

Andhra Pradesh State Council of Higher Education
BA -PUBLIC ADMINISTRATION-CBCS SEMESTER WISE SYLLABUS
w.e.f. 2015-2016, Modified in April, 2016

Structure of the Syllabus/Curriculum

Year	Semester	Paper	Category	Hrs/wk	Credits	Marks	Internal	External
1	I	I	Core	5	4	100	25	75
	II	II	Core	5	4	100	25	75
2	III	III	Core	5	4	100	25	75
	IV	IV	Core	5	4	100	25	75
3	V	V	Core	5	4	100	25	75
		VI	Core	5	4	100	25	75
	VI	VII	Elective (A) or (B) or (C)	5	4	100	25	75
		VIII	Cluster Electives (A1+A2+A3) or (B1+B2+B3) Or (C1+C2+C3)	5	4	100	25	75
				5	4	100	25	75
				5	4	100	25	75

Note: Student Activities like Data/picture analysis, Seminars, Assignments, Group Discussions, Case studies, Fieldwork, Surveys, Study Projects, Models are Part of Curriculum in all papers. The teacher shall identify appropriate activities for each unit and assign them to the students for improving domain skills.

Andhra Pradesh State Council of Higher Education
BA -PUBLIC ADMINISTRATION-CBCS SEMESTER WISE SYLLABUS
w.e.f. 2015-2016, Modified in April, 2016
FIRST YEAR - SEMESTER -I
PAPER - 1 THEORIES OF PUBLIC ADMINISTRATION (Core)

UNIT - I:Introduction

1. Meaning, Nature, Scope and importance of Public Administration
2. Evolution and State of Public Administration.

UNIT - II :

3. PA Relationship with other Social Sciences: With special reference to Political Science, Economics, Sociology and Psychology.
4. Politics & Administration Dichotomy- F.J. Good and Woodrow Wilson

UNIT-III: Theories and Approaches

5. Classical Approaches :Henry Fayol, Gullick and Urwick
6. Scientific Management Approach:F.W. Taylor

UNIT-IV

7. Bureaucratic Approach:Max Weber and Karl Marx
8. Human Relations Approach: Elton Mayo
9. Behavioural Approach: Herbert A.Simon

UNIT-V

10. Socio - Psychological Approach: Hierarchy of Needs:Abraham Maslow; Theory X and Theory Y: Douglas Mc Gregor
11. Ecological Approach: F.W.Riggs

Reference Books:

1. PrabhutvaPalanaSastram:Bhavanalu,Siddhantalu(Tel),Telugu Akademi
2. D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng),Telugu Akademi, Hyd, 2011.
3. R.K.Sapru, Administrative Theories and Management Thought (Third Edition), PHI, New Delhi, 2014.

4. Avasthi, Amareswar and Maheswari Sri Ram: Public Administration (30th Edition), Lakshminarayan Aggarwal, Agra, 2010
5. Rumki Basu, Public Administration: Concepts and Theories, (5th revised ed), Sterling Publishers, New Delhi, 2004
6. Nicholas Henry, Public Administration and Public Affairs (10th Edition), PHI, New Delhi, 2007

BA -PUBLIC ADMINISTRATION-CBCS SEMESTER WISE

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FIRST YEAR -SEMESTER-II

PAPER-II- PRINCIPLES OF PUBLIC ADMINISTRATION (Core)

UNIT-I: Concepts and Principles of Public Administration

1. Administrative Planning
2. Leadership and Supervision

UNIT-II: Emerging trends

3. Communication and Public Relations: Meaning and Importance
4. New Public Administration: Minnow brook Perspectives I, II&III

UNIT-III

5. Public Administration and Public Policy, Decision Making
6. New Public Management

UNIT - IV

7. Governance
8. Public Administration in the context of Globalization, Privatization and Liberalization

UNIT-V

9. Post Modern Public Administration
10. Administrative Accountability-legislative, Executive, Judicial and Popular Control
11. Chief Executive- Role and Functions

Reference Books:

1. Prabhutva Palana Sastram: Bhavanalu, Siddhantalu (Tel), Telugu Akademi
2. Principles of Public Administration, Telugu Akademi, Hyderabad.
3. D. Ravindra Prasad and Y. Pardhasaradhi (eds.,) Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.

4. Avasthi and Maheswari, Public Administration,(30thEdition),Lakshmi Narayan Agarwal, Agra - 2010.
5. RumkiBasu, Public Administration: Concepts and Theories,(5th Revised ed), Sterling Publishers, New Delhi,2004

B.A-PUBLIC ADMINISTRATION-CBCS SEMESTER WISE
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SECOND YEAR-SEMESTER-III
PAPER-III: INDIAN ADMINISTRATION (Core)

UNIT-I: Historical Background

- Evolution of Indian Administration - Ancient, Medieval and British Periods-Changing trends in Indian Administration after Independence.
- Context of Indian Administration-Social, Economic and Political

UNIT-II: Central Administration

- Union Government and Administration - President, Role of Prime Minister in the coalition era, Cabinet, Cabinet Secretariat, Cabinet Committees and Prime Minister's Office, Central Secretariat,
- Union and State Relations and Agencies - Administrative Relations- Inter State Council, Finance Commission, All India Services, NeetiAyog, ,Staff Selection Commission.

UNIT-III: Local Administration

- Public Enterprises in India: a) Forms of Public Enterprises b) Privatization and Dis-investment
- State Government and Administration: Governor, Chief Minister, Council of Ministers, Secretariat & Directorates, General Administration Department and Chief Secretary

UNIT-IV:

- District Administration: Changing role of District Collector, Mandal, and Village Administration in Andhra Pradesh
- Local Governments-Rural and Urban-Structure and functions - 73rd Constitutional Amendment
- 74th Constitutional Amendment

UNIT-V: Administrative Accountability

- Control over Administration
- Legislative and Judicial Control

Reference Books:

1. BharatadesaPalana(Tel), Telugu Akademi
2. Indian Government and Politics, Telugu Akademi, Hyd, 2007.
3. Ramesh k. Arora &Rajni Goyal, Indian Public Administration: Institutions and Issues (2rd Revised Edition), New Age International Publications, New Delhi, 1995.

4. Avasthi and Avasthi, Indian Administration (16th Edition), Lakshmi Narain Agarwal, Agra-2010-11.
5. BhattaCharyaMohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi, 2007.
6. The Constitution of India, Government of India-2006.
7. Hoshiar Singh & Pankaj Singh, Indian Administration, Pearson Education India, 2011.

BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE

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SECOND YEAR- SEMESTER-IV

PAPER-IV- INDIAN ADMINISTRATION - EMERGING ISSUES (Core)

UNIT-I: CONTROL OVER GOVERNMENT ADMINISTRATION

1. Lokpal, Lokayukta and Central Vigilance Commission
2. Consumer Protection Forums

UNIT - II:

3. Right to Information Act (RTI)
4. National and State Human Rights Commissions

UNIT - III:

5. Administration of Welfare Programmes for Weaker Section - SCs, STs, BCs, Women and Minorities, SC and ST Atrocity Act
6. Administrative Reforms: Recommendations of important Commissions and Second ARC

UNIT - IV Emerging Issues

7. Mechanisms for Disaster Management - Cyclones, Earth Quakes and Floods
8. Governance and e-Governance Applications in Indian Administration.

UNIT - V

9. Public Private Partnerships and Voluntary Sector.
10. Public Corporations - Independent Regulatory Commissions

Reference Books:

1. Indian Government and Politics , Telugu Akademi, Hyd, 2007
2. Avasthi & Avasthi, Indian Administration (Sixteenth Edition), Lakshmi Narayan Agarwal, Agra-2010-11.
3. Bhattacharya Mohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi , 2007.

4. Disaster Management Act,2005
5. Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2010.
6. Reports of the Second Administrative Reforms Commission

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BA -PUBLIC ADMINISTRATION -CBCS SEMESTER WISE

w.e.f. 2015-2016, Modified in April, 2016

THIRD YEAR- SEMESTER-V

PAPER- V- Public Policy (Core)

UNIT-I: Introduction to Public Policy

- Public Policy, Meaning, Nature and Scope
- Importance of Public Policy Studying the modern and changing context

UNIT-II: Policy Making: Role of Official Policy Makers

- Role of Political Executive
- Role of Bureaucracy
- Role of Legislature
- Role of Judiciary
- Policy Making Process in India

UNIT-III: Public Policy Making: Major Determinants

- Interest groups and Pressure Groups
- Political Parties
- Mass Media
- Social Movements
- Role of Non-Governmental Agencies in Policy-Implementation
- International Agencies
- Role of Governmental Agencies in Policy-Implementation.

UNIT-IV: Policy Intervention- Case Studies - Impact

- Agriculture Policy-Land Reforms
- Anti- Poverty Programmes
- Environmental Policy-Industrial Policy
- Panchayat Raj Institutions
- Policy Impact
- Feedback from Stake holders

- Non-governmental Agencies
- Political Parties- Bureaucracy

UNIT-V: PolicyEvaluation – Public Policy Models

- Policy Evaluation-Criteria for Policy Evaluation-Problems
- NeetiAayog
- Survey and Sampling Agencies
- International Agencies
- Independent Study Groups.
- Policy Making Approaches and Models of Policy Analysis
- Policy Analysis: An Over View.

Project Work:

Assess the administration of a Public Policy by any Government Organization.

Reference Books:

1. R.K. Sapru, Public Policy: Formulation, Implementation and Evaluation, Sterling, New Delhi,2004
2. R.K. Sapru, Public Policy: Art and Craft of Policy Analysis, PHI, New Delhi.,2011
3. MadhanK.D, Policy Making in Government, Publications Division, Govt.of India.
4. Dye, Thomas R ,Understanding Public Policy, Pearson,2012
5. Anderson James E, Public Policy Making, (8th Revised Ed.)Cengage Learning, 2014
6. DrorY, Policy Science Developments and implications, Rand Corporation ,Santa Monica (1970).

**BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE
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THIRD YEAR- SEMESTER: V

PAER-VI:e- Governance in India (Core)

UNIT-I: Introduction to E-Governance and Digital Technology

- **Concept of Governance and Good Governance**
- **E-Governance: Meaning, Scope and Importance**
- **Digital Technology and Services delivery**
- **E-Governance-Prospects and emerging challenges**

UNIT-II: E-Governance and theoretical Aspects

- **E-Governance Theories**
- **Public-Private Partnerships**
- **Right to information Act**
- **Information Technology Act,2000**

UNIT-III: Organisation of Govt.Information in various Departments

- **NICNET**
- **Detailed study of Information and Broadcasting Ministry of Government of India**
- **E-Governance in Agricultural and Rural development**
- **E-Governance in Urban Administration**
- **E-Governance in Social Welfare department**

UNIT-IV: Application of E-Governance in several Departments of Andhra Pradesh

- **E-Seva - Mee-Seva**
- **CARD and E-Procurement**
- **FAST**
- **E-Governance in Higher Education**
- **E-Governance in Health administration**
- **E-Hearing**

UNIT-V: E-Governance - Administrative issues – Security Issues

- **Public Participation-**
- **Administrative Reforms-**

- Grievance Redressal
- Accountability and Transparency.
- IT Security
- Hacking
- Cyber Crimes
- E-Governance opportunities, Challenge and Barriers

Project Work:

Assess the methods of E-Governance which offer services to the citizens through E-Seva, Mee-Seva and CARD etc.

Reference Books:

1. Bhatnagar Subhash, E. Government from Vision to Implementation, SAGE publication, New Delhi, 2004.
2. Government of India, National e-governance Plan, India.gov.in.
3. Information and communication Technology (ICT) Policy of Govt. of Andhra Pradesh -ICT Policy 2010-15 -
4. Bidisha Chaudhuri, E-Governance in India..., Import, 2014.
5. D N Gupta, E Governance: A Comprehensive Framework, New Century Pubs, Verlag, 2008.
6. Pankaj Sharma E-Governance, A.P.H. Pubs, New Delhi 2012.
7. S Pankaj, Electronic Governance, 2013.
8. Pardhasaradhi, Y. E-Governance and Indian Society, Kanishka, New Delhi, 2009
9. Sinha, R.P.E. Governance in India: Initiatives and Issues, Concept, New Delhi, 2006

**BA PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)
THIRD YEAR- SEMESTER-VI
PAPER: VI I-(A) -: Comparative & Development Administration in India (Elective)**

UNIT-I: Comparative Public Administration (CPA)

- Concept, Nature, Scope and Significance of Comparative Public Administration
- Theories and Models of CPA

UNIT-II: Development Administration-Concepts and Approaches:

- Development Administration: Concept and Meaning
- Scope and importance of the study
- Features of Development Administration
- Evolution and Growth of Development Administration

- **Various Approaches to Development Administration**

UNIT - III: Development Strategies and Administrative Planning:

- **India's Socio-Economic profile at the time of Independence:**
- **Mixed Economy Model and its Rationale and Significance**
- **Role of Planning**
- **Goals of Development**

UNIT-IV: Development Projects and Bureaucracy

- **Colonial Legacy**
- **National Development Council**
- **State, District and Grass Root Level Planning**
- **Role of Bureaucracy-**
- **Social back ground of Indian Bureaucracy**
- **Enhancing Bureaucratic capability**
- **NeetiAayog**

UNIT-V: Development and Decentralisation and Support Agencies

- **Concept of Democratic Decentralisation**
- **Evaluation and Role of Panchayat Raj.**
- **Problems and Prospects of Panchayat Raj Institutions**
- **People's Participation**
- **Role of Non Governmental Organizations.**

UNIT - VI: Development Administration-Related Agencies

- **Role of Public Sector Banks.**
- **Role of Regional Rural Banks.**
- **Role of Co-operatives**
- **Specialised Agencies for Development.**
- **Evolution and Expansion of Public Sector.**
- **Role of Development Corporations.**

Project Work:

Assess any Government Organization which undertaker's developmental functions. The Project work should concentrate on how the concerned Government Organization monitors the developmental activities.

Reference Books:

1. **R.K. Sapru, Development Administration, Streling Publishers, New Delhi.2002**
2. **V. A. PaiPanandiker, Development administration in India, Macmillan, 1974.**

3. AvasthiAmareswar and MaheswariShri Ram, Public Administration (30th Edition), Laxminarayana Agarwal, Agra, 2010.
4. R. K. Saprui, Administrative Theories and Management Thought(3rd Revised Edition), PHI, New Delhi, 2013
5. R.K Arora, Comaprative PublicAdministration.,Associated Pub, New Delhi
6. R.K.Arora and Sharma,Sangeeta, Comparative and Development Administration: Ideas and Actions (eds.), Arihand Centre for Administrative Change, Jaipur,1993
7. S.L.Goel, Development Administration, Deep &Deep, New Delhi, 2010

BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)

THIRD YEAR- SEMESTER-VI

PAPER: VII-(B): ENVIRONMENTAL ADMINISTRATION (Elective)

UNIT-I:

1. Environment: Meaning, Elements and Significance

2. Importance of Environmental Administration-Environmental Degradation-Nature and Dimensions

UNIT-II

3. Causes of Environmental pollution-Sources and effects of pollution-Types of pollution-Water pollution-Air pollution-Noise pollution-Tourism andEnvironment-Ozone Layer Protection.

UNIT-III

**4. Environmental Policy-Pre-Independence Period-Post-Independence Period
Environmental Information System (ENVIS)**

UNIT-IV

5. Environmental Law-Constitutional aspects of Environmental Law-Statutory Control of Environmental pollution.

UNIT-V

**6. Judicial Response-public Interest Litigation and Environment Protection-New Trends
In Judicial Approach-Strategies for Environmental Management**

Project Work:

Asses the Government Organization in implementing the Environmental laws.

REFERENCE BOOKS:

1. ParyavaranaAdyananam(Tel),Telugu Akademi,Hyd,2007
2. Raj Mohan Sath, Environmental Administration in India, A.P.H.Pubs, New Delhi, 2004.
3. A.K. Tiwari, Environmental Laws in India, Deep & Deep Publications, New Delhi, 2006.
4. Kailash Thakur, Environmental Protection Law and Policy in India, Deep & Deep, New Delhi, 2007

BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)
THIRD YEAR -SEMESTER-VI
Paper: VII-(C): Citizen and Administration (Elective)

Unit-I

Concept of Citizen Centric Administration: Evolution, Concept, Features and Significance. Functions of Government: Regulatory functions, Service providing functions and Developmental functions.

Unit-II

Citizens' Charters: Evolution, Features and Applications. Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations

Unit-III

Decentralization and Delegation: Concept and Benefits. Grievance Redressal Mechanism: Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels

Unit-IV

Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India. National Consumer Disputes Redressal Commission

Reference Books:

1. Arora, K., Public Administration in India – Tradition, Trends and transformation, Paragon International Publishers, New Delhi.2006
2. Arora. K. Ramesh, People Centred Administration, Aalekh Publishers, Jaipur,2001
3. CitizensCharters , A Handbook (2008) Centre for Good Governance: Bangalore
4. CitizensCharters ,A Handbook Government of India Ministry of Personnel Public Grievancesand Pension Department of Administrative Reforms and Public Grievances: New Delhi

5. India's Citizen's Charters, A Decade of Experience (2007) Public Affairs Centre: Bangalore
6. P.K. Majumdar, Law of Consumer Protection in India, Orient Publishing Company, 2008
7. R.N.P. Chaudhary, Consumer Protection Law: Provisions and Procedure, Deep & Deep Publications Pvt. Ltd., Rajouri Garden, New Delhi, 2010
8. Satya Sundaram, Consumer Protection in India, B.R. Publishing Corporation, New Delhi, 2009

**BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)
THIRD YEAR -SEMESTER-VI
Cluster Elective: PAPER-VIII-A-1:-MANAGEMENT OF RESOURCES**

UNIT-I: Human Resource Management

1. Meaning, Nature, Scope and Significance of Human Resource Management
2. Human Resource Strategy and Planning.

UNIT - II:

3. Recruitment, Selection, Appointment and Promotion.
4. Pay - Components, Principles of Pay & Pay Commissions

UNIT - III Capacity Building

5. Performance Appraisal - Rewards and Incentives Management.
6. Human Resource Development- Concept of HRD; Training - Objectives, Types, Evaluation.

UNIT - IV

7. Employee Capacity Building Strategies and Quality Management
8. Human Resource Management Effectiveness and Human Resource Audit, Human Resource Mobilisation.
9. Issues in HRM - Downsizing, Outsourcing, Consultancies

UNIT - V: Financial Management

10. Meaning, Scope and Importance of Financial Management
11. Budget-Preparation, Enactment and Execution
12. Centre- State Financial Relations, Parliamentary Committees- Public Accounts Committee, Estimates Committee, Committee on Public Undertaking, C&AG
13. Material Management - Procurement, Storage and Distribution and Logistics Management.

Project Work:/ Internship

Asses the performances of the employees work in a Government Organization.

Reference Books:

1. VanarulaNirvahana(Tel),Telugu Akademi
2. Avasthi and Maheswari: Public Administration, (30th Edition),Lakshmi Narayan Agarwal, Agra ,2010.
3. K. Aswathappa, Human Resource and Personnel Management, McGraw-Hill, New Delhi, 2002.
4. L.M.Prasad: Principles and Practice of Management, Sultan Chand and Sons, New Delhi, 2005.
5. Gangadhar Rao: Human Resource Management, EXCEI Books ,New Delhi ,2009.

BA -PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)

THIRD YEAR- SEMESTER-VI

Cluster Elective: PAPER: VIII-A-2:- FINANCIAL ADMINISTRATIONIN INDIA

UNIT-I: Financial Administration-Introduction

- Meaning, Nature and Scope and significance of Financial Administration
- Goals, Objectives and Principles of Financial Administration
- Mixed Economy
- Planning Commission(NeetiAayog)

UNIT-II: Budgeting and Budgeting Systems:

- Fiscal Policy -Equity-and Social Justice-Government Budgeting
- Principles and Functions-Indian Budgetary System
- Classification of Government Expenditure
- Public Expenditure, Theories and growth
- Performance Budgeting
- Zero Based Budgeting

UNIT-III: Resource Mobilisation and Funds-Fiscal Federalism

- Sources of Revenue-Tax and Non-Tax
- Deficit Financing
- Public Debt Management and Role of Reserve Bank of India.
- Financial Appraisal
- Economic and Social Appraisal
- Centre-State Financial Relations

UNIT-IV: Financial Control and Accounts and Audit

- Legislative Control
- System of Financial Committees
- Executive Control
- Accounting system in India
- Auditing system in India
- Role of Controller and Auditor General of India

UNIT-V: Financial Administration of Public Enterprises and Local Bodies

- Financial Administration of Public Enterprises-liberalisation and privatisation
- Financial autonomy and Accountability of Public Enterprises-Disinvestment
- Financial Administration of Urban Governments
- Financial Administration of Rural Governments

Project Work:

This project involves the assessment of how the Urban or Rural Local bodies administer its own finances.

Reference Books:

1. Indian Administration: Telugu Akademi , 2007
2. Mahajan, Sanjeev Kumar and Mahajan AnupamaPuri, Financial Administration in India, PHI, New Delhi, 2014.
3. Avasthi and Maheswari: Public Administration(30th Edition),Laxmi Narayan Agarwal, Agra, 2010.
4. Bhattacharya Mohit, New Horizons of Public Administration,Jawahar Publishers, New Delhi, 2007
5. B.P.R.Vithal and M.Shastri,Fiscal Federalism in India,OUP, New Delhi,2004
6. S.L.Goel, Financial Administration, Sterling, New Delhi, 2002
7. Report of the 2nd ARC on Financial Management

BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)

THIRD YEAR -SEMESTER-VI

Cluster Elective: PAPER: VIII-A-3:- RURAL AND URBAN GOVERNANCE IN INDIA

UNIT-I : Concept ofDemocratic Decentralization

1. Local Government: Concept, Features and Importance.
2. Democratic Decentralization: concept, Evolution and Significance

3. Evolution of Local Government in India: Community Development Programme and National Extension Service.

Unit-II – Rural Local Governance

- 4. Balwant Rai Mehta and Ashok Mehta Committee Reports: Structures, Functions and Finances; Second Generation and Third Generation Panchayats**
- 5. Reforms in Panchayat Raj-Features of 73rd CAAct and Organizational Structures for Panchayathi Raj**
- 6. Intra-Rural Local Government Relationship: Gram Sabha and Gram panchayats; Distribution of Powers and Functions; Intra Tier Responsibilities (The Eleventh Schedule)**

UNIT-III: Urban Governance

- 7. Urbanization in India and Policy and Strategies**
- 8. Evolution of Urban Local Governments in India: Reforms in Urban Local Bodies- Features of 74th CAAct**
- 9. Urban Local Government-Structure, Functions, Functionaries, Committee System, Finances, Officials and Political Executives (With Special Reference to Andhra Pradesh)**

UNIT-IV: Urban Bodies/ Control

- 10. Municipal Corporations: Structure, Committee System, Finances, Officials and Political Executives (With Special Reference in Andhra Pradesh)**
- 11. Urban Development Authorities in Andhra Pradesh and their working.**
- 12. State Control and Supervision over Local Bodies.**

UNIT-V

- 13. Micro planning and implementation, Social Audit, Capacity building of Grassroots functionaries.**
- 14. Parallel Bodies and voluntary sector: Self Help Groups, Users Associations**
- 15. Sustainable Development and Challenges to decentralized governance.**
- 16. Rural and Urban Development programmes, Employment and Poverty Alleviation programmes.**

Project Work:

Undertake a survey to identify the major sources of revenue of the Local Government (Rural or Urban Local Bodies).

Reference Books:

1. SthanikaPrabhutvalu(Tel), Telugu Akademi
2. Ramesh k. Arora & Rajni Goyal, Indian Public Administration: Institutions and Issues (2nd Revised Edition) New Age International Publications, New Delhi, 1995
3. Avasthi & Avasthi, Indian Administration (Sixteenth Edition), Lakshmi Narayan Agarwal, Agra-2010-11.
4. Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2010.
5. S.R. Maheswari: Local Government in India, Orient Longman, New Delhi, 1971.
6. Shriram Maheshwari, Local Government in India, Lakshmi Narayan Agarwal, Agra, 2009.
7. Pradeep Sachdeva, Local Government in India, Pearson Education India, 2011.
8. Niraja Gopal Jayal, Amit Prakash, and Pradeep K. Sharma (eds) Local Governance in India: Decentralization and Beyond, Oxford University Press, New Delhi, 2007.

BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)

THIRD YEAR - SEMESTER-VI

Cluster Elective-2: PAPER: VIII-B-1:- OFFICEMANAGEMENT

UNIT-I: Interduction

1. Office Administration: Nature, Scope and Importance
2. Basic Principles of Office Organisation

UNIT - II: Office Organisation and Management

3. Office Planning and Lay-out -Office Environment
4. Form: Management and Control

UNIT - III: Office Organisation and Management

5. Filing Systems and Periodical Reports
6. Office Communication, Correspondence Outward and Inward Tapals
7. Accounting and Auditing.

UNIT - IV: Office Management Process and Issues

8. Management of Office Records, Stationery
9. Work Study, Work Measurement, Work Simplification
10. Management by Objectives
11. Office Supervision
12. Staff Welfare

UNIT - V: Trends and Issues in Office Management

13. Office Automation and Paperless Office
14. Back Office Operations and Front Office Delivery
15. Social System and Public Office Administration
16. Office Management in Government: Issues

Project Work:

How filing systems are organized in a Government Organization?

Reference Books:

1. KaryalayaNirvahana(Tel),Telugu Akademi
2. Arora S.P, Office Organisation and Management,Vikas, New Delhi – 1982
3. Aswathappa K.&Shridhara Bhat K. , Production and Operation Management, Himalaya Publishing House, New Delhi-2002
4. ThukaramRao,M.E., Office Organisation and Management, Atlantic Pubs,2000

BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)

THIRD YEAR -SEMESTER-VI

Cluster Elective-2: PAPER:VIII-B-2:- PUBLICRELATIONS

UNIT-I

- Public Relations: Evolution, Meaning,
- Essentials and Principles of Public Relations.
- Major Areas of PR Activity: Public Relations, Advertising Publications, Media & Co- ordination,
- Ministry of Information and Broadcasting: organization, functions

UNIT-II

- Media and Publicity: Publicity Media, Types of Publicity,
- Corporate Public Relations: Process, elements and management of corporate Public Relations.

- **Aids to Public Relations: Photography Exhibitions, trade fair, Radio, Television and special events in Public Relations.**
- **Advertising in Public Relations: Role, features and states of advertising in India**

UNIT-III

- **Employee Relations.**
- **Stake holder Relations.**
- **Education Relations.**
- **Community Relations.**

UNIT-IV:

- **Professional code : Meaning , Principles and Code of Ethics (International, IPRA)**
- **Research: Objectives and types of Research.**
- **International Public Relation**
- **Public Relations and Social Responsibility.**

References Books:

- 1 Mehta, D.S, Handbook of Public Relations in India, Allied PublishersLtd, New Delhi. (1998)
- 2 Sharma, Diwaker Public Relations: An Emerging Specialized Profession, Deep&Deep , New Delhi 2004
- 3.Balan, K.R. Applied Public Relations and Communication, Sultan Chand& Co., New Delhi, 2002
4. Singh, U.K. & Narayan, B., Public Relations Management, Anmol Publications ,New Delhi ,1999
- 5.Saileshsen Gupta, Management of Public Relations and Communication(2nd Edition),2006
- 6.Diwaker Sharma, Public Relations:An Emerging Specialised Profession,2004
7. The Art of Public Relations,2005
- 8.IqbalSachdeva, Public Relations: Principles and Practices, Oxford Higher Education,2009

BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)

THIRD YEAR -SEMESTER-VI

Cluster Elective-2: PAPER: VIII-B-3:- ADMINISTRATION OF NGOs

UNIT-I

- **Non Governmental Organisations (NGOs): Concept, Significance and Rationale.**
- **Role of NGOs in the Provision of Public Goods and Services.**
- **NGO as a Trust: Features, Procedures for Registration and Working.**
- **NGO as a Society: Features, Procedures for Registration and Working.**

UNIT II:

- **Sources of NGO Funding:**
- **Internal Sources: Concept, Significance and Types.**
- **External Sources: Concept, Significance and Types.**
- **Salient features of Foreign Contributions (Regulations) Act, 1976.**

UNIT-III:

- **Governing Board: Composition, Functions and Role.**
- **Administrative Staff, Recruitment and Capacity Building.**
- **Government Control over NGOs**

UNIT-IV:

- **Red Cross Society of India: Organisation, Functions and Role.**
- **Critical Evaluation of NGO's**

ReferencesBooks:

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THIRD YEAR -SEMESTER-VI

Cluster Elective-3: PAPER: VIII-C-1:- ADMINISTRATIVE LAW

UNIT I:

- **Administrative Law : Meaning , Nature and Scope**
- **Growth of Administrative Law : Reasons**
- **Rule of Law: Concept of Rule of Law**
- **Rule of Law under Indian Constitution.**

UNIT II:

- **Principles of Natural Justice & their Judicial interpretation**
- **Administrative discretion and Judicial control.**

- **Administration Tribunals: Meaning, Reasons and Features Difference between Court and Tribunal, Limitations**

UNIT III:

- **Delegated Legislation : Meaning & Need of delegated Legislation-Types,**
- **Parliamentary control over delegated legislation**
- **Procedural & Judicial Control.**
- **Judicial Review: Principles and modes (writs).**

UNIT IV:

- **Fundamental Rights and**
- **Fundamental Duties.**
- **Amendment of Indian Constitution: Procedure, Basic Structure Concept**

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THIRD YEAR -SEMESTER-VI

Cluster Elective-3: PAPER: VIII-C-2:- POLICE ADMINISTRATION

UNIT- I: Police Administration

- **Nature, scope and significance of police administration**
- **Role of Police in the Contemporary Society.**

UNIT- II: Police in India

- **Evolution of Police in India-Pre-British System of police in India-Indian Police Act 1861**
- **Central Police Organisations : Their structure and functions - IB-CBI-CRPF-RPF-BSF - and CISF**
- **Report of the National Police Commission (1979-82)**

UNIT- III: Protection of society

- **Police objectives**
- **Protection of the society – Through Maintenance of peace and order, protection of life property.**
- **Functions of the police - Prevention of crime, Patrolling, Surveillance, Intelligence – investigation and prosecution**
- **Maintenance of law and order - upholding human rights etc.**

UNIT- IV: Police organisation

- **State level police: Its structure and function**
- **Other police organizations - CID, Finger Print Bureau, Dog Squad, DVAC**

UNIT- V: Accountability of Police

- **Issue areas: Autonomy and Accountability of police**
- **Police neutrality - Corruption**
- **Role of Police in society**
- **Women police - their need and importance**
- **Recruitment and training of constables, Sub-Inspectors and Deputy Superintendent of police.**

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THIRD YEAR -SEMESTER-VI

Cluster Elective-3: PAPER: VIII-C-3:- SOCIAL WELFARE ADMINISTRATION

UNIT-I:

- **Meaning, Nature, Scope, principles and Significance of Social Welfare Administration.**
- **Difference between Welfare State and Socialist State**
- **Difference between Social Security and Social Welfare.**

UNIT-II:

- **Analysis of relevant Constitutional provisions relating to Social Welfare,**
- **Social Welfare programmes in India: with special reference to Women**
- **Welfare of Weaker Sections: Schedule Castes, Schedule Tribes and OBC's**

UNIT-III:

- **Welfare of Children, Women and Aged,**
- **Role of NGOs in Social Welfare.**
- **National Commission for SCs and STs: Organization, Functions and role.**

UNIT-IV:

- **Department of Social Justice & Empowerment: Organization & Functions.**
- **Directorate of Social Justice and Empowerment: Organization, Functions and Role.**
- **State Social Welfare Boards: Organization, Functions and Role.**

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