

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. Sapr, 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. Sapr, 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. ShriramMaheshwari, 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: OfficeOrganisation 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:

1. **Bawa, Noorjahan (ed.) Non-Government Organisations in Development: Theory and Practice, Kanishka, New Delhi, 1997**
2. **Government of India, An Action Plan to bring about Collaborative Relationship between Voluntary Organizations and Government. CAPART, (New Delhi: Government of India, 1994**
3. **----- Report of the Steering Committee on Voluntary Sector for the Tenth fiveyear Plan (2002-07), Planning Commission, New Delhi, 2002**
4. **Gangrade, K.D. and NGOs: Retrospect and Prospect, in Randhir B., Sooryawoorthy, R. Jain, NGOs in Development Perspective (New Delhi: latest ed.).**
5. **Prasad, Kamta (ed.) NGOs and socio-Economic Development Opportunities (New Delhi: Deep and Deep Publications Pvt. Ltd, latest ed.).**
6. **Jain, Nabhi Kumar, Handbook for NGOs: An Encyclopaedia for Non-Governmental Organisations and Voluntary Agencies, Nabhi Publications, New Delh, 2003**
7. **Jain, R.B., NGOs in Development Perspective, VivekPrakashan, New Delhi, 1995**
8. **Anitha Abraham, Formation and Management of NGOs, Universal law Pubs, 2011**
9. **Chandra, s., m Non Governmental Organisations: Structure, Relevance and Functions, Kanishka, New Delhi, 2001**
10. **Kumar R and S.L. Goewl., Administration and Management of NGOs: Text and Case Studies, Deep&Deep, New Delhi, 2005**

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

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**

References Books:

1. **Kagzi, M.C.J. Indian Administrative Law, 97th edition), (Delhi Metropolitan) ,2014**
2. **Kesri, U.P.D. Lectures on Administrative Law (Central Law Publications) latest edition.**
3. **Chhabra, S. Administrative Tribunals, New Delhi 2007.**
4. **Pandey, J. N., Constitutional Law ,Central law Agency Allahabad, 2005.**
5. **Takwani,C.K., Lectures on Administrative law(5th edition), Eastern Book Co, Lucknow,2014**
6. **Massey, I.P, Administrative Law(8th edition),Eastern Book Company,New Delhi,2012**
7. **Basu,D.D and S.P.Sen Gupta, Administrative Law(7th edition),2015**
8. **Kesari,U.P.D., Administrative Law(8th edition),2014**

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

THIRD YEAR -SEMESTER-VI

Cluster Elective-3: PAPER: VIII-C-2:- POLICEADMINISTRATION

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.**

Reference Books:

1. Saha. B.P., Indian Police
2. Venugopal Rao. S., Criminal Justice, Problems and perspectives in India
3. Report of the National Police Commission, Central Government Publications
4. Chaturvedi, J.C., Police Administration and Investigation of Crime, 2006
5. Alexander, K. Police Reforms in India: An Analytical Study, 2006

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

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.**

Reference Books:

1. Sachdeva, D.R.: **Social Welfare Administration in India, Kitab Mahal, Allahabad, 2013.**
2. Goel, S.L. & Jain, R.K.: **Social Welfare Administration, Vol. I&II, Deep and Deep, New Delhi, 2010**
3. AnandSirohi, **Fundamentals of Social Welfare, Domanant Pubs, New Delhi, 2012**
4. Chowdhry Paul D.: **Social Welfare Administration through Voluntary Agencies, Atma Ram & Sons., Delhi, 1962.**
5. K.D. Gangrade, **Social Welfare Legislations in India, Concept, New Delhi, 2012.**
6. Dean Paul, Appleby H.; **Public Administration for a Welfare State, Bombay, Asia Publishing House, 1961**