit - IV: Data Collection

21. Observation
22. Interview
23. Questionnaires
24. Rating Scales
25. Electronic Methods

26. Graphic Analysis

Unit -V: Data Analysis & Interpretation

- 27. Measures of Variability
- 28. Co-Relational Techniques
- 29. Problems of Interpretation
- 30. Report writing

PAPER -II: (READINGS) IN PUBLIC POLICY ANALYSIS

Objective: To study the public policy analysis in Public Administration.

UNIT-I: Public Policy -Study and Relevance:

1. Meaning, Nature and Scope of Public Policy
2. Public Policy as Inter - Disciplinary Science
3. Relevance of Public Policy for the Study of Political Science
4. Relevance of Public Policy for the Study of Public Administration
5. Determinants of Public policy
a)Economy b) Political Culture c) Leadership
6. Concepts- Meta Policy, Mega Policy and Micro Policy
7. Process of Policy Formulation of Alternative Choices

UNIT -II: Models/ Approaches for the study of Public Policy.

8. Decision making Theory (Lasswell)
9. Rational-Comprehensive Approach
10. Incremental model
11. Elite Theory
12. Group Theory
13. Muddling-Through Process (Charles Lindblom)
14. Systems Model

Unit-III: Policy Formulation and Institutional Framework

15. Organization Theory for Policy Analysis.
16. Role of Legislature in Policy Making.
17. Role of Political Executive in Policy Making
18. Role of Judiciary in Policy Making
19. Role of Civil Service/Bureaucracy in Policy Making
20. Political Parties
21. Pressure Groups
22. Media and Public Opinion

Unit -IV: Evaluation and Implementation of Public Policy

23. Nature of Policy Evaluation
24. Cost-Benefit Analysis
25. P.P.B.S
26. Programme Evaluation
27. Monitoring of Policy Implementation

Unit - V: Review of the Policies

28. Reservation Policy
29. Fiscal Policy
30. Welfare Policies in India
31. Agriculture and Irrigation Policies
32. Land Reforms

PAPER - III: LOCAL ADMINISTRATION IN ASIA & WEST

Objective: To understand about the local administration all over the world.

Unit - I:

1. Need and Significance of Local Government
2. Evolution of Local Government and their Significance
3. Personnel Systems Local Government
4. Salient Features of Rural Local Government
5. Salient Features of Urban Local Government
6. Recent Trends in Local Government

Unit - II:

7. Organization of Local Government in Japan
8. Functions of Local Government in Japan
9. Organization of Local Government in China
10. Functions of Local government in China
11. Local Government in Singapore
12. Functions of Local Government in Singapore

Unit - III:

13. Evolution of English Local Government
14. Structure of Local Government in Greater London
15. Council- Composition Power and Functions
16. Committee Systems in England Local Government
17. Local Finance and Grants –in-aid in England
18. Central Government and Local Authorities

Unit -IV:

19. Local Government in America.
20. Different forms of Urban Local Government and their merits
21. Local Finance
22. State - Local Relations
23. Distinguishing Features of Local Government-devices of Direct Legislation
24. Administrative Controls
25. Finances for Local Government

26. Official, non-official relations in the Local Government
27. Local Government in Relation to Higher Governments
28. Nature of Public Participation in the Local Governments
29. Problems & Challenges to Local Governments.

PAPER -IV: DEVELOPMENT ADMINISTRATION

Objectives: To know the importance of development in the Public Administration in under developed countries.

UNIT-I: Introduction

1. Evolution of the Concept of Development Administration
2. Definition, Significance and Scope of Development Administration
3. Bureaucratic Approach to Development.
4. General Systems Approach to Development
5. Structural Fictional Approach of Development.
6. Administrative Ecology and Models.

UNIT-II: Development of Administration

7. Organizational Development- Bennis Warns
8. Communications Theory - Karl Deutesch
9. Leadership and Leadership Environment
10. Civil Service Reforms
11. Training
12. Motivation
13. Performance Appraisal

Unit-III: Administration for Development

14. Development and Society
15. Development and Political System
16. Development and Economic System
17. Development and Culture
18. Administration and Environment Ecological System.

Unit-IV: Development of Select Departments

19. Agricultural Administration in India
20. Health Administration in India
21. Educational Administration in India
22. Industrial Development Administration in India
23. Welfare Administration in India
24. Human resource Development Administration in India
25. Development of Local Administration in India

Unit-V: Development administration - Some Issues

26. Globalization and Problems of development
27. Regionalism and Problems of Development
28. Problems of Planning and Development
29. Science and Technology versus Development
30. Social Problems (Terrorism) and Development
31. Problems of Evaluation and Development.

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3. R. K. Sapru, (2015), Development Administration, Sterling Publishers, New Delhi.
4. Rakesh Hooja & Sunil Dutt (2009), Development Administration and Multilevel Planning, Kanishka Publishers, New Delhi.
5. S.A.Palekar, (2012), Development Administration, Prentice Hall of India, New Delhi.
6. S.L. Das, (2011), Bureaucracy and Development Administration, Swastik Publications, New Delhi. Anil Kumar Srivastava: Development of Public Administration in India, Kunal Books, New Delhi.

PAPER-V(A) SOCIAL WELFARE ADMINISTRATION

Objectives: To know about the social welfare measures for the different sections including weaker sections in India in Social Welfare Administration.

Unit-I: Introduction

1. Basic Concepts
2. Welfare State in India
3. Constitutional Provisions on Welfare
4. Principles of Social welfare Administration
5. Approaches to Social Welfare Administration

Unit-II: Social welfare Policy and Legislation

6. Social Policy
7. Economic Policy
8. Educational Policy
9. Labour Policy
10. Reservation Policy

Unit-III: Social welfare programmes and implementation

11. Women and Child welfare
12. Welfare Programmes of the Senior Citizens.
13. Welfare of Religion Minorities
14. Welfare of Scheduled Castes
15. Tribal Welfare
16. Welfare of other Backward Classes
17. Welfare of Physically and Mentally challenged Persons
18. Welfare of Industrial Labour
19. Welfare of Agricultural Labour

Unit-IV: Social Welfare Administration

20. Central Social Welfare Board
21. State Social Welfare Board
22. International Welfare Agencies
23. Non-Governmental Organizations
24. Co-Ordination and Linkages
25. Social Welfare Personnel

Unit-V: Issues

26. Liberalisation
27. Consumerism
28. Politics of Social Welfare
29. Funding for the Social Welfare
30. Studies on Social Welfare

PAPER –V(B):Management of Public Enterprises

Objectives: To know about the management skills in the public enterprises.

Unit -I: Introduction

1. Meaning, History, Objectives and importance of Public Enterprises in India
2. Nationalisation
3. Rationale and Objectives of Public Enterprises
4. Organisational patterns: Departmental form
5. Public Corporation form
6. Company form –Government Companies
7. Holding Company

Unit - II: Government Control and Public Accountability

8. Public Enterprises Relationship with Government.
9. Ministerial control Over Public Enterprises
10. Public Accountability
11. Parliament control Over Public Enterprises
12. Committee on Public Undertakings
13. Autonomy of Public Enterprises

Unit - III: Board of Management and Policy making

14. Functions of Board of Director
15. Types of Governing Boards – Composition and Features
16. Chairman of the Board
17. Chief Executive /Managing Director

Unit - IV: Human Resource Management

18. Introduction to Human Resource Management
19. Personnel Planning
20. Recruitment
21. Training

- 22. Morale and Motivation
- 23. Workers participation in Management
- 24. Industrial Relations
- 25. Employees Welfare and Social Security
- 26. Consumer Protection
- 27. Pricing policies
- 28. Measurement of Efficiency
- 29. Performance Appraisal
- 30. Public Enterprises and Public Relations

PAPER-V: OFFICE PLANNING & MANAGEMENT

Objectives: To study about the office organization, office accommodation etc., in office planning and management.

Unit-I: Office Organization

1. Office Planning
2. Office Layout
3. Office environment
4. Principle of office organization
5. Issues in office planning

Unit-II

6. Nature & Scope
7. Significance of office management
8. Forms management
9. Filing system
10. Forms control

Unit-III

11. Office communication
12. Office correspondence
13. Periodical reports
14. Management of office records
15. Office inventory management

Unit-IV

16. Office stationery
17. Work study
18. Work measurement
19. Work simplification
20. Management by objectives

Unit-V

21. Office supervisors training
22. Staff welfare (statutory & voluntary)
23. Office automation
24. Paperless office
25. Back-office operation

Unit-VI

26. Front-office delivery
27. Social system & Public office Administration
28. Issues in office management
29. Trends in office management