

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)	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.

BA PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)
THIRD YEAR- SEMESTER-VI
PAPER: VII-(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 background of Indian Bureaucracy
- Enhancing Bureaucratic capability
- Neeti Aayog

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. Sapru, 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. SatyaSundaram, 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.Shastrri,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 of Democratic 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 CA Act and Organizational Structures for Panchayati 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 CA Act
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.