

SRI VENKATESWARA UNIVERSITY: TIRUPATI

SVU COLLEGE OF ARTS

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

(Revised Scheme of Instruction and Examination, Syllabus etc., under CBCS Regulations -2016
is Amended as per NEP-2020)

(With effect from the batch admitted in the academic year 2021-22)

M.A. POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

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.

POLITICAL SCIENCE

SEMESTER-III

S. No	Code	Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	PS 301	International Relations	6	4	Core-Theory	20	80	100
2	PS 302	Indian Political System	6	4		20	80	100
3	PS 303	A Good Governance and Information Technology	6	4	Generic Elective	20	80	100
		B Local Government in India						
		C State Government and Politics of Andhra Pradesh	6	4		20	80	100
		D American Government and Politics						
4	PS 304	Personality Development and Employment	6	4	Skill Oriented	20	80	100
6	PS 305	A Social Movements in India	6	4	Open Elective	20	80	100
		B Human Rights and Indian Constitution						
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.

PUBLIC ADMINISTRATION

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	6	4		20	80	100
		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.

POLITICAL SCIENCE

SEMESTER-IV

S. No	Code	Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	PS 401	India's Foreign Policy-Continuity, Changes and Emerging Challenges	6	4	Core-Theory	20	80	100
2	PS 402	Center-State Relations in India	6	4		20	80	100
3	PS 403	A Comparative Governments: U.K, U.S.A, Switzerland	6	4	Generic Elective	20	80	100
		B E-Governance	6	4		20	80	100
		C Indian Political Process	6	4		20	80	100
		D South Asia in World Politics	6	4		20	80	100
4	PS 404	Project Work	6	4	*PW	20	80	100
6	PS 405	A Introduction to India's Foreign Policy	6	4	Open Elective	20	80	100
		B Women and Politics	6	4		20	80	100
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.

PUBLIC ADMINISTRATION

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	6	4		20	80	100
		C Disaster Management	6	4		20	80	100
		D Office Management	6	4		20	80	100
4	PA 404	Project Work	6	4	*PW	20	80	100
6	PA 405	A Indian Constitution	6	4	Open Elective	20	80	100
		B Banking Management	6	4		20	80	100
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.

CORE COURSE:

There may be a Core course in every semester. This is the course which is to be compulsorily studied.

ELECTIVE COURSE:

Elective Course is a course which can be chosen from a pool of papers. It may be

- Supportive to the discipline of study
- Provide an expanded scope
- Enable an exposure to some other discipline / domain
- Nature student's proficiency / skill

An elective may be "**Generic Elective**" focusing on those courses which add generic proficiency to the students. These electives shall be "Discipline Centric". Three or Four Papers may be offered, of which **TWO** may be chosen.

Skill Oriented Course and Multidisciplinary Course / Project are introduced as per Action Plan of National Education Policy – NEP- 2020.

An elective may be "**Open Elective**" and shall be offered for other Disciplines only. At least **ONE** Paper must be chosen for study as **MANDATORY**. More than one paper may be studied through self-study.

FOUNDATION COURSE:

The Foundation Courses may be of two kinds: Compulsory Foundation and Elective Foundation.

Compulsory Foundation courses are the courses based upon the content that leads to knowledge enhancement. They are mandatory for all discipline.

Elective Foundation courses are value-based and are aimed at Man-Making education.

SCHEME OF INSTRUCTION

The Board of Studies (BOS) of each specialization shall formulate the scheme of instruction and detailed syllabi. For every course learning objectives and learning outcomes should be defined. While formulating the scheme of instruction, the BOS shall facilitate to offer the minimum number of credits for the entire Programme. The syllabi of theory courses shall be organized into **FIVE** units of equal weight.

PART- A

Part A contains 20 marks with two short questions from Each Unit out of which the student has to answer **FIVE** questions with each question carrying 4 marks with a total of **20**marks.

PART-B

Examination in theory shall consist of **FIVE UNITS** in each paper, Two questions from each unit of syllabus out of which a student shall answer one question carrying 12 marks for each question with a total of 60 marks. Total of Part A and Part B will be of 80 marks.

PROJECT WORK

The work shall be carried out in the concerned department of the student or in any recognized Educational Institutions of Higher learning/ Universities /Industry/Organization as approved by the DDC. The student shall submit the outcome of the project work in the form of a report.

The Project Work shall be evaluated at the end of the IV Semester with **80** marks for the report and **20** marks for the Viva Voce with a maximum of a **100** marks.

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, Educreation 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. Archna 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 – Lok Sabha and Rajya Sabha - Organization, Powers and Role.
- b) Lok Sabha Speaker, Rajya Sabha – 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, Murari Lal & 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.

POLITICAL SCIENCE
SEMESTER-III
PS 301: INTERNATIONAL RELATIONS
Core Paper

Unit-I: Meaning, Nature, Scope and Growth of International Relations

- a) Idealistic Approach
- b) Realistic Approach

Unit-II: International Organizations

- a) The League of Nations and U.N.O
- b) The Four Great Debates

Unit-III: Instruments of International Relations

- a) Foreign Policy
- b) Diplomacy- Impact of Public Opinion in International Relations

Unit-IV: Cold War

- a) Nature, Growth and Issues during Cold War
- b) Détente-Its features - New Cold War-Its features

Unit-V: Changing Trends in International Relations

- a) Post-Cold War International Relations, 9/11 Events.
- b) International Relations in Covid & Post –Covid Scenario.

Suggested Readings

1. Deepanshu Singh, International Relations - Interests & Challenges, Disha Publication, New Delhi, 2021.
2. Pavneet Singh, International Relations for General Studies Preliminary and Main Examination, Fourth Edition, McGraw Hill Publishers, Noida, 2021.
3. Pushpesh Pant, International Relations for Civil Services Examination, Wisdom Tree Publishers, New Delhi, 2021.
4. Amb. Surendra Kumar, India's Foreign Policy in the Post-Covid World: International Relations through the Eyes of Indian Diplomats, Wisdom Tree Publishers, New Delhi, 2021.
5. Hana Alhashimi et al, The Future of Diplomacy After COVID-19, Multilateralism and the Global Pandemic, Routledge Publishers, New York, USA, 2021.
6. Gian Luca Gardini, The World before and after Covid-19 Intellectual reflections on Politics, Diplomacy and International Relations, European Institute of International Studies Press, Salzmanca Stockholm, Sweden, 2021.
7. V.N. Khanna and Leslie K Kumar, International Relations, Vikas Publishing, New Delhi, 2020.
8. Tim Dunne et al, International Relations Theories Discipline and Diversity, OUP Oxford, England, 2020.
9. C.Venkata Subbaiah & B.V. Muralidhar, International Relations, SVU Distance Mode Publication, Tirupati, 1991.
10. Richard K. Betts, Conflict After the Cold War Arguments on Causes of War and Peace, Routledge Publishers, New York, USA, 2021.

PS 302: INDIAN POLITICAL SYSTEM
Core Paper

Unit-I: Introduction

- (a) Making of Indian Constitution – Constituent Assembly-Alternative Models – Basic Philosophy and Goals of Indian Constitution
- (b) Approaches to the study of Indian Politics- Liberal and Marxist

Unit-II: Federation

- (a) Indian Federalism
- (b) Centre- State Relations- Emerging Trends

Unit-III: Nature and Working of Political Institutions

- (a) President, Prime Minister, Parliament and Working of Coalition Governments.
- (b) Judiciary – Judicial Review and Judicial Activism.

Unit-IV: Party System and Electoral System

- (a) Nature of Party System – Policies and Programmes of National and Regional Parties.
- (b) Politics of Defection – Anti – Defection Act, Electoral System and Process, Electoral Reforms.

Unit-V: Political Process and Challenges

- (a) Interest and Pressure Groups, Role and Participation of Women in Politics.
- (b) Impact of Regional Movements in Indian Politics, Problems of National Integration, Problems of Economic Development, Liberalization and New Economic Policy.

Suggested Readings

1. Roy Himanshu, Indian Political System, Pearson Education India, Noida, 2021.
2. Johari and Gupta, Political Processes and Institutions in Comparative Perspectives, Vishal Publishing Company, Jalandhar, 2021.
3. A.P Avashti, Indian Political System, Lakshmi Narain Agarwal Publishers, Agra, 2020.
4. Anjana Banerjee, Dipali Saha, Global Vision Publishing House, New Delhi, 2018.
5. Imotemsu Ao, Indian Political System, Jnanda Prakashan, Darya Ganj, New Delhi, 2014.
6. Rajendra Dayal, Introduction to Political Processes in India, Book Age Publication, North Carolina, USA, 2015.
7. Mokbul Ali Laskar, Dynamics of Indian Federalism: A Comprehensive Historical Review, Notion Press, Chennai, 2015.
8. Narendra Singh, Indian Political System, Omega Publication, New Delhi, 2009.
9. Louise Tillin, Indian Federalism, Oxford University Press, New Delhi, 2019.
10. Francine Frankel, Zoya Hasan, Rajeev Bhargava, Balveer Arora (eds.), Transforming India, Oxford University Press, New Delhi, 2000.

PS 303(A): GOOD GOVERNANCE AND INFORMATION TECHNOLOGY
General Elective

Unit-I : (Common for both Political Science and Public Administration)

- (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, Concept Publishing Company Pvt. Ltd, New 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.

PS 303(B): LOCAL GOVERNMENT IN INDIA
General Elective

Unit-I

- a) Nature Importance and Scope of Local Governments.
- b) Evolution of Local Governments in India

Unit-II

- a) Composition, Powers and Functions of Gram Sabha and Gram Panchayat.
- b) Composition, Powers and Functions of Panchayati Samithi (Mandal Parishad), Zilla Parishad.

Unit-III

- a) Municipal Corporations – Structure and Functions
- b) Municipalities – Townships – Cantonment Boards

Unit-IV

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

Unit-V

- a) Role of Political Parties in Local Governments.
- b) Redressal Mechanism – Citizen Charter and Role of PRIs in Covid-19

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. Babu Jacob, Governing Locally: Institutions, Policies and Implementation in Indian Cities, Cambridge University Press, New Delhi, 2021.
3. S.R Myneni, Local Self Government, Allahabad Law Agency, Allahabad, 2016.
4. Venkatesu E, Local Governance in India, Kalpaz Publications, New Delhi, 2016.
5. Sreeramulu.N, Rural Development Administration in India, Serials Publications, New Delhi, 2011.
6. Sriram Maheswari, Local Government in India, Lakshmi Narain Agarwal, Agra, 2010.
7. Goel, S.L. and Shalini Rajneesh, Panchayati Raj in India, Deep and Deep Publications, New Delhi, 2009.
8. Jawaharlal Gupta, Local Administration in India, RBSA Publishers, Delhi, 2012.
9. Durga P and Chhetri, Decentralised Governance and Development in India, Mittal Publications, New Delhi, 2012.
10. Bhuvanesh Gupta, Urban Local Government, Wisdom Press, New Delhi, 2014.

PS 303(C): STATE GOVERNMENT AND POLITICS OF ANDHRA PRADESH
General Elective

Unit-I

- a) Historical Background for the formation of Andhra State
- b) Approaches to the Study of State Politics

Unit-II

- a) Governor –Appointment, Powers, Functions and Role, Relationship with Chief Minister
- b) Chief Minister – Powers, Functions and Council of Ministers.

Unit-III

- a) State Legislature – Composition, Powers, Functions, and Committees
- b) Speaker and Role in State Legislature.

Unit-IV

- a) State Election Commission - Electoral Reforms –Voting Behaviour
- b) Regionalism and Sub- Regionalism and its Impact on State Politics

Unit-V

- a) Regional Parties in Andhra Pradesh: YSRCP, TDP and Jana Sena
- b) Bifurcation of Andhra Pradesh and its Consequences.

Suggested Readings

- 1) U. B. Singh, State Administration in India, Kalpaz Publishers, Delhi, 2021
- 2) Inukonda Thirumali, Telangana - Andhra: Castes, Regions and Politics in Andhra Pradesh, Aakar Books, Delhi, 2021.
- 3) Nanda Namita, Nationalism and Regionalism in India, Kalpaz Publications, Delhi, 2021.
- 4) Raghunadha Rao P, History and Culture of Andhra Pradesh from the Earliest Times to 2019, Sterling Publishers Pvt. Ltd, New Delhi, 2021.
- 5) Mansoor Husain, Andhra Pradesh Bifurcation - Problem, Wisdom Publications, Chennai, 2019.
- 6) B. Pakem, Regionalism in India, Haranand Publications, Delhi, 2017
- 7) Upadhyaya. A.S., Electoral Reforms in India, Concept Publishers, New Delhi, 2005.
- 8) Jewell, Malcolm and McCally, State Politics, Parties, and Policy. Littlefield Publishers, New York, 2002.
- 9) Malsawmliana & Lalsangzela Pachuau, Politics of Regionalism in North-East India, Mittal Publications, Mathura, 2014.
- 10) Dasarathi Bhuyan, Role of Regional Political Parties in India , Mittal Publications, Mathura, 2010.

PS 303(D): AMERICAN GOVERNMENT AND POLITICS
General Elective

Unit-I

- a) Evolution of American Constitution – The Colonial Origins.
- b) Basic Features of the American Constitution

Unit-II

- a) American Federalism – Its Salient Features
- b) President – Election, Powers, Functions and Impeachment.

Unit-III

- a) American Congress – Senate and House of Representatives – Powers and Functions
- b) The Senate – its Unique Role

Unit-IV

- a) The Supreme Court of USA – Powers and Functions
- b) Independence of Judiciary – Judicial Review.

Unit-V

- a) The Role of Political parties in USA
- b) Local Government in the American System.

Suggested Readings

1. Cal Jillson, American Government: Political Development and Institutional Change, Routledge Publishers, Oxfordshire, England, UK, 2021.
2. Openstax, American Government 3e, Cengage Publishers, USA, 2021.
3. Rodger L Cohen, Political Science Basics: An Introduction to American Government, Humanities Academic Publishers, USA, 2021.
4. Gary Lee Malecha, The Congress (Student Guides to American Government and Politics), Greenwood Publishing Group India, New Delhi, 2021.
5. Sterling Education, American Government and Politics: Everything You Always Wanted to Know About, Sterling Test Prep, USA, 2018.
6. Franco Scardino, U.S. Government and Politics, 2nd Edition, Alpha Publishers, USA, 2016.
7. Neil MacNeil, Richard. A. Barker, et. al., The American Senate: An Insider's History, Oxford University Press, USA, 2013.
8. Charles, C. Turner et al., Introduction to American Government, BVT Publishers, USA, 2011.
9. James, Q. Wilson, American Government: Institutions and Policies: The Essentials, Cengage Learning Publishers, USA, 2012.
10. Kathryn Moore, The American President: A Complete History, Sterling Publishers, USA, 2013.

PS 304: PERSONALITY DEVELOPMENT AND EMPLOYABILITY
Skilled Oriented Course

UNIT-I: Introduction to Personality Development

- a) The concept of Personality - Dimensions of Personality
- b) Significance of Personality Development. - Hurdles in achieving success.

UNIT-II: Attitude& Motivation

- a) Attitude - Concept - Significance - Factors affecting Attitudes - Positive Attitude — Negative Attitude.
- b) Concept of Motivation - Significance – Internal and External motives - Importance of self- motivation- Factors leading to de-motivation

UNIT-III: Self-esteem

- a) Self-esteem - Low self-esteem.
- b) Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours – Lateral thinking.

UNIT-IV: Aspects of Personality Development

- a) Body Language – Conflict and Stress Management - Decision-making Skills.
- b) Leadership – Character Building -Team-work – Time Management - Work ethics

UNIT-V: Employability Quotient

- a) Resume Building— Facing the Personal (HR & Technical) Interview.
- b) Mock Interview Sessions.

Suggested Readings

1. Sabina Pillai, Soft Skills and Employability Skills, Cambridge University Press, Delhi, 2017.
2. Barun Mitra, Personality Development and Soft Skills, Oxford University Press, New Delhi, 2016.
3. Vijay Agrawal, Personality Development for Students, Benten Books Publishers, New Delhi, 2014.
4. Hurlock, E.B, Personality Development, 28thReprint, Tata McGraw Hill, New Delhi, 2006.
5. Stephen P. Robbins and Timothy A. Judge, Organizational Behavior 16th Edition: Prentice Hall, New Jersey, 2014.
6. Andrews, Sudhir, How to Succeed at Interviews. 21st (rep.) New Delhi, Tata McGraw-Hill 1988.
7. Heller, Robert, Effective leadership. Essential Manager Series. Dk Publishing, 2002.
8. Lucas, Stephen, Art of Public Speaking. Tata - Mc-Graw Hill, New Delhi, 2001.
9. Mile, D.J, Power of positive thinking, Rohan Book Company, New Delhi, 2004.
10. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House, 2005.

PS 305(A): SOCIAL MOVEMENTS IN INDIA
Open Elective

Unit-I

- (a) Movements - Meaning, Concepts and Issues
- (b) Social Movements in Pre-Independent India – Arya Samaj Movement, Dravidian (Self Respect) Movement

Unit-II

- (a) Peasant and Left wing in India
- (b) Telangana Armed Struggle

Unit-III

- (a) Social Struggle of Dr. B. R. Ambedkar, Dalit Panthers Movement
- (b) Bahujan Samaj Movement and Samaikyandra Movement.

Unit-IV

- (a) Women's Movement, Historical Overview, Ideology of Indian Women Movement.
- (b) Women in India's Freedom Struggle

Unit-V

- (a) Forest Based Movements- Movements Against Big Dams
- (b) Different Acts for Protection of Environment and Impact of Globalization on Social Movements and Political Implications.

Suggested Readings

1. Ghanshyam Shah, Social Movements in India, Sage Publishers, New Delhi, 2021.
2. Biswajit Ghosh, Social Movements, Sage Publishers, New Delhi, 2020.
3. Krishna Menon Ranjana Subberwal, Social Movements In Contemporary India, Sage Publishers, New Delhi, 2019.
4. Savyasaachi, Ravi Kumar, Social Movements Transformative Shifts and Turning Points, Routledge India Publishers, Delhi, 2019.
5. Rao M. S. A, Social Movements in India, Manohar Publishers and Distributors, New Delhi, 2016.
6. S. G. Devgaonkar, Social Movements in India and Abroad, Shree Sainath Prakashan Publishers, Nagapur, 2016.
7. Navaneeta Rath and Gautam Majumdar, Women in Indian Politics–Traditions, Transitions and Transformations, Mittal Publications, Mathura, 2016.
8. Raka Ray, Social Movements in India: Poverty, Power, and Politics, Rowman & Littlefield Publishers, New Delhi, 2005
9. Jayal, Niraja Gopal, Democracy in India, OUP Publishers, New Delhi, 2001.
10. Krishna Mallick, Environmental Movements of India Chipko, Narmada Bachao Andolan, Navdanya, Amsterdam University Press, USA, 2021.

PS 305(B): HUMAN RIGHTS AND INDIAN CONSTITUTION

Open Elective

UNIT-I

- a) Meaning, Nature and Evolution of Human Rights.
- b) Significance of Human Rights

UNIT-II

- a) The Internationalization of Human Rights
- b) Human Rights and the United Nations: Charter Provisions

UNIT-III

- a) Universal Declaration of Human Rights.
- b) International Protection of Human Rights: Civil, Political, Social and Economic Rights.

UNIT-IV

- a) Fundamental Rights and Indian Constitution.
- b) Human Rights and Duties in India: Law, Politics and Society.

UNIT-V

- a) Enforcement of Human Rights in India: National and State Human Rights Commissions.
- b) Safeguards to protect Human Rights.

Suggested Readings

1. Debarati Halder, Advancement of Human Rights in India, Contemporary and Emerging Challenges, Sage Publishers, New Delhi, 2021.
2. Debarati Halder and Shruti S. Brahmabhatt, Advancement of Human Rights in India: Contemporary and Emerging Challenges, SAGE Publications Pvt. Ltd, New Delhi, 2021.
3. Satvinder Juss, Human Rights in India, Routledge Publishers, United Kingdom, 2020.
4. K.S. Pavithran, Human Rights in India: Discourses and Contestations, Gyan Publishing House, New Delhi, 2018.
5. Andrews, J.A , Human Rights in Criminal Procedure, A Comparative Study, Cambridge University Press, United Kingdom, 2017.
6. Sanjay Kumar Baranwal, Nalnish Chandr Singh, Human Rights in India: Contemporary Issues And Challenges - Contemporary Issues And Challenges, ABS Books, Mannarkkad, Kerala, 2016.
7. Gopal Sharma, Human Rights in India: Issues and Concerns, Abhijeet Publications, New Delhi, 2015.
8. Alok Kumar Meena, Human Rights in India - Concepts and Concerns, Pointer Publishers, Jaipur, 2014.
9. Alfredson, G. et.al (eds), The Universal Declaration of Human Rights – A Commentary, Scandinavian University Press, New York, 2002.
10. Dr. B.R Ambedkar, The Constitution of India, Sudhir Prakashan Publishers, New Delhi, 2020.

PUBLIC ADMINISTRATION
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 GOVERNMENTS 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 Governments in A.P. – Composition, Powers and Functions after 74th Constitutional Amendment Act.
- (b) Rural Local Governments 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 304: PERSONALITY DEVELOPMENT AND EMPLOYABILITY
Skilled Oriented Course

UNIT-I: Introduction to Personality Development

- a) The concept of Personality - Dimensions of Personality
- b) Significance of Personality Development. - Hurdles in achieving success.

UNIT-II: Attitude& Motivation

- a) Attitude - Concept - Significance - Factors affecting Attitudes - Positive Attitude — Negative Attitude.
- b) Concept of Motivation - Significance – Internal and External motives - Importance of self- motivation- Factors leading to de-motivation

UNIT-III: Self-esteem

- a) Self-esteem - Low self-esteem.
- b) Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviors – Lateral thinking.

UNIT-IV: Aspects of Personality Development

- a) Body language — Conflict and Stress Management - Decision-making Skills.
- b) Leadership—Character Building -Team-work – Time Management - Work ethics

UNIT-V: Employability Quotient

- a) Resume building- Facing the Personal (HR & Technical) Interview.
- b) Mock Interview Sessions.

Suggested Readings

1. Barun Mitra, Personality Development and Soft Skills, Oxford University Press, New Delhi, 2016.
2. Hurlock, E.B, Personality Development, 28thReprint. New Delhi: Tata McGraw Hill, 2006.
3. Stephen P. Robbins and Timothy A. Judge, Organizational Behavior 16th Edition: Prentice Hall, New Jersey, 2014.
4. Andrews, Sudhir, How to Succeed at Interviews. 21st (rep.) New Delhi, Tata McGraw-Hill 1988.
5. Heller, Robert, Effective leadership. Essential Manager Series. Dk Publishing, 2002.
6. Hindle, Tim. Reducing Stress. Essential Manager Series. Dk Publishing House, New Delhi, 2003.
7. Lucas, Stephen, Art of Public Speaking. Tata - Mc-Graw Hill, New Delhi, 2001.
8. Mile, D.J, Power of positive thinking, Rohan Book Company, New Delhi, 2004.
9. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House. 2005.
10. Vijay Agrawal, Personality Development for Students, Benten Books Publishers, New Delhi, 2014.

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.

POLITICAL SCIENCE
SEMESTER-IV
PS-401: INDIA'S FOREIGN POLICY-CONTINUITY,
CHANGES AND EMERGING CHALLENGES
Core Paper

Unit-I:

- a) Nature, Scope, Evolution, Influences Factors, Principles and Analysis of India's Foreign Policy.
- b) Ministry of External Affairs (MEA) – Structure and Functions.

Unit-II:

- a) India and her neighbors (India-Pak, India-Sri Lanka, India-China, India-Bangladesh).
- b) India's Relations with Super Powers USA and Soviet Union/Russia.

Unit-III:

- a) India and Non-alignment
- b) India and UNO

Unit-IV:

- a) India's Foreign Economic Policy
- b) India's Nuclear Policy

Unit-V:

- a) Post-Cold War Challenges to India's Foreign Policy
- b) India's Foreign Policy in the Post Covid Scenario.

Suggested Readings

1. S. C. Singhal, Foreign Policy of India, Lakshmi Narain Agarwal Publishers, Agra, 2021.
2. Amb. Surendra Kumar, India's Foreign Policy in the Post-Covid World: International Relations through the Eyes of Indian Diplomats, Wisdom Tree Publishers, New Delhi, 2021.
3. V. N. Khanna and Leslie Kumar, Foreign Policy Of India, Vikas Publishing House, Chennai, 2018.
4. V.P. Dutt, India's Foreign Policy: Since Independence, National Book Trust Publishers, Chennai, 2011.
5. Vatsala Shukla, India's Foreign Policy in the New Millennium, Atlantic Publishers, Chennai, 2014.
6. Muralidhar, B.V. & C. Sekhar (ed.), Indian-Bangladesh Relations – Past Perfect, Present Tense, Lap-Lambert Publishers, Germany, 2013.
7. C.Venkata Subbaiah & B.V.Muralidhar, India's Foreign Policy, SVU Distance Mode Publication, Tirupati, 1991.
8. Srinivasulu, K. & Muralidhar, B.V. (ed), India and Disarmament with reference to CTBT, Lap-Lambert Publishers, Germany, 2014.
9. Seshu, A, & Muralidhar, B.V.(ed), Recent Trends in India- Srilanka relations, Scholar Press, Germany, 2016.
10. Yadav R.S. & Suresh Dhanda, India Foreign Policy: Contemporary Trends, Shipra Publications, New Delhi, 2009.

PS-402: CENTER-STATE RELATIONS IN INDIA
Core Paper

Unit-I

- a) Nature of the Indian Federalism. Government of India Act 1935 – Main Features.
- b) Co-operative Federalism: Inter-State Council, Zonal Councils.

Unit-II

- a) Article 356- Use and Misuse.
- b) Role of Governor in Centre-State Relations.

Unit-III

- a) Centre-State Legislative Relations
- b) Centre-State Administrative and Financial Relations.

Unit-IV

- a) Demand for State Autonomy.
- b) Impact of Centre – State Relations on Coalition Governments.

Unit-V

- a) Recommendations of Rajamannar Committee, Sarkaria Committee, Punchhi Commission.
- b) Centre-State Relations-Issues and Challenges.

Suggested Readings

- 1) D D Basu, Introduction to the Constitution of India, Lexis Nexis Publishers, New Delhi, 2021.
- 2) Dr. Madhav, India- A Federal Union of States, Konark Publishers Pvt.Ltd, New Delhi, 2021.
- 3) B. P. Singh Sehgal, Centre-State Relations Under Indian Constitution, Universal Academic Books Publishers, Chennai, 2020.
- 4) Devendra Upadyay, The Handbook of Centre-State Relations In India, General Publishers, New Delhi, 2018.
- 5) Dr. M.S. Khalsa , Dynamics of Centre-State Relations in India : Eroding or Strengthening? Rawat Prakashan, Jaipur, 2015.
- 6) Dr. S. K. Jain, Indian Federalism , Kalpaz Publications, New Delhi, 2017.
- 7) Ara Zeenat, Changing Dynamics of Indian Federalism , Abhijeet Publications, New Delhi, 2015.
- 8) B. P. Singh Sehgal, Dynamics Of Indian Federalism - A Comprehensive Historical Review, Notion Press, 2015.
- 9) Suryaprasad , Article 356 of the Constitution of India Promise and Performance, Synergy Books India, New Delhi, 2012.
- 10) K Chaubey, Federalism Autonomy and Centre-State Relations, Satyam Books Publishers, New Delhi, 2007.

PS-403 (A): COMPARATIVE GOVERNMENTS: U.K, U.S.A, SWITZERLAND
Generic Elective

Unit-I

- a) Nature, Scope and Importance of Comparative – Governments.
- b) The Nation, National Integration, State and Government. The Role of Government in Modern State.

Unit-II

- a) Salient Features of American Constitution - Powers and Functions of American President.
- b) The Senate and House of Representatives in USA.

Unit-III

- a) The Salient Features of British Constitution
- b) The Crown, The Prime Minister and The Parliament

Unit-IV

- a) Salient Features of Swiss Constitution
- b) Direct Democracy and The Plural Executive

Unit-V

- a) A Comparative Study of the Administrative System in USA, Britain and Switzerland.
- b) A Comparative Study of the Judicial System and Party System in USA, Britain and Switzerland.

Suggested Readings

- 1) Jonathan Cox, AP Comparative Government and Politics Study Guide 2021-2022: Comprehensive Review with Practice, Accepted Publishers, New Delhi,2020.
- 2) Chanchal Kumar, Comparative Governments and Politics, New Century Publications, New Delhi, 2015.
- 3) Jonathan Cox, AP Comparative Government and Politics Study Guide 2021-2022: Comprehensive Review with Practice, Accepted Publishers, New Delhi,2020. J. C. Johari , New Comparative Government, Lotus Press ,New Delhi, 2007.
- 4) Alexander, Herbert, E., Comparative Political Finance in the 1980s, Cambridge University Press, Cambridge, 1989.
- 5) Almond G. and G. Powell., Comparative Politics Today: A Worldview, Chicago, Foresman, 1988.
- 6) O’Neil Patrick, Essentials of Comparative Politics, New York, W.W.Norton and Co, 2004.
- 7) Gregory S. Mahler, Comparative Politics, An Institutional and Gross, National Approach, 2008.
- 8) DuchacekD.Ivo, Comparative Federalism. The Territorial Dimension of Politics, Lesley Frost Ballantine, Printed in the United States of America, 1970.
- 9) Robertweissberg, Understanding American Government, Holt, Rinchart and Winston, Printed in the U.S.A., Chicago, 1980.
- 10) Andreas Ladner,Swiss Public Administration Making the State Work Successfully, Palgrave Macmillan Publishers, Switzerland, 2019.

PS-403 (B): E-GOVERNANCE
Generic Elective

Unit- I

- (a) E- Governance: Meaning, Definition, Scope and Importance
- (b) Evolution of E – Governance, Computer and Internet

Unit-II:

- (a) Perspectives and Theories of E- Governance
- (b) Models, Issues and Challenges of E- Governance

Unit-III:

- (a) National E –Governance Plan – e-Kranti.
- (b) Digital India and its Pillars.

Unit-IV:

- (a) Initiatives of E- Governance.
- (b) E-Readiness and Digital Divide.

Unit-V:

- (a) E-Governance in Rural Development.
- (b) E-Governance in Urban Development.

Suggested Readings

1. Sangita Dhal, E-governance and Citizen Engagement: New Directions in Public Administration , SAGE Publications Pvt. Ltd, New Delhi, 2021.
2. Dr. R.K. Dubey, E Governance , R.K. Publishers, Vellore,2019.
3. Vayunandan Etakula, Good Governance: Initiatives In India, PHI Learning Publishers, New Delhi, 2021.
4. Vasundhara Mohan, Scaria Pannackal, Good Governance in India: Prospects and Challenges , Concept Publishing Company Pvt. Ltd, New Delhi, 2019.
5. M. Deshpande R. Kumar, Electronic Governance, Pacific Books International, New Delhi, 2012.
6. Agarwal, Ashok (ed), E-Governance, Universities Press, Hyderabad, 2007.
7. Bhatngar, Subhash, Unlocking E-Governance Potential Concepts, Case and Practical Insights, sage, New Delhi, 2009.
8. Government of India, Second Administrative Reforms Commission, Promoting e-Governance. The Smart Way Forward, 2008.
9. Gupta,D.N., e-Governance A Comprehensive Framework, New Century, New Delhi, 2008.
10. Madon, Shirin, e-Governance for Development: A Focus on Rural India, Palgrave Macmillan, Hound mills 2009.

PS-403 (C): INDIAN POLITICAL PROCESS
Generic Elective

Unit-I

- a) Salient Features of the Indian Constitution.
- b) Party System in India and its importance.

Unit-II

- a) Election Commission of India.
- b) Elections, Political Participation and Voting Behaviour.

Unit-III

- a) The Legislature: Parliament, The Executive: President, Prime Minister, The Cabinet and Speaker.
- b) State Legislature: Governor, Chief Minister and the Cabinet and Speaker.

Unit-IV

- a) Demand for New States and its Consequences.
- b) New Trends in India Polity.

Unit-V

- a) Women Politics and Development.
- b) National Integration and Problems in Nation Building.

Suggested Readings

- 1) Dr. Ashutosh Kumar, Political Process in India, Shivalik Prakashan Publishers, New Delhi, 2021.
- 2) Johari and Gupta, Political Process in India, Vishal Publishing Co, Jalandhar, 2020.
- 3) Gullybaba.com Panel, BPSC-104 Political Process In India, Gullybaba Publishing House Pvt. Ltd., New Delhi, 2020.
- 4) Sanjeev Kumar HM, Dev N Pathak (Eds.), Political Process in India, Pinnacle Learning Publishers, Chennai, 2020.
- 5) Biju, M.R., Democratic Political Process, Krishna Mittal, New Delhi, 2009.
- 6) Rajendra Dayal, Introduction to Political Processes in India, Book Age Publication, Charlotte, North Carolina, 2015.
- 7) Avasthi, A.P., Indian Government and Politics, Lakshmi Narayan Agarwal, 2009.
- 8) Peter Ronald De Souza E. Sridharan, India's Political Parties, Sage Publications, New Delhi, 2011.
- 9) Jawaharlal Gupta, Union Govt. and Administration India, Dominant Publishers, New Delhi, 2012.
- 10) Satpal Swan, Indian Administration, RBSA & Publishers, Jaipur, India, 2013.

PS-403 (D): SOUTH ASIA IN WORLD POLITICS
Generic Elective

Unit-I

- a) South Asia as a Region - Historical Background during Colonial Period
- b) Regional Environment - Nationalism.

Unit-II

- a) South Asia in the cold war era – Pakistan, Afghanistan, Nepal, Sri Lanka
- b) Role of External Powers in South Asia: USA, Russia, China – the Dragon

Unit-III

- a) Security Issues in South Asia: Nuclear Proliferation, Terrorism,
- b) Refugees Problem and Narcotics.

Unit-IV

- a) Economic and Ecological Issues.
- b) Ethnicity and Human Security Issues.

Unit-V

- a) Regional Co-operation – Imperatives and Obstacles
- b) South Asia's role in World Politics.

Suggested Readings

1. Herbert G., Hagerty, Contributions by Craig Baxter, Maryland, USA, Rowman & Littlefield Publishers, Maryland, USA, 2021
2. Devint Hagerty (ed.), South Asia in World Politics, Oxford University Press, Oxford, 2006.
3. John Stone, The Wiley Blackwell Companion to Race, Ethnicity, and Nationalism, Wiley-Blackwell Publishers, Hoboken, New Jersey, 2020.
4. Gopal Singh and Ramesh Chauhan (eds.), South Asia Today, Deep & Deep Publications, New Delhi, 2005.
5. Rajesh M. Basrur (ed.), Security in the New Millennium: Views from South Asia, India Research Press, New Delhi, 2001.
6. P. Bidwai and A. Vanaik, South Asia on a Short Fuse: Nuclear Politics and Future of Global Disarmament, Oxford University Press, New Delhi, 2001.
7. Cohen, Stephen, India: Emerging Power, Brookings Institution, Washington D.C., 2001.
8. M. Chadda, Building Democracy in South Asia: India, Nepal, Pakistan, Boulder Colorado, Lynne Rienner, 2000.
9. V.D. Chopra (ed.), Religious Fundamentalism in Asia, Gyan Publishers, Delhi, 1994.
10. Mohd. Shahzad, Problems of Refugee in South Asia: A Study of Afghan and Sri Lankan Tamil Refugees in India, Manak Publications Pvt. Ltd, New Delhi, 2020.

PS-404: PROJECT WORK

Project Work

The aim of this course is to provide the M.A, Students of Political Science 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 well 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).

PS-405 (A): INTRODUCTION TO INDIA'S FOREIGN POLICY

Open Elective

Unit-I:

- (a) Meaning, Definitions, Nature and Scope of Indian Foreign Policy
- (b) Evolution of Indian Foreign Policy

Unit-II:

- (a) Indian and Common Wealth
- (b) India and U.N.O

Unit-III:

- (a) India and Disarmament
- (b) India's Nuclear Policy

Unit-IV:

- (a) Nehru and Indira Gandhi's role in India's Foreign Policy
- (b) Gujral, Vajpayee and Modi's impact on Indian Foreign Policy

Unit-V:

- (a) Post-Cold War Indian Foreign Policy
- (b) Covid and Post Covid Challenges to Indian Foreign Policy.

Suggested Readings

- 1) S. Jaishankar, The India Way: Strategies for an Uncertain World, Harper Collins India Publishers, Noida , 2020.
- 2) Arvind Gupta and Anil Wadhwa, India's Foreign Policy: Surviving in a Turbulent World, Sage Publications Pvt. Ltd New Delhi, 2020.
- 3) S. C. Singhal, Foreign Policy of India, Lakshmi Narain Agarwal Publishers, Agra, 2021.
- 4) Amb. Surendra Kumar, India's Foreign Policy in the Post-Covid World: International Relations through the Eyes of Indian Diplomats, Wisdom Tree Publishers, New Delhi, 2021.
- 5) V. N. Khanna and Leslie Kumar , Foreign Policy Of India, Vikas Publishing House, Chennai, 2018.
- 6) Vatsala Shukla, India's Foreign Policy in the New Millennium , Atlantic Publishers, Chennai, 2014.
- 7) Muralidhar, B.V. & C.Sekhar (ed.), Indian-Bangladesh Relations – Past Perfect, Present Tense, Lap-Lambert Publishers, Germany, 2013.
- 8) C. Venkata Subbaiah & B.V.Muralidhar, India's Foreign Policy, SVU Distance Mode Publication, Tirupati, 1991.
- 9) Srinivasulu, K. & Muralidhar, B.V. (ed), India and Disarmament with reference to CTBT, Lap-Lambert Publishers, Germany, 2014.
- 10) Seshu, A, & Muralidhar, B.V. (ed), Recent Trends in India- Srilanka relations, Scholar Press, Germany, 2016.

PS-405 (B): WOMEN AND POLITICS
Open Elective

Unit-I: Introduction

- (a) Meaning, Nature and Scope of Women in Politics
- (b) Role of Women in Indian Politics.

Unit-II: Problems in Political Participation

- (a) Reasons for Low Participation of Women in Indian politics
- (b) Problems of Women in Political Participation

Unit-III: Women Movements

- (a) Women Movements for Political Participation before Independence in India
- (b) Women Movements for Political Participation after Independence in India

Unit-IV: Women and Political Parties

- (a) Role of Women in National Politics Savitribai Phule and Indira Gandhi.,
- (b) Role of Women in Regional Politics - Jayalalitha, Mamatha Benarji and Mayavathi.

Unit-V: Women Representation

- (a) Women Representation in Local Bodies (73rd and 74th Constitutional Amendment Acts)
- (b) Women Reservation Bill for Upper Bodies; Present Scenario.

Suggested Readings

1. Julie Dolan, Melissa M, Women and Politics Paths to Power and Political Influence, Rowman & Littlefield Publishers, Lanham, Maryland, United Kingdom,2021.
2. Savita Mishra and Kritibas Datta , Women in Indian Politics , ABS Books Publishers, Kolkata,2021.
3. Ajaypal Kaur, Gender And Politics: Perception and Participation (Role of Women in Punjab Politics),Rawat Publications,2020.
4. Saxena Kiran, Women and Politics ,Gyan Publishing House,New Delhi, 2020.
5. Kanta Kataria And Mahesh Parihar,Women's Political Participation in India,Books Treasure Publishers, New Delhi, 2019.
6. Navaneeta Rath and Gautam Majumdar, Women in Indian Politics–Traditions, Transitions and Transformations ,Mittal Publications, New Delhi, 2016.
7. Mariz Tadros (ed.), Women in Politics: Gender, Power and Development, Zed Books Publishers, Canada, 2015.
8. S. Lal, Women in Indian Politics , New Central Book Agency Pvt Ltd, Kolkata,2010
9. B. Jharta, Women and Politics in India, Deep & Deep Publications, New Delhi, 2002.
10. S.N Ambedkar, Women Empowerment and Panchayati Raj, ABD Publishers, Jaipur, 2005.

PUBLIC ADMINISTRATION
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.LO, 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 Administrative, 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. Sapru, 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.

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2. Students well submit a Report of the work done by the start of 4th semester end examinations.
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 - 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, Educreation 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.
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