**BA PUBLIC ADMINISTRATION-CBCS SEMESTER WISE**

**THIRD YEAR- SEMESTER-VI – W.E.F. 2017-18**

**ELECTIVE**

**PAPER: VII-(A) -: Comparative& Development Administration in India**

**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**

**UNIT - III: Development Strategies and Administrative Planning:**

* **India’s Socio-Economic profile at the time of Independence:**
* **Role of Planning commission**

**UNIT-IV: Development Projects and Bureaucracy**

* **Colonial Legacy,Nationa Development Council**
* **Role of Bureaucracy-Social back ground of Bureaucracy**
* **NeetiAayog**

**UNIT -V: Development and Decentralisation and Support Agencies**

* **Concept of Democratic Decentralization**
* **People's Participation**
* **Role of Non Governmental Organizations.**

**UNIT - VI: Development Administration-Related Agencies**

* **Role of Public Sector Banks.**
* **Role of Regional Rural Ban**
* **Specialized Agencies for Development.**
* **Evolution and Expansion of Public Sector..**

**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**](https://www.google.co.in/search?tbo=p&tbm=bks&q=inauthor:%22R.K.+Sapru+(rev.+Edn.)%22)**, Development Administration, Streling Publishers, New Delhi.2002**
2. [**V. A. PaiPanandiker**](https://www.google.co.in/search?tbo=p&tbm=bks&q=inauthor:%22V.+A.+Pai+Panandiker%22)**, Development administration in India, Macmillan, 1974.**
3. **AvasthiAmareswar and MaheswariShri Ram, Public Administration (30th Edition),  
   Laxminarayana Agarwal, Agra, 2010.**
4. [**R. K. Sapru**](https://www.google.co.in/search?tbo=p&tbm=bks&q=inauthor:%22R.+K.+SAPRU%22)**, 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**

**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. Issues in HRM - Downsizing, Outsourcing, Consultancies**

**UNIT - V: Financial Management**

**9. Meaning, Scope and Importance of Financial Management**

**10. Budget-Preparation, Enactment and Execution**

**11. Centre- State Financial Relations, Parliamentary Committees- Public Accounts**

**Committee, Estimates Committee, Committee on Public Undertaking, C&AG**

**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**
* **Planning Commission(NeetiAayog)**

**UNIT-II: Budgeting and Budgeting Systems:**

* **Fiscal Policy -Equity-and Social Justice-Government Budgeting**
* **Principles and Functions-Indian Budgetary System**
* **Performance Budgeting**
* **Zero Based Budgeting**

**UNIT-III: Resource Mobilisation and Funds-Fiscal Federalism**

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

**UNIT-IV: Financial Control and Accounts and Audit**

* **Legislative Control**
* **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-liberalization and privatization**
* **Financial autonomy and Accountability of Public Enterprises-Disinvestment**

**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**](http://www.amazon.in/dp/B00LPGBUS4/ref=rdr_kindle_ext_tmb)**, PHI, New Delhi, 2014.**](http://www.amazon.in/s/ref=rdr_kindle_ext_aut?_encoding=UTF8&index=books&field-author=ANUPAMA%20PURI%20MAHAJAN&search-alias=digital-text)
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. Reformsin Panchayat Raj-Features of 73rdCAAct and Organizational Structures   
 for Panchayathi Raj**

**UNIT-III:Urban Governance**

**6. Urbanization in India and Policy and Strategies**

**7. Evolution of Urban Local Governments in India: Reforms in Urban Local Bodies-**

**Features of 74th CAAct**

**8.Urban Local Government-Structure, Functions, Functionaries,Committee System,**

**Finances, Officials and Political Executives (With Special Reference to Andhra**

**Pradesh)**

**UNIT-IV: Urban Bodies/ Control**

**9. MunicipalCorporations: Structure, Committee System,**

**Finances, Officials and Political Executives (With Special Reference in Andhra   
 Pradesh)**

**10. Urban Development Authorities in Andhra Pradesh and their working.**

**11. 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 identity 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.**

# Siuli Sarkar, Public Administration in India, [PHI](https://books.google.co.in/url?id=smahlYxg-8YC&pg=PP1&q=http://www.phindia.com&clientid=ca-print-prentice_hall_india&linkid=1&usg=AFQjCNHMIWVRSLHd03bWD1Ag0bla_5edjA&source=gbs_pub_info_r), New Delhi, 2010.

1. **S.R.Maheswari: Local Government in India, Orient Longman, New Delhi, 1971.**
2. [**ShriramMaheshwari**](https://www.google.co.in/search?tbo=p&tbm=bks&q=inauthor:%22Shriram+Maheshwari%22)**, Local Government in India, Lakshmi Narayan Agarwal, Agra, 2009.**

# [Pradeep Sachdeva](https://www.google.co.in/search?tbo=p&tbm=bks&q=inauthor:%22Pradeep+Sachdeva%22), Local Government in India, Pearson Education India, 2011.

# Niraja Gopal Jayal, Amit Prakash, and Pradeep K. Sharma (eds) Local Governance in India: Decentralization and Beyond, Oxford University Press, New Delhi, 2007.