

ANDHRA UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE & PUBLIC
ADMINISTRATION



PROGRAM : M.A PUBLIC ADMINISTRATION
REGULATION AND SYLLABUS
EFFECTIVE FROM 2021-2022 BATCH

PROGRAMME OUTCOME

PO1: To promote a commitment to the improvement of government and social institutions

PO2: To educate the students about generalist public management knowledge and skills

PO3: Prepare students to initiate and facilitate interactions between government, for-profit, and nonprofit sectors to provide ethical and workable solutions to societal needs.

PO4: Educate students to be compassionate and effective leaders who humanely manage public Organizations

PO5. Translate research into effective practices and achievable, human policies.

PROGRAMME SPECIFIC OUTCOME:

PSO1. To provide the students a deeper and broader understanding of the subject.

PSO2. To enhance their research ability to add new thinking and concept into its bodyof knowledge.

PSO3. To equip the students for seeking suitable employment ability.



ANDHRA UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC
ADMINISTRATON
M.A. Public Administration,
OBJECTIVES AND LEARNING OUTCOMES OF ALL SEMESTERS
CBCS PATTERN
(With effected from 2022-2023)
The course of Study and Scheme of Examinations

Semester - I

S.No	Title of the course	INTERNAL	EXTERNAL	TOTAL	HRS	Total.credits
1.	Classical Administrative Theories	30	70	100	6	6
2.	Indian Political System	30	70	100	6	6
3.	Indian Administration	30	70	100	6	6
4.	Introduction to Computer Applications	30	70	100	6	6
5.	Rural Development Administration	30	70	100	6	6
6.	Urban Development Administration	30	70	100	6	6
7.	Human Resource Management	30	70	100	6	6
8.	Tribal Development Administration	30	70	100	6	6

Semester - II

S.No.	Title of the course	INTERNAL	EXTERNAL	TOTAL	HRS	Total.credits
1.	Behavioral Theories of Administration	30	70	100	6	6
2.	State Administration	30	70	100	6	6
3.	Comparative Local Government	30	70	100	6	6
4.	Office Organization and Management	30	70	100	6	6
5.	Social Welfare Administration	30	70	100	6	6
6.	Health Administration	30	70	100	6	6
7.	Police Administration	30	70	100	6	6
8.	Administrative Law	30	70	100	6	6

Semester - III

S.No.	Title of the course	INTERNAL	EXTERNAL	TOTAL	HRS	Total.credits
1.	Public Personnel Administration	30	70	100	6	6
2.	Financial Administration	30	70	100	6	6
3.	Development Administration	30	70	100	6	6
4.	Political Theory	30	70	100	6	6
5.	E-Governance	30	70	100	6	6
6.	Organizational Behavior	30	70	100	6	6
7.	Management of Public Enterprises	30	70	100	6	6
8.	Management of Non-governmental Organizations	30	70	100	6	6
	IPR					2
	MOOCS					2

Semester - IV

S.No.	Title of the course	INTERNAL	EXTERNAL	TOTAL	HRS	Total.credits
1.	Public Policy Analysis	30	70	100	6	6
2.	Management Science	30	70	100	6	6
3.	Disaster Management	30	70	100	6	6
4.	Research Methodology	30	70	100	6	6
5.	Environmental Administration	30	70	100	6	6
6.	Comparative Governments	30	70	100	6	6
7.	International Administration	30	70	100	6	6
8.	Corporate Governance	30	70	100	6	6
9.	PROJECT WORK			100		6
10.	MOOCS					

Syllabus - CBCS Model
ANDHRA UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M. A. PUBLIC ADMINISTRATION: SEMESTER – I
Paper- I(Hard Core): CLASSICAL ADMINISTRATIVE THEORIES
(With effect from 2015-16 Admitted Batch)

Objectives:

1. To introduce the students to the Scope and importance of Public Administration.
2. To bring out the Evolution of Classical Administrative Theory.
3. To acquaint the students with great Authors and Thinkers, Ideologists and also the Politics and Administrative Dichotomy.
4. To acquaint the students with various themes and Administrative Theories.
5. To acquaint the students with various Principles of Organization.
6. To make the students learn about various Relations and Managements Principles.

UNIT-I

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

Learning Out Comes:

- Students make sure about Scope and Importance of Public Administration.
- They knew about Administrative Theory and Principles of Organisation.

UNIT –II

- 1 Kautilya – Arthasastra
- 2 Woodrow Wilson – Politics and Administrative Dichotomy
- 3 Luther Gulick and Lyndall Urwick – POSDCORB

Learning Out Comes:

- Studied historical Kautilya Arthasastra and Woodrow Wilson Politics And Public Administrative Dichotomy.
- The students are familiarized with the Luther Gulick and L. Urwick POSDCORB.

UNIT-III

- 1 Henry Fayol – 14 Principles of Management
- 2 F.W. Taylor – Scientific Management
- 3 Mosca and Mitchels – Elite Theory

Learning Out Comes:

- Students come to know about the Henry Fayol Principles of Management.
- The students will understand the Scientific Management.

UNIT-IV

- 1 Max Weber – Bureaucratic Theory
- 2 Karl Marks – Bureaucratic Theory

3. Mary Parker Follett – Theory of Management

Learning Out Comes:

- The Students are enabled to know the Max Weber Bureaucratic Theory
- The students will understand the Theory of Management .

UNIT-V

- 1 Chester I. Barnard – Management Theory
- 2 Elton Mayo – Human Relations Theory
- 3 A Critique on Classical Administrative Theories

Learning Out Comes:

- The students will know the prominent and popular Authors contribute the Management Theory and Human Relations Theory.
- The students will have a clear and thorough understanding of the evolution of Classical Administrative Theories identity of its own.

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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ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – I

Paper - II (Hard Core): INDIAN POLITICAL SYSTEM

(With effect from 2015-16 Admitted Batch)

Objectives:

1. To familiarize the students with the making of Indian Constitution.
2. To make the students understand the Powers and Functions of Union Executive.
3. To familiarize the students about the Indian Party system and the Election process.
4. To enable the students to understand the Role of Caste, Religion, Language and Regionalism in Indian Politics.

To make the students understand India's role in international organizations

UNIT-I

1. The Making of the Indian Constitution;
2. Socio-economic and philosophical foundations of Indian Constitution; Salient Features.
3. Fundamental rights –Fundamental Duties; Directive Principle of State Policy.
4. Indian Federalism and Local Government.

Learning Outcomes

1. The students are familiarized with the Socio-economic and philosophical foundations of Indian Constitution and Salient Features Indian Constitution.
2. The students understand the importance of Local Governments in Indian Administration

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. Statutory Commissions / Institutions: Election Commission, Comptroller and Auditor General, Finance Commission, Union Public Service Commission, National Human Rights Commission

Learning Outcomes

1. Students come to know about the Powers and functions of Indian executive, Indian parliament and Statutory Commissions in India.
2. The students enable to understand the Role of Union Executive in the Administration.

UNIT-III

1. National and Regional parties - Ideology, organizational structure and Leadership patterns. Changing nature of Indian Party system; Coalition politics.
2. Elections and Voting behaviour; Pressure groups;
3. Socio-political Movements an overview; Separatist and Secessionist movements (Kashmir, Punjab, Mizoram and Nagaland);

Learning Outcomes

1. Students understand the origin of Indian party system, Nature of Party system and Classification of political parties in India.
2. The students aware about the Socio-Political movements in India.

UNIT-IV

1. Role of Caste, Religion, Language and Regionalism in Indian politics. Morris Jone's – Three Idioms of Indian Politics;
2. Mandir vs Masjid and Mandal Politics; Communalism;
3. National Integration and Problems of Nation-Building; Challenges to Indian political system.

Learning Outcomes

1. Students will understand how Caste, Religion, Language and Regionalism influencing Indian Political System.
2. The students are enabled to know about the Problems and Challenges of Nation Building in India Political System.

UNIT-V

1. Political Economy of Development: Planning Commission
2. India and Liberalisation, Privatisation and Globalisation in the Post 80s.
3. India in International Relations: Non Alignment Movement; UNO; SAARC

Learning Outcomes

1. The students are enabled to know the India's role in Non-Alignment Movement, UNO, SAARC.

2. The students will understand the importance of non-Alignment movement in international relations.

3. Texts:

4. 1. D.D.Basu, 2013, *Introduction to the Constitution of India*, Lexis Nexis; Twenty-First edition.
5. 2. Granville Austin, 2003, *Working a Democratic Constitution: A History of the Indian Experience*, Oxford University Press.
6. 3. [Niraja Gopal Jayal](#) , [Pratap Bhanu Mehta](#), 2011, *The Oxford Companion to Politics in India*, New Delhi: Oxford University Press.
7. 4. Ramachandra Guha, 2007, *India after Gandhi: The History of the World's Largest Democracy*, Picador; Indian ed.
8. 5. M.P.Singh and Rekha Saxena, 2008, *Indian Politics: Contemporary Issues and Concerns*, New Delhi: Prentice-Hall of India.
- 9.

10. References:

11. 1. Chandok, Neera. 2011, *Contemporary India*, New Delhi: Pearson India Ltd.
12. 2. De Souza, Peter and Sridharan, E. (eds.), 2006, *India's Political Parties*, New Delhi: Sage Publications.
13. 3. Granville Austin, 2002, *The Indian Constitution-Cornerstone of a Nation*, Oxford University Press.
14. 4. Jean Dreze and Amartya Sen, 2013, *An Uncertain Glory: India and its Contradictions*, London: Penguin Books Ltd.
15. 5. Kashyap Subhas, 2008, *Our Constitution*, New Delhi: National Book Trust.
16. 6. M.P. Singh and Anil Mishra (eds.), 2006, *Coalition Politics in India: Problems and Prospects*, New Delhi: Manohar Publishers.
17. 7. Nariman Fali S. 2012, *The State of the Nation*, New Delhi: Hay House Publishing. New Delhi: Manohar.
18. 8. Noorani, A.G. 2000, *Constitutional Questions in India: The President, Parliament and the States*, New Delhi: Oxford University Press.
19. 9. [Paul R. Brass](#), 1999, 'Crisis of National Unity: Punjab, the Northeast and Kashmir', in *The Politics of India Since Independence*, New Delhi: Cambridge University Press.
20. 10. [Paul R. Brass](#), 2010, *Routledge Handbook of South Asian Politics: India, Pakistan, Bangladesh, Sri Lanka, and Nepal*, New York: Routledge Publishers.
21. 11. Paul, Flather, 2006, *Recasting Indian Politics: Essays on a Working Democracy*, London: Palgrave.
22. 12. Rajini Kothari, 1970, *Politics in India*, New Delhi: Orient Longman.
23. 13. W.H.Morris Jones, 1971, *Government and Politics in India*, London: Hutchinson.

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Syllabus - CBCS Model
ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – I

Paper III(Hard Core): INDIAN ADMINISTRATION

(With effect from 2015-16 Admitted Batch)

Objectives:

1. To acquaint the students from the ancient period to British period with a glance of historical evolution of administration in India
2. To make the students get an elaborative idea about the administrative role and responsibilities of President of India, Union Council of Ministers and Prime Minister constituting the union government
3. To get the students attain the knowledge of central administrative systems
4. To ensure that the student know the judicial administration of India which reveals the rule of law and *legal* security for individuals
5. To impart knowledge on the major prevailing issues like corruption and administrative reforms to students

UNIT – I: HISTORICAL EVOLUTION OF ADMINISTRATION IN INDIA

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

Learning outcomes:

1. The student will have an idea on historical evolution from ancient to modern periods
2. The student will understand the administration after independence
3. The student will be able to know the salient features of Indian constitution.

UNIT – II: UNION GOVERNMENT AND ADMINISTRATION

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

Learning outcomes:

1. The student will be able to understand the administration role of an Indian President
2. The student will understand the role and responsibilities of Union council of Ministers
3. The student will understand the role and responsibilities of Prime Minister

UNIT – III: CENTRAL ADMINISTRATIVE SYSTEMS

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

Learning outcomes:

1. The student will be able to understand the Central administrative systems of ministries and departments
2. The student will understand the administrative system of central and cabinet secretariat

UNIT – IV: JUDICIAL ADMINISTRATION IN INDIA

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

Learning outcomes:

1. The student will be able to understand the judicial administrative systems of supreme and high courts
2. The student will understand the administrative rule of district court
3. The student will understand role of attorney general in judicial administration

UNIT – V: MAJOR ISSUES

1. Center – State Relations
2. Corruption in administration
3. Administrative Accountability
4. Administrative Reforms
5. Redressal of Citizen Grievances

Learning outcomes:

1. The student will be able to understand the major issues in central-state relations
2. The student will understand the corruption in administration
3. The student will understand administrative reforms and its issues
4. The student will understand about the redressal of citizen grievances

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.N. Puri : Some Aspects of the Evolution of Indian Administration
6. B.B. Misra : Bureaucracy in India (1851-1947)
7. 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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ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – I

PAPER-IV(Soft Core): INTRODUCTION TO COMPUTER APPLICATIONS

(With effect from 2015-16 Admitted Batch)

Objectives

1. To elucidate the History of computers
2. To make the students understand the Impact of computers on business and society
3. To familiarize the students with the Main functions of operating system files in computer
4. To make the students understand the Microsoft word and Micro soft excel sheet
5. To familiarize the students with the PowerPoint presentation and modern days communication.

I. HISTORY OF COMPUTERS

- A) STAGES IN THE EVOLUTION OF COMPUTER
- B) GENERATIONS OF COMPUTER
- C) HARDWARE AND SOFTWARE
- D) SYSTEM SOFTWARE: 1) OPERATING SYSTEM 2)LANGUAGES 3)DEVICE DRIVERS 4) UTILITY PROGRAMS.
- E) 1). PACKAGES 2). PROGRAMMING LANGUAGES

Learning Outcomes

1. The students are familiarized with the evolution of computers, Hardware and Software
2. The students are enabled to know about the programming languages in computer.

II. COMPUTER-INTRODUCTION

- A) CHARACTERISTICS OF COMPUTER
- B) BLOCK DIAGRAM OF A COMPUTER
- C) IMPACT OF COMPUTERS ON BUSINESS AND SOCIETY
- D) ELEMENTS OF COMPUTER

- i) Data Accepting System in Computer
 - ii) Data Storage: a) Primary Memory (Main Memory):
 - ROM
 - RAM
 - b) Secondary Memory
 - Hard Disk
 - Floppy Disk
 - Compact Disk
- E) TYPE OF COMPUTERS
- F) INPUT AND OUTPUT DEVICES

Learning Outcomes

1. The students understand the Characteristics of computers and its impact on business and society.
2. The students will understand the importance of ROM, RAM and Hard Disk in working of computer.

III. 1). OPERATING SYSTEM (OS)

- A) MAIN FUNCTIONS OF OPERATING SYSTEM
- B) TYPE OF OPERATIONG SYSTEM
- C) DISK OPERATING SYSTEM (DOS)
- D) FUNCTIONS OF DISK OPERATING SYSTEM
- E) DIRECTORY AND FILE
- F) DOS COMMANDS: a). Internal Commands in DOS
b). External Commands in DOS

2). MICROSOFT-OFFICE (M.S.OFFICE)

- A) COMMON OFFICE ELEMENTS
- B) HISTORY OF MICROSOFT OFFICE VERSIONS 1995 TO 2011
- C) WINDOWS –BASICS
- D) MAIN ICONS IN WINDOWS THEI R USES
- E) FILE MANGEMENT UNDER WINDOWS
- F) ACCESSORIES IN WINDOWS

Learning Outcomes

1. The students' asses the main functions of operating system and types of operating system
2. The students will understand the working process of M.S. Office.

IV. 1). MICRO-SOFT-WORD (M.S.WORD)

- A) WORD PROCESING- FEATURES
- B) INTRODUCTION TO M.S.WORD
- C) CREATING A DOCUMENT IN M.S. WORD
- D) WORKING WITH TABLES AND COLUMNS

2). MICRO-SOFT-EXCEL (M.S.EXCEL)

- A) THE EXCEL SHEET –ENTERING NUMBERS IN THE SHEET
- B) FORMULAE IN EXCEL
- C) FUNCTIONS IN EXCEL
- D) CHARTS AND GRAPHS IN M.S.EXCEL

Learning Outcomes

1. The students understand the Micro soft word, working tables, columns
2. The students familiarized with the M.S.EXCEL

V. 1). POWER POINT

- A) HOW TO CREATE SLIDES IN POWER POINT
- B) CREATING SLIDES THROUGH BLANK PRESENTATION
- C) PREPARING FOR SLIDE SHOW

2). MODERN COMMUNICATION

- A) MULTIMEDIA DEVICES
- B) NETWORK- TYPES AND TOPOLOGIES
- C) INTER NET
- D) WORLD WIDE WEB (WWW)
- E) ELECTRONIC MAIL (E-MAIL)

Learning Outcomes

1. The students are familiarized with the use of PowerPoint presentations
2. The students are enabled to know the modern-day communication which involves Technology.

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 |

XX

Syllabus - CBCS Model
ANDHRA UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M. A. PUBLIC ADMINISTRATION: SEMESTER – I
PAPER-V (Soft Core): RURAL DEVELOPMENT ADMINISTRATION

(With effect from 2015-16 Admitted Batch)

Objectives:

1. To familiarize the students with Gandhian, Marxian approaches to Rural Development
2. To make the students understand about Socio-economic and Political conditions in Rural India
3. To enable the students to understand the Decentralization of planning
4. To familiarize the students with the administration at central state and local levels.
5. To understand the students about role of Local bodies institution to implementation of policies

UNIT – I CONCEPT OF RURAL DEVELOPMENT

- A. Theoretical base of Rural Development.
- B. Rural Development concepts in India.
- C. Approaches to Rural Development – Gandhian, Marxian and Integrated approaches.
- D. Experience of Rural Development in Asian countries – China, South Korea, Thailand and Bangladesh.

Learning Outcomes

1. The students are familiarized with the Gandhian, Marxian approaches to rural development.
2. The students will understand the Experience of Rural development in Asian countries.

UNIT – II RURAL DEVELOPMENT IN INDIA

- A. Socio-economic and Political conditions in Rural India

- B. Early Attempts of Rural Development
- C. Rural Development Policies.
- D. Rural Development programmes.

Learning Outcomes

1. Students come to know about socio-economic and political conditions in rural India
2. The students are enabled to know about the rural development policies initiated by Central and State governments.

UNIT – III RURAL DEVELOPMENT PLANNING

- A. Planning Commission and Rural Development.
- B. Decentralised Planning – Planning at District and Block.
- C. Programme planning.
- D. Programme Monitoring.
- E. Programme Evaluation

Learning Outcomes

1. The students are enabled to understand the Decentralization of planning.
2. The students will understand the evaluation of programmes for rural development

UNIT – IV RURAL DEVELOPMENT ADMINISTRATION

- A. Administration at Central State and Local Levels.
- B. Rural Development Bureaucracy.
- C. Problems in Rural Development Administration.
- D. Administrative Reforms for Rural Development.

Learning Outcomes

1. The students are familiarized with the administration at central, state and local levels.
2. The students are enabled to know the administrative reforms for rural development.

UNIT – V RURAL DEVELOPMENT ORGANISATIONS

- A. Panchayati Raj Institutions.
- B. Cooperatives.
- C. District Rural Development Authorities.
- D. Banks.
- E. Voluntary Organizations

Learning Outcomes

1. Students are come to know the role of local body institutions to implementation of policies.
2. The students will understand the role of voluntary organizations for rural development.

REFERENCE BOOKS:

- 1 Rakesh Hooja: Administrative Interventions in Rural Development
- 2 L.C. Jain, B. V. Krishna Murthy and M. Tripathi: Grass with Rural Development under Government auspices.
- 3 S.C. Jain: Rural Development Institutions and Strategies.
- 4 K.N. Kabra: Planning process I District.
- 5 B.S. Khanna: Rural Development in South Asia.
- 6 Ashok Kumar: Rural Development in India-Dimensions of its
- 7 U.Lele: The design for Rural Development.
- 8 S.R. Maheswari: Rural Development in India.
- 9 E.A. Narayana: Voluntary Organisation and Rural Development
- 10 Walter C. Neale: Development Rural India: Politics, Politics and Progress.
- 11 Planning Commission: Guidelines for the Formula of District
- 12 D. Ravindra Prasad: Cooperatives and Rural Development.
- 13 Ketar Singh: Rural Development Principles, Politics and Management
- 14 Norman T, Uphoff and MiltonJ. Esman: Local Organisations for Rural Development: An Analysis of Asian Experience.

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DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M. A. PUBLIC ADMINISTRATION: SEMESTER – I
PAPER-VI(Soft Core): URBAN DEVELOPMENT ADMINISTRATION

(With effect from 2015-16 Admitted Batch)

Objectives:

- To enable students to have clear understanding of Concept of Urbanization and Urban Development of India.
- To acquaint the learners with the Urban Local Government in India.
- To acquaint the students concept of Administration of Urban Services like Water Supply, Health and Sanitation, Housing and also Transport.
- To make the Students understand the essence of the Metropolitan and Urban Development Authorities in India.

UNIT – I URBANISATION

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

Learning Out Comes:

- Students understand the Concept of Urbanization of Concept and Trends.
- The students are enabled the how factors of Urbanization in India.

UNIT - II. URBAN DEVELOPMENT IN INDIA

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

Learning Out Comes:

- The students will be able to learn about the Growth of Cities and Slums Causes and Effects.
- The students will have an understanding Urban Development Strategies.

UNIT - 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

Learning Out Comes:

- The students will have an understanding Organizations, Powers and Functions of Urban Local Bodies, Committees in Urban Local Bodies.
- The students will be enabled to know the Personnel and Finance of Urdu Local Bodies.

UNIT - IV ADMINISTRATION OF URBAN SERVICES

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

Learning Out Comes:

- The acquaint the learners types of Services Water Supply, Health and Sanitation.
- The students will know the Administration of Housing and Transport.

UNIT - 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

Learning Out Comes:

- The students will be thorough in understanding the Metropolitan and Urban Development Authorities in India.
- The students will know the Delhi Development Authority.

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 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.

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ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – I

Paper VII (Soft Core): HUMAN RESOURCE MANAGEMENT

(With effect from 2015-16 Admitted Batch)

Objectives:

1. To make the students understand the Nature, scope and significance of Human Resource Management.
2. To familiarize the students with the Changing environment and challenges to Human Resource Management
3. To enable the students to understand the process of appointment and promotion of employees as part of Human Resource Management.
4. To make the students understand the how to support employees with rewards and incentive management in Human Resource Management.
5. To familiarize the students to quality management and stress management.

UNIT – I:

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

Learning outcomes

1. The students are understand the nature, scope and significance of Human Resource Management
2. The students are enabled to know the evolution and development of HRM

UNIT – II:

1. HRM planning and Strategies
2. Changing Environment and Challenges to HRM

3. Career Development and Counseling

Learning outcomes

1. The students are familiarized with changing environment and challenges to Human resource management
2. The students will understand the career development and counseling

UNIT – III:

1. Job Analysis and Job Design
2. Recruitment, Selection and Training
3. Appointment and Promotion, Employee Benefits

Learning outcomes

1. The students are enabled to understand the process of appointment and promotion of employees as part of Human resource management.
2. The students will understand the recruitment processes and training.

UNIT – IV:

1. Remuneration and Salary System
2. Rewards and Incentive Management
3. Performance Appraisal

Learning outcomes

1. The students are understand the how to support employees with rewards and incentive management in Human Resource Management
2. The students will understand the remuneration and salary system of employees.

UNIT – V:

1. Employee Capacity Building Strategies
2. Assessing Human Resource Management Effectiveness
3. Total Quality Management and Stress Management

Learning outcomes

1. The students are familiarized with quality management and stress management.
2. The students are enabled to understand the strategies of employee capacity building strategies.

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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ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – I

PAPER-VIII (Open Elective): TRIBAL DEVELOPMENT ADMINISTRATION

(With effect from 2015-16 Admitted Batch)

Objectives

1. To study historical background of Tribal population in India.
2. To study also classification of tribal in India.
3. To investigate of schemes and programmes.
4. To learn about socio- political movements in tribals.

UNIT - 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

Outcome

Students Studied historical background of Tribal population in India.

They investigated about Agro-Economic Problems.

UNIT - 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

Outcome

Students studied also classification of tribal in India.

Knew about Reservations of seats in the house of the People

UNIT - III. SCHEMES AND PROGRAMMES

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

Outcome

They investigated of schemes and programmes.

Knew about Tribal Welfare Development.

UNIT - 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

Outcome

They also learnt about socio- political movements in tribals.

Knew about State level Administration.

UNIT - 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

Outcome

Studied about Publicity Methods.

Knew about Performance Evaluation Mechanism.

Reference 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 : Alientatin of Tribal Areas

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ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – II

PAPER-I (Hard Core): BEHAVIOURAL THEORIES OF ADMINISTRATION

(With effect from 2015-16 Admitted Batch)

Objectives:

- To discuss, explore and make the students acquainted with the Behavioural Theories of Administration.
- To study the Socio Cultural and Traditional back theories from various Authors.
- To different Theories and find out the uniform managements in them.
- To know deeply the concepts like Decision Making , Communication, Leadership, X theory and Y theory and Theory of Management.
- To give the students a profound understanding of Hierarchy of Needs, theory of motivation.
- To study of New Public Administration. New Public Management and New Public Administration and Globalisation.

UNIT-I

- 1 Impact of Behaviouralism on Administrative Theory
- 2 Herbert A. Simon – Decision Making Theory
- 3 Karl Deutsch – Communication Theory

Learning Out Comes:

- The students will be able to learn about the Behaviouralism on Administrative Theory.
- The students will know the prominent and popular Authors contribute the Decision Making Theory and Communication Theory.

UNIT-II

- 1 Abraham Maslow - Hierarchy of Needs
- 2 Fredrick Herzberg – Two-Factors Theory
- 3 Douglas Mc Gregar – X Theory and Y Theory

Learning Out Comes:

- The students will know the prominent and popular Authors contribute the Hierarchy of Needs and Two factors of Theory.
- The Students will have a profound understanding of X Theory and Y Theory.

UNIT-III

- 1 Chris Argyris – Immaturity and Maturity Theory
- 2 Rensis Likert – Management System Theory
- 3 Warren Bennis – Leadership Theory

Learning Out Comes:

- The students will know the prominent and popular Authors contribute the Immaturity and Maturity theory, Management System theory.
- The acquaint the learners Qualities of Leadership.

UNIT –IV

- 1 Victor Vroom – Theory of Motivation
- 2 Mc Clelland – Trichotomy of Needs Theory
- 3 Peter Ducker – Theory of Management

Learning Out Comes:

- The students will know the prominent and popular Authors contribute the theory of motivation and Trichotomy of Needs Theory.
- .The Students will know the Theory of Management.

UNIT-V

- 1 New Public Administration
- 2 New Public Management
- 3 New Public Administration and Globalisation

Learning Out Comes:

- The students will be enabled to know the basic concepts of New Public Administration and New Public Management.
- The students will have a profound understanding of New Public Administration and Globalization.

BOOKS:

1. D. Ravindra Prasad V.S. Prasad and: Administrative Thinkers P. Satyanarayan
- 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 Organisation
- 6 L.D. White : An Introduction to Public Administration
- 7 H.A. Simon : Administrative Behaviour
- 8 L.M. Prasad : Organisational Behaviour

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ANDHRA UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M. A. PUBLIC ADMINISTRATION: SEMESTER – II
PAPER-II (Hard Core): STATE ADMINISTRATION

(With effect from 2015-16 Admitted Batch)

Objectives:

- 1.To introduce the students to the origin and historical background of state administration and its evolution
- 2.To bring out some hidden information and evidences about administrative matters or systems from early times to present day conditions
- 3.To acquaint the students with various administrative units/institutions how far they are working or benefitting to the people to get minimum idea
- 4.To make the students learn about constitutional provisions which are concerning to the state administration
- 5.To make the students students having good understanding on the constitutional positions and how they help to smooth running of democratic system of administration with a great deal of interest.

UNIT –I: Historical Evolution of State Administration in India

1. Prior to Independence
2. After Independence
3. Reorganization of the states

Learning outcomes:

- 1.The students will have have a clear understanding of historical evolution of state administration with its changes, challenges, solution from time to time
- 2.The students will be able to understand the set up of SRC and formation of new states and union territories and further raising the regional movements

UNIT – II: Constitutional Framework of State Administration

1. Governor

2. Chief Minister
3. Council of Ministers

Learning outcomes:

- 1.The learners will have an idea on state governor, is a constitutional position and his role in the state administration
- 2 The students will come to know the chief minister and powers and functions as well as the role of the council of ministers in the state administration

UNIT – III: Administrative Structure at State Level

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

Learning outcomes:

- 1.The students will get a clear understanding on state level administrative structure, different ministerial responsibilities
- 1.The students are able to know deeply about the state secretariat functions and mainly the chief secretary and how he will play an important role in the state administration

UNIT – IV: District Administration

1. Organisational District Structure of Administration
2. Regulatory and Development Administration in the District
3. District Collector

Learning outcomes:

- 1.It is very important to students to know deeply the district administrative structure and different organizations, department's and regulations
- 2.The students will have a clear understanding on the district collector ,his powers and functions and how collector will lead the total administration in the district with a great commitment and coordination

UNIT – V: Local Government and Administration

1. Panchayati Raj Institutions
2. Urban Local Bodies

3. State – Local Relations

Learning outcomes:

- 1.The students come to know deeply the local government institutions and their administration and how they are giving an opportunity to the people towards democratic system
- 2.The students are able to know purpose of local government institutions mostly the rural local bodies and urban local bodies which are giving a chance to utilize their voting rights and contesting the local body elections.

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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DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M. A. PUBLIC ADMINISTRATION: SEMESTER – II
PAPER-III (Hard Core): COMPARATIVE LOCAL GOVERNMENT

(With effect from 2015-16 Admitted Batch)

Objectives:

- 1.To make the students understand the origin, background, nature, scope and significance of local government in different aspects with its evolution since very early times to present day
- 2.To give the students a clear understanding of theoretical practices about the local government and their implications around the world
- 3.To acquaint the students with various governmental types particularly local bodies with complete information of countries like India, UK,USA
- 4.To make the students learn about local government institutions, their practices, elections of local bodies across the world
- 5.Learning about comparative local government students will know what kind of administrative innovations are Introducing in different countries it is very advantageous.

UNIT – I: Introduction

1. Meaning, Nature and Scope, Significance of Local Government
2. Local Government in the context of Globalization
3. Major issues and Problems of Local Government

Learning outcomes

- 1.The students will get complete idea on meaning, nature, scope and importance of local government institutions
- 2.The students will have a clear understanding on the trends in administrative system in local government institutions with the globalization oriented

UNIT-II: Local Government in India

1. History of Local Government in India

2. Salient Features of Local Government in India
3. Rural Local Government – 73rd Constitutional Amendment Act
4. Urban Local Government – 74th Constitutional Amendment Act
5. Organisation Structure for Local Government
6. State – Local Relations and Finance

Learning outcomes

1. It is very important for the students to learn the salient features of local government institutions at different levels
2. The students come to know the 73rd and 74th constitutional amendment acts and their

UNIT-III: Local Government in U.K.

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

Learning outcomes

1. The students will get complete idea on the British initiation of local government bodies mostly urban local bodies
2. The students will have a clear understanding on different local body units, their administrative set up, committee system, chief executive and other offices and people's awareness towards local government institutions

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

1. History of American Local Government
2. Units and Forms of City Government
3. Functions and Finance of Local Government
4. State-Local Relations

Learning outcomes

1. The students will get an idea on the beginning of local government institutions in USA, its evolution and people's interest to join the elections, decision making process
2. The students come to know administrative structure of local government institutions in USA and it is different from state to state

UNIT –V: Topics of Comparative Nature

1. Administrative System
2. Committee System
3. Financial
4. Centre - State-Local Relations

Learning outcomes

- 1.The students are able to know deeply the administrative system of USA local government institutions
- 2.The students will be able to understand the financial sources of these local government institutions and cordial relations.

Books:

1. S. R. Maheshwari : Local Government in India
2. M. A. Muttalib ; Theory of Local Governance
3. M. Venkatarangaiya &
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 of Advanced Democracies
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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DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M. A. PUBLIC ADMINISTRATION: SEMESTER – II
PAPER-IV(Soft Core): OFFICE ORGANISATION AND MANAGEMENT
(With effect from 2015-16 Admitted Batch)

Objectives:

1. To acquaint the students understand the scope and significance of office organisation
2. To demonstrate the students regarding the knowledge of office organisation that will be helpful in their future endeavours
3. To make the students know the basic filling of office management
4. To depict the knowledge of office personnel management to students
5. To acquaint the students regarding the duties of Human resource personnel and their duties

UNIT - I. INTRODUCTION

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

Learning outcomes:

1. The student will be able to understand the nature and scope of office organisation
2. The student will understand the principles of office organisation
3. The student will understand scope and principles of office management along with its significance

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 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.

Learning outcomes:

1. The student will be able to understand the nature and scope of office organisation
2. The student will understand the principles of office organisation
3. The student will understand scope and principles of office management along with its significance

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.

Learning outcomes:

1. The student will be able to understand the functions of office management
2. The student will understand the filing system and management of records
3. The student will understand the management of purchases, recording, storage and issue of supplies

UNIT - IV. MANAGEMENT

1. Office Personnel Management: Recruitment, Placement, Transfer, Training, Training
2. Promotion, Pay, Leaves conduct and discipline and retirement.
3. Accounts Management: Budgeting, Bills, Purchases, Contracts, Relations with Treasury
4. Office Automation

Learning outcomes:

1. The student will be able to understand the functions of office personnel management
2. The student will understand the promotion, discipline and retirement
3. The student will understand the management of accounts and office automation

UNIT - V. HUMAN RESOURCE MANAGEMENT

1. Morals and Motivation of Office Staff
2. Training of Office Staff
3. Staff Welfare
4. Handling Staff Activeness

Learning outcomes:

1. The student will get an impact on morals and motivation of office staff
2. The student will understand about the training of office staff and staff welfare
3. The student will understand the handling of staff activities

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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DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – II

PAPER-V(Soft Core): SOCIAL WELFARE ADMINISTRATION

(With effect from 2015-16 Admitted Batch)

Objectives

1. To familiarize the students with the constitutional provisions for social welfare
2. To make the students understand the role of governments in policy formulation.
3. To enable the students with welfare schemes and programmes to relating to different classes.
4. To make the students understand the organization of International Agencies relating to Welfare Schemes and programmes
5. To familiarize the students with problems relating to Implementation of schemes.

UNIT - I. *Background Information*

1. Concept of Welfare and its connotations
2. Constitutional Provisions : Preamble and Directive Principles of State Policy
3. Principles of Social Welfare Administration
4. Demographic History of
 - a) Child Labour
 - b) Prostitution
 - c) Old age
 - d) Beggary
 - e) Delinquency

Learning Outcomes:

1. The students are familiarized with constitutional provisions for social welfare administration.

2. The students will understand the Demographic history of social welfare administration.

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 Welfare Policies
5. Policy Formulation – The role of Local Governments

Learning Outcomes:

1. The students understand the role of governments in formulation of policy.
2. The students are enabled to know the policy formulation and the role of local governments.

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

1. Children
2. Women
3. Old Age
4. Minorities
5. Backward Communities – SCs, STs and BCs

Learning Outcomes:

1. The students are enabled with welfare schemes and programmes to relating to different classes.
2. The students will understand the women and child welfare schemes

UNIT - IV. *Structure of Administration*

1. Central and State Agencies relation to Children, Women and Old Age; Minorities and Backward communities
2. Organisation of International Agencies relating to Welfare Schemes and Programmes
3. Structure of Voluntary Agencies relating to Welfare Schemes and Programmes
4. Co-ordination and linkage among the relevant agencies
5. Training to Welfare Personnel
6. Problems relating to the Organisation Agencies

Learning Outcomes:

1. Students will understand the organization of International Agencies relating to Welfare Schemes and programmes.
2. The students are enabled to know the Central and state agency programmes relating to Child, Women and Old age.

UNIT - V. *Implementation Strategies, Performance and Prospects*

1. Techniques of Implementation
2. a) Identification and b) Selection of Clientele
3. Methods relating to Sanction and Evaluation
4. Problems relating to Implementation of Schemes and Programmes – political Social etc.
5. Inadequacies relating to the implementation schemes etc. a) resources b) skills and c) psychological
6. Prospects of various ongoing schemes and Programmes of Welfare administration

Learning Outcomes:

1. The students are familiarized with problems relating to implementation of schemes.
2. The students will understand the Prospects of various ongoing schemes and Programmes of Welfare administration.

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 Social Welfare 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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ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – II

PAPER-VI (Soft Core): HEALTH ADMINISTRATION

(With effect from 2015-16 Admitted Batch)

Objectives:

1. To make the students understand the scope and need of health administration in India
2. To impart knowledge to students on administrative health system at various levels
3. To acquaint the students about various hospitals and their hospital administration
4. To make the students acquire adequate knowledge on the personnel management and financial concepts in Hospital organization
5. To bring the concept of organization of regulatory health agencies

I. Meaning, Nature, Scope and Importance of Health Administration

1. National Health Policy, Planning and Development in India
2. The Principles of Administration in hospital setting

Learning outcomes:

1. The student will gain knowledge on importance of health administration
2. The student will understand the health policies and administration principles in hospital setting

II. Administrative Machinery of Health System in India at National, State & District Levels.

1. Urban Health Administration
- 2.. Rural Health Administration
- 3.. Tribal Health Administration

Learning outcomes:

1. The student will understand the administrative machinery of health system in India at various levels
2. The student will understand about the urban rural and tribal administrations

III. Hospital Organisation and Health Administration

1. Public and Private Hospitals
2. Super Specialty Hospitals

3. Hospitals run by Voluntary Organisations

Learning outcomes:

1. The student will understand organisation of public and private hospitals
2. The student will understand about the administration of various hospitals

IV. Personnel and Financial Management of Hospitals

A) Staffing the Hospitals

1. Medical, Technical, Non-technical and General Staff
2. Attitudes –Motivation and Morale of Hospital Staff
3. The Problems of Doctors to work in Rural Health Centers
4. Role and Quality of Administration in a Hospital

B) Financial Management of Hospitals

1. The cost of Hospital Services
2. Financial factors affecting Hospital Administration
3. Auditing and Accounting

Learning outcomes:

1. The student will get an impact on understanding the attitudes and problems of hospital staff
2. The student will understand the cost and financial factors affecting hospital administration
3. The student will understand auditing and accounting of hospitals

V. Organisation and Functions of International Health Agencies

1. World Hospital Organisation (WHO)
2. United Nations Fund for Populations Activities (UNFPA)
3. Center for Development and Populations Activities (CEDPA)

Learning Outcomes:

1. The student will get to know the organisation of various international health agencies
2. The student will be elaborated with the functions of health regulations laid by WHO, UNFPA and CEDPA

Reference Books:

1. Llewellyn-Davies, R.
and Macaulay HMC : Hospital Administration
2. Tappan Francis, M : Toward understanding Administrations in the
Medical Environment
3. S.L. Goel : Health and Care Administration – Ecology,
Principles and Modern Trends
4. M. Sankara Rao : Health and Hospital Administration in India
5. S.L. Goel and R. Kumar : Hospital Administration and Management
6. Wheeler E. Todd : Hospital Design and Functions
7. W. H. O., Geneva : Developing of Indicators for Monitoring Hospital
for all by the year 2000
8. W. H. O., Geneva : International Actions for Health – The role of
Intersectoral Cooperation in National Strategies for
Health for All.

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DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M. A. PUBLIC ADMINISTRATION: SEMESTER – II
PAPER-VII (Soft Core): POLICE ADMINISTRATION

(With effect from 2015-16 Admitted Batch)

Objectives:

- To discuss, explore and make the students acquainted with Origin and Growth of Police Administration, Significance and importance of Police Administration in Democratic Society.
- To study the Police Administration at Centre, State and District levels.
- To different Theories and find out types of Police Systems Law and Order in Developing Countries.
- To give the students a profound understanding of Recruitment and Training of Police and Staff Morale and Motivation.
- To study of Police – Public Relations and Reforms in Public Administration.

Unit I

1. Origin and Growth of Police Administration
2. Nature of Police Administration – Pre-Independence and Post-Independence.
3. Significance and importance of Police Administration in Democratic Society.

Learning Out Comes:

- The students will be able to learn about the Origin, Growth and Nature of Police Administration – Pre-Independence and post Independence.
- The Students will have a profound understanding of Importance of Police Administration in Democratic Society.

Unit II

1. Police Administration at Center Level
2. Police Administration at State Level
3. Police Administration at District Level

Learning Out Comes:

- The students will be thorough in understanding the Police Administration at Centre, State and District level.

Unit III Types of Police Systems

1. Law and Order
2. Traffics
3. Crimes
4. Law and Order in Developing Countries

Learning Out Comes:

- The acquaint the learners types of Police Systems in Law and Order, Traffics.
- The Students will know the Crimes and Law and Order in Developing Countries.

Unit IV

1. Recruitment and Training of Police
2. Staff Morale and Motivation

3. Corruption – Causes and Remedies

Learning Out Comes:

- The students will be enabled to know the Recruitment and Training of Police and Reforms in Public Administration.
- The Students will know the Corruption – Causes and Remedies.

Unit V

1. Police-Public Relations

2. Reforms in Public Administration

Learning Out Comes:

- The students will be enabled to know the Police- Public Relations and Reforms in Public Administration.

Suggested Books:

- | | | |
|--|---|---|
| 1. R.K. Bhardwaj | : | Indian Police Administration |
| 2. C.Cox Edmund | : | Police and Crime in India |
| 3. R.S.D.Dogra | : | Securing the Nation:Central Reserve Police Force (CRPF) |
| 4. Favreau, Donald, F. and Gillespie, Joseph.E | : | Modern Police Administration |
| 5. Girija Shah | : | State Policing in India |
| 6. R.K.Mishra | : | Police Administration in Ancient India |
| 7. D.W.P.Varwell | : | Police and Public |
| 8. A.K.Saxena and Sankaran | : | Police Training:Problems and Perspectives |
| 9. Schultz, Donaldo, (ed.) | : | Modern Police Administration |
| 10. S.Sen | : | Police in Democratic Society |
| 11. J.Singh | : | Inside Indian Police |
| 12. Trileknath | : | Indian Police in Action |

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ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – II

PAPER-VIII (Open Elective): ADMINISTRATIVE LAW

(With effect from 2015-16 Admitted Batch)

Objectives

- 1.To introduce the students to the meaning, definition, nature and scope of the administrative law
- 2.To study the background and reason for the initiation of administrative law in France country its importance, obligations are important to the students
- 3.To deeply the students concepts like the rule of law and its principles and how they are applicable and beneficial to the people all these aspects are very important
- 4.To make the students learn about doctrine of separation of powers given by Montesquieu its essence and how powers are separated among the organs of the government like legislature, executive and judiciary
- 4.To acquaint the students with administrative tribunals and their role in solving the issues of day to day administrative affairs

Unit 1.

- 1.Definition,nature and scope of administrative law
- 2.Driot administrative or French administrative law
- 3.Rule of law
- 4Doctrin of separation of powers

Learning outcomes

- 1.The students are come to know nature and scope of administrative law and especially the French administrative law which is very different from the other countries administrative system
- 2.The learners are able to understand the doctrine of separation of powers, according to this theory three organs of the government how they are working within their limits and without interfering the others' matters

Unit II

- 1.Delegated legislation and reasons for growth of delegated legislation
- 2.Permissible delegated legislation
- 3.Legislative and judicial control over delegated legislation

Learning outcomes

- 1.The learners will have a clear understanding on delegated legislation in which making laws particularly countries UK, France, Australia what regulations are following
- 2.The learners are able to know different permissible delegated legislations and how some times legislature and judiciary try to control overcome the delegated legislation

Unit III.

- 1.Principles of natural justice
- 2.Administrative tribunals, reasons for the growth of administrative tribunals
- 3.General structure and procedure of administrative tribunal

Learning outcomes

- 1.The students are able to understand the principles of natural justice is very important for individual growth
- 2.The students are come to know importance of the administrative tribunals and how they can solve the problems and issues of administrative matters concerned

Unit IV.

- 1.Judicial control of administrative action and remedies
- 2.Ordinary remedies
- 3.Judicial review

Learning outcomes

- 1The students will have a complete understanding on judicial control over administrative actions in constitutional method and how it will show remedies
- 2.The learners will have good idea on concept of the judicial review which is found American's constitution and how the judiciary to protect the constitutional provisions by dismissing the legislative laws

Unit V.

1. Viability of the state
- 2.Public undertaking

3.Ombudsman

Learning outcomes

- 1.The students will have a complete understanding on public undertaking's role, necessity for the sake of the wellbeing of the people
- 2.The students are able to know deeply the ombudsman and how it is try to control the corrupt and wrong doings ,administrative negligence in administrative system .

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. |

Syllabus - CBCS Model
ANDHRA UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M. A. PUBLIC ADMINISTRATION: SEMESTER – III
Paper I: PUBLIC PERSONNEL ADMINISTRATION (HARD CORE)
(With effect from 2015-16 Admitted Batch)

Paper-I: Public Personnel Administration

Objectives:

1. To familiarize the students with the scope and importance of public personnel administration.
2. To make the students understand the Civil Service neutrality, Ethics, relations with political executive.
3. To enable the students with the position and rank classification in working places.
4. To familiarize the students with Staff Selection commission for recruitment and its Independence.
5. To make the students understand the code of conduct, removal and appeals of public servants

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

1. Nature, Scope and importance of Public Personnel Administration
2. Role of Civil Services in Developing Society
3. Merit System – Origin, Development and Significance

Learning outcomes

1. The students are familiarized with the scope and importance of public personnel administration.
2. The students will understand the role of civil services in developing society.

UNIT - II: *Civil Services Issues*

1. Generalist vs. Specialist
2. Civil Service Neutrality, Ethics, Relations with Political Executive
3. Integrity in Administration, Corruption- Causes and Remedies

Learning outcomes

1. The students are understand the Civil service neutrality, Ethics, relations with political executives.
2. The students are enabled to know the corruption – causes and remedies in Administration.

UNIT -III: *Staffing and Work Situation*

1. Recruitment, Selection, Promotion,
2. Position and Rank Classification, Training and Career Development
3. Pay Scales, Allowances, Superannuation and Retirement Benefits

Learning outcomes

1. The students are enabled with the position and rank classification in working places.
2. The students will understand the pay scales, allowances and retirement benefits of civil servants.

UNIT – IV: *Civil Service in India*

4. Growth of Civil Services in India, All India Services,
2. UPSC and State Public Service Commission for Recruitment and its working
3. Staff Selection Commission for Recruitment and its Independence

Learning outcomes

1. The students are familiarized with the staff selection commission for recruitment and its Independence.
2. The students will understand the evolution and growth of civil services in India

UNIT – V: *Employer-Employee Relations and Discipline*

1. Right to strike and Right to Political Activity
2. Machinery for Negotiations -
 - a) Whitley Councils in U.K. b) Staff Councils and J.C.M. in India
3. Code of Conduct, Discipline, Dismissal, Removal and Appeals.

Learning outcomes

1. The students will understand the code of conduct, removal and appeals of public servants.
2. The students are familiarized with the right to strike and right to political activity of employees.

Suggested Readings:

- | | | |
|---------------------------|---|---|
| 1. O.Glean Stabl | : | Public Personnel Administration |
| 2. V.A.Pai Panandikar : | : | Personnel System for Development Administration |
| 3. M.a.-Muttalib | : | Union Public 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 | : | His Two Reports on Public Administration in India |

Suggested Readings:

- | | | |
|--|----------|--|
| 11. O.Glean Stabl | : | Public Personnel Administration |
| 12. V.A.Pai Panandikar | : | Personnel System for Development Administration |
| 13. M.a.-Muttalib | : | Union Public Service Commission |
| 14. V.Bhasker Rao | : | Employer-Employee Relations |
| 15. C.P.Bhambhri | : | Bureaucracy and Politics in India |
| 16. O.P.Dwivedi & R.B.Jain: | | India;s Administrative State |
| 17. Felix A.Neigro | : | Public Personnel Administration |

- 18. B.B.Misra : Government and Bureaucracy in India 1947-1970**
- 19. Ashok Chanda : Indian Administration**
- 20. Paul H.Appleby : His Two Reports on Public Administration in India**

Syllabus - CBCS Model

ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – III

Paper II: FINANCIAL ADMINISTRATION (HARD CORE)

Objectives:

1. To get the students understand the principles of budget, tax policies management
2. To acquaint the students about the concepts in budget execution and review
3. To make the students access knowledge on Nature, Purpose and Objectives of Government Accounting
4. To emphasize the students on financial control in the parliament and delegation of financial powers
5. To impart knowledge on issues of resources allocation, grant-in-aid articles and duties of reserve bank of India

UNIT - I: Introduction

1. Nature, Scope and importance of financial administration
2. Meaning, Significance and role of budget
3. Budgetary principles.
4. Budget classification and objectives of classification
5. Functional, organizational, object wise and economic classification
6. Revenue and capital budget
7. Budgetary policy a) Expenditure policy b) Resource mobilization policy
8. Tax policy and canons of taxation

Learning outcomes:

1. The student will understand the importance and the impact of financial administration on society
2. The student will impart knowledge on budgetary principles and and capital budget
3. The student will understand tax policy and canons of taxation

UNIT – II: Budgetary process and design:

1. Budget preparation
2. Budget approval, money bill and special procedure in respect of money bills.
3. Budget execution and review
4. New techniques of budgeting, performance budgeting; PPBS and zero based budgeting.

Learning outcomes:

1. The student will understand the importance of budget preparation
2. The student will impart knowledge on budget execution and review
3. The student will understand new techniques of budgeting

UNIT – III: Government accounting and audit.

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

Learning outcomes:

1. The student will understand the nature and objectives of government accounting
2. The student will understand the need of independent audit
3. The student will understand controller and auditor duties

UNIT – IV: Financial Control:

1. Union Finance Ministry Structure, Functions and Role
2. Delegation of Financial Powers
3. Financial adviser
4. Parliamentary financial control in India:
Public accounts committee-Origin-composition functions and role
Estimates committee-Origin composition functions and role

Learning outcomes:

1. The student will understand the importance of role and functions of union finance ministry
2. The student will understand about parliamentary financial control in India

UNIT – V: Union-State financial relation:

1. Issues of Allocation of resources
2. Finance Commission-Composition, functions, recommendation and role
3. Grant-in-aid under Articles 275 and 282
4. Reserve bank of India : Organisation and Functions

Learning outcomes:

1. The student mind will be dumped with roles of finance commission and resources allocation
2. The student will understand the organisation and functions of RBI

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.R.C.Reports on
 - a) Finance Accounts and Audit
 - b) Financial administration of Center-State relations
10. Taskforce report on treasuries
11. A.K.Chanda : Aspects of Audit Control
12. G.Ananda Rao : Finance Commissions in India

Syllabus - CBCS Model

ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – III

Paper III: DEVELOPMENT ADMINISTRATION (HARD CORE)

(With effect from 2015-16 Admitted Batch)

Objectives:

1. To acquaint the students about sources and emergence of comparative public administration
2. To make the students emphasize on modernisation and development administration
3. To make the students impart knowledge on various approaches to development administration
4. To access the minds of students regarding evaluation and functions of development administration
5. To train the students on cultural hurdles and challenges to Development Administration

UNIT-I: Introduction

1. Evolution of the concept of Administration.
2. The Comparative elements in early administrative theory.
3. Sources of comparative Public Administration
4. Emergence of the comparative Public Administration Movement

Learning outcomes:

1. The student will understand the concept of administration
2. The student will understand the sources of comparative public administration

UNIT-II: The concept of Development Administration

1. Definition, Scope and importance of Development Administration
2. Difference between Traditional Administration and Development Administration
3. Modernization
4. Bureaucracy and Political Development

Learning outcomes:

1. The student will understand the scope and importance of development administration
2. The student will understand the difference between traditional administration and development administration

3. The student will understand 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

Learning outcomes:

1. The student will understand the functional approach of development administration
2. The student will understand the various approaches to the study of development administration

UNIT-IV: Functions of Development Administration

1. Planning
2. Policy formulation and Decision-Making
3. Communication
4. Evaluation

Learning outcomes:

1. The student will understand the planning and policy formulation of development administration
2. The student will understand the communication and evaluation of development administration

UNIT-V: Problems of Development Administration

1. Cultural Hurdles
2. Personality and Development Administration
3. Economic Growth Models
4. Peoples participation
5. Challenges to Development Administration

Learning outcomes:

1. The student minds will get constituted with cultural hurdles and personality and development administration
2. The student will have access on challenges to development administration

Texts/Refs

S.A.Palekar : Development Administration, Prentice Hall of India,2012, New Delhi.

R. K. Sapru : Development Administration, Sterling Publishers, New Delhi.

P.B. Rathod: Development Administration, Commonwealth Publishers, New Delhi.

**Rakesh Hooja & Sunil Dutt (ed): Development Administration and Multilevel Planning,
Kanishka Publishers, New Delhi.**

**P.B. Rathod: Elements of Development Administration Theory and Practice, ABD
Publishers, New Delhi.**

S.L. Das: Bureaucracy and Development Administration, Swastik Publications, New Delhi.

**Anil Kumar Srivastava: Development of Public Administration in India, Kunal Books, New
Delhi.**

Syllabus - CBCS Model

ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – III

Paper – IV: POLITICAL THEORY (SOFT CORE)

(With effect from 2015-16 Admitted Batch)

Objectives:

- To enable students to have clear understanding of Nature and Approaches in Political Theory.
- To acquaint the learners with the various ideology of political Thinkers.
- To acquaint the students concept of Negative and Positive, Legal, Social, Political and Economic Equality of Liberty and Equality.
- To acquaint the students Justice and Rights, Nation, State, Civil Society and Democracy.
- To make the Students understand the essence of Ideologies and Political Theories.

Unit- I Nature and Approaches

1. Political Theory: Nature, Scope and Significance
2. Traditional and Modern Approaches; Normative versus Empirical Approach
3. Decline and Resurgence of Political Theory.

Learning Outcomes:

- The students will be able to learn about the Nature and Scope, Approaches of Political Theory.
- The students will have an understanding Traditional and Modern Approaches.

Unit-II Liberty and Equality

1. Liberty: Concept; Negative and Positive Liberty; Constraints on Liberty.
2. Equality: Concept; Legal, Social, Political and Economic Equality;

Affirmative Action.

Learning Outcomes:

- The students will be thorough in understanding the uniform characteristics of Negative and Positive Liberty, Constraints on Liberty.
- To make the students understand the Equality and Legal, Social, Political and Economic Equality.

Unit- III Justice and Rights

1. Justice: Concept; Procedural, Substantive and Distributive Justice.

2. Rights: Concept; Kinds Of Rights; Concept Of Human Rights.

Learning Outcomes:

- The acquaint the learners Justice of Procedural, Substantive and Distributive.
- The students will have an understanding the Rights of Kinds of Rights and Human Rights.

Unit- IV Nation, State, Civil Society and Democracy

1. Democracy: Classical and Contemporary Theories

2. Nation- Nation State; civil society; Citizenship

Learning Outcomes:

- The students will be enabled to know the Democracy of Classical and Contemporary Theories.
- To make the Students understand the Nation State, Civil Society and Citizen Ship.

Unit- V Ideologies and Theories

1. Ideologies: Liberalism; Socialism

2. Gandhism; Feminism

3. New Theories: Multiculturalism; Post-colonialism

Learning Outcomes:

- The students will be enabled to know the Ideologies, Liberalism, Socialism, Gandhism, Post-colonialism.

Texts:

1. Rajiv Bhargava and Ashok Acharya, 2008, *Political Theory: An Introduction*, India: Pearson Education.
2. Andrew Heywood, 2000, *Key Concepts in Politics*, Palgrave: Macmillan.
3. Andrew, Heywood, 2000, *Political Theory*, London: Macmillan Press.

References:

1. Amal Roy and Mohit Bhattacharya, 2004, *Political Theory: Ideas and Institutions*, Calcutta: World Press.
2. Andrew Heywood, 2012, *Political Ideologies*, London: Palgrave Macmillan.
3. Asirvaatham Eddy and Mishra K.K, 2012, *Political Theory*, New Delhi: S Chand and Company.
4. [Charvet, John](#). 1982, *Feminism (Modern Ideologies)*, London: J.M. Dent & Sons Limited.
5. Gerald F. Gaus and Chandran Kukathas, 2004, *Handbook of Political Theory*, London: Sage Publications Ltd.
6. Kymlicka Will. 2002, *Contemporary Political Philosophy*, Canada: Oxford University Press.
7. M.P.Jain, 1993. *Political Theory*, New Delhi: Authors Guild Publications.
8. Ramaswamy, S. 2001, *Political Theory: Ideas and Concepts*, New Delhi: Macmillan India.
9. Rawls, John. 2004, *Justice as Fairness: A Re-statement*, New Delhi: Universal Law Publishing Co Pvt Ltd.
10. Rawls, John. 1993, *Political Liberalism*, Columbia University Press.
11. Vinod, M.J and Meena Deshpande, 2013, *Contemporary Political Theory* New Delhi: PHI Learning Private Ltd.

Syllabus - CBCS Model

ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – III

Paper – V: E – GOVERNANCE (SOFT CORE)

(With effect from 2015-16 Admitted Batch)

Objectives

1. To develop the basic understanding on the topic of E-Governance and learn the fundamentals involved in the subject.
2. To enable the students to recognize the basic structure of E-Governance and apply the same in erudition of the stages in E-Governance and use of technology in the matter.
3. To enable the students to know about E-Governance projects in Andhra Pradesh and Karnataka.
4. To make the students understand E-Governance infrastructure developed by India.
5. To understand the administrative culture in India.

UNIT - I: INTRODUCTION

1. Meaning of E-Governance
2. Concepts of E-Governance
3. Implementing E-Governance

Learning Outcomes

1. The students are understand the fundamentals involved in the subject of E-Governance
2. The students come to know the implementation of E-Governance in India.

UNIT- II: TECHNIQUES OF E - GOVERNANCE

1. GIS based Management
2. Citizen Database and Human Development
3. Video Conferencing

Learning Outcomes

1. The students are enabled to recognize the basic structure of E-Governance and stages in E-Governance
2. The students will understand the GIS based management system in E-Governance.

UNIT - III: E - GOVERNANCE IN INDIA

1. E-Governance Policy
2. E-Governance Projects in States: Andhra Pradesh and Karnataka
3. E-Governance in India

Learning Outcomes

1. The students are enabled to know about the E-Governance projects in Andhra Pradesh
2. The students are enabled to know about the E-Governance projects in Karnataka

UNIT - IV: THE CHALLENGES OF E - GOVERNANCE

1. A prerequisite of good Governance
2. E-Governance in Democratic set-up
3. E-Governance Infrastructure
4. Security concerns

Learning Outcomes

1. The students will understand the E-Governance infrastructure development by Indian Governments;
2. The students are enabled to know the prerequisites to implement the good governance.

UNIT - V: INDIAN THEORY AND PUBLIC ADMINISTRATION

1. Utilizations of Indian Theory in Public Administration
2. Raising Competence of Administration: Role of Indian Theory
3. Indian Theory and Good Governance
4. Indian Theory and Administrative Culture in India

Learning Outcomes

1. The students are understand the administrative culture in India
2. The students come to know the Utilizations of Indian Theory in Public Administration.

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, Routledge, 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 E-Governance and Good governance from IJPA, ISDA Journal and Administrative Change.

Syllabus - CBCS Model

ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – III

Paper – VI: ORGANIZATION BEHAVIOUR (SOFT CORE)

(With effect from 2015-16 Admitted Batch)

Objectives

1. To read about the Nature of Social Systems
2. To study about A Typology of Organizations.
3. To learn about Power and Authority
4. To investigate Policy Formulation and Decision-making

- I.
 - a. Points of Departure
 - b. Definition of System, and Characteristics of open System's Approach
 - c. The Nature of Social Systems

Outcomes

1. Read about the Nature of Social Systems.
2. Knew about Definition of System.

- II.
 - a. Major Social System Components (Roles, Norms and Values)
 - b. The Organization in Relation to its Environment
 - c. A Typology of Organizations.

Outcomes

1. Studied about A Typology of Organizations.
2. Knew about Organization in Relation to its Environment

- III.
 - a. Genotypic functions and Second Order Characteristics
 - b. Relationship between Genotypic Functions and Second Order Characteristics
 - c. The Taking of Organisational Roles.

Outcomes

1. Knew about Genotypic functions.
2. Read Taking of Organisational Roles.

- IV. a. Power and Authority
 b. Meaning of Communication and Characteristics of Communication Circuits
 c. Information Overload and Types of Communication

Outcomes

1. Learnt about Power and Authority.
2. Knew about Types of Communication.

- V. a. Policy Formulation and Decision-making
 b. The process of Decision-making and Simon's Rationality in Decision-making
 c. The Psychological Basis of Organizational Effectiveness

Outcomes

1. Investigated Policy Formulation and Decision-making.
2. Knew Psychological Basis of Organizational Effectiveness.

BOOKS:

1.	Daniel Katz and Robert L.Khan	The Social Psychology of Organisations
2.	Hersey and Blenhard	Organizational Behaviour
3.	M. Gangadhar Rao	Organizational Behaviour
4.	L.M. Prasad	Organizational Behaviour
5.	Aswatappa	Organizational Behaviour

Syllabus - CBCS Model

ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – III

Paper – VII: MANAGEMENT OF PUBLIC ENTERPRISES (SOFT CORE)

(With effect from 2015-16 Admitted Batch)

Objectives:

1. To make the students to understand the nature and scope and importance of public enterprise in India
2. To enable the students to know about the composition, powers, functions of Board of Directors
3. To familiarize the Recruitment policy-selection procedure, training in personal management
4. To make the students understand the constitution and functions of Audit Boards
5. To familiarize the students with accountability of public enterprises to parliament.

Unit – I: INTRODUCTION:

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

Learning outcomes:

1. The students will understand the nature and scope and importance of public enterprises in India
2. The students are enabled to know the industrial policy resolutions and government's policy

Unit – II: ORGANISATION AND PLANNING

Forms of Organization – Department, Company and Corporation their features:
Advantages and Disadvantages
Composition, Powers, Functions of Board of Directors

Planning in Public Enterprises

Learning outcomes:

1. The students are enabled to know about the composition, powers, functions of Board of Directors
2. The students will understand the forms or organizations and advantages and disadvantages.

Unit – III: MANAGEMENT

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

Learning outcomes:

1. The students are familiarized the Recruitment policy-selection procedure, training in personal management.
2. The students are enabled to know the recommendations of Administrative Reforms Commissions of India.

Unit – IV: GOVERNMENT CONTROL

History, Constitution, Powers, Privileges and Functions of the Parliamentary Committee on Public Enterprise
Audit Boards-Their constitution and functions
ARC's Recommendations in relation to the Audit of Public Enterprise

Learning outcomes:

1. The students will understand the constitution and functions of Audit Boards.
2. The students are familiarized with the Powers and functions of Parliamentary Committees on public enterprise.

Unit – V: ACCOUNTABILITY OF PUBLIC ENTERPRISE

Accountability of Public Enterprises to parliament

Autonomy and Accountability
The Role and Powers and Controller and Auditor-Generals of India

Learning outcomes:

1. The students are familiarized with accountability of public enterprises to parliament
2. The students will understand the Powers of Controller and Auditor General of India.

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
- Willezymaki : The Economics of Socialism (George Allen,1978)
- A.R.C. and Study Team Reports in Public Enterprise.

Syllabus - CBCS Model
ANDHRA UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M. A. PUBLIC ADMINISTRATION
SEMESTER – III
Paper VIII: MANAGMENT OF NON -GOVERNAMENTAL ORGANISTIONS (OPEN ELECTIVE)
(With effect from 2015-16 Admitted Batch)

Objectives

To study about Concept and Emergence of Non-Governmental Organisation.
To know about Strategies and Types of NGOs.
To read about Functions of NGOs and Programme Management
To know about Personnel of Management NGOs.

UNIT - I: INTRODUCTION

- 1. Concept and Emergence of Non-Governmental Organisation**
- 2. Strategies and Types of NGOs**
- 3. Government Policy relating to NGOs**

Outcomes

studied about Concept and Emergence of Non-Governmental Organisation.
knew about Strategies and Types of NGOs.

UNIT - II: GOVERNANCE

- 1. Structure and Composition of NGOs**
- 2. Functions of NGOs and Programme Management**
- 3. Personnel of Management NGOs**

Outcomes

Read about Functions of NGOs and Programme Management
Knew about Personnel of Management NGOs.

UNIT - III: ADMINISTRATION

- 1. Planning and Decision-making**
- 2. Direction and Delegation**
- 3. Coordination and Controlling**

Outcomes

Read Planning and Decision-making.
Studied Coordination and Controlling.

UNIT - IV: ORGANISATIONAL BEHAVIOUR

- 1. Communication and Motivation**
- 2. Team Building and Leadership**
- 3. Staff and Reporting**

Outcomes

Knew about organizational behavior.
Read about Communication and Motivation.

UNIT - V: FINANCIAL MANAGMENT

- 1. Budgeting and Book Keeping**
- 2. Accounting and Auditing**
- 3. Use of Commuters**

Outcomes

Knew about Budgeting.
Read about Accounting and Auditing

BOOKS:

- | | |
|---------------------------|--|
| 1. L.K. Mitra | : Management of Non-Governmental Organizations |
| 2. Snehlata | : Guidelines for NGOs Management in India |
| 3. R. Sooryamoorth | : NGOs in India: A Cross Sectional Study |
| 4. Purna Chandra | : NGOs in India: Role, Guidelines and Performance Appraisal |
| 5. Purna Chandra | : NGOs in India: Formation & Resource Mobilization |
| 6. N. Ravichandran | : Sustainability of NGOs and Globalization |

Syllabus - CBCS Model

ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – IV

Paper I: PUBLIC POLICY ANALYSIS (HARD CORE)

(With effect from 2015-16 Admitted Batch)

PAPER I : (Hard Core) PUBLIC POLICY ANALYSIS

(With effect from 2015 - 2016 admitted)

Objectives:

1. To familiarize the students with importance of public policy and policy cycle.
2. To make the students understand the political culture and determinants of leadership.
3. To familiarize the students to understand process of policy formation.
4. To enable the students to understand the different theories in public policy.
5. To make the students understand the policy evaluation and policy implementation.

UNIT-I . INTRODUCTION

1. PUBLIC POLICY: MEANING , NATURE, SCOPE AND IMPORTANCE.
2. PUBLIC POLICY UNDERSTANDING , POLICY CYCLE.
- 3 . SYSTEMS MODEL FOR POLICY ANALYSIS.
- 4 . POLICY SCIENCES.

Learning Outcomes

1. The students are familiarized with importance of public policy and policy science.
2. The students understand the meaning, nature and importance of Public policy

UNIT -II. I DETERMINANTS

- | | |
|---------------------------|--------------------------|
| 1. PUBLIC POLICY-ECONOMY. | 2. POLITICAL CULTURE. |
| 3. LEADERSHIP. | 4. POLITICAL TECHNOLOGY. |
| II. DETERMINANTS : | |
| 1. PUBLIC OPINION. | 2. POLITICAL PARTIES |
| 3. PRESSURE GROUPS | 4. MEDIA |

Learning Outcomes

1. Students will understand the political culture and determinants of leadership in Indian Politics

2. The students enabled to know the media as pressure group in making public policy.

UNIT-III - POLICY FORMULATION

1. CONSTRAINTS IN PUBLIC POLICY FORMULATION.
2. PROCESS OF POLICY FORMATION.
3. POLICY MAKING: ROLE OF INTER -GOVERNMENTAL RELATIONS ,
4. LEGISLATIVE, CIVIL SERVICES AND JUDICIARY.

Learning Outcomes

1. The students are familiarized to understand the process of policy formation.
2. The students will understand the role of inter-governmental relations in policy making.

UNIT-IV- THEORIES:

1. LASSWELL - DECISION -MAKING THEORY
2. POLITICAL ELITE THEORY.
3. GAME THEORY.
4. LINDBLOM THEORY.
5. GROUP THEORY.

Learning Outcomes

1. The students are enabled to understand the Laswell decision making theory.
2. The students are familiarized with the Game theory

UNIT-V. EVALUATIONS

1. POLICY IMPLEMENTATION
2. POLICY EVALUATION.

Learning Outcomes

1. Students will understand the policy implementation which is made by legislation.
2. The students are enabled to know about the public policy evaluation.

REFERENCE BOOKS: 1. R.K .SAPRU:PUBLIC POLICY, STERLING PUBLISHERS.
2. CHARLES.L.LINDBLOM. THE POLICY MAKING PROCESS.
3. YEHEZKEL DROR:VENTURES IN POLICY SCIENCES.
4. DANIEL LEARNER AND HAROLD D. LASSWELL: THE POLICY SCIENCES.RECENT DEVELOPMENTS IN SCOPE AND METHOD

Syllabus - CBCS Model

ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – IV

Paper II: MANAGEMENT SCIENCE (HARD CORE)

(With effect from 2015-16 Admitted Batch)

Objectives:

1. To make the students understand the evaluation and principles of Management Science.
2. To make the students understand the decision making and role of leadership in Management.
3. To enable the students to know about the Work management and work simplification in management.
4. To familiarize the budgeting systems-performance building in management Information system.
5. To enable the students to understand the network analysis and application of Management Technique in Government Organizations.

UNIT – I: Introduction:

1. Meaning, Nature, Scope and Importance of Management.
2. Principles of Management
3. Evaluation of Management Science
4. School of Management Theory

Learning Outcomes

1. The students are understand the evaluation and principles of Management Science.
2. The students will understand the nature, scope and importance of management.

UNIT – II: Functions of Management

1. Decision-making

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

Learning Outcomes

1. The students are understand the decision making and role of leadership in management.
2. The students are enabled to know the control and supervision.

UNIT – 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)

Learning Outcomes

1. The students are enabled the work management and work simplification in management.
2. The students will understand the organization and methods of management.

UNIT – IV: Management Systems

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

Learning Outcomes

1. The students are familiarized the budgeting systems – performance building in management information system.
2. The students are enabled to know the Management information system.

UNIT – 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

Learning Outcomes

1. The students are enabled to understand the network analysis and application of management Technique in Government Organization.
2. The students are familiarized with the operations research and cost benefit analysis.

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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ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – IV

Paper III: DISASTER MANAGEMENT (HARD CORE)

(With effect from 2015-16 Admitted Batch)

Objectives:

1. To make the students understand the most happening disasters and its management in India
2. To inculcate the minds of students with approaches and administrative setup in disaster management
3. To emphasize the students regarding various challenges of disaster management
4. To acquaint the students knowledge on responsibilities of personnel in disaster management
5. To make the students know the future perspectives in disaster management

I. Introduction

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

Learning outcomes:

1. The student will understand the concept of disaster management
2. The student will understand classification and 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)

Learning outcomes:

1. The student will understand the functional approach for disaster management
2. The student will understand the administrative setup and safe consecutive practices

III. Challenges of Disaster Management

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

Learning outcomes:

1. The student will understand the climate change and remote sensing system in disaster management
2. The student will understand the financial arrangements in disaster management

IV.Sharing Responsibilities

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

Learning outcomes:

1. The student will understand the voluntary organizations and survival skills in disaster management
2. The student will understand in sharing the responsibilities in disaster relief

V.Globalization and Disaster Management

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

Learning outcomes:

1. The students will get invoked about the concept of disaster management
2. The students will be demonstrated about international organizations of disaster management

References Books:

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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ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – IV

Paper IV: RESEARCH METHODOLOGY (SOFT CORE)

(With effect from 2015-16 Admitted Batch)

Objectives:

1. To familiarize the students with nature and scope of Social Science research.
2. To enable the difference between Qualitative and Quantitative research.
3. To make the students understand types of research design and steps in research design.
4. To understand to how to prepare Questionnaire/Schedule to collect the data in research.
5. To familiarize the students in various forms of interviews in data collection.

UNIT – I: Introduction

1. Meaning, Objectives and Utility of Social Science Research
2. Motivating Factors and Sources of Social Science Research
3. Qualities of Good Researcher

Learning Outcomes

1. The students are familiarized with nature and scope of social science research.
2. The students will understand the Indian context of Political Science Research

UNIT – II: Concepts, Hypothesis and Methods

1. Concepts and Theory
2. Hypothesis
3. Experimental Method, Case Study, Survey Method

Learning Outcomes

1. The students are enabled find out the difference between Qualitative and Quantitative research.
2. The students are familiarized basic methods of social science research.

UNIT – III: Research Plan and Sampling

1. Research Plan, Sampling and Sampling Techniques
2. Data Collection and Secondary Data
3. Primary Data - Observation, Questionnaire, Schedules and Interview

Learning Outcomes

1. Students will understand the types of research design and steps in research design.
2. The students are enabled to know the different types of Hypotheses

UNIT – IV: Data Processing and Statistical Techniques

1. Processing of Data and Analysis - Diagrams and Graphs
2. Statistical Tools for Data Analysis - Mean, Median and Mode
3. Use of Computers in Data Analysis

Learning Outcomes

1. The students are understand to prepare Questionnaire/Schedule to collect the data in research.
2. The students come to know about the various forms of interviews and interview technique.

UNIT – V: Report Writing

1. Report Writing – Footnotes and Bibliography
2. Limitations of Social Science Research
3. Ethics in Social Science Research

Learning Outcomes

1. The students are familiarized to processing and analyzing the data.
2. The students are understand the drafting the project proposal and report writing.

REFERENCES

1. Zisk, Political Research (1989)
2. Sjoberg and Nett, A Methodology of Social Research (1992)
3. Williamson, The Research Craft (1988)
4. Miller, Survey Methods in Social and Political Science (1983)
5. Jeremy J. Foster, Data Analysis Using SPSS for Windows Versions 8 to 10, NewDelhi: SAGE Publication, 2002
6. Gibaldi Joseph, MLA Handbook for Writers of Research Papers New Delhi:Affiliated East West Press, 2000

5. Ghosh B.N, Scientific Method and Social Research, New Delhi: Sterling, 1999
6. Kothari C.R, Research Methods, New Delhi: VishwaPrakashan, 1997
7. Chicago University Press, The Chicago Manual of Style, New Delhi: PrenticeHall of India, 1996
8. Bose P.K, Research Methodology, New Delhi: ICSSR, 1995
9. Johnson J.B, and Joslin R.A, Political Science Research Methods, New Delhi:Prentice Hall of India, 1989
10. Ira, Katznelson and Helen V. Milner, eds. 2002. Political Science: The State of the Discipline, New York, W.W.Norton& Co.

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ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – IV

Paper V: ENVIRONMENTAL ADMINISTRATION (SOFT CORE)

(With effect from 2015-16 Admitted Batch)

Objectives:

1. To make the students understand the need of protecting and developing the environment
2. To emphasize students study about environmental sources relating to human activities in environmental administration
3. To make the students elaborative on popular participation and global environmental movement
4. To make students clear about the environmental acts and protection policies in environmental administration
5. To make the students know about the study of environmental assets

I. Introduction

1. Definition, Scope and Importance of Environmental Studies
2. Need to conserve and Protect Environment
3. Problems of Development and Environment
4. Global Environment Debate

Learning outcomes:

1. The students will get invoked about the concept of environmental studies
2. The students will be demonstrated about Problems of Development and Environment

II.Environmental Problems in India

- a. Effects of human activities on the quality of life
- b. Sage Drinking Water supply
- c. Water land 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

Learning outcomes:

1. The students will get invoked about effects of human activities on the quality of life
2. The students will understand about various environmental problems

III.Environmental Movement

1. Popular participation in Environmental movement
2. Genesis of global Environmental movement
3. Peoples Movements in India: Chipko, Appiko and SalientValley Movements

Learning outcomes:

1. The students will get invocated about popular participation in Environmental movement
2. The students will understand about peoples Movements in India: Chipko, Appiko and Salient Valley Movements

IV.Environmental Protection Policy

1. International Environmental day
2. Evolution of Laws and policies in India
3. Machinery for implementing Environmental protection policies
4. Instruments for Environmental regulation

Learning outcomes:

1. The students will understand evolution of Laws and policies in India
2. The students will understand the machinery for implementing Environmental protection policies

V.Study of Local Environment

1. Study of Environmental assets: rivers, ponds, forests, grasslands, hills and mountains
2. Study of common places, insects and birds

Learning outcomes:

1. The students will understand study of environmental assets
2. The students will understand the study of common places

Books:

1. Suzanna Andrews and others (ed.), The world Environment Hand book, New York, World Environment centre, 1982
2. Centre for Science and Environment, the state of India's Environment, 198
3. Indian Institute of Public Administration, Environmental Policy in India
4. Suresh Jain, and vimal Jain, Environmental Laws in India, The Lawyers Forum, 1984
5. R.rama Rao, Environment : Problems of Developed and Developing Countries Economic and Scientific Research Foundation, 1976

6. World commission on Environment and Development, Our Common Future, Oxford Univerisyt Press, 1987
7. World Health Organization, Environmental pollution control in relatic to Development, Report of WHO expert committee, 1974
8. IJPA special number on Environment an Administration, July – September 1989

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ANDHRA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – IV

Paper VI: COMPARATIVE GOVERNMENTS (SOFT CORE)

(With effect from 2015-16 Admitted Batch)

Objectives:

- To introduce the students to the Scope and importance of Principles, Ration State, Ideal State, Theories and Rule of Government.
- To acquaint the students the Development of American Constitution, Federalism and Political Parties in the U.S.A.
- To acquaint the students U.K. Constitutional Frame work, Parliamentary Government, Judicial and Party System.
- To make the students learn about Communist Movement in China.

I. Principles of Government

1. The Ration 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

Learning Outcomes:

- The students will have a clear and thorough understanding Principles of Government and Study of the Ideal State, the Idea of Social contract.

- The acquaint the learners Current importance of theories and 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.

Learning Outcomes:

- The students will know the prominent and popular American Constitution, Nature of American Federalism.
- The students will learn Federal Government of President, Congress and Supreme Court and also 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

Learning Outcomes:

- The students will be able to understand the U.K. Constitutional Framework Rule of Law and Parliamentary Government Monarchy, Cabinet, Parliament.

- To make the Students understand the Judicial System and Party System in U.K.

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

Learning Outcomes:

- The students will learn Communist Movement in China and Mao's Contribution in the Chinese Communist Movement.
- The students will have a clear and thorough understanding Basic Features of Chinese Constitution and The National Peoples Congress, 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

Learning Outcomes:

- The students will be enabled to know the Executive, Legislature, Judiciary and Party System of U.S.A.

- The Students will know the Executive, Legislature, Judiciary and Party System of U.K. and China.

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 Politics 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 Pattern of Government

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DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION: SEMESTER – IV

Paper VII: INTERNATIONAL ADMINISTRATION (SOFT CORE)

(With effect from 2015-16 Admitted Batch)

Objectives:

- 1.To acquaint the students with various international organizations, characteristics and its mottoes very since end of the 1st world war
- 2.The students come to know deeply the different international organizations and other agencies in the context of background .
- 3.To know deeply the students reasons for the formation of very responsible international organization i.e UNO and its Principle organs In the context of 2nd world war
- 4.To give profound understanding of organizational structure of specialized agencies and their role
- 5.The learners to know different regional organizations like EU,ASEAN,SAARC and what is their role and particularly the role of international service agencies

UNIT – I: 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.

Learning outcomes

- 1.The students will be able to understand the concept ,conditions lead to establishment of international organizations
- 2.The students are able to know the League of nations was a first international organization after end of the 1st world war and the UNO which is came in to force after 2nd world war

UNIT – II: 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

Learning outcomes

- 1.The students will get complete idea on the set up of the UNO, its charter and principle organs of the UNO
- 2.The students are able to understand UNO's total member nations, very powerful organ I.e security council and how it is solving the international disputes among the member countries

UNIT – III: ORGANISATIONAL STRUCTURE AND ROLE OF U.N. AGENCIES

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

Learning outcomes

- 1 The learners will be able to understand the role of the specialized agencies in their respective areas
- 2.The students will have to understand the responsibilities of the different international agencies like WHO taking care In health matters and IMF and World Bank giving financial assistance to different countries in different aspects

UNIT – IV: ADMINISTRATIVE SYSTEM OF REGIONAL ORGANISATIONS

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

Learning outcomes

1.The students are come to know conditions lead to set up EU and how all European nations are cooperating in different aspects with a common understanding and OAU also

2.The students will have a clear understanding on some regional organizations and how these are mutually cooperating in the context economy ,political and cultural matters

UNIT – V: INTERNATIONAL CIVIL SERVICE

1. Concept, Statue and Problems of International Civil Service

2. U.N. Personnel Policies

3. Administrative Tribunals

4. Trade Unionism

5. Staff morals

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

Learning outcomes

1.The students are able to understand concept of international civil service at large extent like deploying the peace keeping forces in where the countries are suffering from the unrest

2.The learners are able to know UN's adventurous role in solving disputes between member states by arranging the administrative tribunals, bilateral discussions and or mediation and UN supporting the workers, staff by making some labour laws.

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 Secratariat

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 Unived Nations

11. Tien Chan Young: International Civil Services and Problems

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DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

M. A. PUBLIC ADMINISTRATION

SEMESTER – IV

Paper VIII: CORPORATE GOVERNANCE (OPEN ELECTIVE)

(With effect from 2015-16 Admitted Batch)

Objectives:

- 1.To enable the students to have a clear understanding on the concept of governance and important for present day conditions particularly corporate governance
- 2.To make the students to understanding the evolutionary process of corporate governance in India and its importance
- 3.The students will know the enforcement of corporate governance norms their obligations and corporate companies are following ethical values
- 4.The learners must have an idea on corporate social responsibility on the people's issues and how they are interacting with the people's social, economic, employment and service activities
- 5.The students come to know the various committees on corporate governance with good legal reforms and importance of the Public sector undertakings and MNCs in the development of the country

UNIT - I

1. Concept of Governance and Corporate Governance
2. Evolution of Corporate Governance in India
3. Importance of Corporate Governance and benefits of Corporate Governance

Learning outcomes

- 1.The students are able to understand the origin and development of corporate governance concept
- 2.The learners are come to know importance and benefits of corporate governance

UNIT - II:

1. Regulatory framework for Corporate Governance in India
2. Enforcement of Corporate Governance Norms
3. Corporate Ethics

Learning outcomes

- 1.The students will be able to understand the corporate governance is regulating by government of India by strict norms
- 2.The learners will have clear idea on enforcement of corporate governance regulations corporate social responsibility

UNIT - III:

1. Corporate Social Responsibility
2. The Companies Act - 2013
3. Company and Society Relations

Learning outcomes

- 1.The students will have an understanding on corporate institutions and these are interacting with the people by providing different social, cultural activities
- 2 .The learners will have a complete understanding on the company's act 2013

UNIT - IV:

1. Impact of legal traditions and the rule of law on Corporate Governance
2. Legal Reforms of Corporate Governance in India
3. Reports of the various Committees on Corporate Governance

Learning outcomes

- 1.The students will get complete idea on impact of different legal traditions particularly modern days how the day to day administration is influenced by these trends
- 2.The learners are able to understand the government's initiative to appointment of several committees and what they suggesting to improve the conditions of corporate governance

UNIT - V:

1. Public Sector Undertakings
2. Multi National Corporations (MNCs)

3. Indian Business Groups

Learning outcomes

- 1.The students are come to know the importance of Public sector undertakings in establishment of larger Public sector undertakings in providing employment opportunities and eliminating the regional imbalances
- 2.The learners will have a clear understanding on the MNCs in globalization oriented in generation of job opportunities in tie up with local companies for the development of the country

BOOKS:

1. Subhash Chandra Das : Corporate Governance in India
2. Anil Kumar : Corporate Governance: Theory and Practice
3. Srinivasan Anand : Corporate Governance
4. V. Balachandran : Corporate Governance, Ethics & Social Responsibility
5. Jayati Sarkar : Corporate Governance in India
6. Indian Journal of Corporate Governance