

SRIVENKATESWARAUNIVERSITY:TIRUPATI

S.V.U COLLEGE OF ARTS

**DEPARTMENT OF POLITICAL SCIENCE &
PUBLIC ADMINISTRATION**



Course

PUBLIC ADMINISTRATION

Choice Based Credit System (CBCS)

Academic Year 2018-2019

Vision

- To develop students to gain knowledge in the field of political science and public administration and in national and international politics.

Mission

- To achieve academic excellence in teaching and research. To encourage students to contribute to the discipline in politics.

Program Outcomes

1. Understanding of government institutions, electoral processes, and policies in a variety of countries around the world and the ability to compare the effectiveness or impact of various Political, Administrative arrangements across countries.
2. Knowledge of some of the philosophical underpinnings of modern politics and government and the legal principles by which Political, Administrative disputes are often settled.
3. Understand the changes in patterns of Political and Administrative behaviour, ideas and structures.
4. Assess how global, national and regional developments, public services and governance affect polity and society.
5. Develop the ability to make logical inferences about social and political, Administrative issues on the basis of comparative and historical knowledge.
6. Knowledge of key theories and concepts, historical developments, organizations, and modern issues in international relations.

PSOs:

- Focus on understanding the fundamentals principles and theories of politics.
- To make the students learn foundations of political community, political participation and public policy process.

SEMESTER-I

S. No	Code	Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	PSPA 101	Constitution Making - Indian Experience	6	4	Core-Theory	20	80	100
2	PSPA 102	Western Political Thought	6	4		20	80	100
3	PSPA 103	Modern Political Analysis	6	4		20	80	100
4	PSPA 104	Principles of Public Administration	6	4		20	80	100
5	PSPA 105	A Political Sociology	6	4	CF	20	80	100
		B Indian Political Thought						
		C Public Relations & Mass Communication						
6	PSPA 106	A Dynamics of Public Administration	6	4	EF	20	80	100
		B Globalization and Indian Political Economy						
Total			36	24		120	480	600
7	PSPA 107	Human Values and Professional Ethics - I	0	0	Audit Course	100	0	0

- All Core Papers are Mandatory
- Compulsory Foundation- Choose ONE Paper
- Elective Foundation – Choose ONE paper
- Audit Course – 100 Marks (Internal) – Zero Credits under Self Study
- Interested Students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.

SEMESTER-II

S. No	Code	Title of the Course		Credit Hrs/Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	PSPA 201	Administrative Theories		6	4	Core-Theory	20	80	100
2	PSPA 202	Research Methodology		6	4		20	80	100
3	PSPA 203	Indian Government and Politics		6	4		20	80	100
4	PSPA 204	Public Policy		6	4		20	80	100
5	PSPA 205	A	Indian National Movement	6	4	CF	20	80	100
		B	Public Enterprises in India						
		C	Administrative Techniques						
6	PSPA 206	A	Comparative Politics	6	4	EF	20	80	100
		B	International Administration						
Total				36	24		120	480	600
7	PSPA 207	Human Values and Professional Ethics - II		0	0	Audit Course	100	0	0

- **All Core Papers are Mandatory**
- **Compulsory Foundation- Choose ONE Paper**
- **Elective Foundation – Choose ONE paper**
- **Audit Course – 100 Marks (Internal) – Zero Credits under Self Study**
- **Interested Students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.**

SEMESTER-III

S. No	Code	Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	PA 301	Public Personnel Administration	6	4	Core-Theory	20	80	100
2	PA 302	State Administration in Andhra Pradesh	6	4		20	80	100
3	PA 303	A Good Governance and Information Technology	6	4	Generic Elective	20	80	100
		B Issues in Indian Administration						
		C Local Governments in AP						
		D Political Dynamics						
4	PA 304	Personality Development and Employability	6	4	Skill Oriented	20	80	100
6	PA 305	A Industrial Relations and Personnel Management	6	4	Open Elective	20	80	100
		B Indian Polity and Governance						
Total			36	24		120	480	600

- All Core Papers are Mandatory
- Generic Elective - Choose TWO Papers
- Skill Oriented Course is Mandatory.
- Open Electives are for the students of other Departments, Minimum One Paper should be opted, Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self-study.
- Interested Students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.

SEMESTER-IV

S. No	Code	Title of the Course		Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	PA 401	Human Resource Management		6	4	Core-Theory	20	80	100
2	PA 402	Financial Administration		6	4		20	80	100
3	PA 403	A	Social Welfare Administration	6	4	Generic Elective	20	80	100
		B	Development Administration						
		C	Disaster Management	6	4		20	80	100
		D	Office Management						
4	PA 404	Project Work		6	4	*PW	20	80	100
6	PA 405	A	India: Democracy and Development	6	4	Open Elective	20	80	100
		B	Banking Management						
Total				36	24		120	480	600

- **All Core Papers are Mandatory**
- **Generic Elective - Choose TWO Papers**
- ***Multidisciplinary Course/ Project work is Mandatory.**
- **Open Electives are for the students of other Departments, Minimum One Paper should be opted, Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self-study.**
- **Interested Students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.**

SEMESTER - I

PSPA 101: CONSTITUTION MAKING – INDIAN EXPERIENCE

Core Paper

Unit - I

- a) National Movement – Historical Background
- b) Working of the Constituent Assembly – Role of Dr. B.R.Ambedkar, Sardar Vallabai Patel.

Unit – II

- a) Salient features of Indian Constitution.
- b) Parliamentary Form of Government Vs Presidential Form of Government.

Unit – III

- a) Preamble, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties.
- b) Constitution as an Instrument of Socio-Economic Change.

Unit - IV

- a) Union Government - Legislature – Lok Sabha, Rajya Sabha, Executive - President, Vice-President, Prime Minister, Council of Ministers, Speaker.
- b) Judiciary -Supreme Court, Judicial Review and Judicial Activism, Public Interest Litigation.

Unit - V

- a) Constitutional Amendments - Types and Procedures. Constitutional Bodies - Comptroller and Auditor General of India – Attorney General.
- b) Election Commission - Union Public Service Commission-Finance Commission and National Human Rights Commission.

Suggested Readings

1. Government of India, The Constitution of India Bare Act with Amendments, Education Publishing, New Delhi, 2021.
2. Basu D D, Shorter Constitution of India, Lexis Nexis Publishers, New Delhi, 2021.

3. Bakshi P M, Constitution of India, Lexis Nexis Publishers, New Delhi,2021.
4. Mahendra Pal Singh, V. N. Shukla's Constitution of India, Eastern Book Company Publishers, New Delhi, 2021.
5. Dr. P.K. Agrawal & Dr. K.N. Chaturvedi, Commentary on the Constitution of India, Prabhat Prakashan Publishers, New Delhi, 2020
6. Sharma L P, Indian National Movement and Constitutional Development, Lakshmi Narain Agarwal Publishers, New Delhi, 2020.
7. Basu D D, An Introduction to Indian Constitution, Lexis Nexis Publishers, New Delhi,2021.
8. Sharma L P, Indian National Movement, Lakshmi Narain Agarwal, Delhi, 2020.
9. Fadia B.L, Kuldeep Fadia, Indian Government and Politics, Sahitya Bhawan Publishers, New Delhi, 2020.
10. Dr. B.R. Ambedkar, The Constitution of India, Educreation Publishing, New Delhi, 2020.

PSPA 102: WESTERN POLITICAL THOUGHT

Core Paper

Unit-I: Renaissance Political Theory

- a) Machiavelli and The Prince.
- b) Modernism in Machiavelli's Political Thought.

Unit-II: Social Contract Theory

- a) Thomas Hobbe's views on Nature of State – Theory of Social Contract.
- b) John Locke's Views on Human Nature and State of Nature - Theory of Social Contract and Rousseau's views on Social Contract and General Will.

Unit-III: Utilitarianism

- a) Jermy Bentham and his Contribution to Political Ideas.
- b) J.S.Mill views on Liberty, Representative Government.

Unit-IV: Idealism

- a) Hegel's Theory of State
- b) T.H. Green's Theory of State.

Unit-V: Scientific Socialism

- a) Utopian Socialism
- b) Karl Marx Theory of Socialism.

Suggested Readings

1. Selected Heed Editorial Board , Western And Indian Political Thinkers, Heed Publication Pvt Ltd, New Delhi,2021
2. S.K. Sharma Urmila Sharma,Western Political Thought: From Plato to Burke (Volume1), Atlantic Publishers and Distributors (P) Ltd, New Delhi, 2021.
3. Gauba, Western Political Thought 4th Edition, Mayoer Publishers, New Delhi, 2021.
4. Subrata Mukherjee & Sushila Ramaswamy,A History of Political Thought - Plato to Marx,Jain Hook Agency Publishers, New Delhi, 2021

5. S. K. Sharma Urmila Sharma, Western Political Thought: From Plato to Burke, Atlantic; Latest edition , New Delhi, 2021.
6. Sharma Urmila, Western Political Thought from Plato to Burke , Atlantic Publishers & Distributors Pvt Ltd, New Delhi, 2021.
7. Archana Chaturvedi, Western Political Thought, Nation Press, New Delhi, 2021.
8. R.C.Gupta, Western Political Thought, Lakshmi Narain Agarwal , New Delhi, 2021.
9. Amal Kumar Mukhopadhyay, Western Political Thought From Ancient Greeks to Modern Political Scientists, Sage Publication, Delhi, 2020.
10. Gauba O.P., Western Political Thought, National Paperbacks Publishers, New Delhi, 2019.

PSPA 103: MODERN POLITICAL ANALYSIS

Core Paper

Unit-I: Political Analysis

- a) Meaning, Nature, Scope, Significance and Approaches to the study of Modern Political Analysis.
- b) Fact - Value Dichotomy.

Unit-II: Political Systems

- a) Behaviouralism / Features/Limitations
- b) Post - Behaviouralism

Unit-III: Decision-Making Theories

- a) Input-Output Theory
- b) Game Theory, Communication Theory

Unit-IV: Major Concepts

- a) Power, Authority and Legitimacy
- b) Political Development

Unit-V: Ideology

- a) Mahatma Gandhi – His Philosophy
- b) Dr. B. R. Ambedkar – His Philosophy

Suggested Readings

1. Jayapalan N, Modern Political Analysis, Atlantic Publishers and Distributors (P) Ltd, New Delhi, 2021.
2. John Staddon, The New Behaviorism Foundations of Behavioral Science, Routledge Publishers, United Kingdom, 2021.
3. Robert A. Dahl and Bruce Stinebrickner, Modern Political Analysis, 6th edition, Pearson Publishers, New Delhi, 2020.
4. R.P. Sahani, Ambedkar Political Philosophy, Global Vision Publishing House, New Delhi, 2019.

5. P. B. Rathod, Modern Political Analysis, A B D Publishers, New Delhi, 2012.
6. Easton, David, The Political System, Scientific Book Agency, Calcutta, 2000.
7. Venkata Subbaiah C & Muralidhar B.V., Modern Political Theory, S.V. University, Distance Mode Publication, Tirupati, 1990.
8. S.P. Varma , Modern Political Theory, S Chand Publications, New Delhi,2018.
9. N.Jayapalan, Comprehensive Modern Political Analysis, Atlantic Publishers & Distributors Pvt Ltd, New Delhi, 2020.
10. Colin Hay, Political Analysis: A Critical Introduction, Palgrave Macmillan Publishers, London, United Kingdom, 2002.

PSPA 104: PRINCIPLES OF PUBLIC ADMINISTRATION

Core Paper

Unit-I

- a) Meaning, Nature, Scope and Importance of Public Administration.
- b) Evolution of Public Administration.

Unit-II

- a) Woodrow Wilson - Politics and Administrative Dichotomy.
- b) Classical Approach-Henry Fayol, Luther Gullick and Urwick

Unit-III

- a) Organization – Types of Formal and Informal Organization.
- b) Principles of Organization- Hierarchy, Unity of Command, Span of Control, Delegation, Centralization, and Decentralization, Division of Work, Co-ordination and Motivation,

Unit-IV

- a) Leadership –Qualities, Styles.
- b) Communication –Types and Principles.

Unit-V

- a) New Public Administration, Minnowbrooke Conferences
- b) Public Administration and Globalization.

Suggested Readings

- 1) Spectrum Authors, Public Administration Theories and Principles, Spectrum Books Pvt. Ltd, New Delhi, 2021
- 2) Fadia B.L, Public Administration in India,v Publishers, New Delhi, 2021.
- 3) Naidu S P ,Public Administration: Concepts and Theories,Second edition,New Age International Private Limited, New Delhi, 2021.
- 4) Myneni S R, Principles of Public Administration, Alahabad Law Agency, New Delhi, 2016.

- 5) Avasthi and Maheswari, Public Administration, Lakshminarayan Agarwal, Agra, New Delhi, 2020.
- 6) Laxmikanth M, Public Administration, McGraw Hill Education (India) Private Limited, Noida,2020.
- 7) Donald Menzel and Harvey White (eds), The State of Public Administration: Issues, Challenges and Opportunities, New York, ME. Sharpe, 2011.
- 8) Battacharya, Mohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi, 2013.
- 9) Ravindra Prasad, D.Prasad V.S Prasad, Satyanarayana P. and Y.Parthasaradhi (eds.), Administrative Thinkers, Sterling, New Delhi, 2013.
- 10) Jan-Erik Lane, New Public Management: An Introduction, Routledge Publishers, London, 2000.

PSPA 105(A): POLITICAL SOCIOLOGY

Compulsory Foundation Paper

Unit-I:

- a) Political Sociology – its Nature, Scope and Significance.
- b) Political Sociology and other Social Sciences.

Unit-II:

- a) Approaches to the Study of Political Sociology.
- b) Max Weber's Contribution to Political Sociology.

Unit-III:

- a) Political Development.
- b) Political Modernization.

Unit-IV:

- a) Political Leadership.
- b) Political Communication.

Unit-V:

- a) Political Culture.
- b) Political Socialization – Agents.

Suggested Readings

1. Neeraj, Political Sociology, Neeraj Publications, New Delhi, 2021.
2. Chakraborty Satyabrata, Political Sociology, Trinity Publishers, New Delhi, 2021.
3. Pukhraj Jain, Dr. B.L. Fadia, Political Sociology, Sahitya Bhawan Publishers, New Delhi, 2017.
4. Mishra, S.K., Political Sociology, Sri Durga Pustak Bhandar Publishers, Sambalpur, 1989
5. Gajanafar Alam, Political Sociology, K.K. Publications, New Delhi, 2014.
6. Palekar, S.A., Political Sociology, Mangalam Publications, Delhi, 2010.
7. Pradip Basu, Political Sociology, Setu Prakashani Publishers, New Delhi, 2015

8. Janowitz, M., Political Sociology in Encyclopedia of Social Sciences, Free Press, McMillan, 1961.
9. Venkata Subbaiah. C & Muralidhar B.V, Modern Political Theory, S.V. University, Distance Mode Publication, Tirupati, 1990.
10. Sushil Kumar Saxena and Satish Mittal, Political Sociology, Arjun Publishing House, Delhi, 2012.

PSPA 105(B): INDIAN POLITICAL THOUGHT

Compulsory Foundation Paper

Unit-I:

- a) Ancient Indian Thought - Sources; The Concept of Dharma and Danda.
- b) Nature of State in ancient India.

Unit-II:

- a) Veda Vyasa (Shantiparva) - Rajadharma, Manu -Social Laws.
- b) Kautilya – Theory of State.

Unit-III:

- a) Agganna Sutta (DighaNikaya) – Theory of Kingship
- b) Ziauddin Barani – Ideal Polity, Abul Fazal- Monarchy

Unit-IV:

- a) Raja Ram Mohan Roy – Rights, Pandita Ramabai – Gender.
- b) Swami Vivekananda – Ideal Society.

Unit-V:

- a) Mahatma Gandhi – Swaraj, Dr. B. R. Ambedkar – Social Justice.
- b) Vinayak Damodar Savarkar – Hindutva, Jawaharlal Nehru – Secularism, Ram Manohar Lohia – Socialism.

Suggested Readings

1. Gauba O. P, Indian Political Thought, National Paperbacks Publishers, New Delhi, 2021.
2. Urmila Sharma, Indian Political Thought, Atlantic Publishers, New Delhi, 2020
3. Himanshu Roy and M P. Singh, Indian Political Thought: Themes and Thinkers, Third Edition, Pearson Education Publishers, New Delhi, 2020.
4. Bhikhu Parekh, Gandhi's Political Philosophy, London: Macmillan Press, 1989.

5. Bhikhu Parekh, *Colonialism, Tradition and Reform: An Analysis of Gandhi's Political Discourse*, Sage Publications, New Delhi, 1989.
6. Bhikhu Parekh and Thomas Pantham (eds.), *Political Discourse: Explorations in Indian and Western Political Thought*, Sage Publication, New Delhi, 1987.
7. Bidyut Chakrabarty and Rajendra Kumar Pandey, *Modern Indian Political Thought: Text and Context*, Sage Publication, New Delhi, 2009.
8. Partha Chatterjee, *Nation and its Fragments*, Oxford University Press, New Delhi, 1994.
9. Partha Chatterjee, *Nationalist Thought and the Colonial World: A Derivative Discourse?* Zed Books, London, 1986.
10. V. R. Mehta and Thomas Pantham (ed.), *Political Ideas in Modern India: Thematic Explorations*, Sage Publications, Delhi, 2006.

PSPA 105(C): PUBLIC RELATIONS& MASS COMMUNICATIONS

Compulsory Foundation Paper

UNIT – I

- a) Public Relations: Evolution, Essentials and Principles.
- b) Ministry of Information and Broadcasting - Organizations, Functions.

UNIT – II

- a) Mass Communication: Characteristics, Scope, Mass Communication and Mass Culture.
- b) Functions of Mass Communication: Persuade, Inform, Educate and Entertain: Impact & Influence of Mass Media.

UNIT – III

- a) Theories of Mass Communication- Cognitive Theory, Authoritarian Theory, Libertarian Theory.
- b) Corporate Public Relations: Process elements and Management of Corporate Public Relations.

UNIT - IV

- a) Employee and Stake holder Relations.
- b) Education and Community Relations.

UNIT - V

- a) Professional Code: Meaning, Principles and Code of Ethics (International, IPRA)
- b) Public Relations and Social Responsibility, Right to information, Intellectual Property Rights.

Suggested Readings

1. Karen Freberg, Discovering Public Relations An Introduction to Creative and Strategic Practices, Sage Publications, New Delhi, 2020
2. D.S. Mehta, Handbook of Public Relations in India, Allied Publishers Ltd, New Delhi, 1998.
3. Diwaker Sharma, Public Relations: An Emerging Specialized Profession, Deep& Deep Publication Pvt. Ltd. New Delhi, 2004.

4. Frazier Moore, Frank B. Kalup, Public Relations: Principles, Cases, and Problems, Richard Irwin Publishers, New York, 2002.
5. U.K. Singh & B. Narayan, Public Relations Management, Anmol Publications Pvt. Ltd., New Delhi, 1999.
6. Sumit Narula, Mass Communication: Theory and Practice, Regal Publications, New Delhi, 2011.
7. Reddi C.V.N, Effective Public Relations and Media Strategy, Prentice Hall India Learning Private Limited, New Delhi, 2013.
8. Iqbal Sachdeva, Public Relations: Principles and Practices, Oxford University Press, New Delhi, 2009.
9. Jaishri Jethwaney and Sarkar N. N, Public Relations Management, Sterling Publishers, New Delhi, 2015.
10. Seema Hasan, Mass Communication, CBS Publishers and Distributors, New Delhi, 2021.

PSPA 106(A): DYNAMICS OF PUBLIC ADMINISTRATION

Elective Foundation Paper

Unit-I

- a) Comparative Public Administration - Concepts and Approaches
- b) Development Administration – Meaning, Concept and Models.

Unit-II

- a) New Public Management
- b) Public Choice Approach

Unit-III

- a) New Public Service
- b) Public Governance

Unit-IV

- a) Millennium and Sustainable Development Goals
- b) Citizen Empowerment and Development

Unit-V

- a) Digital Governance – Evolution and Models
- b) Digital India.

Suggested Readings

- 1) Michael E. Milakovich, Digital Governance Applying Advanced Technologies to Improve Public Service, Routledge Publishers, United Kingdom, 2021.
- 2) Abul Kashem Mozumder, Dynamics of Public Administration and Management, A H Development Publishing House, New Delhi, 2018
- 3) Rajeev Sijariya, Rahul Sharma, Digital India A Socio Economic Transformation, Bharti Publications, New Delhi, 2017.
- 4) Myneni S R, Principles of Public Administration, Allahabad Law Agency, New Delhi, 2016.
- 5) Avastashi and Maheswari, Public Administration, Lakshminarayan Agarwal Agra, 2012.

- 6) Battacharya, Mohit, *New Horizons of Public Administration*, Jawahar Publishers, New Delhi, 2013.
- 7) Ravindra Prasad, D. Prasad V.S Prasad, Satyanarayana P. and Y. Parthasaradhi (eds.), *Administrative Thinkers*, Sterling, New Delhi, 2013.
- 8) Jan-Erik Lane, *New Public Management: An Introduction*, Routledge Publishers, United Kingdom, 2000.
- 9) Baker, R.J.S., *Administrative Theory and Public Administration*, Hutchinson University Library, London, 1972.
- 10) Denhardt, Robert B. and Joseph W. Grubbs, *Public Administration: An action Orientation*, Fourth Edition, Thomson (Wadsworth), Canada, 2003.

PSPA 106(B): GLOBALIZATION AND INDIAN POLITICAL ECONOMY

Elective Foundation Paper

Unit - 1

- a) Concept of Globalization, Political Economy - Nature, Scope and Significance
- b) Evolution of States in India-Planning, Redistribution.

Unit-II

- a) Impact of Colonial Rule on Indian Economy
- b) Land Reforms and Green Revolution- Their Impact

Unit –III

- a) Indian Economy— Salient Features
- b) Political Parties and their Approach to Economic Development: Congress, BJP and Left Parties.

Unit - IV

- a) Economic Reforms in India – Rajiv Gandhi and Post 1991
- b) Regions in Politics- Uneven development, Regional Inequality

Unit - V

- a) World Bank and International Monetary Fund
- b) World Trade Organization

Suggested Readings

1. A Panel of Authors, Indian Economy : Performance and Policies 21st Edition 2020-2021, Academic Foundation Publishers, New Delhi, 2020.
2. Yadav R, Globalisation & the Indian Economy, New Century Publications, New Delhi, 2009.
3. Ramesh Chandra, Globalisation, Liberalisation, Privatisation and Indian (Industry), Vol.3, Disha Books Orient Longman Publishers, New Delhi, 2020
4. Douglas Hurt, The Green Revolution in the Global South: Science, Politics, and Unintended Consequences (NEXUS), The University of Alabama Press, USA, 2020.

5. Brass, Paul R, The Politics of India since Independence, Cambridge University Press, Cambridge, 1992.
6. Terence, J. (Ed), The State and Development Planning in India, Oxford University Press, Delhi, 1994.
7. Chatterjee, Partha, A Possible India: Essays in Political Criticism, Oxford University Press, Delhi, 1997.
8. Rahul Mukherji, Political Economy of Reforms in India, Oxford Press, New York, USA, 2014.
9. Datt & Sundharam, Indian Economy, S Chand Publishers, New Delhi, 2016.
10. Dinesh Aggarwal and A.K. Mohapatra, Globalization & The Indian Economy, Prateeksha Publications, New Delhi, 2011.

PSPA 107: HUMAN VALUES AND PROFESSIONAL ETHICS-I

Audit Course

- Unit-I:** Definition and Nature of Ethics- Its Relation to Religion, Politics, Business, Law, Medicine and Environment. Need and Importance of Professional Ethics - Goals - Ethical Values in Various Professions.
- Unit-II:** Nature of Values-Good and Bad, Ends and Means, Actual and Potential Values, Objective and Subjective Values, Analysis of Basic Moral Concepts- Right, ought, duty, obligation, justice. Responsibility and Freedom, Good Behavior and Respect for Elders. Character and Conduct.
- Unit-III:** Individual and Society: Ahimsa (Non-violence), Satya (Truth), Brahmacharya (Celibacy), Asteya (Non-possession) and Aparigraha (Non- stealing). Purusharthas (Cardinal virtues) Dharma (Righteousness), Artha (Wealth), Kama (fulfillment bodily desires), Moksha (Liberation).
- Unit-IV:** Bhagavad Gita- (a) Niskama Karma. (b) Buddhism- The Four Noble Truths - Arya Astanga Marga. (c) Jainism-Mahavratas and Anuvratas. Values Embedded in Various Religions, Religious tolerance, Gandhian ethics.
- Unit-V:** Crime and Theories of punishment- (a) Reformative, Retributive and Deterrent. (b) Views on Manu and Yajnavalkya.

Suggested Readings

1. Saroj Kumar and Sheenu Nayyer, Universal Human Values and Professional Ethics, Thakur Publication Pvt Ltd , Lucknow, Uttar Pradesh ,2020
2. Naagarazan R S, A Textbook on Professional Ethics and Human Values , New Age International Publishers,2017.
3. Singh and Dhanpat Rai, Human Values & Professional Ethics, Dhanpat Rai Publishers, New Delhi, 2016.
4. Yogendra , Human Values & Professional Ethics , AITBS Publishers, New Delhi,2010
5. John S Mackenjie: A Manual of Ethics,Cosmo Publishers, USA,2020.

6. Purushottama Bilimoria , Indian Ethics: Classical Traditions and Contemporary Challenges: Volume I, Routledge Publishers, Delhi, 2007
7. S.A. Sherlekar, Ethics in Management, Himalaya Publishing House, New Delhi, 2005.
8. Hindu Ethics: A Philosophical Study,University of Hawaii Press, Publishers, Honolulu, USA, 1998.
9. John Deigh,An Introduction to Ethics , Cambridge Publishers, 2015.
10. John Murdoch, The Laws of Manu: or Manava Dharma-Sastra, Forgotten Books Publishers, London, United Kingdom, 2018.

SEMESTER-II
PSPA 201: ADMINISTRATIVE THEORIES
Core Paper

Unit-I

- a) Meaning, Nature and Importance of Theory.
- b) Evolution and Emerging Trends in Administrative Theory.

Unit-II

- a) Henry Fayol –Principles of Management and F.W. Taylor - Scientific Management.
- b) Luther Gulick and Lyndall Urwick – Science of Administration.

Unit-III

- a) Max Weber – Concept of Bureaucracy.
- b) Herbert Simon – Decision-Making Theory.

Unit-IV

- a) Abraham Maslow – Motivation Theory
- b) Douglas McGregor – Theory X and Theory Y

Unit-V

- a) Elton Mayo – Human Relations Theory.
- b) F.W Riggs Ecology of Public Administration.

Suggested Readings

- 1) Sanjay Kumar, Aniket Shonak, Administrative Theory, Straight Forward Publishers Pvt. Ltd, Delhi, 2021.
- 2) Vijay Aggarwal, Administrative Thinkers ,Teenage Publishers, New Delhi, 2021
- 3) Ravindra Prasad, D. and P. Satyanarayana and Others (ed.), Administrative Thinkers, Sterling, New Delhi, 2013.
- 4) Rakesh Hooja, Administrative Theories : Approaches, Concepts and Thinkers in Public Administration, Rawat Publications, Jaipur , 2007

- 5) Team Spectrum Books, Public Administration Theories and Principles, Spectrum Publishers, Delhi, 2021.
- 6) Sapru R K, Administrative Theories And Management Thought, PHI Learning Publishers, Delhi,2021
- 7) Naidu S P, Public Administration: Concepts and Theories, New Age International Private Limited Publishers, Delhi, 2021.
- 8) Sanjay Kumar, Aniket Shonak, Administrative Theory, Straight Forward Publishers Pvt. Ltd, Delhi, 2021.
- 9) Kumar Anil, Administrative Theory & Thought, Ancient Publishing House, Delhi,2021.
- 10) Gollybaba, Administrative Theory, Gullybaba Publishing House Pvt. Ltd, New Delhi, 2020.

PSPA 202: RESEARCH METHODOLOGY

Core Paper

Unit-I

- a) Social Science Research - Meaning, Nature, Scope and Importance.
- b) Methods of Research and Techniques

Unit-II

- a) Hypothesis – Meaning – Types – Sources
- b) Formulation of Research Design.

Unit-III

- a) Sampling- Types of Sampling in Social Science Research.
- b) Case Study Method – Characteristics – Limitations.

Unit-IV

- a) Data collection – Tools and Techniques.
- b) Data Processing and Analysis.

Unit- V

- a) Report Writing.
- b) Use of Computers in Social Science Research.

Suggested Readings

1. David E. McNabb, Research Methods For Political Science Quantitative Qualitative And Mixed Method Approaches, Taylor & Francis Ltd, Abingdon, United Kingdom, 2021.
2. Ashutosh Kumar, Research Methodology and Techniques in Political Science, ABD Publishers, New Delhi, 2021.
3. Sandra van Thiel, Research Methods in Public Administration and Public Management: An Introduction, Routledge Publishers, New Delhi, 2021
4. Rajat Acharyya, Nandan Bhattacharya, Research Methodology for Social Sciences, Routledge Publishers, New Delhi, 2020.
5. Kevin S, Research Methodology for Social Sciences, ANE Books Publishers, New Delhi, 2019.

6. Kothari C R , Gaurav Garg, Research Methodology : Methods And Techniques, New Age International Publishers Fourth edition, New Delhi, 2019.
7. Arunangshu Giri, Debasish Biswas, Research Methodology for Social Sciences ,Sage Publishers, Delhi, 2019.
8. Mukesh H. Khatik, Research Methodology in Political Science ,JTS Publications , Delhi, 2018.
9. Arunangshu Giri, Debasish Biswas, Research Methodology for Social Sciences, SAGE Publications India Pvt Ltd, New Delhi, 2018
10. John W. Creswell and Cheryl N. Poth, Qualitative Inquiry and Research Design, Sage Publishers, USA, 2017.

PSPA 203: INDIAN GOVERNMENT AND POLITICS

Core Paper

Unit- I

- a) Indian National Movement
- b) Constitutional Development - Framing of The Indian Constitution

Unit- II

- a) Indian President - Election, Powers and Role
- b) Prime Minister – Appointment, Functions and Role.

Unit- III

- a) Indian Parliament – LokSabha and RajyaSabha - Organization, Powers and Role.
- b) LokSabha Speaker, RajyaSabha – Chairman, Deputy Chairman

Unit- IV

- a) Role of Civil Services in Democracy
- b) Five Year Plans, NITI AAYOG

Unit- V

- a) Indian Judiciary - Structure, Judicial Activism
- b) Coalition Politics in India.

Suggested Readings

- 1) Ghosh, Peu, Indian Government and Politics, PHI Learning Pvt. Ltd., New Delhi, 2021.
- 2) Bidyut Chakrabarty and Rajendra Kumar Pandey, Indian Government and Politics, Sage Publications, 2021.
- 3) Preetam V. Jain, Constitutional Government & Democracy in India, Mahaveer Publications, Delhi, 2021
- 4) Avasthi A P, Indian Government and Politics, Lakshmi Narayan Agarwal Publications, Delhi, 2020.
- 5) Sangeeta Yellappa, Coalition Governments in India, Manglam Publications, Delhi, 2020.
- 6) Sharma L P, Indian National Movement, Lakshmi Narain Agarwal, Delhi, 2020.

- 7) Fadia B.L, Kuldeep Fadia, Indian Government and Politics, Sahitya Bhawan Publishers, New Delhi, 2020.
- 8) Sharma L P, Indian National Movement and Constitutional Development, Lakshmi Narain Agarwal Publishers, New Delhi, 2020.
- 9) Bhambhri C P, Understanding Indian Politics, Shipra Publications, New Delhi, 2018
- 10) Singhvi L M, Evolution of Indian Judiciary, Prabhat Prakashan, New Delhi, 2016.

PSPA 204: PUBLIC POLICY

Core Paper

Unit-I

- a) Meaning, Nature, Scope and Importance of Public Policy.
- b) The Policy -Making Process.

Unit-II

- a) System's Theory.
- b) Elite Theory.

Unit-III

- a) Policy Formulation and Implementation.
- b) Role of Political Parties in Policy Formulation.

Unit-IV

- a) Role of Bureaucracy in Public Policy Making.
- b) Non-Governmental Organizations in Policy Making.

Unit-V

- a) Good-governance and Public Policy Making.
- b) Role of Information Technology in Public Policy Process.

Suggested Readings

1. Ram Chandrashekharan, Public Policy and Administration in India, Academic Aspirations Publishers, New Delhi, 2021.
2. Furqan Ahmad, Public Policy in India, Adroit Publishers, New Delhi, 2021.
3. Kuldee Mathur, Public Policy and Politics in India- How Institutions Matter, Oxford University Press, New Delhi, 2020.
4. Sapru R K and Y. Sapru, Public Policy: Formulation, Implementation and Evaluation, Sterling Publications Private Limited, 2020.
5. Radhakrishan Sapru, Public Policy: A Contemporary Perspective, Sage Publications India Private Limited, New Delhi, 2017.

6. Thomas R. Dye, *Understanding Public Policy: Books a La Carte*, 15th edition, Pearson College Publishers, London, United Kingdom, 2017.
7. Wilson, Carter, *Public Policy: Continuity and Change*. Illinois: Waveland Press, 2006.
8. Anderson, J, *Public Policy-Making: An introduction* (revised 6th edition), Houghton Mifflin, Boston, 2005.
9. Araral Jr. Fritzen Michael Howlett, M Ramesh and Xun Wu, *Routledge Handbook of Public Policy*, Routledge, New York, 2013.
10. Fischer, F., *Reframing Public Policy: Discursive Politics and Deliberative Practices*, Oxford University Press, USA, 2003.

PSPA 205(A): INDIAN NATIONAL MOVEMENT

Compulsory Foundation Paper

Unit-I

- a) Background of Indian National Movement – 1857 uprising.
- b) Swadeshi Movement

Unit-II

- a) Morley-Minto Act, 1909, Home Rule Movement 1916.
- b) Emergence of Mahatma Gandhi – Champaran Satyagraha, Kheda Satyagraha, Satyagraha against Rowlatt Act.

Unit-III

- a) Montagu Chelmsford Act, 1919.
- b) Khilafat and Non Cooperation Movement, Swaraj Party.

Unit-IV

- a) Revolutionary Terrorism in 1920s, Simon Commission and Nehru Report.
- b) Civil Disobedience Movement, Government of India Act, 1935.

Unit-V

- a) August Offer, Crips Mission, Wavell Plan, Mountbatten Plan.
- b) Quit India Movement.

Suggested Readings

1. Gazal Bharadwaj, The Making of Modern India, OakBridge Publishing, New Delhi, 2021.
2. Vikas Divyakirti, History of India and Indian National Movement, VDK Publications PVT Ltd, New Delhi, 2021.
3. Sharma L P, Avasthi & Avasthi, Indian National Movement and Constitution of India, Lakshmi Narain Agarwal, Educational Publishers, New Delhi, 2020.
4. Amarkant Singh, Indian Freedom Struggle, R.K. Publsiher & Distributors, New Delhi, 2019.

5. Bipan Chandra (ed.), Freedom Struggle, India Penguin Publishers, Delhi, 2017.
6. Tara Chand, History of The Freedom Movement In India Volume Two, Publication Division, New Delhi, 2016.
7. Sekhar Bandyopadhyay, From Plassey to Partition: A History of Modern India Oriental Longman, Hyderabad, 2004.
8. Irfan Habib: The National Movement, The First Phase, till 1918, Tulika Books, New Delhi, 2017.
9. Gullybaba, Indian National Movement, Gullybaba Publishing House Pvt. Ltd, New Delhi 2021.
10. Aggarwal R.C, Constitutional Development and National Movement of India, S Chand & Company, 2005.

PSPA 205(B): PUBLIC ENTERPRISES IN INDIA

Compulsory Foundation Paper

Unit - I

- a) Nature, Scope, and Importance of Public Enterprises in India
- b) Origin and Growth of PEIs.

Unit-II

- a) Forms of Organization – Departmental, Company and Corporation - Advantages and Disadvantages.
- b) Governing Boards and Mixed Boards: Composition, Powers and Functions

Unit –III

- a) Recruitment and Selection Procedure, Training, Employer – Employee Relations and Labour Welfare Programmes.
- b) Financial Management: Pricing Policy in Public Enterprises, ARC Recommendations, Administrative Problems- ARC and Study Teams recommendations on Material Management.

Unit - IV

- a) Parliamentary Committee on Public Enterprises – History, Constitution, Powers and Functions, Committee on Public Enterprises and Bureau of Public Enterprises.
- b) Audit Boards and their Constitution and Functions. ARC Recommendations in relation to the Audit.

Unit -V

- a) Accountability of Public Enterprises to Parliament, Autonomy and Accountability.
- b) Comptroller and Auditor General of India –Role and Powers.

Suggested Readings

1. Madhusudana H. S, Disinvestment and Privatization of Public Sector Enterprises PSEs in India, New Century Publications, New Delhi.2021.
2. A. H. Hanson, Public Enterprise and Economic Development (Routledge Library Editions: Public Enterprise and Privatization), Routledge Publishers, New Delhi, 2021.
3. Govind Bhattacharjee, Public Sector Enterprises in India: Evolution, Privatisation and Reforms, Sage Publications Pvt. Ltd, New Delhi, 2020.
4. K.R.Sudhaman, Public Sector, Har-Anand Publications Pvt Ltd, New Delhi, 2020.
5. P. K. Jain, Public Sector Enterprises in India: The Impact of Disinvestment and Self Obligation on Financial Performance, Springer India Publishers, New Delhi, 2016.
6. K.R. Gupta, Public Enterprises: Economics and Management: Vol.1, Atlantic Publishers, New Delhi, 2011.
7. Tarun Mandal, Public Sector Enterprises in India: Reforms & Restructures, Serial Publications, New Delhi, 2012.
8. R.K. Mishra J. Kirmani, State Level Public Enterprises in India, Gyan Publishing House, New Delhi, 2007.
9. Rao Nageshwar Shukla Mata Badal Prakash Jagdish, Administration of Public Enterprises in India, Himalaya Publishing House, New Delhi, 2007.
10. Vibha Mathur, Disinvestment of Public Sector Enterprises in India, New Century Publications, New Delhi, 2004.

PSPA 205(C): ADMINISTRATIVE TECHNIQUES

Compulsory Foundation Paper

Unit - I

- a) Work Measurement: Meaning, Objectives, Essentials and Techniques of Work measurement.
- b) Time Management: Techniques, Strategies for effective Time Management.

Unit-II

- a) Stress Management: concept of Stress, Causes of Stress, Effect of Stress, Coping Strategies for Stress.
- b) Total Quality Management.; The concept, objectives, components, Significance & implementation of Total quality Management in India.

Unit-III

- a) Management Information System its Objectives, Essentials of good information system, Functions, Role of MIS in Planning and control.
- b) O & M Approach. Objectives, functions of O & M, Functions, essentials of O&M Units.

Unit - IV

- a) Ethical and Moral Techniques: Encouraging morality through ethics and moral techniques in administration.
- b) Administrative Reforms in Indian Administration: Strategies and policies in administrative improvement.

Unit -V

- a) Management by Objective: Pre- requisites, Process, Benefits, Problems and limitations of MBO, its application in Public Administration.
- b) O.D. Techniques in Public Administration: Definition, Characteristics, objectives, process, OD interventions.

Suggested Readings

1. Muthuswamy, Brinda, Sanjeev, Swamy's Manual on Establishment and Administration, Swamy Publishers, New Delhi, 2020.
2. Alok Chakrawal and Pratibha Goyal, Stress Management, Studera Publishers, New Delhi, 2016.
3. Janak Singh Meena, Administrative Reforms and Good Governance, Aavishkar Publishers, Jaipur, 2016.
4. Pratibha Goyal Alok Chakrawal, Stress Management, Studera Press, New Delhi, 2016.
5. Darpan Verma, Skills and Techniques in Administrative office Management, Anmol Publications Pvt. Ltd, New Delhi, 2015.
6. Monoranjan Sarkar, Modern Administrative Techniques, Dominant Publishers, New Delhi, 2013.
7. Ramesh K. Arora, Indian Public Administration: Institutions And Issues, NEW AGE Publishers, New Delhi, 2012.
8. Gupta C. B, Human Resource Management, Sultan Chand & Sons, New Delhi, 2005.
9. S R Maheshwari, Administrative Reforms in India, Macmillan Publishers, New Delhi, 2000.
10. Goel, S.L., Modern Management Techniques, Deep & Deep Publications Pvt. Ltd. 2000.

PS 206(A): COMPARATIVE POLITICS

Elective Foundation Paper

Unit-I

- a) Nature, Scope and Importance of Comparative Politics.
- b) Different Approaches to the Study of Comparative Politics.

Unit-II

- a) Social Infrastructure: Religion, Caste and Ethnic Groups.
- b) Political Culture, Political Communication and Political Participation

Unit-III

- a) Political Institutionalization and Modernization.
- b) Almond's Theory of Structural and Functionalism.

Unit-IV

- a) Elections and Voting Behaviour.
- b) Public Opinion and Pressure Groups.

Unit-V

- a) Role of Political Parties in India.
- b) Political Parties: National Parties and Regional Parties.

Suggested Readings

1. Vidya Bhushan, Comparative Politics, Atlantic Publication, New Delhi, 2021.
2. Chakraborty Satyabrata, Political Sociology, Trinity Publishers, New Delhi, 2021.
3. Tapan Biswal, Comparative Politics, Laxmi Publications, New Delhi, 2020.
4. A.C. Johari, Comparative Politics, Sterling Publishers Pvt. Ltd., New Delhi, 2020.
5. Rekha Diwakar, Party System in India, OUP India Publishers, New Delhi, 2017.
6. Almond, Comparative Politics Today: A world, Pearson India Publishers, New Delhi, 2011.

7. Aravind K. Roy, *Comparative Politics and Political Government*, Mahaveer and Sons, Delhi, 2011.
8. Rajani Kothari, *Politics in India – Caste in Indian Politics: Rethinking Democracy*, Orient Blackswan Private Limited, Jaipur, 2009.
9. Pradip Basu, *Political Sociology*, Setu Prakashani Publishers, New Delhi, 2015.
10. Dasarathi Bhuyan, *Role of Regional Political Parties in India*, Mittal Publications, New Delhi, 2007.

PSPA 206(B): INTERNATIONAL ADMINISTRATION

Elective Foundation Paper

Unit-I

- a) International Administration: Origin, Objectives and role with special reference to the League of Nations till World War Second.
- b) UNO – Functions, Principal Organs of the United Nations.

Unit-II

- a) United Nations Specialized Agencies - UNESCO and UNICEF, ILO, WHO
- b) UN Agencies and Organisations - UNICEF, UNDP, UNU, UNHCR

Unit-III

- a) UN Conventions - Kyoto Protocol, Rio Summit (UNCED), UNCRC, UNCLOS
- b) India and the UN

Unit-IV

- a) World Bank and IMF: Functions and role.
- b) International Court of Justice

Unit-V

- a) SAARC and ASEAN, BIMSTEC
- b) Comprehensive Nuclear-Test-Ban Treaty, G7

Suggested Readings

1. Fadia, International Organizations, Sahitya Bhawan Publishers, New Delhi, 2021.
2. HO Agarwal, International Organisations, Central Law Publications, New Delhi, 2021.
3. Kerstin Martens, Dennis Niemann, Alexandra Kaasch, International Organizations in Global Social Governance, 2021.
4. Rumki Basu, The United Nations Structure & Functions of An International Organisation, Sterling Publications Private Limited, New Delhi, 2019.
5. Spectrum Editorial Team, International Organisations, Conferences and Treaties, Spectrum Publishers, New Delhi, 2019.

6. V. Rajyalakshmi, International Relations and Organisations, Eastern Book Company, New Delhi, 2017.
7. Margaret P. Karns Karen A. Mingst Kendall W. Stiles, International Organizations, VIVA Books Private Limited, New Delhi, 2016.
8. Jussi M. Hanhimäki, The United Nations: A Very Short Introduction, Oxford University Press, USA, 2015.
9. A K Tripathi,U.N.O. International Organisation, MurariLal & Sons Publishers, New Delhi,2008.
10. Michael D.V. Davies, The Administration of International Organizations, Routledge Publishers, New York, 2002.

PSPA 207: HUMAN VALUES AND PROFESSIONAL ETHICS-II

Audit Course

- Unit-I:** Value Education- Definition - Relevance to present day - Concept of Human Values - Self Introspection - Self Esteem. Family Values-Components, Structure and Responsibilities of Family- Neutralization of Anger - Adjustability - Threats of Family Life - Status of Women in Family and Society - Caring for Needy and Elderly - Time Allotment for Sharing Ideas and Concerns.
- Unit-II:** Medical Ethics - Views of Charaka, Sushruta and Hippocrates on Moral Responsibility of Medical Practitioners. Code of Ethics for Medical and Healthcare Professionals. Euthanasia, Ethical Obligation to Animals, Ethical Issues in Relation to Health Care Professionals and Patients. Social Justice in Health Care, Human Cloning, Problems of Abortion. Ethical Issues in Genetic Engineering and Ethical Issues Raised by New biological technology or knowledge.
- Unit-III:** Business Ethics- Ethical Standards of Business-Immoral and Illegal practices and their Solutions. Characteristics of Ethical problems in Management, Ethical Theories, Causes of Unethical Behavior, Ethical Abuses Causes and work ethics.
- Unit-IV:** Environmental Ethics- Ethical Theory, Man and Nature- Ecological Crisis, Pest control, Pollution and waste, Climate change, Energy and population, Justice and Environmental Health.
- Unit-V:** Social Ethics- Organ Trade, Human Trafficking, Human Rights Violation and Social Disparities, Feminist Ethics. Surrogacy / pregnancy. Ethics of Media-Impact of Newspapers, Television, Movies and Internet.

Suggested Readings

1. R.S. Naagarazan, A Textbook on Professional Ethics and Human Values, New Age International Private Limited, New India, 2020.
2. Wilkinson D, Medical Ethics And Law, Elsevier Publishers, Amsterdam, Netherlands, 2020.
3. Neeru Vasishth, Business Ethics and Values, Taxmann Publishers, Chennai, Tamil Nadu, 2020.

4. Singh, Dhanpat Rai, Human Values & Professional Ethics, Dhanpat Rai Publishers, New Delhi, 2016.
5. Kiruba Charles and V. Arul Selvi, Value Education, Neelkamal Publishers, New Delhi, 2016.
6. Ranjit Kumar Barman, Human Values and Environment: A Study for Sustainable Existence, Neha Publishers, New Delhi, 2015.
7. Arpana Dhar Das, Modern Environmental Ethics A critical Survey, Kunal Books, New Delhi, 2013.
8. M.L. Sharma, Human Values and Professional Ethics, Khanna Publishers, New Delhi, 2021.
9. Thomas C Carroll, Social Ethics: Classical and Applied, Hunt Publishing, New Delhi, 2006.
10. K.R.Govindan, S.Senthil Kumar, Professional Ethics and Human Values, Khanna Publishers, New Delhi, 2012.

SEMESTER-III

PA 301: PUBLIC PERSONNEL ADMINISTRATION

Core Paper

Unit-I

- a) Public Personnel Administration – Meaning, Nature, Scope and Importance.
- b) Structure of Civil Services – All India Services – Central and State Services, Position Classification.

Unit-II

- a) Civil Services – Recruitment, Training and Accountability.
- b) Second Administrative Reforms Commission.

Unit-III

- a) Higher Civil Services – Ethical Values and Retirement Benefits.
- b) Discipline – Morale and Motivation.

Unit-IV

- a) Employer – Employee Relations.
- b) Civil Services Unionism – Right to Strike.

Unit-V

- a) Promotion – Principles and Importance.
- b) Emerging Problems in Personal Administration.

Suggested Readings

1. S.A. Palekar, Public Personnel Administration, ABD Publishers. Jaipur, 2020.
2. Felix Nigro and et al, The new Public Personnel Administration, Wordsworth Publishing, Georgia, 2020.
3. Expert Panel of Gullybaba, GNOU EPA-4 Personnel Administration, Gullybaba Publishers, New Delhi, 2021.
4. Sushant Kumar, Public Personal Administration, Kunal Books Publishers, New Delhi, 2018.

5. Norma M. Riccucci, *Public Personnel Management Current Concerns, Future Challenges*, Routledge Publishers, New Delhi, 2017.
6. Avasthi & Maheswari, *Public Administration*, Lakshmi Narayana Agarwal, Agra, 2010.
7. Dennis D. Riley, *Public Personnel Administration*, Pearson Publishers, 2nd edition, New York, 2001.
8. Arun Monappa, *Personnel Management*, McGraw Hill Education; 2nd edition, New Delhi, 2001.
9. Goel, S.L., *Public Personnel Administration*, Sterling Publishers, New Delhi, 1984.
10. Steven W. Hays, Richard C. Kearney, *Public Personnel Administration: Problems and Prospects*, Prentice Hall Publishers, Hoboken, New Jersey, 2001.

PA 302: STATE ADMINISTRATION IN ANDHRA PRADESH

Core Paper

Unit-I

- a) Evolution of State Administration.
- b) The State Governor, Chief Minister – Their Powers and Functions.

Unit-II

- a) Organization and Structure of State Secretariat.
- b) Chief Secretary – his Role in State Administration, State Planning Board.

Unit-III

- a) Ministry of Home Affairs – Powers and Functions.
- b) Revenue Department – Powers and Functions, Judicial Administration.

Unit-IV

- a) Andhra Pradesh State Public Service Commission – Structure and Functions.
- b) Role of Collector in District Administration.

Unit-V

- a) Emerging Problems in State Administration.
- b) Role of ICT in State Administration.

Suggested Readings

1. Nripendra Kumar Dutt, State Administration in India: Emerging Issues and Challenges, Kalpaz Publications, New Delhi, 2021.
2. Singh U.B., State Administration in India: Emerging Issues and Challenges, Kalpaz Publications, New Delhi, 2021.
3. Sathya Kalaivani Chandru and Mohana Priya Sundar, Administration of Union and States with Special Reference to Tamil Nadu, Tamizhi Books Publishers, Chennai, 2021.
4. Ministry of Information, District Administration: Theory and Practice, Broadcasting Government of India Publication, New Delhi, 2006.
5. Fadia B.L, Indian Administration, Sahitya Bhawan, Publications, Agra, 2005.

6. Puri. K.K., Indian Administration, Bharat Publishers, Jalandhar, 2005.
7. Maheshwari. S.R, State Governments in India, Macmillan India Ltd., New Delhi, 2000.
8. Mishra.S, Changing Pattern of District Administration, Mittal Publications, New Delhi, 1996.
9. Khera S.S, District Administration in India, National Publishing House, New Delhi, 1979.
10. Bhuvanesh Gupta, State Administration in India, RBSA Publishers, New Delhi, 2012.

PA 303(A): GOOD GOVERNANCE AND INFORMATION TECHNOLOGY

Generic Elective

Unit-I:

- a) Governance: Meaning, Definitions, Characteristics and Functions.
- b) Dimensions and Type of Governance.

Unit-II

- a) Good Governance: Meaning, Characteristics and Concept.
- b) Good Governance Challenges and Needs.

Unit-III

- a) Information Technology: Meaning, Concept, Advantages and Disadvantages.
- b) Information Technology Act 2000: Meaning, Aims, Objectives, Features, Applicability and Non- Applicability.

Unit-IV

- a) Information Technology Governance: Meaning, Principles and Importance.
- b) Responsibilities and Effectiveness of ITG.

Unit-V

- a) Role of Information Technology in Good Governance.
- b) Covid -19 and its impact on Governance.

Suggested Readings

1. Elsa Estevez, and et al, Smart Cities and Smart Governance: Towards the 22nd Century Sustainable City: 37 (Public Administration and Information Technology), Springer Publishers, India, 2021.
2. Vasundhara Mohan, Scaria Pannackal, Good Governance in India: Prospects and Challenges, Concept Publishing Company Pvt. Ltd, New Delhi, 2019.
3. CSR, Prabhu, E-Governance – Concepts and Case Studies, PHI learning Private Limited, New Delhi, 2009.
4. Goel, S.I., Good Governance – An Integral Approach, Deep and Deep Publications Pvt. Ltd., New Delhi, 2007.

5. Suresh, R., Right to Information and Good Governance, Global Research Publications, New Delhi, 2013.
6. Rajiv Sharma and Nandini Sharma, Good Governance – Press Perspectives, Aalekh Publishers, Jaipur, 2013.
7. Barthwal, CP, Good Governance in India, Deep and Deep Publications Pvt.Ltd., New Delhi, 2010.
8. Parthasaradhi, Y, E-Governance and Indian Society: An Impact of Study, Kaniskha, New Delhi, 2009.
9. Gerardus Blokdyk, Information Technology Governance A Complete Guide, 5 STARCOOKS Publishers, New Delhi, 2020
10. Ali Hussain, M., Good Governance through E-Governance: Reflections from Andhra Pradesh and Kerala, VL Media Solutions, New Delhi, 2013.

PA-303 (b): ISSUES IN INDIAN ADMINISTRATION

Generic Elective

Unit-I

- a) State Re- Organization – Need for Small States.
- b) Neutrality and Anonymity of Civil Service: The Concept of Neutrality, Rationale of Neutrality.

Unit-II:

- a) Tribunals.
- b) Anti-Defection Law.

Unit-III:

- a) Generalists vs. Specialists: The Controversy
- b) Relationship between Political and Permanent Executives.

Unit-IV:

- a) Legal Aid and Public Interest Litigation (PIL).
- b) Redressal of Citizen Grievances – Lokpal and Lokayukta.

Unit-V:

- a) Right to Information Act.
- b) Civil Service Reforms in India.

Suggested Readings

1. Work Hubert and Merium, The Problem of Indian Administration: Summary of Findings and Recommendations, Hassell Street Press, USA, 2021.
2. P.M Bakshi, Whytes & Co's Public Interest Litigation, Aggarwal Law House, New Delhi, 2021.
3. Avasthi, And A. Avasthi, Indian Administration, Lakshmi Narain Agarwal Publisher, New Delhi, 2017.
4. Kashyap Subhash C, Anti-Defection Law and Parliamentary Privileges, Universal Law Publishing - An imprint of LexisNexis; Third edition, New Delhi, 2011.

5. Government of India, The Right to Information Act 2005 Bare Act, Educreation Publishing, New Delhi, 2020.
6. Narayana P.S, Commentary on the Lokpal and Lokayuktas Act, Universal Law Publishing - An imprint of LexisNexis, New Delhi, 2016.
7. S.K. Das, The Civil Services In India, Oxford Publishers, New Delhi, 2013.
8. Justice (Society), The Citizen and the Administration; the Redress of Grievances; a Report, Hassell Street Press, USA, 2021.
9. Ramesh K. Arora and RajiniGoyal, Indian Public Administration, Vishwa Prakashan, New Delhi, 2012.
10. Lakxmikanth, M., Indian Polity, Tata McGraw-Hill Publishing Company, New Delhi, 2021.

PA 303(C): LOCAL GOVERNMENT IN ANDHRA PRADESH

Generic Elective

Unit-I-Introduction

- (a) Meaning, Nature, Scope and Importance of Local Government.
- (b) Evolution of Local Governments in Andhra Pradesh.

Unit-II-Amendments

- (a) Salient Features of 73rd Constitutional Amendment Act.
- (b) Salient Features of 74th Constitutional Amendment Act.

Unit-III- Organization / Composition

- (a) Urban Local Government in A.P. – Composition, Powers and Functions after 74th Constitutional Amendment Act.
- (b) Rural Local Government in A.P. – Composition, Powers and Functions after 73rd Constitutional Amendment Act – Grama Sachivalaya System.

Unit - IV- Committee System

- (a) Committee System in India: BalwanthRai Mehatha Committee, Ashok Mehtha Committee and C. Narasimhan Committee 1971.
- (b) Bureaucracy in Urban and Rural Local Governments in A.P.

Unit – V - People’s Participation and State Control

- (a) People’s Participation in Developmental Programmes : Janmabhoomi Programme, Navarathnalu.
- (b) State Control and Supervision over Local Governments.

Suggested Readings

1. Rakesh Kumar Singh, Souvik Dhar, Local Self Government - Including Panchayat Administration - A Textbook on Local Self Government, Lexworth Publishers, New Delhi, 2021.
2. S.R. Maheshwari, Local Government In India, Lakshmi Narain Agarwal, Agra, 2020.
3. Pradeep Sachdeva, Local Government in India, Pearson Education India Publishers, Noida, 2011.
4. E.A. Narayana, Panchayati Raj In Action, Gyan Publishing House, New Delhi, India, 2008
5. Ram Narayan Prasad , Urban Local Self Government in India, Mittal Publications, New Delhi, India, 2006.
6. N.Sreeramulu, Rural Development Administration in India, Serial Publications, New Delhi, India, 2011.
7. Ganesh Babu, NGOs and Rural Development Programmes, Discovery Publishing Pvt.Ltd., New Delhi, 2012.
8. KondaSingha, Rural Development in India, Concept Publishing Company Pvt. Ltd., New Delhi, 2011.
9. Venkatamallu, Thabedafoina, E-Governance and Rural Development, B.R. Publishing Corporation, Delhi, 2013.
10. I.S.Kishore Mathew Arnold, Co-operatives and Rural Development, Scholars Press, Germany.

PA 303(D): POLITICAL DYNAMICS

Generic Elective

Unit-I: Anti Defection Law

- (a) Provisions of the Act.
- (b) Evolution of the Act.

Unit-II: Political Parties

- (a) Party System in India.
- (b) Recognition of National and Regional Party

Unit-III: Elections

- (a) Electoral System
- (b) Electoral Reforms

Unit-IV: Pressure Groups

- (a) Pressure Groups and Interest Groups.
- (b) Pressure Groups and Interest Groups in India- Role and Working

Unit-V: National Integration

- (a) Meaning and Importance of National Integration
- (b) National Integration Council.

Suggested Readings

1. Sandeep Shastri, Ashutosh Kumar, Yatindra Singh Sisodia, Electoral Dynamics in the States of India, Routledge India Publishers, New Delhi, 2021.
2. Manoj Agrawal, Electoral Reforms - A Step Towards Good Governance, Prabhat Prakashan Publishers, New Delhi, 2021.
3. Kashyap Subhash C, Anti-Defection Law and Parliamentary Privileges, Universal Law Publishing - An imprint of LexisNexis; Third edition, New Delhi, 2011.
4. Raj Pal Singh, and Surander Singh, Dynamics of Democracy and Electoral Reforms, Raj Publications, New Delhi, 2019.
5. A.S. Narang, Indian Government and Politics, Gitanjali Publications, New Delhi, 2000.

6. Mirza Asmer Beg, Perspectives on National Integration, Viva Books Publishers, Bangalore, 2013.
7. Shashi Prakash, Problem of National Integration, Chaukhambha Sanskrit Bhawan Publishers, 2009.
8. Ram Ayodhya Singh, Political Parties, Pressure Groups and Social Movements, K.K. Publications, Chennai, 2021.
9. B.L. Fadia, Kuldeep Fadia, Indian Government and Politics, Sahitya Bhawan Publishers, Agra, 2021.
10. Rekha Diwakar, Party System in India, OUP India Publishers, New Delhi, 2017.

PA 305(A): INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT

Open Elective

Unit-I

- a) Personnel Management- Meaning, Nature, Scope.
- b) Importance of Personnel Management.

Unit-II

- a) Evolution of Industrial Relations
- b) Objectives and Importance of Industrial Relations.

Unit-III

- a) Constitutional and Legal Framework of Industrial Relations.
- b) New Economic Policy, State Policy on Industrial Relations.

Unit-IV

- a) Industrial Conflict: Causes, Manifestations and Effects.
- b) The Role of Trade Unions in IR; Structure of Trade Union.

Unit-V

- a) Collective Bargaining Process, The Labour Movement, Union and Law, Grievances.
- b) International Industrial Relations.

Suggested Readings

1. Tripathi P.C. Gupta C.B., Kapoor N.D, Industrial Relations and Labour Laws, Sultan Chand and Sons Publishers, New Delhi, 2020.
2. T.N. Chhabra, R.K. Suri, Industrial Relations Concepts and Issues, Dhanpat Rai Publishers, New Delhi, 2020.
3. R. Sharma, Narain's Personnel Management and Industrial Relations, Lakshmi Narain Agarwal, Agra, 2020
4. P.R.N. Sinha and Sinha Indu Bala, Industrial Relations, Trade Unions and Labour Legislation, Third Edition, Pearson Education Publishers, Noida, 2017
5. P.C. Tripathi, Personnel Management and Industrial Relations, Sultan Chand & Sons, New Delhi, 2013.

6. C.S. Venkataratnam, Industrial Relations, Oxford India Publishers, New Delhi, 2013.
7. K. Uday Kumar, Industrial Relation, Omega Publications, New Delhi, 2012.
8. Ratnasen, Industrial Relations, Macmillan Publishers, New Delhi, 2009.
9. J.H. Richardson, An Introduction to the Study of Industrial Relations, Taylor Francis Group, London, 2010.
10. RS Davar, Personnel Management and Industrial Relations, Vikas Publication House, New Delhi, 2016.

PA-305(B): INDIAN POLITY AND GOVERNANCE

Open Elective

Unit-I

- (a) Functions and Duties of the Indian Union and the State Government
- (b) Distribution of Powers between the Union and States.

Unit-II

- (a) Structure and Powers and Functions of Parliament and State Legislatures.
- (b) Local Governance post 73rd and 74th CAA.

Unit-III

- (a) Judiciary – Structure and Functions
- (b) Judicial Activism, Judicial Review and PIL

Unit-IV

- (a) Government Policies and Programmes for Development
- (b) Development Process, the role of Civil Societies and NGO's

Unit-V

- (a) SMART Governance
- (b) Citizen Charter, RTI.

Suggested Readings

1. Fadia, B.L., Indian Government and Politics, Sahitya Bhawan Publications, Agra, 2008.
2. Maheswari, S.R., Local Government in India, Lakshmi Narain Agarwal, Agra, 2003.
3. Jawaharlal Gupta, Local Administration in India, RBSA Publishers, Jaipur, 2012.
4. Lakshmikanth, M., Indian Polity, Tata McGraw-Hill Publishing Company, New Delhi, 2007.
5. Ramesh K. Arora and Rajini Goyal, Indian Public Administration, Vishwa Prakashan, New Delhi, 2002.
6. Puri.K.K., Indian Administration, Bharat Publishers, Jalandhar, 2005.
7. Justice D.M. Dharmadhikari and Siddharth Sharma, Restructuring Indian Judiciary - A Comparative Study, Thomson Reuters Publishers, Toronto, Canada, 2021.

8. Devendra Upadyay, The Handbook of Centre-State Relations In India, General Publishers, New Delhi, 2018.
9. Alois Paulin , Smart City Governance (Smart Cities), Elsevier Publishers, Amsterdam, Netherlands, 2018.
10. Team Prabhat Prakashan, Government Schemes, Missions, Campaigns And Programmes in India, Prabhat Prakashan Publishers, Delhi, 2018.

SEMESTER-IV

PA-401: HUMAN RESOURCE MANAGEMENT

Core Paper

Unit-I

- a) Human Resource Management: Evolution, Scope and Objectives.
- b) Importance, Concept of Meritocracy – Public Service: Concept and Role in Modern State.

Unit-II

- a) Human Resource Planning- Concept, Importance
- b) Job Analysis, Job Environment and Job Enlargement.

Unit-III

- a) Performance Evaluation – Traditional and Modern Methods.
- b) Process and Methods of Performance Appraisal- Performance Appraisal System, Workers Participation in Management.

Unit-IV

- a) Compensation Management
- b) Team Development – Discipline.

Unit-V

- a) Human Resource Management and Industrial Relations.
- b) Globalization and Challenges to HRM.

Suggested Readings

1. Ashok Khurana and Hira Lal Sharma, Human Resource Management, VK Global Publications Pvt Ltd; 2021st edition, Faridabad, Haryana,2021.
2. Monika s Chhabra TN Chhabra, Human Resources Management, Sun India Publishers, New Delhi, 2014.
3. Subba Rao, Personnel and Human Resource Management, Himalaya Publishing House; Fifth Edition, Mumbai, 2015

4. Arati Oturkar Dr. Shalaka Parker, Viral S. Ahire, Dr. Ashutosh Zunjur, Human Resource Management , Nirali Prakashan Publishers ,Pune, 2020.
5. K. Aswathappa,Human Resource Management , McGraw Hill Education, New Delhi, 2017.
6. Rajesh Komshik, Upendra Kaushik, Sakshi Arora, Human Resource Management, Aavishkar Publishers, Jaipur,2010.
7. Sharma, R, Human Resource Management, Lakshmi Narain Agarwal, Agra,2011.
8. Ajihiesh, K.B and Nagaraj, D.R (ed.), Human Resource Management, Indian Perspectives, Willey Eastern Ltd, New Delhi,2002.
9. S. P. S. BediI, Human Resource Management - Text & Cases,Bharti Publications. New Delhi, 2012.
10. R.S. Dwivedi,A Textbook of Human Resource Management , Vikas Publishers, New Delhi,2009.

PA-402: FINANCIAL ADMINISTRATION

Core Paper

Unit-I: Introduction

- a) Meaning, Scope and Significance of Financial Administration,
- b) Evolution of Financial Administration.

Unit-II: Budgetary Process

- a) Budget- Meaning- Principles, Types of Budget - Zero Based; Performance, Deficit and Surplus.
- b) Budget-Formulation – Enactment- Execution

Unit-III Fiscal Federalism

- a) Fiscal Policy – Role of Finance Commission in India.
- b) Tax Administration in India.

Unit-IV: Parliamentary Control over Finance

- a) Public Accounts Committee, Estimates Committee, Committee on Public Undertaking, Parliamentary Standing Committee.
- b) Finance Ministry – Organization and Functions.

Unit-V: Accounting and Audit System:

- a) Accounting System in India, Management Accounting, Auditing System in India, Types of Audit.
- b) Role of Comptroller and Auditor General of India.

Suggested Readings

1. Sanjeev Kumar Mahajan, Financial Administration in India, PHI Learning Publishers, New Delhi,2021.
2. Pundrik Ojha & Kiran Sharma, Financial Administration (With Special Reference to India) ,Raj Publications, New Delhi,2021.
3. Sahib Singh, Financial Administration, Fortune Publishers, New Delhi, 2021.
4. Sanjeev Kumar Mahajan et.al, Financial Administration in India, PHI Learning Private Limited Publishers, New Delhi, 2014.

5. Saini, P.K., Financial Administration in India: Changing contours and Emerging Challenges, Deep and Deep Publications, New Delhi, 2007.
6. Goel, S.L.O, Public Financial Administration, New Delhi, Deep & Deep Publications, 2004.
7. Dr. Shimla,Parliamentary Standing Committees in India ,Viva Books, New Delhi, 2015.
8. Devender Singh, The Indian Parliament - Beyond The Seal And Signature Of Indian Democracy, Universal Law Publishers, New Delhi, 2016.
9. Verma, V.P, Financial Administration- Concept and Issues, Alfa Publication, New Delhi,2008.
10. Ganguly, S.P, Control over Public Finance in India. Concept Publishing Company, New Delhi,2017.

PA-403 (A): SOCIAL WELFARE ADMINISTRATION

Generic Elective

Unit-I:

- a) Social Welfare – Concept and Philosophy
- b) History of Welfare and Development, Welfare Schemes and Programmes for Women.

Unit-II:

- a) Welfare Schemes and Programmes for Children
- b) Programmes Relating to SC, STs, Backward Communities.

Unit-III:

- a) Social Welfare - Constitutional Provisions, Social Welfare Policy of the Unions, the State Government.
- b) People's Participatory Approach (PPA) – Critical Evaluation.

Unit-IV:

- a) Central Social Welfare Board: Composition and Functions.
- b) State Social Welfare Advisory Board: Composition, Powers and Functions.

Unit-V:

- a) Role of Non-Governmental Organizations in Socio-Economic Development.
- b) Problems in Implementation of Social Welfare Programmes.

Suggested Readings

- 1) Sachdeva, D.R. (2004). Social Welfare Administration (English and Hindi), Kitab Mahal, Allahabad.
- 2) Davis C.March. (1965). An Introduction to Social Administration, Routledge and Kegan Paul, London.
- 3) Kulkarni, P.D. (1961). Centre Social Welfare Board, Asia Publishing House, New Delhi.
- 4) Jaganadhan, V. (1966). Social Welfare Organisation, IIPA, New Delhi.

- 5) Paul Chowdary, D. (1979). Social Welfare Administration, Atma Ram & Sons, New Delhi.
- 6) Goel, S.L. and R.K.Jain (1988). Social Welfare Administrational, Deep & Deep, New Delhi.
- 7) Chaturvedi, T.N. and S.K.Chandra (1980). Social Administration Development and Change, IIPA, New Delhi.
- 8) Chowdhary, D.P. (1992). Social Welfare Administration, Atma Ram & Sons, Delhi.
- 9) Mohinder Singh (ed) (1996). Social Policy and Administration in India, M.D. Publications Pvt.Ltd., New Delhi.
- 10) Surendra Kataria (2002). Social Administration, RBSA Publishers, SMS High Way, Jhaipur.

PA-403 (B): DEVELOPMENT ADMINISTRATION

Generic Elective

Unit-I: Introduction

- (a) Development Administration – Meaning and Significance
- (b) Comparison Between Traditional Administration and Development Administration

Unit-II: Approaches to Development Administration

- (a) Structural – Functional Approach
- (b) Gandhian and Marxist Approach

Unit-III: Development Planning in India

- (a) Planning at the Central, State and District Levels
- (b) Main features of Development Administration.

Unit-IV: Decentralization and Development in India

- (a) 73rd CA Acts and Rural Local Government in India.
- (b) 74th CA Act and Urban Local Government in India.

Unit-V: Development Administration in India

- (a) Administration of Development Projects / Programmes.
- (b) Peoples Participation in Development Administration.

Suggested Readings

1. R.K. Saprú, Development Administration: Trend towards Development Management, Sterling Publishers Private Limited, New Delhi, 2021.
2. Sahib Singh, Development Administration in India, Fortune Publishers, New Delhi, 2021.
3. Gully Baba, Development Administration, Gully Baba Publishers, New Delhi, 2021.
4. Dr. Rakesh Kumar Singh, Souvik Dhar, Local Self Government - Including Panchayat Administration - A Textbook on Local Self Government, Lexworth Publishers, New Delhi, 2021.

5. Anupama Puri Mahajan, Development Administration in India, SAGE Publications India Pvt Ltd, New Delhi, 2019.
6. S.R. Myneni , Local Self Government” Allahabad Law Agency Publishers, Faridabad,2016.
7. Mohit Bhattacharya ,Social Theory and Development Administration Jawahar Publications, New Delhi, 2011.
8. Sapru R.K, Development Administration, Sterling Publishers Private Limited, New Delhi,2008.
9. Ashutosh Kumar,Development Administration,Centrum Press Publishers,New Delhi, 2012.
10. N.Sreeramulu, Rural Development Administration in India Serials Publications, New Delhi, 2011.

PA-403 (C): DISASTER MANAGEMENT

Generic Elective

Unit-I

- a) Meaning, Nature and Importance of Disaster Management
- b) Basic concepts: Disaster, Hazard, Disaster Damage, Vulnerability, Exposure, Capacity, Risk.

Unit-II

- a) Types of Natural Disasters - Floods, Cyclones, Drought, Earthquakes, Landslides, Volcanic eruptions.
- b) Tools, Techniques and Mechanisms of Disaster Management

Unit-III

- a) Types of Manmade Disasters – Chemical, Biological, Air Pollution, Water Pollution, Deforestation, Road Accidents, Rail Accidents, Air Accidents, Fire Accidents.
- b) Bhopal Gas Tragedy.

Unit-IV

- a) Risk Management, Causality Management, Role of Armed Forces.
- b) Decentralized Administration, Resource Mobilization for Effective Disaster Management.

Unit-V

- a) Role of Panchayat Raj, NGO's, Para Military Forces and Red Cross Society in Disaster Management.
- b) Peoples Participation in Disaster Management.

Suggested Readings

1. A.K. Srivastava, Text book of Disaster Management, Scientific Publishers, New Delhi, 2021.
2. P Kumar, Disaster Management, Oak Bridge Publications, Gurugram, Haryana, 2021.
3. S Vaidyanathan, An Introduction to Disaster Management: Natural Disasters and Man Made Hazards, Anitha Books Publishers, Chennai, 2020.

4. Mohan Kanda, Disaster Management in India, BSP Books Pvt. Ltd., Hyderabad, 2019.
5. R. Subramanian, Disaster Management, Vikas Publishing House ,Mumbai, 2018.
6. Ruthra, Disaster Management, Lakshmi Publications, Chennai, 2017.
7. sunil R Hegde, Disaster management in India, Notion Press Publishers, Chennai, 2021.
8. Sulphey M. M, Disaster Management, PHI Learning Private Limited, New Delhi, 2016.
9. Prof. S. Padmaja et. al, Natural Disaster Management, Telugu Academy, Hyderabad, 2014.
10. Dhawan, Disaster Management and Preparedness, CBS Publication, New Delhi, 2012.

PA-403 (D): OFFICE MANAGEMENT

Generic Elective

Unit-I:

- (a) Introduction: Nature, Scope and Importance.
- (b) Basic Principles of Office Organization

Unit-II:

- (a) Office Planning and Lay Out of Office Management.
- (b) Office Equipment and Office Services

Unit-III:

- (a) Filing System and Record Management
- (b) Office Communication and Correspondence

Unit-IV:

- (a) Office Supervision and Office Stationary
- (b) Training and Staff Welfare

Unit-V:

- (a) O & M –Work Study, Work simplification and Work Measurement.
- (b) Office Management in Government- Some Issues.

Suggested Readings

1. Prof. R. C. Agarwal, Dr. Piyush Shalya, Office Management , SBPD Publishing House, Agra ,2021.
2. Dr. Siddalingappa, Prof. Gourish Dixit, Office Organisation And Management, Thakur Publication Pvt. Ltd., Lucknow, Uttar Pradesh,2021.
3. Pillai R. S. N, Office Management, S Chand & Co Ltd Publishers, New Delhi, 2021.
4. Chopra R.K, Office Management, Himalaya Publishing House, Kolkata, 2015.
5. R C Bhatia, Modern Office Management & Commercial Correspondence , Sterling Publishers,2015.

6. I.M. Sahai , Office Management & Secretarial, Sahitya Bhawan Publications ,New Delhi, 2019.
7. Neetu Sharma, Office Organization and Management, Gullybaba Publishing House, 2020.
8. G. K. Gupta R. Nangia, Office Management, Crescent Publishing House, Kozhikode, Kerala,2018.
9. N.Kumar, Office Management, Anmol Publications Pvt Ltd, New Delhi, 2006.
10. S. Sachdev, Office Management, Lakshmi Narain Agarwal, New Delhi, 2021.

PA-404: PROJECT WORK

Project Work

The aim of this course is to provide the M.A, Students of Public Administration with the basic Methodology for undertaking future Research in their subject area.

1. The students have to carry out the studies on areas relating to Political and Administration issues and such other related Topics as per their Course Content.
2. Students will submit a Report of the work done by the start of 4th semester end examinations.
3. Marks distribution
 - a) Project Work –**80 Marks** (to be valued independently both by Internal and External Examiners).
 - b) Viva –Voce – **20 Marks** (to be conducted in the Department with the Chairperson BOS, (Chairman), and Head of the Department and Internal Examiner as members. The quorum for the Viva – Voce Board is two).

PA-405 (A): INDIAN CONSTITUTION

Open Elective

Unit-I:

- (a) Indian Constitution- Historical Background and Evolution
- (b) Salient features of Indian Constitution

Unit-II:

- (a) Preamble and Sources of Indian Constitution
- (b) Constitutional Amendment and its Procedure

Unit-III:

- (a) Indian President – Election and Removal System, Powers and Functions
- (b) Prime Minister, Speaker

Unit-IV:

- (a) The role of Governor in State Government
- (b) Chief Minister – Powers and Functions – His Relationship with Governor

Unit-V:

- (a) Judiciary - Judicial Review and Judicial Activism
- (b) Election Commission, Comptroller and Auditor General of India, NITI Aayog.

Suggested Readings

1. Durga Das Basu, Commentary on the Constitution of India, Aggarwal Law House E-Solutions, New Delhi, 2021.
2. D.D. Basu, An Introduction to Indian Constitution, Prentice Hall, New Delhi, 2005.
3. Prof (Dr.) Mahendra Pal Singh, V.N. Shukla's Constitution of India, Eastern Book Company, New Delhi, 2021.
4. Vijay Hansaria, The Chronicles of Indian Constitution, Mohan Law House, New Delhi, 2019.
5. Mahendra Pal Singh, Constitution of India, Generic Publishers, New Delhi, 2020,
6. Government of India, The Constitution of India Bare Act with Amendments, Education Publishing, New Delhi, 2021.

7. G B Singh, The Constitution of India Simplified, Sovereign Star Publishing , Canada, 2019
8. Fadia B.L, Kuldeep Fadia, Indian Government and Politics, Sahitya Bhawan Publishers, New Delhi, 2020.
9. Dr. P.K. Agrawal & Dr. K.N. Chaturvedi, Commentary on the Constitution of India, Prabhat Prakashan Publishers, New Delhi, 2020
10. Sharma L P, Indian National Movement and Constitutional Development, Lakshmi Narain Agarwal Publishers, New Delhi, 2020.

PA-405 (B): BANKING MANAGEMENT

Open Elective

Unit-I:

- (a) Management Principles and Functions-
- (b) Organizational Planning-Resource Planning – Profit Planning.

Unit-II:

- (a) Origin and Structure of Banks
- (b) Types of Banks, Functions of Commercial Banks

Unit-III:

- (a) Process of Bank Management
- (b) Role of Reserve Bank of India in Indian Economy

Unit-IV:

- (a) Techniques of Control – Management Information System
- (b) Computerized Banking System – Net Banking.

Unit-V:

- (a) Manpower Planning in Banks-Role of IT in HRD- Recruitment and Training
- (b) Grievance Redressal System-Trade Unionism- Issues in Banking Management.

Suggested Readings

1. N K Gupta, Banking Awareness, IBC Academy Publications, 4th Revised Edition, Bangalore, 2021.
2. Johannes Wernz, Bank Management and Control, Springer Publishers, New Delhi, 2020.
3. Radhakrishnan, Bank Management – S. Arunajatesan & S, Margham Publication, Chennai, 2015.
4. D. Muraleedharan, Modern Banking : Theory And Practice, PHI Learning Publishers, New Delhi, 2014.

5. Suresh Padmalatha and Paul Justin, Management of Banking and Financial Services, Pearson Education Publishers, Fourth edition , New Delhi, 2017.
6. Dr. V. C. Sinha, Indian Banking System, SBPD Publishing House, Agra, 2020.
7. Rajib Mallik, Suman Kalyan Chaudhury, Indian Banking System: Growth, Challenges and Government Initiatives, Kalpaz Publications, New Delhi, 2018.
8. S. Natarajan , R. Parameswaran, Indian Banking , S.Chand Company, New Delhi, 2020.
9. N.T. Somashekar, Banking, New Age International Private Limited, New Delhi, 2021.
10. K. Srinivasa Rao, Changing Dimensions of Banking in India, Notion Press, New Delhi, 2021.