

Appendix No: 'B' Item No: 'B-2'
SRI VENKATESWARA UNIVERSITY: TIRUPATI
SVU COLLEGE OF ARTS
DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC
ADMINISTRATION

(Syllabus Common for S V University College and affiliated by SVU Area)
(Revised Scheme of Instruction and Examination, Syllabus etc., with effect
from the Academic Year's 2016-17 for I and II Semesters and 2017-18 for III
and IV Semesters)

Revised CBCS Pattern with effect from 2016-17
M.A. Political Science and Public Administration

First Semester (Common for both Political Science and Public Administration)

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	Modern Western Political Thought	6	4	Core-Theory	20	80	100
3.	PSPA-103	Modern Political Analysis	6	4	Core-Theory	20	80	100
4.	PSPA-104	Political Sociology	6	4	Core-Theory	20	80	100
5.	PSPA-105	Principles of Public Administration	6	4	CF	20	80	100
6.	PSPA-106	Human Values and Professional Ethics-I	6	4	EF	20	80	100
		Total	36	24		120	480	600

*All CORE Papers are Mandatory

- Compulsory Foundation - Choose one paper
- Elective Foundation - Choose one paper.
- 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.

Second Semester (Common for both M.A. Political Science and Public Administration)

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	Core-Theory	20	80	100
3.	PSPS-203	Public Policy	6	4	Core-Theory	20	80	100
4.	PSPA-204	Comparative Politics	6	4	Core-Theory	20	80	100
5.	PSPA-205	Indian Government and Politics	6	4	CF	20	80	100
6.	PSPA-206	Human Values and Professional Ethics-II	6	4	EF	20	80	100
		Total	36	24	Total	120	480	600

*All CORE Papers are Mandatory

- Compulsory Foundation - Choose one paper
- Elective Foundation - Choose one paper.
- 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.

Third Semester (Specialization in Political Science)

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	20	80	100
2.	PS-302	State Government and Politics of Andhra Pradesh	6	4		20	80	100
3.	PS-303	Local Government in India	6	4		20	80	100
4.	PS-304	(a) Indian Political System	6	4	GE*	20	80	100
		(b) American Government and Politics						
		(c) Good Governance and Information Technology						
		(d) Globalization and Indian Political Economy						
5.	PS-305	(a) Social Movements in India (b) Human Rights	6	4	OE#	20	80	100
Total			36	24		120	480	600

* All CORE Papers are Mandatory

- Generic Elective - Choose two
- 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.

Fourth Semester (Specialization in Political Science)

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	20	80	100
2.	PS-402	Center-State Relations in India	6	4		20	80	100
3.	PS-403	Project Work	6	4		20	80	100
4.	PS-404	(a) Comparative Governments: U.K, U.S.A, Switzerland	6	4	GE*	20	80	100
		(b) E-governance						
		(c) Indian Political Process						
		(d) South Asia and World Politics						
5.	PS-405	(a) UNO IN Global Politics (b) Women and Politics	6	4	OE#	20	80	100
Total			36	24		120	480	600

* All CORE Papers are Mandatory

- Generic Elective - Choose two
- 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.

Third Semester (Specialization in Public Administration)

S. No	Code	Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1.	PA-301	State Administration in Andhra Pradesh	6	4	Core	20	80	100
2.	PA-302	Public Personnel Administration	6	4		20	80	100
3.	PA-303	Local Government in A.P	6	4		20	80	100
4.	PA-304	a) District Administration	6	4	GE*	20	80	100
		b) Political Dynamics						
		c) Good Governance and Information Technology						
		d) Issues in Indian Administration						
5.	PA-305	a) Industrial Relations and Personnel Management	6	4	OE#	20	80	100
		b) Administration of Public Enterprises in India						
Total			36	24		120	480	600

* All CORE Papers are Mandatory

- Generic Elective - Choose two
- 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.

Fourth Semester (Specialization in Public Administration)

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	20	80	100
2.	PA-402	Financial Administration	6	4		20	80	100
3.	PA-403	Project Work	6	4		20	80	100
4.	PA-404	(a) Social Welfare Administration	6	4	GE*	20	80	100
		(b) Development Administration						
		(c) Disaster Management						
		(d) Office Management						
5.	PA-405	(a) India: Democracy and Development	6	4	OE#	20	80	100
		(b) Banking Management						
Total			36	24		120	480	600

* All CORE Papers are Mandatory

- Generic Elective - Choose two
- 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.

First- Semester

(A). Core-Theory (Common for both Political Science and Public Administration)

PSPA- 101: Constitution Making – Indian Experience

Unit - 1

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

Unit-II

- a) Salient features of Indian Constitution
- b) Is Constitution an Congress Document?

Unit –III

- a) Preamble, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties
- b) Constitution as a 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
- b) Constitutional Bodies - Statutory Institutions/Commissions - Comptroller and Auditor General of India – Attorney General
- c) Election Commission - Union Public Service Commission-Finance Commission- National Human Rights Commission

Suggested Readings:

- 1) Granville Austin, Indian Constitution, Corner Stone of a Nation, Oxford University Press, New Delhi, 1966
- 2) D.D. Basu, An Introduction to Indian Constitution, Prentice Hall, New Delhi, 2005.
- 3) W.H. Morris Jones, Government and Politics in India, OUP, Delhi, 1974.
- 4) Iqbal Narain, Indian Government and Politics, Minakshi Meerut, 1967.
- 5) M.V. Pylee, An Introduction to Constitution of India, Vikas, New Delhi, 1998.
- 6) S.K. Chaube, Constituent Assembly of India, Peoples Building House, Delhi, 1966.
- 7) Hasan Zoya, E. Shridharan and R. Sudarshan (eds.) *India's Living Constitutions*, New Delhi, Orient balckswan, 2004.
- 8) Kapur Devesh and Pratap Bhanu Mehta (eds.), *Public Institutions in India*, OUP New Delhi, 2005.
- 9) Sharma Brij Kishore, *Introduction to the Constitution of India*, Prentice Hall, New Delhi, 2002.

PSPA 102: Modern Western Political Thought

Unit-I: Renaissance Political Theory

- a) Machiavelli's Teachings
- b) Modernism in Machiavelli's Political Thought.

Unit-II: Social Contract Theory

- a) Thomas Hobbes on Nature of State – Theory of Social Contract.

- b) John Locke on Human Nature and State of Nature - Theory of Social Contract
- c) Rousseau on Social Contract and General Will. .

Unit-III: Utilitarianism

- a) Jermy Bentham and his Political Ideas.
- b) J.S.Mill Views on Liberty – Representative Government

Unit-IV: Idealism

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

Unit-V: Scientific Socialism

- a) Marxian Principles
- b) Marx’s theory of Class Struggle.

Suggested Readings:

- 1) Leo Starausstus (1965). Thoughts on Machiavelli, Free Press, Glero.
- 2) Sabine, G.H. (1968). History of Political Theory, Oxford and IBH, Delhi.
- 3) John R.Hale (1960). Machiavelli and the Renaissance, Penguin Books, Harmondsworth.
- 4) Gough, J.H. (1957). The Social Contract, OUP, London.
- 5) Oakesott, M. (1957). Leviathan by Thomas Hobbes, Bansal Backwell, Oxford.
- 6) Peter Laslett (ed.) (1960). Two Treatises on Government, Cambridge University Press, London.
- 7) Vaughan, C.E. (ed.) (1960). The Political Writings of J.J.Rousseau, Cambridge University Press, London, 1960.
- 8) William L. Davidson (1947). Political Thought in England: The Utilitarians from Bentham to Mill.OUP, London.
- 9) McCullam, R.B. (1946). Mill on Liberty and Representative Government, Blackwell, Oxford.
- 10) Carl L. Friedrich (ed.) (1954). The Philosophy of Hegal, Introduction Only, New York.
- 11) Alen Swingewood (1977). Marse and Modern Social Theory, Macmillan, London.
- 12) B.V. Ragavulu, (2014), Western Political Thought, Students Helpline Publishers Pvt Ltd, Hyderabad.

PSPA 103: Modern Political Analysis

Unit-I: Political Analysis

- a) Meaning, Nature, Scope and 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 approach
- b) Game Theory- Communication Theory

Unit-IV: Major Concepts

- a) Power and Authority
- b) Political Development

Unit-V: Ideology

- a) Mahatma Gandhi
- b) Dr.B.R.Ambedkar

Suggested Readings:

- 1) Charlesworth, J. (1967). Contemporary Political Analysis, Free Press, USA.
- 2) Dahl, R. (1963). Modern Political Analysis, Prentice hall, U.S.A.
- 3) Varma, S.P. (1999). Modern Political Theory, Vikas Publishing Pvt. Ltd., New Delhi.
- 4) Lipset, S.M. (Ed.) (1990). Politics and the Social Sciences, Oxford University Press Boulder, Mynne Reinner Publisher, New York.
- 5) Van Dyke (1960). Political Science – A Philosophical Analysis, Stanford University Press, USA.
- 6) Irish, M.D. (ed.) (1968). Political Science: Advance of the Discipline, Paperback Publisher, Prenticehall, USA.
- 7) David Easton (1971).The Political System, Scientific Book Agency, Calcutta.
- 8) Reddy C.V.S., (2014) Modern Political Theory and Analysis, Students Helpline Publisher Pvt Ltd, Hyderabad

PSPA: 104. Political Sociology

Unit-I:

- a) Political Sociology – its Nature, Scope and Significance.
- a) 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

Suggested Readings:

- 1) Mishra, S.K. (1989). Political Sociology, Sri Durga Pustak Bhandar, Sambalpur.
- 2) Srinivaspathy (1982). Political Sociology, Kalyani Publishers, New Delhi.
- 3) Schumpeter, Joseph A. (1943). Capitalism, Socialism and Democracy, Harper and Row, New York.
- 4) Palekar, S.A. (2010). Political Sociology, Mangalam Publications, Delhi.
- 5) Alessandro Pizzorno (1971). Political Sociology, Penguin, Harmondsworth.
- 6) Janowitz, M. (1961). Political Sociology in Encyclopaedia of Social Sciences, Free Press, Mc Millan.
- 7) Runciman, W.G. (1969). Social Science and Political Theory, Cambridge University Press, Cambridge.
- 8) Desai, A.R. (1979). Essays on Modernisation of Undeveloped Societies, Thacker and Co., Bombay.

- 9) Rudolph, L.I. and S.H.Rudolph. (1967). Modernity of Tradition, University of Chicago Press.
- 10) Raymond Aron (1968). Main Currents of Sociological Thought, Penguin Books.

(B). Compulsory Foundation

PSPA- 105: Principles of Public Administration

Unit-I

- a) Meaning, Nature and Scope of Public Administration.
- b) Importance of Public Administration in Developing Societies.

Unit-II

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

Unit-III

- a) Organization and its Principles
- b) Division of Work and Coordination

Unit-IV

- a) Leadership – Meaning, Qualities, Techniques and Importance.
- b) Communication – Meaning, Types, Principles and Importance.

Unit-V

- a) New Public Administration – Minnowbrook Perspective.
- b) Public Administration and Globalization.

Suggested Readings:

- 1) L.D. White, Introduction to the Study of Public Administration.
- 2) Avastashi and Maheswari (2012) Public Administration, Lakshminarayan Agarwal Agra.
- 3) Argudam, Yilmay (2011). Key to Governance – Strategic Leadership for Quality of Life, Macmillan, Hampshire.
- 4) Donald Menzel and Harvey White (eds). (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, ME. Sharpe.
- 5) Battacharya, Mohit (2013). New Horizons of Public Administration, Jawahar Publishers, New Delhi.
- 6) Wilson, Woodrow (1887). The Study of Administration, Political Science, Quarterly.
- 7) Ravindra Prasad, D.Prasad V.S Prasad, Satyanarayana P. and Y.Parthasaradhi (eds.) 2013). Administrative Thinkers, Sterling, New Delhi.
- 8) Frank J.Goodnow (2003). Politics and Administration: A Study in Government, Transaction Publishers, New York.
- 9) Jan-Erik Lane (2000). New Public Management: An Introduction, Routledge, London.

(C). Elective Foundation

PSPA- 106: Human Values and Professional Ethics-I

- 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) Reformatory, Retributive and Deterrent. (b) Views on Manu and Yajnavalkya.

Suggested Readings:

- 1) John S Mackenjie: A Manual of Ethics.
- 2) 'The Ethics of Management' by Larue Tone Hosmer, Richard D. Irwin Inc.
- 3) 'Management Ethics - Integrity at Work' by Joseph a. Petrick and John F. Quinn, Response Books: New Delhi.
- 4) 'Ethics in Management' by S.A. Sherlekar, Himalaya Publishing House.
- 5) Harold H. Titus: Ethics for Today
- 6) Maitra, S.K: Hindu Ethics
- 7) William Lilly : Introduction to Ethics
- 8) Sinha: A Manual of Ethics
- 9) Manu: Manu Dharma Sastra or the Institute of Manu: Comprising the Indian System of Duties: Religious and Civil (ed.) G.C.Haughton.
- 10) Caraka Samhita: Tr. Dr.Rarn Karan Sarma and Vaidya Bhagavan Dash, Chowkambha Sanskrit Series Office, Varanasi, I, II, III Vol. 1, PP.183-191.
- 11) Ethics, Theory and Contemporary Issues, Barbara Mackinnon, Wadsworth/ Thomson Learning, 2001.
- 12) Analyzing Moral Issues, Judith A. Boss, Mayfield Publishing Company, 1999.
- 13) An Introduction to Applied Ethics (ed.) John H.Piet and Ayodhya Prasad, Cosmo Publications.
- 14) Text Book for Intermediate Logic, Ethics and Human Values, Board of Intermediate Education & Telugu academic Hyderabad.
- 15) Sharma, I.C. Ethical Philosophy of India. Nagin & Co Julundhar.
- 16) S Sujana & V Murali Krishna, (2014) Personality Development, Students Helpline Publishers Pvt Ltd, Hyderabad.

**(A). Core-Theory II – SEMESTER
(Common for both M.A. Political Science and Public Administration)
PSPA -201: Administrative Theories**

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

- a) Abraham Maslow – Need Hierarchy Theory.
- b) Douglas McGregor – Theory X and Theory Y

Unit-V

- a) Elton Mayo – Human Relation Movement.
- b) Fred Riggs- Ecology of Public Administration.

Suggested Readings:

- 1) NICO P. (1975). Moulizelis Organisation and Bureaucracy: An Analysis of Modern Theories (2nd Edition) Routledge and Kegan Paul, London.
- 2) Ravindra Prasad, D. and P. Satyanarayana and Others (ed.) (2013). Administrative Thinkers, Sterling, New Delhi.
- 3) Mohit Bhattacharya (1987). Public Administration, Structure Process and Behaviours, World Press, Calcutta.
- 4) Susheela Kaushik (ed). 1987). Public Administration, Structure Process and Behaviours, World Press, Calcutta..
- 5) Thomas D. Lynch (ed.) (1983). Organization Theory and Management, Marcel Decker Inc.
- 6) Barnard, Chester (1969). The Functions of Executive, Harvard University, Press, Cambridge.
- 7) Donald Menzel and Harvey White (eds.) (2011). The State of Public Administration: Issues, Challenges and Opportunity, New York, ME, Sharpe.
- 8) Frank Marini (1971). Towards A New Public Administration – The Minnowbrook Perspective, Chandler Publications, University of Columbia.
- 9) Henry Fayal (1975). General and Industrial Management, Issac Pitman, London.
- 10) Henry Nicholas (2007). Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
- 11) Luther Gullick and Lyndall Urwick (eds.) (1937). Papers on Science of Administration, New York.
- 12) Hearbert A. Simon (1965). Administrative Behaviour: A Study of Decision-making process in Administrative Organizations, Free Press, New York.

- 13) B.V. Ragavulu, (2014), Administrative Theories, Students Helpline Publishers, Pvt Ltd, Hyderabad

PSPA- 202: Research Methodology

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) Bajpai, S.R.,(1990) Methods of Social Survey and Research, Kitab Ghar, Kanpur.
- 2) Krishna Swamy, O.R., Ranganatham, M. (2008) Methodology of Research in Social Sciences, Himalaya Publications, Mumbai.
- 3) William J. Goode, Paul K. Hatt. (2006). Methods in Social Research, Surjeet Publications, New Delhi.
- 4) Young, P.V (1984). Scientific Social Surveys and Research, Prentice-Hal, New Delhi.
- 5) Selitz. (1959). Research Methods in Social Relation, Rimhart and Rlimston, New York.
- 6) Sadhan,A.N. and Amargith Singh, ,(1983) Research Methodology, Himalaya publishing House, Bombay
- 7) Varma,.R.K. and Gopal Varma, (1989) Research Methodology, Common Wealth Publishers, New Delhi.
- 8) Srivastava U.K., and S.C. Sharma, (1987) Techniques for Managerial Decision Making, Wiley Eastern, New Delhi.
- 9) C Ramaiah & P.Murali Krishna,(2014) Research Methodology, Students Helpline Publishers Pvt Ltd, Hyderabad.
- 10) V Murali Krishna & M B Naidu, (2014) Research Methodology, Students Helpline Publishers Pvt Ltd, Hyderabad.

PSPA- 203: Public Policy

Unit-I

- a) Meaning, Nature, Scope and Importance of Public Policy
- b) Policy making Techniques/ 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) Role of Non-Governmental Organizations in Policy Making

Unit-V

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

Suggested Readings:

- 1) Dye, Thomas R. Understanding Public Policy 10th ed, Singapore; Pearson Education, Indian Reprint, 2004.
- 2) Lass Well, Harold D. The Preview of Policy Sciences, American Elsevier, New York, 1971.
- 3) Sapru, R.K. Public Policy.
- 4) Sapru ,R.K. Public Policy, PHI Learning Pvt,NewDelhi,2010.
- 5) Hussain, M.A., Public Policy (2014), Student Helpline Publihing House (p) Ltd. Hyderabad.

PSPA- 204: Comparative Politics

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 and Political Socialization

Unit-III

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

Unit-IV

- a) Political Participation
- b) Public Opinion and Pressure Groups.

Unit-V

- a) Role of Political Parties in India.
- b) Political Parties and their Impact on Political System.

Suggested Readings:

- 1) Aravind K. Roy (2011). Comparative politics and Political Government, Mahaveer and Sons, Delhi.
- 2) Rajani Kothari (2009). Politics in India – Caste in Indian Politics: Rethinking Democracy, Orient Blackswan Private Limited, Jaipur.
- 3) Vidya Bhushan (2011). Comparative Politics, Atlantic Publication, New Delhi.
- 4) Johari (1985). Comparative Politics, Sterling Publishers Pvt.Ltd., New Delhi.
- 5) Austin, G. (1966). The Indian Constitution Corner Stone of a Nation, London.
- 6) Myron Weiner (1962). The Politics of Scarcity, Chicago.

- 7) Herbert H. Hyma (1972). Political Socialization, Macmillan Company, New York.
- 8) Hague Rod, Harrop Martine and Breslin Shaun (2004). Comparative Government and Politics: An Introduction, Hampshire, Macmillan.
- 9) Landman Todd (2000). Issues and Methods in Comparative Politics: An Introduction, London, Routledge.
- 10) Mayer Lawrence (1989). Redefining Comparative Politics: Promise Vs Performance, Thousand Oaks, Sage.
- 11) Ray S.N. (1999). Modern Comparative Politics: Approaches, Methods and Issues, Prentice Hall, New Delhi.
- 12) D.C.M. Reddy (2014), Comparative Politics, Student Helpline Publishing House pvt ltd, Hyderabad

(B) Compulsory Foundation

PSPA -205: Indian Government and Politics

Unit- I

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

Unit- II

- a) Role of Indian President, Vice President
- b) Prime Minister, Speaker

Unit- III

- a) Legislative System in India
- b) Parliamentary Executive

Unit- IV

- a) Indian Judiciary - Role of Supreme Court.
- b) Coalition Politics in India.

Unit- V

- a) Role of Bureaucracy in India
- b) Planning Commission in India – NITI AYOOG

Suggested Readings:

- 1) .Abbas, 2012, Indian Government and Politics, *Pearson Publications*, New Delhi.
- 2) .Neera Chandoke, 2012, Contemporary India, *Pearson Publications*, New Delhi.
- 3) .Sundar Ram.D. 2007, Federal System and Coalition Government in India, *Kanishka Publishers*, New Delhi.
- 4) .Avasthi.A.P. 2002, Indian Government and Politics, *Lakhminarayana Agrawal Educational Publishers*, Agra.
- 5) .Cobridge. Sand Harriss. J, 2001, Reinventing India: Liberalization, Hindu Nationalism and Democracy, *Oxford University Press*, New Delhi.
- 6) .Jayal .N.G. (ed.), 2001, Democracy in India, *Oxford University Press*, Delhi.
- 7) .Frankel. F.R. and et al. (eds.), 2000, Transforming India: Social and Political Dynamics of Popular Democracy, *Oxford University Press*, Delhi.
- 8) A.R Reddy, 2014, Indian Constitution and Government, Student Helpline Publishing House pvt Ltd, Hyderabad

(C) ELECTIVE FOUNDATION

**PSPA- 206-: Human Values and Professional Ethics – II
(Common for both M.A. Political Science and Public Administration)**

- 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) John S Mackenzie: A Manual of Ethics.
- 2) "The Ethics of Management" by Larue Tone Hosmer, Richard D. Irwin Inc.
- 3) "Management Ethics - Integrity at work" by Joseph A. Petrick and John F. Quinn, Response Books: New Delhi.
- 4) "Ethics in Management" by S.A.Sherlekar, Himalaya Publishing House.
- 5) Harold H. Titus: Ethics for Today
- 6) William Lilly : Introduction to Ethics
- 7) Manu: Manava Dharma Sastra or the Institute of Manu: Comprising the Indian System of Duties: Religious and Civil (ed.) G.C.Haughton.
- 8) Susruta Sarnhita: Tr.Kavira Kunjanlal, Kunjalal Brishagratha, Chowkamba Sanskrit Series, Vol I, II and III, Varanasi, Vol 100, 16-20, 21-32 and 74-77 only.
- 9) Caraka Samhita :Tr. Dr. Ram Karan Sarma and Vaidya Bhagavan Dash, Chowkamba Sanskrit Series Office. Varanasi I, II, III. Vol.100, pp 183-191.
- 10) Ethics, Theory and Contemporary Issues. Barbara Mackinnon, Wadsworth/ Thomson Learning, 2001.
- 11) An Introduction to Applied Ethics (ed.) John H.Piet and Ayodhya Prasad, Cosmo Publications.
- 12) Text Book for Intermediate First Year Ethics and Human Values, Board of Intermediate Education-Telugu Akademi, Hyderabad.
- 13) V S Sujana & V Murali Krishna, (2014) Personality Development, Students Helpline Publishers Pvt Ltd, Hyderabad

THIRD - SEMESTER

M.A. (Specialization in Political Science)

(A). Core-Theory

PS- 301: International Relations

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

- a) Idealistic Approach to the study of International Relations.
- b) Realistic Approach to the study of International Relations.

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
- b) International Relations and Post-9/11 events.

Suggested Readings:

- 1) Morgenthau (1948): Politics among Nations, Paper Back publishers, Mc Graw Hill, New York.
- 2) Palmer and Perkins (1985). International Relations, Kalyan Publishers, New Delhi.
- 3) Panikar, K.M. (1956). Principles and Practice of Diplomacy, ACR Publisher House, New Delhi.
- 4) Mahendra Kumar (1967). Theoretical Aspects of International Politics, Shiva Agarwal Publishers, New Delhi.
- 5) Dutt, V.P. (2011). Indian Foreign Policy, National Book Trust, New Delhi.
- 6) Vidyadhar Mahajan (1995). International Relations, Sterling Publishers, New Delhi.
- 7) Fred Halliday (1994). Rethinking International Relations, MacMillan Press, London.
- 8) David A. Lake (2013). Theory is dead, Long Live Theory. The End of the Great Debates and the rise of Eclecticism in International Relations, European Journal of International Relations 19(3).
- 9) Ghosh, PU (2014). International Relations, PHI Learning, Pvt.Ltd., Delhi.

PS- 302: State Government and Politics of Andhra Pradesh

Unit-I

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

Unit-II

- a) Governor –Appointment, Powers, Functions and Role.

- b) Chief Minister – Powers, Functions and Role in State Politics

Unit-III

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

Unit-IV

- a) State Election Commission - Electoral Reforms –Voting Behaviour
- b) Regionalism, Sub- Regionalism and its Important on United AP

Unit-V

- a) Regional Parties in Andhra Pradesh.
- b) Bifurcation of Andhra Pradesh and its Consequences.

Suggested Readings:

- 1) Upadhyaya. A.S. 2005, Electoral Reforms in India, *Concept Publishers*, New Delhi.
- 2) Jewell, Malcolm and McCally, 2002. State Politics, Parties, and Policy. *Littlefield Publishers*, New York.
- 3) Ramashray Roy, Paul Wallace (ed.): 1999, Indian Politics and the 1998 Election: Regionalism, Hindutva and State Politics, *Sage Publication*, New Delhi.
- 4) Prasanna Kumar.A. 1994, Andhra Pradesh: Governments and Politics, *Sterling Publishers Private Limited*, New Delhi.
- 5) Fadia. B.L.1984, State Politics in India (2 Vol.), *Radiant*, Delhi.
- 6) Wood. J.R. (ed.) 1984, State Politics in Contemporary India: Crisis or Continuity, *West view Press*, Boulder.
- 7) Maheshwari. S.R., 1979, State Governments in India, *Macmillan*, Delhi.
- 8) Weiner. M. (ed.) 1976, State Politics in India, *Princeton University Press*, New Jersey.
- 9) Iqbal Narayan (ed.) 1967, State Politics in India, *Meenakshi*, Meerut.

PS- 303: Local Government in India

Unit-I

- a) Nature and Scope of Local Administration.
- b) Evolution of Local Government 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)
- c) Composition, Powers and Functions of 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 Government.
- b) Financial Resources of Local Government in India
- c) State Control and Supervision over Local Government.

Reference Books:

- 1) Satpalswami (2013). Local Self-Government, RBSA Publication, Jaipur.
- 2) Bhuvanesh Gupta (2014). Urban Local Government, Wisdom Press, New Delhi.
- 3) Durga P.Chhetri (2012). Decentralised Governance and Development in India, Mittal Publications, New Delhi.
- 4) Jawaharlal Gupta (2012). Local Administration in India, RBSA Publishers, Delhi.
- 5) Goel, S.L. and Shalini Rajneesh (2009). Panchayati Raj in India, Deep and Deep Publications, New Delhi.
- 6) Khanna, B.S. (1999). Rural Local Government in India and South Asia, Deep and Deep Publications, New Delhi.
- 7) Muttalib and Mohd, M.A. Akbar Alikhan. (2000) Theory of Local Government, Sterling Publishers, New Delhi.
- 8) Sriram Maheswari (2005). Local Government in India, Lakshmi Narain Agarwal, Agra.
- 9) Ram Reddy, G. and K.Seshadri (1972). The Voter and Panchayati Raj, National Institute of Community Development, Hyderabad.
- 10) Maheswar, B. Studies in Panchayat, Metropolitan Publications, Delhi.
- 11) Venkateswarlu, V. (2011). The Role of Village Panchayats and Village Development Councils in Rural Development, Abhijeet Publications, New Delhi.
- 12) Palanithurai, G. (2010). Dynamics of New Panchayati Raj System in India, Concept Publishers, New Delhi.
- 13) Venkatamallu Thadaboina (2013). E-Governance and Rural Development, B.R.Publishing Delhi.
- 14) Mahipal (2004). From Raj Governance to Swaraj Governance, Kurukshetra Publishers.
- 15) Y.G. Naidu, (2014), Comparative Local Government with Special Reference to India, India, Students Helpline Publishers Pvt Ltd, Hyderabad.

(B). Generic Elective (Select any Three)

PS -304. (a): Indian Political Systems

Unit-I Introduction

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

Unit-II Federation

- (a) Nature of 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

- (a) Nature of Party System – Policies and Programmes of National and Regional Parties.
- (b) Electoral System and Process, Electoral Reforms and Mass Media.

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, Problem of Economic Development, Liberalisation and New Economic Policy.

Suggested Readings:

- 1). Granville Austin *Working a Democratic Constitution: The Indian Experience*, Oxford University Press, New Delhi, 1999.
- 2). A.S. Narang, *Indian Government and Politics*, Geetanjali Publishing House, New Delhi, 1996
- 3). Francine Frankel, *Zoya Hasan, Rajeev Bhargava, Balveer Arora (eds.), Transforming India*, Oxford University Press, New Delhi, 2000.
- 4). J. Hasan, S.N. Jha & R. Khan. *The State, Political Process and Identity*, Sage, New Delhi, 1989.
- 5). Sunder Raman. *Indian Government and Politics*, Allied Publishers, New Delhi, 1988
- 6). W. Stern. *Changing India: Bourgeois Revolution on the Subcontinent*, Cambridge University Press, New Delhi, 1993.
- 7). D.D. Basu, *An Introduction to the Constitution of India*, Prentice Hall, New Delhi.
- 8) J.C.Johari, *Indian Political System*, Anmol Publiation, New Delhi,1996.
- 9) Hasan, Zoya, *Politics and the State in India*,Sage Publications,Delhi,2000.
- 10) Grass,Pall, *Ethnicity and Nationalism: Theory and Comparision*,Sage Publication, 1991.
- 11) Reddy A.R.,(2014) *Indian Political Process*, Students Helpline Publishers Pvt Ltd, Hyderabad.

PS- 304.(b): American Government and Politics

Unit- I

- a) Evolution of American Constitution
- 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

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

Unit- V

- a) The Role of Political parties in USA
- b) Polices and Programmes of the Republican Party and the Democratic Party.

Suggested Readings:

- 1) Neil MacNeil, Richard. A. Barker, et. al., (2013), *The American Senate: An Insider's History*, Oxford University Press, USA.
- 2) Karan O'connor Lorry.J.Sabato, et. al., (2012), *Essentials of American Government Roots and Reform, Election Edition*, USA

- 3) Charles, C. Turner et al., (2011). Introduction to American Government, BVT Publishers, USA
- 4) Richard, E. Neustadi (1991). Presidential Power and the Modern Presidents: The Politics of leadership from Roosevelt to Reagan, Free Press Publishers, USA.
- 5) Michael Supperstone et al., (2005) Judicial Review, Butter worths Law Publishers, USA.
- 6) Kathryn Moore (2013). The American President: A Complete History, Sterling Publishers, USA.
- 7) James, Q. Wilson et al., (1980). American Government: Brief Version, USA.
- 8) James, Q. Wilson (2012). American Government: Institutions and Policies: The Essentials, Cengage Learning Publishers, USA.
- 9) Burke Aaron Hinsolale (2010). The American Government National and State, NabuPress, USA.
- 10) Joseph, M. Bessette (2013) American Government and Politics: Delibered Democracy, and Citizenship, Cengage Learning Publishers, USA.
- 11) D Chandra Mouli Reddy, (2014) Comparative Politics, Students Helpline Publishers Pvt Ltd, Hyderabad.

**PS -304. (c). Good Governance and Information Technology
(Common for both Political Science and Public Administration)**

Unit I

- a) Concept and Importance of Good Governance.
- b) Indian Ideas of Good Governance.

Unit-II

- a) Governance – Concept – Meaning.
- b) Good Governance Initiatives.

Unit-III

- a) . E-Governance – Meaning, Scope and Importance.
- b) E-Tools for Good Governance.

Unit-IV

- a) E- Governance towards Good Governance.
- b) E-Governance Initiatives in Andhra Pradesh.

Unit-V

- a) Information Technology – Evaluation and Significance.
- b) Information Technology and Good Governance.

Suggested Readings:

1. Jain: Public Administration in India: 21st Century Challenges for Good Governance.
2. World Development Report (1997). The State in a Changing World, World Bank, Washington.
3. World Bank, Development Entering the 21st Century, Washington, D.C. 1999 – 2000.
4. Government of Andhra Pradesh, Vision 2020.
5. CSR, Prabhu (2009). E-Governance – Concepts and Case Studies, PHI learning Private Limited, New Delhi.
6. Goel, S.I. (2007). Good Governance – An Integral Approach, Deep and Deep Publications Pvt. Ltd., New Delhi.

7. Suresh, R. (2013). Right to Information and Good Governance, Global Research Publications, New Delhi.
8. Rajiv Sharma and Nandini Sharma (2013). Good Governance – Press Perspectives, Aalekh Publishers, Jaipur.
9. Barthwal, CP. (2010). Good Governance in India, Deep and Deep Publications Pvt.Ltd., New Delhi.
10. Parthasaradhi, Y. et. al. (2009). E-Governance and Indian Society: An Impact of Study, Kaniskha, New Delhi.
11. Satyanarayana, J. (2004). E-Government: The Science of the Possible, PHI Learning Pvt.Ltd., New Delhi.
12. Vadithya Bapuji Nayak (2001). Information Technology, Vijaya Publications, Hyderabad.
13. Ali Hussain, M. (2013). Good Governance through E-Governance: Reflections from Andhra Pradesh and Kerala, VL Media Solutions, New Delhi.

PS -304. (d): Globalization and India Political Economy

Unit-I

- 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) Brass, Paul R. (1992), The Politics of India since Independence, Cambridge University Press, Cambridge.
- 2) , Terence, J. (Ed) (1994): The State and Development Planning in India, Oxford University Press, Delhi.
- 3) Chatterjee, Partha (1997): A Possible India: Essays in Political Criticism, Oxford University Press, Delhi.
- 4) Das, Arvind N. (1994): India Invented: A Nation in the Making. Manohar, New Delhi.
- 5) Frankel, Francine R (1978): India's Political Economy: 1947 - 1977: The Gradual Revolution, Princeton University Press, Princeton.
- 6) Rudolph, L.I and S.H. (1987): In Pursuit of Lakshmi : The Political Economy of the Indian State, University of Chicago Press, Chicago.

- 7) Vanaik, Achin (1990): The Painful Transition: Bourgeois Democracy in India, Verso, London.
- 8) Dinesh Aggarwal and A.K. Mohapatra (2011), Globalization & The Indian Economy, Prateeksha Publications, New Delhi.
- 9) S. Ambirajan, (2010) Classical Political Economy and British Policy in India, Cambridge University Press, Cambridge
- 10) Ashutosh Kumar (1993), The Political Economy of the State in India, Atlantic Publishers, New Delhi.
- 11) Rahul Mukherji (2014), Political Economy of Reforms in India, Oxford Press, New York, USA.
- 12) Datt & Sundharam (2016), Indian Economy, S Chand Publishers, New Delhi.

(C) Open Elective (Select any One)

305-(a) - Social Movements in India

Unit-I

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

Unit-II

- (a) Peasant and Left wing in India, Tobacco Movement, Farmers Movement, Past and Present
- (b) Telangana Armed Struggle, Nationalist Movement

Unit-III:

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

Unit-IV:

- (a) Women's Movement, Historical Overview of Indian Women Movement, Ideology of Indian Women Movement.
- (b) Women India's Freedom Struggle, Women Movements for Political Representation.

Unit-V:

- (a) Forest Based Movements- Movements Against Big Dams, Movements Against Industrial Pollution.
- (b) Different Acts for Protection of Environment, Impact of Globalization on Social Movements.

Suggested Readings:

- 1) Anthony, H. Birch, The Concepts and Theories of Modern Democracy, 2001.
- 2) Jayal, Niraja Gopal, Democracy in India. (OUP, New Delhi, 2001)
- 3) Chatterjee Bandana, 'Women and Politics in India, New Delhi, 2001.

- 4) Austin, Granville, Working of a Democratic Constitution: The Indian Experience, New Delhi, 2000.
- 5) Deshpande, Sathish, Contemporary India: A Sociological View, Penguin Books in India, New Delhi, 2000.
- 6) Chaube Shibani Kinkar, Constituent Assembly of India: Springboard of Revolution, (Manohar, New Delhi, 2000)
- 7) Parajuli, Promod, 'Power and Knowledge in Development Discourse: New Social Movements and the State in India' in Jayal (ed), 2001.
- 8) Kaviraj, Sudipta, and S. Khilnani, (eds) Civil Society: History and Possibilities, (Foundation Books, New Delhi, 2001).

PS- 305 (b): Human Rights

UNIT-I

- a) Meaning, Nature and Significance of Human Rights.
- b) Evolution and Approaches to the study of Human Rights

UNIT-II

- a) The Internationalization of Human Rights-the Evolving Inter Governmental Institutional Structures.
- b) Human Rights and the United Nations: Charter Provisions

UNIT-III

- a) Universal Declaration of Human Rights and the Various Other Conventions
- 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 Human Rights Commission, State Human Rights Commission.
- b) Safeguards to protect Human Rights.

Suggested Readings:

- 1). Alfredson, G. et.al (eds): The Universal Declaration of Human Rights - A Commentary.
- 2). Andrews, J.A. (ed.) : Human Rights in Criminal Procedure, A Comparative Study.
- 3). An-Nalim, A.A. (ed.): Human Rights in Cross-Cultural Perspectives.
- 4). Beetham, D. (ed.) : Politics and Human Rights.
- 5). Boven, T.V. (1977). The United Nations and Human Rights: A Critical Appraisal, Bulletin of Peace Proposals, no.3.
- 6). Brownie, I. (ed): Basic Documents on Human Rights, Oxford.
- 7). Buergenthal, T. : International Human Rights In A Nutshell
- 8). Buergenthal, T. & LB. Sohn: International Protection of Human Rights
- 9). Donnelly, J: The Concept of Human Rights.
- 10). Subramanian, S.: Human Rights: International Challenges
- 11). Waidron, J.J. (ed). Theories of Rights.

FOURTH – SEMESTER

M.A. (Specialization in Political Science)

(A). Core -Theory

PS 401: India's Foreign Policy-Continuity, Changes and Emerging Challenges

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 neighbours (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 Common Wealth
- b) India and Non-alignment

Unit-IV:

- a) India and UNO
- b) India and Disarmament

Unit-V:

- a) Post-Cold War Challenges to India's Foreign Policy
- b) Emerging Trends

Suggested Readings:

- 1) Misra, K.P. (ed.) (1969). Studies on India's Foreign Policy, Vikas Publications, Delhi.
- 2) Nehru, J.(1961). India's Foreign Policy, Selected Speeches, Geethika Publishers, Delhi.
- 3) Nanda, B.R. (ed.) (1979). India's Foreign Policy, Vikas Publishing House, New Delhi.
- 4) Prasad, Bimal (ed.) (1969). India's Foreign Policy, Vikas Publishing Pvt. Lt., Jaipur.
- 5) Verma, S.P. and Misra, K.P. (1968). Foreign Policy of South Asia, Vikas Publish Pvt Ltd., Jaipur.
- 6) Muralidhar, B.V. & C.Sekhar (ed.). (2013). Indian-Bangladesh Relations – Past Perfect, Present Tense, Lap-Lambert Publishers, Germany.
- 7) Srinivasulu, K. & Muralidhar, B.V. (ed). (2014). India and Disarmament with reference to CTBT, Lap-Lambert Publishers, Germany.
- 8) Seshu, A, & Muralidhar, B.V.(ed). (2016). Recent Trends in India- Srilanka relations, Scholar Press, Germany.

PS -402: Centre- State Relations in India

Unit- I

- a) Nature of the Indian Federalism.
- b) Government of India Act 1935 – Main Features

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 Relations.
- c) Centre-State Financial Relations.

Unit-IV

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

Unit-V

- a) Rajamannar Committee on Centre - State Relations
- b) Sarkaria Committee on Centre - State Relations

Suggested Readings:

- 1) Chadramouliswara Rao, V.Politics of Regionalism and Centre- State Relations.
- 2) Rajamannar Committee Recommendation on Union- State Relations.
- 3) Durgadass Basu (1987). Introduction to the Constitution of India, Prentice Hall of India, New Delhi.
- 4) Sarkaria Commission Report on Centre- State Relations.
- 5) Markandan, KC (1986). Centre-State Relations – The Perspective, ABS Publications, Jalandhar.
- 6) Avasthi, A.P. (2001). Indian Government and Politics, Lakshmi Narain Agarwal, Agra.
- 7) Arora B. and D.V. Vermey (eds.) (1995). Multiple Identities in A ingle state: Indian Federalism in Comparative Perspective, Centre for Policy Research, Konark, New Delhi.
- 8) Austin, G. (1966). The Indian Constitution: Cornerstone of a Nation, Oxford University Press, Oxford.
- 9) Chanda, A. (1965). Federalism in India: A Study of Union State Relations, George Allen and Unwin.
- 10) Ray, A. (2001). Tension Areas in India's Federal System, K.P.Bagchi, Calcutta.

11) Y.G. Naidu, (2014), Central and Financial Administration of India, Students Helpline Publishers Pvt Ltd, Hyderabad

PS - 403: Extension / Project Work

The aim of the Project work is to provide the basic knowledge in methodology for the students of M.A, Political Science and Public Administration for understanding future research in their subject area.

- 1) The students have to carry out the Research studies in areas relating to Political and Administrative issues and matters and such other related topics.
- 2) The students have to submit a Report with not less than 25 pages of the work done before going for 4th Semester end examinations.
- 3) Distribution of Marks
 - 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 Head of the Department (Chairman), the Chairman, BOS, and Internal Examiner as the members.

(B) Generic Elective (Select any Three)

PS – 404 (a) Comparative Governments: U.K, U.S.A and Switzerland

Unit-I

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

Reference Books:

- 1) Prem Arora (1992). World Constitutions, Cosmos Book Hive (P) Ltd., New Delhi.
- 2) Alexander, Herbert, E (1989). Comparative Political Finance in the 1980s, Cambridge University Press, Cambridge.
- 3) Kavanagh, Dennis (1992). The United Kingdom, Clarendon Press, Oxford.
- 4) Almond G. and G. Powell (1988). Comparative Politics Today: A Worldview, Chicago, Foresman.
- 5) O'Neil Patrick (2004). Essentials of Comparative Politics, New York, W.W.Norton and Co.
- 6) Gregory S. Mahler (2008). Comparative Politics, An Institutional and Gross, National Approach.
- 7) Duchacek D.Ivo (1970). Comparative Federalism. The Territorial Dimension of Politics, Lesley Frost Ballantine, Printed in the United States of America.
- 8) Robertweissberg (1980). Understanding American Government, Holt, Rinchart and Winston, Printed in the U.S.A., Chicago.
- 9) M.J.C.Nile (1976). Politics in the USA, Hutohinson & Co (Publishers) Ltd., London.
- 10) Allan Dionisopoulos, P. (1970). The Government of the United States, Charles Serbner's Sons, New York.
- 11) Ernest S. Griffith (1983). The American System of Government, Richard Clay Ltd., New York and London.
- 12) Richard Hofstadter (1968). Ten Major Issues in American Politics, New York Oxford University Press, London, Toronto.

PS – 404. (b): E-Governance

Unit- I: Introduction

- (a) Meaning, Definition, Scope and Importance of E- Governance
- (b) Evolution of E – Governance, Evolution of Computer and Internet - Application to Administrative System.

Unit-II: Concepts and Development

- (a) Theories of E- Governance (Six Perspectives and Six Theories Specify)
- (b) Models of E-Governance (The General Information Dissemination Model, the Critical Information Dissemination Model, the Advocacy Model and the Interactive Model)

Unit-III: Application

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

Unit-IV: E- Governance in India

- (a) E- Governance Policy and E-Governance in India
- (b) Electronic Citizen Service: Digitalisation of Land Records Administration and E- District Projects in Andhra Pradesh.

Unit-V: Issues and Challenges

- (a) E-Readines and Digital Divide (Gender, Geographical, Economical, Social and Political)
- (b) E-Governance Issues and Challenges – Resistance to Change, Capacity building and Administrative Reforms.

Suggested Readings

- 1) Agarwal, Ashok (ed), E-Governance, Universities Press, Hyderabad, 2007.
- 2) Bhatngar, Subhash, Unlocking E- Governance Poltential Concepts, Case and Practical Insights, sage, NewDelhi, 2009.
- 3) Government of India, Second Administrative Reforms Commision,Promoting E-Governance. The Smart Way Forward, 2008.
- 4) Gupta,D.N., E-Governance A Comprehensive Framework, New Century,New Delhi,2008.
- 5) Heeks,Richard,Implimenting and Managing e-Government an International Text,Vistaar Publications, New Delhi,2005.
- 6) Homburg, Vincent, Understnading E- Government:Information Systems in Public Administration,Routledge,Abingdon,2008.
- 7) Madon, Shirin, e-Governance for Development: A Focus on Rural India, Palgrave Macmillan, Hound mills 2009.
- 8) Pannervel, P.,E-Governance:A change Management Tool, Rawat, Jaipur, 2006.
- 9) Prabhu,C.S.R., e-Governance:Concepts and Case Studies,Prentice Hall of India,New Delhi,2004.
- 10) Raj,B.Srinivas, E- Governance Techniques Indian and Global Experiences, New Century,New Delhi,2008.

PS- 404 (c): Indian Political Process

Unit-I

- a) Salient Features of the Indian Constitution.
- b) National and Regional Parties in India.

Unit-II

- a) Election Commission of India.
- b) Voting Behavior - Electoral Reforms in India.

Unit-III

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

Unit-IV

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

Unit-V

- a) Women Politics and Development.
- b) Globalized Scams – Corruption in India.

Suggested Readings:

- 1) Biju, M.R. (2009). Democratic Political Process, Krishna Mittal.

- 2) Markandan, K.C. (1966). Directive Principles in the Indian Constitution, Allied Publishers, Bombay.
- 3) U.R. Ghai (1993). Major Political System, New Academic Publishing Co., Jalandhar.
- 4) Avasthi, A.P. (2009). Indian Government and Politics, Lakshmi Narayan Agarwal.
- 5) Peter Ronald De Souza E. Sridharan (2011). India's Political Parties, Sage Publications, New Delhi.
- 6) Jawaharlal Gupta (2012). Union Govt. and Administration India, Dominant Publishers, New Delhi.
- 7) Satpal Swan (2013). Indian Administration, RBSA & Publishers, Jaipur, India.
- 8) Sharma Brij Kishore (2002). Introduction to the Constitution of India, Printicehall.
- 9) Rajani Kothari (1970). Politics in India, Orient Longman, New Delhi.
- 10) Bhambhri, P. (2007). The Indian State and Political Process, Shipra Publications, New Delhi.
- 11) Reddy, Agarala Eswara and D.Sundar Ram (1992). Electoral Reforms in India, Uppal Publishing House, New Delhi.
- 12) Ganguly and Ganguly. Voting Behaviour in a Developing Society, Sterling Publishers Pvt. Ltd., New Delhi.

PS – 404. (d): South Asia and World Politics

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. Devint Hagerty (ed.), *South Asia in World Politics*, Oxford, Oxford University Press, 2006.
2. Gopal Singh and Ramesh Chauhan (eds.), *South Asia Today*, Deep & Deep, New Delhi, 2005.
3. Vernon Hewitt, *the New International Politics of South Asia*, Manchester University Press, Manchester, 1997.
4. Rajesh M. Basrur (ed.), *Security in the New Millennium: Views from South Asia*, India Research Press, New Delhi, 2001
5. P.L. Bhola and Ramakant (ed.), *Post Cold War, Developments in South Asia*, RBSA Publishers, Jaipur, 1995

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. Brecher, "Political instability in the new states of Asia", in H. Eckstein and D.E. Apter(eds.), *Comparative Politics: A Reader*, The Free Press, New York, 1963.
9. M. Chadda, *Building Democracy in South Asia: India, Nepal, Pakistan*, Boulder Colorado, Lynne Rienner, 2000.
10. V. D. Chopra (ed.), *Religious Fundamentalism in Asia*, Gyan Publishers, Delhi, 1994.

(C). Open Elective (Select any One)

PS – 405.(a): UNO in Global Politics

Unit- I:

- (a) Genesis behind the Birth of UNO
- (b) Charter, Aims and Objectives

Unit-II:

- (a) Main Organs – Structure, Powers and Functions
- (b) Subsidiary Organs – Structure Powers and Functions

Unit-III:

- (a) UNO in the Cold War Period(1945-1991)
- (b) Post Cold War and UNO (1991)

Unit-IV:

- (a) UN Peace Keeping Operations
- (b) Refugees and Rehabilitation Programmes

Unit-V:

- (a) Need for Reforms in UNO
- (b) India's Stake for Membership in Security Council

Suggested Readings

- 1) Peu Ghosh,(2014),*International Relations*, PHI Learning, New Delhi
- 2) M.K.Kayathwal (1997) *The United Nations – Retrospect & Prospects*, Sheetal Printers, Jaipur.
- 3) Verinder Grover (ed) (1998), *UNO, NAM,NIEO,SAARC, and India's Foreign Policy*, Deep & Deep Publications, New Delhi
- 4) Joshua S. Goldstein, (2003), *International Relations*, New Delhi.
- 5) Paul.R. Viotti & Mark V. Kauppi, (2007) *International Relations & World Politics*, Pearson, New Delhi.
- 6) Rama S.Melkote & A. Narasimha rao,(1993) *International Relations*, Sterling, New Delhi.
- 7) Vinay Kumar Malhotra (2001) *International Relations*, New Delhi.

PS- 405. (b): Women and Politics

Unit-I: Introduction

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

Unit-II: Problems in Political Participation

- (a) Reasons for Low Political Participation of Women in India
- (b) Impediments and Problems Faced by Women for 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 Political Parties
- (b) Role of Women in Regional Political Parties

Unit-V: Women Representation

- (a) Women Representation in Local Bodies (73rd and 74th Constitutional Acts)
- (b) Women Reservation Bill for Upper Bodies; Present Scenario, Debate, Affirmative Action, Strategies by Indian Government

Suggested Readings:

- 1) Laxmi Devi, Women in Politics- Management and Decision Making, Anmol publishing Pvt. Ltd. New Delhi, 1998.
- 2) S.N Ambedkar, Women Empowerment and Panchayati Raj, ABD Publishers, Jaipur 2005.
- 3) Kumar Raj, Women in Politics, Anmol Publishers Pvt. Ltd., New Delhi, 2000.
- 4) Kumar Raj, Women and leadership, Anmol Publishers Pvt. Ltd., New Delhi, 2000.
- 5) Sinha, Niroj (ed), Women in Indian Politics, Empowerment of Women Through Political Participation, New Delhi, Gyan Publishing House, 2000.
- 6) Raj, Kumar (ed), "Women in Politics", New Delhi, Anmol Publication, 2000
- 7) Dehlerup, Drude(Ed.), Women, Quotas and Politics, Routledge, Abingdon, 2007.
- 8) Karam, Azza, Women in Politics beyond Numbers, International Institute for Democracy and Electoral Assistance, Stockholm, 1998.
- 9) Menon, Niveditha, Recovering Subversion: Feminist Politics Beyond the Law, Permanent Block, Delhi, 2004. pp.1-65, 166-203.
- 10) Morgan, Sue (ed), The Feminist History Reader, Routledge, London, 2006.

THIRD & FOURTH – SEMESTER
**M.A. (SPECIALIZATION IN PUBLIC
ADMINISTRATION)**

A. Core- Theory

THIRD – SEMESTER

M.A. (Specialization in Public Administration)

PA- 301: State Administration in Andhra Pradesh

Unit- I

- a) The State Governor – Powers and Functions.
- b) The Chief Minister – Powers and Function.

Unit- II

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

Unit- III

- b) Ministry of Home Affairs – Powers and Functions.
- c) Revenue Department – Powers and Functions.
- d) Judicial Administration in Andhra Pradesh.

Unit- IV

- a) Andhra Pradesh Public Service Commission.
- 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) Gaur.R.R. And et al. (eds.),2013, Human Values and Professional Ethics, *Anurag Jain for Excel Books Publishers*, New Delhi.
- 2) Ministry of Information, 2006, District Administration: Theory and Practice, *Broadcasting Government of India Publication*, New Delhi.
- 3) Fadia B.L, 2005, Indian Administration, *Sahitya Bhawan Publications*, Agra.
- 4) Puri .K.K., 2005, Indian Administration, *Bharat Publishers*, Jalandhar.
- 5) Maheshwari. S.R, 2000, State Governments in India, *Macmillan India Ltd.*, New Delhi.
- 6) Mishra .S, 1996, Changing Pattern of District Administration, *Mittal Publications*, New Delhi.
- 7) Emanuel, Ezekiel, J.1994. The Ends of Human Life: Ethics in a Liberal Policy, *Harvard University Press*, Harvard Mass.
- 8) Beitz and et al. (eds.), 1985, International Ethics, *Princeton University Press*, New Delhi.
- 9) Khera S.S, 1979, District Administration in India, *National Publishing House*, New Delhi.

PA- 302: Public Personnel Administration

Unit-I

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

Unit-II

- a) Civil Services – Recruitment and Training
- b) Second Administrative Reforms Commission.
- c) Accountability of Permanent Executives.

Unit-III

- a) Ethical Values in Higher Civil Services
- b) Discipline, Morale and Motivation.
- c) Employees Welfare and Retirement Benefits.

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) Stahl O. (1975). Glenn Public Personnel Administration Oxford & IBH, New Delhi.
- 2) Goel, S.L. (1984). Public Personnel Administration, Sterling, New Delhi.
- 3) Varma, S.P. & Sharma, S.K. (1985). Managing Public Personnel Systems II, AP, New Delhi.
- 4) Nigro (1963). Public Personal Administration, Holf, New York.
- 5) Avasthi & Maheswari (2010). Public Administration, Lakshmi Narayana Agarwal, Agra.
- 6) Sharan, P. (1981). Modern Public Administration, Meenakshi Prakashan, New Delhi.
- 7) Singh Hoshier and Singh Mahender (1989). Public Administration in India Theory and Practice, Sterling, New Delhi.
- 8) Krishna K. Thummala. Public Administration in India.
- 9) Wishwa Prakashan Ramesh K. Arora and Rajani Goyal (1996). Indian Public Administration – Institutions and Issues, New Delhi.
- 10).Anjaiah.M., (2014) Public Personnel Administration, Students Helpline Publishers, Pvt Ltd, Hyderabad
- 11) L V Narasimha Prasad,(2014) Recruitment and Selection, Students Helpline Publishers Pvt Ltd, Hyderabad.

PA-303: Local Government in Andhra Pradesh

Unit-I-Introduction

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

Unit-II-Amendments

- (a) Salient Features of 73rd Constitutional Amendment Act with reference to A.P.
- (b) Salient Features of 74th Constitutional Amendment Act with reference to A.P.

Unit-III- Organization/Composition

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

Unit - IV- Committee System

- (a) Committee System in Local Government in A.P. after 73rd and 74th Constitutional Amendment Act.
- (b) Bureaucracy in Urban and Rural Local Government in Andhra Pradesh.

Unit – V - People’s Participation and State Control

- (a) People’s Participation in Developmental Programmes in Andhra Pradesh.
- (b) Source of Finance to Local Government in Andhra Pradesh.
- (c) State Control and Supervision over Local Government.

Suggested Readings

- 1) N.Sreeramulu (2011). Rural Development Administration in India, Serial Publications, New Delhi, India.
- 2) K.Ganesh Babu (2012). NGOs and Rural Development Programmes, Discovery Publishing Pvt.Ltd., New Delhi.
- 3) Konda Singha (2011). Rural Development in India, Concept Publishing Company Pvt. Ltd., New Delhi.
- 4) Venkatamallu, Thabedafoina (2013). E-Governance and Rural Development, B.R. Publishing Corporation, Delhi.
- 5) Ravigoil (2012). Panchayati Raj and Rural Development, Sonali Publications, New Delhi.
- 6) Jawaharlal Gupta (2012). Local Administration in India, RBSA Publishers, Jaipur.
- 7) Ravi Goil (2012). Panchayati Raj in India, Sonali Publications, New Delhi.
- 8) Maheswari, S.R. (2003). Local Government in India, Lakshmi Narain Agarwal, Agra.
- 9) Sahib Singh and Swinder Singh (1991). Local Government in India, New Academic Publishing Co., Jalandhar.
- 10) Pradeep Sachdeva (1991). Dynamics of Municipal Government and Politics in India, Kitab Mahal, New Delhi.
- 11) Hoshiar Singh: State Supervision and Control over Municipal Bodies, Associated Publishers, New Delhi.

- 12) Biju, M.R. (2007) Decentralisation an Indian Experience, National Publishing House.

(B). Generic Elective (Select any Three)

PA- 304. (a): District Administration

Unit- I:

- a) Evolution of District Administration in India –Pre and Post Independent Period.
- b) Importance of District Administration.
- c) Organizational structure of the District Administration.

Unit- II:

- a) Powers, functions and Role of District Collector in District Administration.
- b) Organisation and Working of District Collectorate.

Unit - III

- a) District Administration at Lower Levels – Division –Mandal /Thasil and Village.
- b) Functionaries at District Level – Joint Director of Agriculture, District Medical and Health Officer, Superintend of Police, District Educational Officer, District Social Welfare Officer, PD – DRDA and Velugu.

Unit - IV

- a) District Rural Development Agency (DRDA) – Role and Functions.
- b) District Planning Committee- Composition Powers and Functions – Role and Importance.

Unit - V

- a) Role of District Administration in Poverty alleviation and Management of Natural Disaster.
- b) Mechanism for Redressal of Citizen’s Grievances- Janmabhoomi Programme, Revenue and Police Department.

Suggested Readings:

- 1) P. Negi (1990), Problems of District Administration in India, H.K. Publications, Delhi,
- 2) M. Laxmikanth, District Collector: Changing Role, Public Administration, Tata McGraw-Hill Publishing Company Limited, New Delhi, 2007, pp. 518-520.
- 3) Nipun Vinayak (2016) Participative Governance in District Administration, Authors press Publishers, New Delhi

- 4) Jai Bhagwan Sharma(2003) History and Problems of District Administration in India, sarup publishers, New Delhi
- 5) Edwin Eames, Parmatma Saran (1988)District Administration in India, Vikas Publishing House Pvt Ltd, New Delhi
- 6) D.D. Aggarwal (2015) State and District Administration in India, Kaveri Book Service Publishers, New Delhi.

PA - 304- (b): Political Dynamics

Unit-I: Anti Defection Law

- (c) Provisions of the Act.
- (d) Evolution of the Act.

Unit-II: Political Parties

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

Unit-III: Elections

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

Unit-IV: Pressure Groups

- (a) Meaning, Nature and Importance of Pressure Groups
- (b) Pressure Groups in India- Role and Working

Unit-V: National Integration

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

Suggested Readings:

- 1) Soli J Sorabjee, 'The Remedy Should not be Worse than the Disease', The Times of India (Sunday Review), February 1, 1985, p.1.
- 2) Madhu Limaye, Contemporary Indian Politics, 1989, p.190.
- 3) The Hindustan Times, New Delhi, August 3, 1980.
- 4) Myron Weiner, Politics of Scarcity: Public Pressure and Political Response in India, 1963.
- 5) B.K.Nehru: The Indira G andhi Memorial Lecturers delivered at the University of Kerala in January, 1988.
- 6) Koussar J.Azam: Political Aspects of National Integration, p.82.
- 7) A.S. Narang: Indian Government and Politics, Gitanjali, 2000 Edition, p.602.
- 8) D.N.Malik: The Development of Non-Alignment in India's Foreign Policy.
- 9) GA Almond and GB Powell: Comparative Politics, 1972, p.75-76.
- 10) J.C.Johari, Indian Government and Politics, Vishal, Thirteen Edition, p-591.

**PA 304-(c) Good Governance and Information Technology
(Common for both Political Science and Public Administration)**

Unit I

- a) Concept and Importance of Good Governance.
- b) Indian Ideas of Good Governance.

Unit-II

- c) Governance – Concept – Meaning.

- d) Good Governance Initiatives.

Unit-III

- c) . E-Governance – Meaning, Scope and Importance.
- d) E-Tools for Good Governance.

Unit-IV

- c) E- Governance towards Good Governance.
- d) E-Governance Initiatives in Andhra Pradesh.

Unit-V

- c) Information Technology – Evaluation and Significance.
- d) Information Technology and Good Governance.

Suggested Readings:

1. Jain: Public Administration in India: 21st Century Challenges for Good Governance.
2. World Development Report (1997). The State in a Changing World, World Bank, Washington.
3. World Bank, Development Entering the 21st Century, Washington, D.C. 1999 – 2000.
4. Government of Andhra Pradesh, Vision 2020.
5. CSR, Prabhu (2009). E-Governance – Concepts and Case Studies, PHI learning Private Limited, New Delhi.
6. Goel, S.I. (2007). Good Governance – An Integral Approach, Deep and Deep Publications Pvt. Ltd., New Delhi.
7. Suresh, R. (2013). Right to Information and Good Governance, Global Research Publications, New Delhi.
8. Rajiv Sharma and Nandini Sharma (2013). Good Governance – Press Perspectives, Aalekh Publishers, Jaipur.
9. Barthwal, CP. (2010). Good Governance in India, Deep and Deep Publications Pvt.Ltd., New Delhi.
10. Parthasaradhi, Y. et. al. (2009). E-Governance and Indian Society: An Impact of Study, Kaniskha, New Delhi.
11. Satyanarayana, J. (2004). E-Government: The Science of the Possible, PHI Learning Pvt.Ltd., New Delhi.
12. Vadithya Bapuji Nayak (2001). Information Technology, Vijaya Publications, Hyderabad.
13. Ali Hussain, M. (2013). Good Governance through E-Governance: Reflections from Andhra Pradesh and Kerala, VL Media Solutions, New Delhi.

PA- 304. (d). Issues in Indian Administration

Unit-I

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

Unit-II:

- a) Electoral System in India
- b) Tribunals.
- c) Anti-Defection Law

Unit-III:

- a) Generalists vs. Specialists: The Controversy, the Way Out, A Syntheses.
- b) Relationship between Political and Permanent Executives: Historical Perspective, Reasons for Conflict, Minister and the Field Officers.

Unit-IV:

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

Unit-V:

- a) National Integration
- c) Right to Information Act.
- c) Civil Service Reforms in India.

Suggested Readings:

- 1) Basu D.D. (2000). Introduction to the Constitution of India, Wadhwa and Company, New Delhi.
- 2) Ramesh K. Arora and Rajini Goyal (2002). Indian Public Administration, Vishwa Prakashan, New Delhi.
- 3) Maheswari, S.R. (2001). Indian Administration, Orient Blackswan, Hyderabad.
- 4) Lakshmikanth, M. (2007). Indian Polity, Tata McGraw-Hill Publishing Company, New Delhi.
- 5) Narang, A.S. (1994). Indian Government and Politics, Gitanjali Publications, New Delhi.
- 6) Ramashray Roy (1987). Perspectives on Indian Politics, Discovery Publishing House,
- 7) Fadia, B.L. (1997). Indian Government and Politics, Laxmi Narain Agarwal, Agra.
- 8) Granville Austin (2001). The Indian Constitution, Oxford University Press, New Delhi.
- 9) Fadia, B.L. (2008). Indian Government and Politics, Sahitya Bhawan Publications, Agra.
- 10) Bakshi, P.M. (2008). The Constitution of India, Universal Law Publishing Company, New Delhi.
- 11) Rajni Kothari (1971). Politics in India, Orient Longmans, New Delhi.
- 12) Morris Jones (1971). Government and Politics in India, Hutchinson, London.
- 13) Norman D. Palmer (1971). The Political System in India, Houghton, Boston.
- 14) Pylee M.V. (1965). Constitutional Government in India, Asia, Bombay.
- 15) George Mathew (ed.) (1984). Shifts in Indian Politics, Concept Publishing Co., New Delhi.

(C). Open Elective (Select any One)**A- 305. (a): Industrial Relations and Personnel Management****Unit-I Introduction**

- a) Evaluation, Objectives and Importance of Industrial Relations.
- b) Approaches to Study of Industrial Relations
- c) State Policy on Industrial Relations

Unit-II Meaning and Growth of Personnel Management

- a) Meaning, nature, scope and Importance of Personnel Management
- b) Growth and Development of Personnel Management in India.

Unit-III Recruitment and Performance Appraisal

- a) Man power planning, Recruitment, Job Evaluation and Analysis, Selection Procedure and Methods.
- b) Placement, Promotion, Training and Motivation and Performance Appraisal.

Unit-IV Industrial Conflict

- a) Causes and Effects of Industrial Conflicts. Methods and Machinery for settlement of Industrial Disputes in India.
- b) Discipline Management: Disciplinary procedure, Grievance Redressal Machinery in India, Structure and Role of Trade Unions in Industrial Relations.

Unit-V Collective Bargaining

- a) Meaning, Nature, Types and Importance of Collective Bargaining.
- b) Status of Collective Bargaining in India and Suggestions for its Improvement

Suggested Readings:

- 1) Ratnasen, (2009) Industrial Relations, Macmillan Publishers, New Delhi.
- 2) *J.H. Richardson, (2010) An Introduction to the Study of Industrial Relations*, Taylor Francis Group, London.
- 3) R S Davar (2016) Personnel Management and Industrial Relations, Vikas Publication House, New Delhi
- 4) Charles A. Myers (1990), Industrial Relations in India, Bombay :Asia Publishing House
- 5) Mamoria, Mamoria and Gankar (2003), Dynamics of Industrial Relations, Himalaya Publishing House, New Delhi.
- 6) Tripathi P.C.(1994), Personnel Management & Industrial Relations, Sultan Chand & Sons, New Delhi
- 7) Ghosh, Somnath (1995), "Industrial Restructuring and Labour Relations; Emerging Patterns, Implications and Strategic Choices",
- 8) Indian Journal Of Industrial Relations, New Delhi, Vol.31, No.2, pp.211-229.
- 9) Manoppa, A., Industrial Relations, TMH, 1999.
- 10) Mamoria, C.B., Industrial Labour and Industrial Relations in India, Kitab Mandal, 1975.
- 11) Mamoria, Mamoria and Gankar, Dynamics of Industrial Relations, Bombay: Himalaya Publishing, 2001.
- 12) V.Reddeppa Naidu,(2014), Industrial Sociology and Labour Welfare, Students Helpline Publishers Pvt Ltd, Hyderabad
- 13) Shamshuddin Shaik, (2014) Management of Industrial Relations, Students Helpline Publishers Pvt Ltd, Hyderabad.
- 14) L V Narasimha Prasad,(2014) Recruitment and Selection, Students Helpline Publishers Pvt Ltd, Hyderabad.

PA- 305. (b): Administration of Public Enterprises in India

Unit-I: Introduction

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

Unit-II: Organisation and Planning

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

Unit-III: Personnel Management

- (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: Agencies of Control and Guidance

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

Unit-V: Accountability of Public Enterprises

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

Suggested Readings:

- 1) Ahmad, Afghan - Public Enterprises and Economic Development, Anmol, New Delhi, 1998.
- 2) Batra, G.S. – Leading Issues in Public Administration, Anmol Publication
- 3) Delhi, 1993.
- 4) Kapila, Uma - Indian Economy since Independence, Academic, Ghaziabad, 2007.
- 5) Khera S.S- Government in Business, National, New Delhi, 1963.
- 6) Bambri, C.P.-Parliamentary Control over State Enterprises in India, Delhi.1960.
- 7) Kumar, India, et al-Public Sector Enterprises in India, N. Delhi, Common Wealth Publishers, 1990.
- 8) Mallya, N.N. – Public Enterprises in India – Their Control and Accountability, N, Delhi: National Publishing House, 1971.
- 9) Mishra R.K - Performance Evaluation of Public Enterprises in India, Institute of Public Enterprises, Hyderabad, 1998.
- 10) Narain Lakshmi - Principles and Practices of Public Enterprises Management, S. Chand & Co Ltd., New Delhi, 1995.

- 11) Ramaswamy, T- Public Enterprises in India – Objective and Performance, Minakshi, New Delhi, 1972.
- 12) Singh, Bishwanath - Public Enterprises in Theory and Practice, Deep and Deep Publications, New Delhi, 1991.
- 13) Singh.P- Privatizing Sick Public Undertakings, Mittal Publications, New Delhi, 1999.

FOURTH – SEMESTER

A. Core - Theory

M.A. (Specialization in Public Administration) PA - 401 : Human Resource Management

Unit-I

- a) Human Resource Management: Evolutions, Scope and objectives.
- b) Importance of Human Resource Management.

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 System.
- c) 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) Monappa, Arun and Salyadain, Morza, Personnel Management, Tata Mcgraw Hill Pub. Comp. Ltd, New Delhi.
- 2) Venkataratnam, C.S. and Shirvastav, Personnel Management, Tata Mcgraw Hill Pub. Comp. Ltd, New Delhi.
- 3) Aswathappa, K. Human Resource and Personnel Management and Human Resources, Tata Mcgraw Hill Pub. Comp. Ltd, New Delhi.
- 4) , R.S. Managing Human Resources, Galgotia Publishing Comp. Ltd, New Delhi.
- 5) Ajihiesh, K.B and Nagaraj, D.R (ed.) (2002). Human Resource Management, Indian Perspectives, Willey Eastern Ltd. New Delhi.
- 6) Sharma,A,M. Personnel and Human Resource Management, Himalaya Publishing house, Mumbai.
- 7) Subba Rao, P. Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing house, Mumbai.
- 8) Rajesh Komshik, Upendra Kaushik, Sakshi Arora. (2010). Human Resource Management, Aavishkar Publishers, Jaipur.
- 9) Sharma, R. (2011). Human Resource Management, Lakshmi Narain Agarwal, Agra.
- 10) Keya Sengupta (ed.) (2010). Human Development Concept Publishing Company Pvt. Ltd., New Delhi.
- 11) Robert L.Mahis, John H.Jackson (2003). Cengage Learning India Private Limited, New Delhi.
- 12) Aryasri & AVV Raju, (2014) Human Resource Management, Students HelplinePublishers Pvt Ltd, Hyderabad.

PA- 402: Financial Administration

Unit-I: Introduction

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

Unit-II: Budgetary Process

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

Unit-III Fiscal Federalism

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

Unit-IV: Parliamentary Control over Finance

- a) Public Accounts Committee, Estimates Committee, Committee on Public Undertakings, Parliamentary Standing Committees.
- b) Finance Ministry – Organization and Function.

Unit-V: Accounting and Audit System:

- a) Concept, Types, Emerging Trends in Accounting System and Techniques of Accounting.
- b) Role of Comptroller and Auditor General of India.

Suggested Readings:

- 1) Sanjeev Kumar Mahajan *et.al*, (2014), Financial Administration in India, PHI Learning Private Limited Publishers, New Delhi.
- 2) Saini, P.K. (2007) Financial Administration in India: Changing contours and Emerging Challenges, Deep and Deep Publications.
- 3) Sarapa, A. (2004) Public Finance in India, Kanishka Publisher, New Delhi
- 4) Lal, G.S. (1987) Financial Administration in India, New Delhi, HPJ Kapoor,
- 5) Ruddar Dutt & K.P.Sundharam(2010) Indian Economy, New Delhi, S. Chand & Co. Pvt. Ltd.,
- 6) Khan, M.Y. and P.K.Jain (1982) Finance Management, New Delhi, Tata McGraw Hill.
- 7) Srivastave, R.N. (1988) Management of Financial Institutions, Bombay, Himalaya Publishing House.
- 8) Goel, S.L.O. (2004) Public Financial Administration, New Delhi, Deep & Deep Publications.
- 9) Manjusha Shanna & O.P.Bohra (2005): Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi.
- 10) Verma, V.P. (2008). Financial Administration- Concept and Issues, Alfa Publication, New Delhi.
- 11) Bang, K.R. (2005). Vittiya Prashashan, Vidya Books, Aurangabad.
- 12) Ganguly, S.P. (2007). Control over Public Finance in India. Concept Publishing Company, New Delhi.
- 13) Y.G. Naidu, (2014), Central and Financial Administration of India, Students Helpline Publishers Pvt Ltd, Hyderabad

PA- 403: Extension / Project Work

The aim of the Project work is to provide the basic knowledge in methodology for the students of M.A, Political Science and Public Administration for understanding future research in their subject area.

1. The students have to carry out the Research studies in areas relating to Political and Administrative issues and matters and such other related topics.
2. The students have to submit a Report with not less than 25 pages of the work done before going for 4th Semester end examinations.
3. Distribution of Marks
 - c) Project Work –80 Marks (to be valued independently both by Internal and External Examiners.
 - d) Viva –Voce – 20 Marks (to be conducted in the Department with the Head of the Department (Chairman), the Chairman, BOS, and Internal Examiner as the members.

(B). Generic Elective (Select any Three)

PA- 40. (a): Social Welfare Administration

Unit-I

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

Unit-II

- a) Welfare Schemes for Women and Programmes for Children
- b) Programmes Relating to SC, ST and BCs.

Unit-III

- a) Social Welfare - Constitutional Provisions.
- b) Social Welfare Policy of the Union and the State Government.

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 Administration, 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- 404. (b): Development Administration

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 Level
- (b) Planning at the State and District Levels

Unit-IV: Decentralization and Development in India

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

Unit-V: Administration of Development Programmes in India

- (a) Administration of Development Project/Programme.
- (b) Peoples Participation in Development Administration.

Suggested Readings:

- 1) Mohit Bhattacharya – Development Administration.
- 2) George F. Grant – Development Administration – Concepts, Goals and Methods.
- 3) Milton J.E., Esman – Institution Building.
- 4) F.W.Rigs – Administration in Developing Countries.
- 5) F.E.Riggs – Frontiers Development Administration
- 6) S.K.Sharma – Dynamics of Development Administration.
- 7) Weidner – Development Administration in India
- 8) R.K.Sapru – Development Administration.
- 9) S.Erwin(ed) – Development Administration: Concepts and Problems

PA- 404. (c): Disaster Management

Unit-I

- a) Meaning, Objectives and Importance of Disaster Management.
- b) Effectiveness of Disaster Management

Unit-II

- a) Tools, Techniques and Theories of Disaster Management
- b) Types and Effects of Disaster Management (Drought, Earthquake, Natural Calamities, Rehabilitation, Displacement and Communal Riots).

Unit-III

- a) Manmade Disaster – Bhopal Disaster.
- b) Safety Provisions at Indian Nuclear Plant, Accidental Explosives and Management of Emergencies.

Unit-IV

- a) Risk and Causality Management, Role of Red Cross Society, Armed Forces in Disaster Management.
- b) Role of Panchayat Raj and NGOs in Disaster Management.
- c) Role of ICT in Disaster Management.

Unit-V

- a) Resource Mobilization for Effective Disaster Management.
- b) Peoples Participation for Effective Disaster Management.

Suggested Readings:

- 1) Parasuraman: India Disaster Report.
- 2) Bhattacharya: Environmental Economics.
- 3) Ram Prakash: Disaster Management.
- 4) Mollinga : Integrated Water Resource Management
- 5) Narayana: Disaster Management.
- 6) N Ram Mohan Prakash, (2014) Risk Management and Insurance, Students Helpline Publishers Pvt Ltd, Hyderabad.

PA- 404. (d) : Office Management

Unit-I:

- (a) Nature, Scope and Importance of Office Management
- (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) V.S.P.Rao & P.S.Narayana - Text Book of Office Management, Tata Mc Graw Hill New Delhi, 1937
- 2) J.C.Denyer - Office Organisation & Management, Principle and Practice, S.Chand & Sons, New Delhi, 1990.
- 3) S.R.Chunwalla - Management R.Srinivasan Principles and Practice.
- 4) Terry and Franklen - Principles of Management
- 5) S.L.Goel - Modern Management Techniques
- 6) H.Koontz & O.Donnel - Essentials of Management
- 7) Z.K.Quible - Introduction to Administration Office Management
- 8) S.P.Arora - Office Organization and Management, Vikas Publishing House, New Delhi, 1982.
- 9) Aswathappa & Shridhara Bhat.K- Office Management
- 10) George R.Terry - Office Management & Control
- 11) Jonson and Savage - Administrative Office Management
- 12) P.N.Reddy and H.P.Appanaich -Office Organisation and Management, Himalaya Publishing House, New Delhi, 1990.
- 13) B.Sudeer & M Mohan, (2014) Management Information System, Students Helpline Publishers Pvt Ltd, Hyderabad

(C). Open Elective (Select Any Three)**PA- 405. (a): India: Democracy and Development****Unit- I**

- (a) Historical Background of National Movement in the context of Development.
- (b) Debates on Models of Development

Unit-II

- (a) Constitution and Social Transformation
- (b) Diversity and Pluralism

Unit-III

- (a) Political Economy of Development
- (b) Structure and Growth of Economy(Poverty, Surplus and Unevenness)

Unit-IV

- (a) Legislature and Judiciary
- (b) Bureaucracy –Police and Army

Unit-V

- (a) Political Parties and Participation
- (b) Identity Politics (caste, language, religion and ethnicity)

Suggested Readings:

- 1) Anthony. Birch, the Concepts and Theories of Modern Democracy, 2001.
- 2) Chaterjee, Bandana, 'Women and Politics in India' in R.Chaterjee(ed) ,Politics in India:The State-Society Interface, NewDelhi,2001.
- 3) Chaube Shibani Kinker,Constituent Assembly of India: Springboard of Revaluation,(Manohar,NewDelhi,2003)
- 4) Despande, Sathish, Contemporary India: A Sociological View (Viking, Penguin Books in India, New Delhi,2003)

- 5) Frankel, Francine, Zoya Hasan, Rajeev Bhargava and Balveer Arora, (eds) Transforming India, Social and Political dynamics of Democracy, (OUP, Delhi, 2000.)
- 6) Jamieson, Cathleen Hall, and Walman Paul, The Press Effect, Politicians, Journalists and Stories That Shape the Political World, New York, 2002.
- 7) Jana, Arun K, Sarmah Bhupen, (ed) Class, Ideology and Political Parties in India, (South Asian Publishers, New Delhi, 2002.)
- 8) Jayal, Niraja Gopal, Democracy in India. (OUP, New Delhi, 2001).
- 9) Kaviraj, Sudipta and S. Khilnani, (eds) Civil Society: History and Possibilities, (Foundation Books, New Delhi, 2001).
- 10) Parajuli, Promod, 'Power and Knowledge in Development Discourse: New movements and the State in India: in Jayal (ed), (2001)

PA- 405. (b): Banking Management

Unit-I:

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

(b) Process of Decision- Making in Banks, Role of Bank Manager

Unit-II:

(a) Organizational Structure of Commercial Banks- RBI - Origin, Structure and Governor's Role.

(b) Foreign Exchange – FIMA and SEBI.

Unit-III:

(a) Banking Regulation Act-1949, Forms of Banking Systems, Process of Bank Management

(b) Competition and Consolidations in Bank Managers.

Unit-IV:

(a) Techniques of Control – Management Information System in Banks- Productivity and Probability in Banks.

(b) Computerized Banking System – Net Banking.

Unit-V:

(a) Manpower Planning in Banks-Role of IT in HRD- Recruitment- Selection- Training in Banks-Performance appraisal of employee -Motivation and promotions.

(b) Grievance Redressal System in Banking-Trade Unionism- Corporate Governance in Banking- Current issues and problems.

Suggested Readings:

- 1). D Ghosh Roy -Bank Branch Management –Tata Mc Grill Publishers, New Delhi.
- 2). C.B. Gupta – Principles of Management for Bankers, Tata Mc Grill Publishers, New Delhi.
- 3). Harold Koontz, et al – Essentials of Management, Tata Mc Grill Publishers, New Delhi.
- 4). James B Bexley- Banking Management- A guide to more profitable banking.
- 5). P.SubbaRao & P.K.Khanna, Himalaya Publishing House.
- 6). D Ghosh Roy: Bank Marketing, Tata Mc Grill Publishers Ltd, New Delhi.
- 7). P.C.Tripati & P.N.Reddy, Banking Law, Principles of Management, S.Chand&Sons, New Delhi.

- 8). B.Santhanam – Banking& Financial System - S.Chand&Sons, New Delhi.
- 9). N.Premavathi-Principles of Management, Sri Vishnu Publication, Chennai.
- 10). H.R.Machiraju – Indian Financial System, Vikas Publishing House pvt ltd.
- 11). S.M.Sundaram – Banking Theory, Law & Practice, Sri Meenakshi Publication,
- 12). Varshini and Sundaram – Banking and Financial System of India, Sulthan Chand Publication, New Delhi.
- 13). G.Vijay Raghavan-Principles and Practices of Banking-Himalaya Publication.
- 14). B.Sudeer & M Mohan, (2014) Management Information System, Students Helpline Publishers Pvt Ltd, Hyderabad
- 15) S Damodhar Naidu & M C Raveendra,(2014) Marketing Management, Students Helpline Publishers Pvt Ltd, Hyderabad.