

Dept. of Political Science and Public Administration

The present course structure is as follows:

Semester-III: Public Administration

Paper-1 Comparative Public Administration

Paper-2 Public Personnel Administration

Paper-3 Indian Administration

Paper-4 Panchayati Raj in India

Paper-5 (a) Police Administration (Optional Paper)

Or

Paper-5 (b) Social Welfare Administration (Optional Paper)

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - III
M.A. PUBLIC ADMINISTRATION
PAPER – I, COMPARATIVE PUBLIC ADMINISTRATION

UNIT-I

COMPARATIVE PUBLIC ADMINISTRATION – HISTORY AND CONCEPT

1. Evolution of Comparative Public Administration – Comparative Administration Group (CAG)
2. Definition, Scope and Importance of Comparative Public Administration

UNIT - II

MODELS IN COMPARATIVE PUBLIC ADMINISTRATION

1. Bureaucratic Model
2. Ecological Model

UNIT - III

COMPARATIVE ADMINISTRATIVE SYSTEMS

1. Administrative Systems of Developed Nations : USA and UK
2. Administrative Systems of Developing Countries

UNIT – IV

COMPARATIVE PUBLIC ADMINISTRATION: RECENT TRENDS

1. International Administration
2. Global Public Administration

Reference Books:

1. Ferrel Heady : Public Administration : A Comparative Perspective
2. R.K. Arora : Comparative Public Administration : An Ecological Perspective
3. Viswanathan : Comparative Public Administration
4. T.N. Chaturvedi and V.P. Verma (eds.) : Comparative Public Administration
5. Ali Farazmand : Handbook of Comparative and Development Administration
6. Jean-Claude Gareia-Zamor and Renu Khator: Public Administration in the Global Village
7. C.V. Raghavulu and M. Bapuji: Tulanatmaka Prabhutva Palana, Telugu Academy (in Telugu)

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - III
M.A. PUBLIC ADMINISTRATION
PAPER – II, PUBLIC PERSONNEL ADMINISTRATION

UNIT - I

1. Introduction to Public Personnel Administration: Meaning, Definition Scope and Significance.
2. Public Service: Concept and Role in Modern State.

UNIT - II

1. Recruitment: Recruitment and Selection Process, Recruitment Policy, Recruitment Methods, Induction and Placement.
2. Classification: Classification of Services: Role Classification and Position Classification.

UNIT – III

1. Man Power Planning/Human Resource Planning: Meaning Importance, Supply and Demand Forecast.
2. Career Planning: Meaning and Process, Job Enrichment and Capacity Building.

UNIT - IV

1. Pay and Service Conditions: Pay Principles, Pay Determination And Pay Commissions.
2. Discipline: Conduct, Discipline and Superannuation.

REFERENCE BOOKS:

1. Glenn O. Sthal : Public Personnel Administration
2. Felix A. Nigro : Public Personnel Administration
3. Pfiffner and Presthus : Public Administration
4. S.R. Maheswari : Indian Administration
5. Avasthi and Maheswari : Public Administration
6. Ramesh K. Arora and Rajni Goyal : Indian Public Administration
7. Report of Administrative Reforms Commission on Personnel Administration

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - III
M.A. PUBLIC ADMINISTRATION
PAPER – III, INDIAN ADMINISTRATION

UNIT - I

- A). The legacy of Indian Administration - Evolution - Kautilya - Moghal Period - British period and Constitutional Framework.
- B). Structure of Indian Administration: Prime Minister's role - Central Secretariat - Cabinet Secretariat - PMO
- c). All India services - UPSC

UNIT - II

State Administration

- a). State Secretariat : Chief Secretary - State Services.
- b). Role of District Collector.
- c). Planning Machinery at the State level - District Planning.

UNIT - III

Issues of Indian Bureaucracy

- a). Political Executive and Bureaucracy
- b). Indian Bureaucracy: A case for representativeness.
- c). The Generalist and the Specialist in Indian Administration.

UNIT - IV

- a). Emerging Trends in Planning: National Institution for Transforming India (NITI Aayog)
- b). Centre - State Administrative Relations.
- c). People's Participation in Grassroots Development - Micro-Planning.

UNIT - V

- a). Citizen- Administration - Redressal of Citizens' Grievances - Lokpal and Lokayukta in Andhra Pradesh.
- b). Corruption in Indian Public Life - Role of Central Vigilance Commission.
- c). Administrative Reforms and innovations in India.

SUGGESTED READINGS:

1. Ramesh k. Arora and Rajni Goyal : Indian Public Administration, Wishwa Prakashan, New Delhi, 1995.
2. Hoshiar Singh and Mohinder singh: Public Administration in India, Sterling, New Delhi, 1995.
3. Hoshiar Singh : Indian Administration
4. R.B.Jain : Contemporary issues in Indian Administration, Vishal, Delhi, 1976.
5. Haridwar Rai and S.P. Singh : Current Ideas and issues in Public Administration,
6. S.R. Maheswari : Indian Administration (5th Edition)
7. J.C. Johari : Indian Political System.
8. Hariharadas : Political System of India.

Students are required to consult relevant articles from journals relating to public administration especially the Indian Journal of Public Administration

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - III
M.A. PUBLIC ADMINISTRATION
PAPER – IV, PANCHAYATI RAJ IN INDIA

UNIT – I

INTRODUCTION

1. Definition, Scope and Importance of Local - Self Government.
2. History of Rural Local – Self Government in India – Ancient, Medieval and British Periods.

UNIT – II

PANCHAYATI RAJ SYSTEM – NATIONAL PERSPECTIVE

1. Genesis and Development of Panchayati Raj – Significance of 73rd Constitutional Amendment Act
2. Board Pattern of Panchayati Raj System – Structure and Function

UNIT – III

PANCHAYATI RAJ SYSTEM IN ANDHRA PRADESH

1. Important Features of the A.P. Panchayati Raj Act of 1994.
2. Functioning of Panchayati Raj Institutions.
- 3.

UNIT – IV

PANCHAYATI RAJ SYSTEM: IMPORTANT AREAS

1. Panchayati Raj Finances – Role of State Finance Commission
2. Panchayati Raj – State Relations

REFERENCE BOOKS:

1. S.R. Maheswari : Local Government in India
2. G. Ram Reddy : Patterns of Panchayati Raj.
3. B.S. Khanna : Panchayati Raj in India
4. M. Bapuji : Tulanaatmaka Sthaanika Prabhutwalu
(Comparative Local Governments) in Telugu, Telugu

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - III
M.A. PUBLIC ADMINISTRATION
PAPER – V (a) (Optional Paper), POLICE ADMINISTRATION

UNIT – I

INTRODUCTION

1. Nature and Importance Police Administration
2. Origin and Growth of Police Administration in India
3. Police Administration in Andhra Pradesh: Salient Features.

UNIT - II

STRUCTURE OF POLICE ADMINISTRATION

1. Police Administration at Central Level
2. Police Administration at State and District Levels
3. Police Administration at Cutting Edge.

UNIT – III

HUMAN RESOURCE ASPECTS OF POLICE ADMINISTRATION

1. Recruitment and Training
2. Morale and Motivation
3. Police - Code of Conduct and Disciplinary Rules.

UNIT – IV

SOME IMPORTANT ISSUES

1. Public – Police Relations
2. Reforms in Police Administration
3. Police and Trade Union Rights

REFERENCE BOOKS:

1. R.K. Bhardwaj : Indian Police Administration
2. Girija Shah : Modern Police Administration
3. S.Sen : Police in Democratic State
4. J. Singh : Inside Indian Police
5. Favrean, Donald and Gillespie, Joseph E., Modern Police Administration

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
SEMESTER - III
M.A. PUBLIC ADMINISTRATION

PAPER – V (b) (Optional Paper), SOCIAL WELFARE ADMINISTRATION

UNIT – 1

INTRODUCTION

1. Concepts of Welfare and Social Welfare
2. Meaning, Scope and Importance of Social Welfare Administration

UNIT – II

SOCIAL WELFARE ADMINISTRATION IN INDIA

1. Social Welfare Policies of Government of India meant for SCs & STs
2. Structure of Social Welfare Administration at the Centre, State and District levels

UNIT – III

WELFARE SCHEMES AND PROGRAMMES CONCERNING

1. Rural and Urban poor like NREGS & JNNURM Scheme
2. Women and Children

UNIT – IV

AGENCIES OF SOCIAL WELFARE

1. National Commission for Schedule Castes and National Commission for Schedule Tribes.
2. Non-Governmental Agencies.

REFERENCE BOOKS:

1. T.S. Simey : Principles of Social Administration
2. Paul D. Chowdury : Social Welfare Administration in India
3. F.W. Reid : Social Welfare Administration
4. Walter A. Foriendlander : Introduction to Social Welfare.
