

BA PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)
THIRD YEAR- SEMESTER-VI
PAPER: VII-(A) -: Comparative& Development Administration in India (Elective)

UNIT-I: Comparative Public Administration (CPA)

- Concept, Nature ,Scope and Significance of Comparative Public Administration
- Theories and Models of CPA

UNIT-II: Development Administration-Concepts and Approaches:

- Development Administration: Concept and Meaning
- Scope and importance of the study
- Features of Development Administration

UNIT - III: Development Strategies and Administrative Planning:

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

UNIT-IV: Development Projects and Bureaucracy

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

UNIT -V: Development and Decentralisation and Support Agencies

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

UNIT - VI: Development Administration-Related Agencies

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

Project Work:

Assess any Government Organization which undertaker's developmental functions. The Project work should concentrate on how the concerned Government Organization monitors the developmental activities.

Reference Books:

1. **R.K. Sapr**, Development Administration, Streling Publishers, New Delhi.2002
2. **V. A. PaiPanandiker**, Development administration in India, Macmillan, 1974.
3. AvasthiAmareswar and MaheswariShri Ram, Public Administration (30th Edition), Laxminarayana Agarwal, Agra, 2010.
4. **R. K. Sapr**, Administrative Theories and Management Thought(3rd Revised Edition), PHI, New Delhi, 2013
5. R.K Arora, Comaprative PublicAdministration.,Associated Pub, New Delhi
6. R.K.Arora and Sharma,Sangeeta, Comparative and Development Administration: Ideas and Actions (eds.), Arihand Centre for Administrative Change, Jaipur,1993
7. S.L.Goel, Development Administration, Deep &Deep, New Delhi, 2010

BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)
THIRD YEAR -SEMESTER-VI
Cluster Elective: PAPER-VIII-A-1:-MANAGEMENT OF RESOURCES

UNIT-I: Human Resource Management

1. Meaning, Nature, Scope and Significance of Human Resource Management
2. Human Resource Strategy and Planning.

UNIT - II:

3. Recruitment, Selection, Appointment and Promotion.
4. Pay - Components, Principles of Pay & Pay Commissions

UNIT - III Capacity Building

5. Performance Appraisal - Rewards and Incentives Management.
6. Human Resource Development- Concept of HRD; Training - Objectives, Types, Evaluation.

UNIT - IV

7. Employee Capacity Building Strategies and Quality Management.
8. Issues in HRM - Downsizing, Outsourcing, Consultancies

UNIT - V: Financial Management

9. Meaning, Scope and Importance of Financial Management
10. Budget-Preparation, Enactment and Execution
11. Centre- State Financial Relations, Parliamentary Committees- Public Accounts Committee, Estimates Committee, Committee on Public Undertaking, C&AG

Project Work:/ Internship

Asses the performances of the employees work in a Government Organization.

Reference Books:

1. VanarulaNirvahana(Tel),Telugu Akademi
2. Avasthi and Maheswari: Public Administration, (30th Edition),Lakshmi Narayan Agarwal, Agra ,2010.

- 3. K. Aswathappa, Human Resource and Personnel Management, McGraw-Hill, New Delhi, 2002.**
- 4. L.M.Prasad: Principles and Practice of Management, Sultan Chand and Sons, New Delhi, 2005.**
- 5. Gangadhar Rao: Human Resource Management, EXCEI Books ,New Delhi ,2009.**

BA -PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)

THIRD YEAR- SEMESTER-VI

Cluster Elective: PAPER: VIII-A-2:- FINANCIAL ADMINISTRATION IN INDIA

UNIT-I: Financial Administration-Introduction

- **Meaning, Nature and Scope and significance of Financial Administration**
- **Goals, Objectives and Principles of Financial Administration**
- **Planning Commission(NeetiAayog)**

UNIT-II: Budgeting and Budgeting Systems:

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

UNIT-III: Resource Mobilisation and Funds-Fiscal Federalism

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

UNIT-IV: Financial Control and Accounts and Audit

- **Legislative Control**
- **Executive Control**
- **Accounting system in India**
- **Auditing system in India**
- **Role of Controller and Auditor General of India**

UNIT-V: Financial Administration of Public Enterprises and Local Bodies

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

Project Work:

This project involves the assessment of how the Urban or Rural Local bodies administer its own finances.

Reference Books:

1. **Indian Administration: Telugu Akademi , 2007**
2. **Mahajan, Sanjeev Kumar and Mahajan AnupamaPuri, Financial Administration in India, PHI, New Delhi, 2014.**
3. **Avasthi and Maheswari: Public Administration(30th Edition),Laxmi Narayan Agarwal, Agra, 2010.**
4. **Bhattacharya Mohit, New Horizons of Public Administration,Jawahar Publishers, New Delhi, 2007**
5. **B.P.R.Vithal and M.Shastri,Fiscal Federalism in India,OUP, New Delhi,2004**
6. **S.L.Goel, Financial Administration, Sterling, New Delhi, 2002**
7. **Report of the 2nd ARC on Financial Management**

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THIRD YEAR -SEMESTER-VI
Cluster Elective: PAPER: VIII-A-3:- RURAL AND URBAN GOVERNANCE IN INDIA

UNIT-I : Concept of Democratic Decentralization

- 1. Local Government: Concept, Features and Importance.**
- 2. Democratic Decentralization: concept, Evolution and Significance**
- 3. Evolution of Local Government in India: Community Development Programme and National Extension Service.**

Unit-II – Rural Local Governance

- 4. Balwant Rai Mehta and Ashok Mehta Committee Reports: Structures, Functions and Finances; Second Generation and Third Generation Panchayats**
- 5. Reforms in Panchayat Raj-Features of 73rd CAAct and Organizational Structures for Panchayathi Raj**

UNIT-III: Urban Governance

- 6. Urbanization in India and Policy and Strategies**
- 7. Evolution of Urban Local Governments in India: Reforms in Urban Local Bodies- Features of 74th CAAct**
- 8. Urban Local Government-Structure, Functions, Functionaries, Committee System, Finances, Officials and Political Executives (With Special Reference to Andhra Pradesh)**

UNIT-IV: Urban Bodies/ Control

- 9. Municipal Corporations: Structure, Committee System, Finances, Officials and Political Executives (With Special Reference in Andhra Pradesh)**
- 10. Urban Development Authorities in Andhra Pradesh and their working.**
- 11. State Control and Supervision over Local Bodies.**

UNIT-V

- 13. Micro planning and implementation, Social Audit, Capacity building of Grassroots functionaries.**
- 14. Parallel Bodies and voluntary sector:Self Help Groups,Users Associations**
- 15. Sustainable Development and Challenges to decentralized governance.**
- 16. Rural and Urban Development programmes,Employment and Poverty Alleviation programmes.**

Project Work:

Undertake a survey to identify the major sources of revenue of the Local Government (Rural or Urban Local Bodies).

Reference Books:

- 1. SthanikaPrabhutvalu(Tel), Telugu Akademi**
- 2. Ramesh k. Arora &Rajni Goyal, Indian Public Administration: Institutions and Issues (2nd Revised Edition) New Age International Publications, New Delhi, 1995**
- 3. Avasthi&Avasthi, Indian Administration (Sixteenth Edition), Lakshmi Narayan Agarwal, Agra- 2010-11.**
- 4. Siuli Sarkar, Public Administration in India, [PHI](#), New Delhi, 2010.**
- 5. S.R.Maheswari: Local Government in India, Orient Longman, New Delhi, 1971.**
- 6. [ShriramMaheshwari](#), Local Government in India, Lakshmi Narayan Agarwal, Agra, 2009.**
- 7. [Pradeep Sachdeva](#), Local Government in India, Pearson Education India, 2011.**
- 8. Niraja Gopal Jayal, Amit Prakash, and Pradeep K. Sharma (eds) Local Governance in India: Decentralization and Beyond, Oxford University Press, New Delhi, 2007.**