

Dept. of Political Science and Public Administration

The present course structure is as follows:

Semester-IV: Public Administration

Paper-1	Development Administration
Paper-2	Human Resource Management
Paper-3	E-Governance
Paper-4	Urban Local Government in India
Paper-5 (a)	Public Office Administration (Optional Paper)
Paper-5 (b)	Financial Administration (Optional Paper)

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - IV
M.A. PUBLIC ADMINISTRATION
Paper-I, DEVELOPMENT ADMINISTRATION

UNIT - I

Development Administration – Concept

1. Definite, Scope and Instruments of Development Administration
2. Traditional Public Administration Vs. Development Administration

UNIT – II

Development Administration: Models

1. Riggs Prismatic – Sala Model
2. Edward Weidner’s planned Development Model

UNIT - III

Development Administration and Society

1. Development Administration and Cultural Hurdles
2. Development Administration and Political Interference

UNIT - IV

Development Administration in Indian Context

1. Development Administration in India: Food Security and Land Acquisition Programmes.
2. Bureaucracy and Development Administration

REFERENCE BOOKS:

- | | |
|-------------------------------|---|
| 1. R.K. Sapru | : Development Administration |
| 2. F.W.Riggs | : Administration in Developing Societies : A Theory or Prismatic Societies. |
| 3. Edward Weidner (ed) | : Development Administration in Asia |
| 4. Ramesh K. Arora | : Comparative Public Administration |
| 5. Ali Farazmand | : Handbook of Comparative and Development Administration |
| 6. C.V. Raghavulu & M. Bapuji | : Pragatipalana, Telugu Academy, (In Telugu) |

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - IV
M.A. PUBLIC ADMINISTRATION
PAPER –II, HUMAN RESOURCE MANAGEMENT

UNIT - I

1. HRM Meaning, Scope, Nature, Significance
2. Strategies of HRM: Strategic Management, Leadership, Trade Unions.

UNIT - II

1. Performance Appraisal: Objectives and Characteristics, Types of Performance Appraisal; Evaluation
2. HRM and Motivation: Early Theories, Content theories and Process Theories.

UNIT - III

1. Training and Development: Training Objectives, Types, Methods and Techniques.
2. Promotion: Principles and Practices

UNIT - IV

1. Employer and Employee Relations: Conceptual framework.
2. Negotiating Machinery: Whitley Councils, Consultative Machinery in India and U.K.

REFERENCE BOOKS:

1. Decenzo and Robbins : Personnel/Human Resource Management, Prentice Hall of India Pvt.Lts., New Delhi.
2. Storey and John : Managing Human Resources – Preparing for the 21st Century Beacon Books, New Delhi.
3. French and Windell : Human Resource Management, All India Publishers and Distributors, Chennai.
4. Venkatarathnam, C.S. and Shrivastav: : Personnel Management and Human Resources, Tata McGraw Hill Publishing Co., Lts, New Delhi.
5. Aswathappa. K. : Human Resources and Personnel Management, Tata McGraw Hill Publishing Co., Lts., New Delhi.
6. Dwivedi, R.S. : Managing Human Resources, Galgotia, Publishing Co, Ltd. New Delhi.
7. Monappa, Arun and Engineer, Mahrukh, Liberalization and Human Resource Management, Response Books, New Delhi.
8. Paranjpe, Vivek : Human Resource Planning, Allied Publishers, New Delhi.
9. Subba Rao. P. : Essentials of Human Resource Management and Industrial Relations, Himalaya, Mumbai.

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - IV
M.A. PUBLIC ADMINISTRATION
PAPER-III, E-GOVERNANCE

UNIT-I

- a) E-Governance in India – Problems and opportunities
- b) E-Governance projects in various states

UNIT-II

- a) Utilization of IT in Public Administration
- b) Raising competence of Administration – role of IT training

UNIT-III

- a) IT and Good Governance
- b) IT and Administrative Culture

UNIT-IV

- a) E-Governance: The AP Experience
- b) IT Policies and Select State Governments AP and Gujarat.

UNIT-V

- a) IT Governance and Economic Development
- b) New Public Management - Post Modern Public Administration – Globalization and Public Administration.

READINGS:

- 1 Special Number on IT and Indian Administration, IJPA, July-September,2000.
- 2 Government AP, Vision, 2020, Hyderabad, 1999.
- 3 Mohit Bhattacharya “Globalization, Governance and Development“, IJPS, Vol.62, No.3, Sept. 2001.
- 4 Mohit Bhattacharya, “Public Administration : Today & Tomorrow”, IJPA, Vol.XLIII, No.3 July-Sept.2001.
- 5 N.K. Kulshrestha, “Management in Public Administration, IJPA, Vol.XL, No.1, January _ March, 1994.
- 6 Government of AP : Strategy paper on Governance and Public Management, Hyderabad,2003.
- 7 Ranier Pitschas : “Aspects of Weber’s theory on Bureaucracy and New Public Management approach” IJPA,No.4, Oct – Dec, 1993, pp 643-651.
- 8 Sofi Ali and Anita Rao : “Reinventing Public Administration for 21st Century”, IJPA, NO.2, April-June,2000. pp. 169-188.
- 9 Mohit Bhattacharya :”Public Administration Today and Tomorrow, IJPA, NO.3, Julu-Sept,1997. pp.323-330.
- 10 N.K.Kulshretha : “Management in Public Administration” IJPA,No.1, Jan-March, 1994, pp. 34-36.

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - IV
M.A. PUBLIC ADMINISTRATION
PAPER-IV- URBAN LOCAL GOVERNMENT IN INDIA

UNIT - I

INTRODUCTION:

1. Nature Scope and Importance of Urban Local Bodies.
2. History of Urban Local Government in India.

UNIT -II

Structure and function of Urban Local Bodies:

1. Organisational Structure of Municipalities and Municipal Corporations.
2. Functions of Municipalities and Municipal Corporations.

UNIT - III

Finance of Urban Local Government

1. Finance of Municipalities and Municipal Corporations
2. State Finance Commission and Municipal Bodies.

UNIT-IV

Recent Trends in Urban Local Bodies:

1. Impact of 74th Constitutional Amendment Act.
2. Autonomy of Urban Local Bodies.

REFERENCE BOOKS:

- | | | |
|---|--------------------|---|
| 1 | M.A. Mutialib | : Theory of Local Government |
| 2 | S.R. Maheswari | : Local Government in India. |
| 3 | A. Avasthi | : Municipal Administration in India |
| 4 | Hoshair Singh | : Urban Local Government and
Administration in India |
| 5 | Abhijit Datta | : Municipal and Urban India |
| 6 | T.Appa Rao | : Municipal Administration of
Visakhapatnam. |
| 7 | Mohit Bhattacharya | : Management of Urban Government in
India |
| 8 | M. Bapuni | : Tulanaatmaka Sthanika Prabhutvalu
(Comparative Local Government- in
Telugu, Telugu Academy. |

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - IV
M.A. PUBLIC ADMINISTRATION
PAPER-V (a), PUBLIC OFFICE ADMINISTRATION (OPTIONAL PAPER)

UNIT - I

Introduction

1. Definition, Scope and Importance of Public Office Administration
2. Principles of Office Administration.

UNIT - II

Office Organization:

1. Office Environment
2. Office Accommodation

UNIT-III

Office Management:

1. Records Management
2. Forms Management

UNIT - IV

Techniques of Human Resource Management

1. Work Study's
2. Work Measurement

REFERENCE BOOKS:

- 1 P.K.Ghosh : Office Management, Principles and Practice
- 2 S.P.Jain and T.N.Chabra : Office Management
- 3 V.S.P. Rao and P.S.Narayana : Text Book of Office Management
- 4 P.N.Reddy and H.R. Appannaiah: Office Organization and Management
- 5 Dr.B.R. Ambedkar Open University: Public Office Management

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - IV
M.A. PUBLIC ADMINISTRATION
PAPER – V (b), FINANCIAL ADMINISTRATION (OPTIONAL PAPER)

UNIT - I

Introduction

1. Nature, Scope and Importance Financial Administration
2. Meaning, Principles and Significance of Budget

UNIT-II

Budgetary Process in India

1. Budget Preparation, Enactment and Implementation
2. New Techniques of Budget – Performance Budgeting – Zero – Based Budget.

UNIT - III

Financial Control in India

1. Parliamentary Control over Public Expenditure
2. Administrative Reforms in Financial Management

UNIT-IV

Financial Institutions in India

1. Emerging Role and Functions of the Comptroller and Auditor - General of India
2. Finance Commission and Central- State Relations.

REFERENCE BOOKS:

1. Avasthi and Maheswari : Public Administration
2. S.L.Goel : Financial Administration and Management
3. Burkhead : Government Budgeting
4. B.N.Gupta : Government Budgeting in India
5. G.S. Lall : Financial Administration in India
6. M.J.K. Thavaraj : Financial Administration in India
7. P.K.Wattal : Parliamentary Financial Control in India
8. Ramesh K. Arora and Rajani Goyal : Indian Public Administration
9. S.R.Maheswari : Indian Administration
