

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

SYLLABUS for M.A

POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

Revised in 2013- 14

Submitted by

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GUIDELINES for adoption of Choice based Credit System (CBCS) with effect from 2015-16

I. Definitions of Key Words:

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
2. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core and non-core)
3. **Course:** Usually referred to, as 'papers' is a component of a programme. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/ field work/ outreach activities/project work/ vocational training/viva/seminars/term papers/assignments/presentations/self-study etc. or a combination of some of these.
4. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awaiting a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
5. **Credit Point:** It is the product of grade point and number of credits for a course.
6. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) attended by student or two hours of practical work/ field work per week attended by student.
7. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student of overall semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
8. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
9. **Programme:** An educational programme leading to award of degree, diploma or certificate.
10. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
11. **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days.

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12. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

II. Types of Courses:

Courses in a programme may be of two kinds: Core and Non-Core.

Core Course:-

There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

Non-Core Course:-

Non- Core course can be chosen from a pool of papers. It may be : Supportive to the discipline of study providing an expand scope enabling an exposure to some other discipline/domain and nurturing student's proficiency/skill.

A Non-Core may be "Generic Elective" focusing on those courses which add generic proficiency to the students. A non-Core may be "Discipline Centric" or may be chosen from an unrelated discipline. It may be called an "open Elective".

III.Procedure to be adopted by the departments

1. Each paper (Core and non-Core) will have Four Credits.
2. By virtue of attendance to one teaching hour by the student fetches one credit to the student. Similarly attendance to two hours of practical's/field work by the student per week fetches one credit to the student.
3. The existing pattern of five theory papers per semester in respect of Arts, Commerce, Management and Mathematics will continue and remains unchanged.
4. Similarly, the existing pattern of four theory papers and two practical's/field work/project as applicable to individual courses will continue to remain unchanged.

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5. Irrespective of disciplines all the courses will have one paper each of non-Core subject opted by the student in each of the second and third semesters of course duration. The exercise of opting No-Core subject in the said semesters is Mandatory.

Note: 1) For 5-Year Integrated M.Sc. Courses Non-Core subject shall be in Eighth and Ninth semesters.

2) For Master of Computer Applications (MCA) course Non-Core subject shall be in Fourth and Fifth Semesters.

6. In case of Non-Core papers attendance of four hours per week by the student fetches the student Four Credits.
7. The schedule of teaching for Non-Core will be framed at an appropriate time by convening a meeting of concerned.

IV. **Evaluation and Assessment:**

1. The evaluation pattern of the courses which includes internal and external evaluation which is practiced currently remains unchanged. With regard to newly introduced non-Core papers existing internal and external evaluation pattern will be adopted.
2. During the course of each semester there will be two internal examinations followed by semester end examinations.
3. The existing distribution of marks i.e. 25 internal and 75 external will continue to remain unchanged and will be applicable to Core and Non-Core papers.
4. In case of core papers and the Non-Core papers opted by students offered in different programmes across the disciplines, the assessment of the theory component towards the end of the semester should be undertaken by double valuation by both internal and external examiners, who shall be appointed by the competent authority. In such courses, the question papers will be set by external examiners.
5. In case of the assessment of practical component of such core courses, the student's performance shall be evaluated by two different examiners.
6. In case of the assessment of project reports/ thesis/dissertation etc. the work should be undertaken by internal as well as external examiners.

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7. The marks obtained by the student will be converted into grade points following the computational formula prescribed by the UGC.
8. With the inclusion of two Non-Core subjects the total marks for Arts, Commerce, Management and Mathematics will henceforth be 2200 and in respect of Sciences it is 2600.

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(Syllabus Revised In 2013-14)

Semester	Paper code	Course Title	Maximum Marks		Total Marks
			Internal	University	
I	101	Public Policy	25	75	100
	102	Administrative Theories	25	75	100
	103	Approaches to the study of Public Administration	25	75	100
	104	Comparative politics	25	75	100
	105	International Relations	25	75	100
II	201	Financial Management	25	75	100
	202	Human Resource Management	25	75	100
	203	Rural Governance	25	75	100
	204	Research Methodology	25	75	100
	205	Urban Local Government in India	25	75	100
III	301	Indian Political Powers	25	75	100
	302	Political Sociology	25	75	100
	303	Politics in AP	25	75	100
	304	Local Governance Britain – USA & India	25	75	100
	305	Indian State Administration	25	75	100
IV	401	Organizational Behaviour	25	75	100
	402	Industrial Relations	25	75	100
	403	Public Relations	25	75	100
	404	Management Techniques	25	75	100
	405	Issues in Indian Administration	25	75	100
TOTAL					2000

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SCHEME OF EXAMINATION AND MAXIMUM MARKS

(Syllabus Revised in 2013-14)

Semester	No. of Papers	Max marks in each paper			Marks
		Internal	University	Total	Total
I Semester	Theory – 5	25	75	100	500
II Semester	Theory – 5	25	75	100	500
III Semester	Theory – 5	25	75	100	500
IV Semester	Theory – 5	25	75	100	500
TOTAL					2000

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FIRST SEMESTER SYLLABUS

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CORE – 101: APPROACHES TO THE STUDY OF POLITICAL SCIENCE

I. Political Science:

- a) Meaning, Nature, Scope and Significance
- b) Relationship of Political Science with other Social-Sciences economic, Public Administration, History, Sociology, Psychology, and Ethics etc.

II. Approaches:

- a) Normative Approach & Institutional Approach
- b) Behavioral Approach & Systems Approach

III. Major Concepts:

- (a) Power and kinds of rights
- (b) Liberty and equality their relationship

IV. Forms of Government:

- (a) Democracy – Direct and Indirect
- (b) Parliamentary and presidential form of Government

Selected Readings:

1. Michael Has & Henry S. Kariel (ed). Approaches to the Study of Political Science, Chandler, 1988.
2. David E. Apter, Introduction to Political Analysis, Prentice Hall, 1984.
3. Freeman (ed). Foundations of Political Science-Research, Methods and Scope, The Free Press, 1977.
4. Jessica Kuper, Political Science and Political Theory, Routledge and Kegan Paul, 1987
5. Charles E. Merriam, New Aspects of Politics, University of Chicago Press, 1990.
6. Bernard Crick, In Defense of Politics, Penguin Press, 1982.
7. Robert A. Dahl, Modern Political Analysis, Prentice Hall, 1986.
8. Bains and Jain, Political Science in Transaction, Geetanjali, 1981.
9. Grenstein and Polsby, Political Science, Addisin-Wesely, 1985.
10. William Meyer, The Political Experience, Kreiger Publishing Co, 1987.
11. Governor: introduction of Political Science.

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FIRST SEMESTER SYLLABUS

Revised in 2013-14

CORE – 102: COMPARATIVE POLITICS

I. Comparative Politics

- a) Nature, Scope and Significance of Comparative Politics.
- b) As a Method and an Area of enquiry

II. Elements of Comparison

- a) Constitution and Institutions.
- b) Party System and Political Participation

III. Comparative Perspectives of Third World Regimes

- a) Dependency Theory
- b) Communist System

IV. Comparative Perspective of Movements

- a) Women's movement & Human Rights Movements.
- b) Emerging Trends in Comparative Politics.

Selected Readings:

1. Lucian W. Pye, Aspects of Political Development Amerind Publications, New Delhi, 1966.
2. M.Curtis, Comparative Government & Politics: An Introductory Essay in Political Science, Harper & Row, New York, 1978.
3. Jean Blondel, Comparative Government: A Reader, Macmillan Press, London, 1975.
4. G.A. Almond and J.S. Coleman, The Politics of the Developing Areas, Princeton University Press, New Jersey, 1971.
5. G.A. Almond and G.B. Powell, Comparative Politics: A Developmental Approach, Ferrer and Simons, New York.
6. Lucian W.Pye and Sidney Verba, Political Culture and Political Development, Princeton University Press, New Jersey, 1972.
7. Shah, Ghanshyam, Social Movements in India: A Review of the Literature, Sage Publications. New Delhi, 1990.
8. Malik, S.C. (ed.) Indian Movements: Some Aspects of Dissent, Protest and Reform, IAS, Simla, 1978.
9. Oommen, T.K. Protest and change: Studies in Social Movement, Sage Publications, New Delhi.
10. Rao, M.S.A. Social Movements and Social Transformation: A Study of Two Backward Classes Movement in India, Manohar. Publications, New Delhi, 1987.
11. G.A. Almond and G.B. Powell, Comparative Politics: A Development Approach, Boston: Free Press, 1966.
12. David Easton, Political System
13. Jean Rlunmdel, Comparative Politics: A Reader, New York, Free Press 1963.
14. W.T. Blum, Therories of Political Theory, New Delhi, prentice Hall 1981.
15. S.P. Varma, Modern Political Theory, New Delhi, Vikas Publishers, 1994.

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CORE – 103: PUBLIC POLICY

I. Public Policy

- (a) Nature, Scope and importance
- (b) Policy Analysis and Implications

II. Approaches to Public Policy

- (a) Institutional Approach
- (b) Incremental Approach

III. Major Stages involved in Policy – Making Process

- (a) Policy formulation
- (b) Policy implementation

IV. Strategies in Policy Making and Implementation

- (a) Role of Bureaucracy & Role of political parties
- (b) Problems of Policy Implementation

Selected Readings:

1. Dye, Thomas R, Understanding Public Policy
2. Wool, Peter, Public Policy
3. Anderson, Thomas, Public Policy
4. Lasswell, Harold D, The Policy Sciences
5. Lasswell, Harold D, The Preview of Policy Sciences
6. Sharkansky, Era (Ed) , Policy Analysis in Political Science
7. Saxera, Pradeep, Public policy Administration and Development
8. Sapru, Public Policy
9. Ganapathi, R.S. (Ed), Public Policy and Policy Analysis in India.

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CORE – 104: INTERNATIONAL RELATIONS

I. History

- a) Major Landmarks / Developments in International Relations: Post II World War Era.
- b) Evolution of International Relations as a Field of Study.

II. Cold War

- a) United States / Soviet Union Rivalry with Reference to Europe / Asia / Latin America.
- b) Nonalignment and International Relations.

III. Globalization

IV. Concepts - I

- a) National Power, Capacity; Understanding Geopolitics, Balance of Power
- b) Security / Collective Security – State System and Non-State Actors; Society of States and System of States.

Selected Readings:

1. Ahuja, Kanta, Huup Coppens and Herman van der Wusten (eds.) *Regime Transformation and World Realignment*, New Delhi, SAGE, 1993.
2. Bajpai, Kanti and Shukul Hariss (eds.) *Interpreting World Politics*, New Delhi, SAGE, 1995.
3. Bruce L. Sanders and Duraban Alanc, *Contemporary International Politics Introductory Readings*, New York, John Wiley, 1971.
4. Bull, Hedley and Adam Watson, *The Expansion of the International Society*, Oxford, Clarendon Press, 1984.
5. Buzan, Barry, *People, States and Fear*, Sussex Wheat Sheaf Books, 1983.
6. Calvocoressi, *World Politics*, New York, Longman, 1982.
7. Carr, EH. *The Twenty Years Crises 1919-1939*, London, Macmillan, 1981.
8. Giddens, Anthony, *The Third Way*, Cambridge, Polity Press, 1998.
9. Halliday, Fred, *Making of the Second Cold War*, London, Verso, 1989.
10. Halliday, Fred, *Rethinking International Relations*, London, Macmillan, 1994.
11. Harshe, Rajen, *Twentieth Century Imperialism*, New Delhi, SAGE, 1997.
12. Malhotra V. Kuman, *International Relations*, New Delhi, Anmol, 1993.
13. Mayall, James, *Nationalism and International Society*, Cambridge, Cambridge University Press, 1990.
14. Mishra, K.P., (ed.) *Non-Alignment – Frontiers and Dynamics*, New Delhi, Vikas, 1982.
15. Rahman, MM. *The Politics of Non-alignment*, New Delhi, Associated Publishing House, 1969.
16. Rajan, M.S., *Non-alignment: India and the future*, Mysore, University of Mysore, 1970.

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FIRST SEMESTER SYLLABUS

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CORE – 105: ADMINISTRATIVE THEORIES

UNIT I

- a) Classical Theory – Henry Fayol
- b) Bureaucracy – Max Weber

UNIT I

- a) Scientific Management – F.W.Taylor; Theory of Decision Making – Herbert Simon
- b) Theories of Motivation – Maslow;

UNIT III

- a) Ecology of Public Administration – Fred. Riggs
- b) New Public Administration – Minnebrooke perspective

UNIT IV

- a) Retreating State: The Future of Public Policy and Administration
- b) New Public Management

Selected Readings:

1. Nicos P.Mouzelis Organization and Bureaucracy: An Analysis of Modern Theories (2nd edition), Routledge and Kegan Paul London, 1975.
2. D.Ravidra Prasad and P.Sadtyanarayana (ed). Administrative thinkers, sterling, New Delhi 1987.
3. Mohil bhattacharya, Public Administration, structure Process and Behaviour, world Press, Calcutta, 1987.
4. Susheela Kaushik (ed): Public Administration, structure Process and Behaviour, world press, Calcutta, 1987.
5. Albrow, M.Bureauvracy.
6. Dahl, Modrn Political analysis (Chapter 5).
7. Hersey and Blanchard, Management of organization Behaviour.
8. Ferrel Heady, Public Administration, Marcel Drekker Inc. New York, 1984.
9. Peter self, administrative Theories and Politics, george Allen & Unwin Ltd., London, 1977.
10. Thomas d. Lynch (ed) Organisation Theory and Management, Marcel Dekker Inc., 1983.
11. Mohit Bhattacharaya, New Horizons of Public Administration.
12. Sapru – Public Policy.

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SECOND SEMESTER SYLLABUS

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CORE – 201 INDIAN POLITICAL PROCESSES

Unit – I History Antecedents

- a. Nation and Nationalist movement
- b. Indian National Congress Gandhi and mass Politics

Unit –II Frame work of Politics

- a) Indian constitution a) Major issues and concerns; major amendments and institutional developments.
- b) The Socio – Political context; proposed changes and consequences

Unit – III Major Policies and Governance

- a) Agrarian Policies, Agrarian Change and Political Process
- b) Welfare Policies, Anti-Poverty Programme, Reservation Policy etc.

Unit – IV Political Process

- a) Party Politics – trends in party system
- b) Emerging political identities and non-parliamentary political movements – caste, communal regional and secessionist.
- c) Perspectives on State and Politics Contemporary India.

Selected Readings:

1. Bipin Chandra "Colonialism Stages of Colonialism and Colonial State" journal Contemporary Asia, Vol. 10, No. 3, 1980
2. Jairus Banail "Theory of colonial Mode of Production". EPW 23 December 1972
3. Irfan Bashib "Colonialist of Indian economy" 1957 social Scientist, 1973
4. Hamze Alavi, "India and colonial Mode of production" Special Number, August, 1976
5. Rajat Ray: Three Interpretation of Indian Nationalism," in BR. Nanda and VC. Joshi (ad), Studies in Modern History, Bombay orient Longman, 1972.
6. Sudipta Kaviraj : On the construction of Colonial Power Structure, discourse Hegemony Occasional Paper – Teen Murti.
7. B.R. Nanda Mahatma Gandhi, A Biography, Delhi, Oxford University press 1958
8. Granville Austin, India's constitutions – Corner Stone of a Nation, Bombay Oxford Press 1991
9. Rudolph & Rudolph: inPursuit of Lakshmi: the Political Economy of the Indian State, Bombay Orient Longman, 1987.
10. Achin Vanaik: The Painful Transition, Dourgeoisic Democracy in India, London Verso, 1990.
11. Atul Kohli: Democracy and Descontent India's Growing Crisis of Governability, Cambridge, Cambridge University Press, 1991
12. Atul Kohli (ed.) India Democracy: An Analysis of changing State –Society Relations, Hyderabad, Orient Longman, 1991.
13. Rajani Kothan, Politics in India, New Delhi, Orient Longman, 1970.
14. Rajani Kothari (ed.) Cast in Indian Politics, Hyderabad, Orient Longman, 1970, P 386.
15. Francine Frankel – India's Political Economy 1947-77. The Gradual Revolt, Delhi, Oxford University Press, 1978.
16. Francine Frmakel, India's green Revolution, Princeton University Press.
17. Sukhamoy Chakravarty : Development Planning : The Indian Experience, Oxford, Clarendon 1987.

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SECOND SEMESTER SYLLABUS

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CORE – 202 POLITICAL SOCIOLOGY

Unit – I

- a) Meaning, Nature and scope of Political Sociology
- b) Evolutions of the Field of political Sociology

Unit –II

- a) The Social frame work and the Political System in India.
- b) Development and Characteristics of Indian Social Institutions and their Political Dimensions.

Unit – III

- a) Social asymmetries and Politics in India.
- b) Social stratification–caste and class: ethnic, Communal, Language and regional Differentiations.

Unit – IV

- a) Political Socializations – Agents and stages of Socializations
- b) Political communications – Leadership.
- c) Society, State and Politics in contemporary India.

Selected Readings:

1. K. Mukhopadyay: Political Sociology
2. Ashraf and Sharma : Political Sociology
3. Anil Bhatt: Caste, and Politics
4. Andrew Effrat: Perspective in Political Sociology.
5. Rajani Kothari (ed.): Caste in Indian Politics.
6. Rudolph & Rudolph : The Modernity of Traditions : Political Development in India.
7. M.N. Srinivas : ;Social Change in Modern India
8. Akhter majjee, Regionalism and Development Tension in India.
9. A.R. Desai : Recent Treads in National India.
10. Anil Bhatt : Development and Social Justice.
11. Human : Political Socialization
12. Rajani Kothari : State and Nation – Building.

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SECOND SEMESTER SYLLABUS

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CORE – 203: POLITICS IN ANDHRA PRADESH

Unit-I

- (a) Evolution of Andhra Pradesh
- (b) Visalandhra Struggle

Unit-II

- (a) Andhra and Indian National Movement
- (b) Separatists Movements

Unit-III

- (a) Green Revolution
- (b) Developments in Industry

Unit-IV

- (a) Anti-Liquor Movement
- (b) Recent trends in Andhra Pradesh Politics

Selected Readings:

1. Iqbal Narayan (ed) State Politics in India, Meenakshi Meerut, Meerut, 1967.
2. M. Weiner (ed) State Politics in India, Princeton University Press, New Jersey, 1976.
3. B.L. Faida, State Politics in India (2 Vol.), Radiant, Delhi, 1984.
4. B.L. Faida, Sarkaria Commission Report and Centre – State Relations. Agra
5. J.R. Wood (ed) State Politics in Contemporary India : Crisis or Continuity ? Westview Press, Boulder, 1984.
6. RamReddy and Sharma, BAV, State government and Politics in Andhra Pradesh
7. Prasanna Kumar, Government and Politics in Andhra Pradesh
8. Narayana Rao, K.V. Emergence of Andhra Pradesh
9. Rajani Kotari, Caste Politics in India.
10. S.R. Maheswari, State Governments in India, Macmillan, Delhi, 1979.

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SEMESTER SYLLABUS

Revised in 2013-14

CORE – 204: LOCAL GOVERNMENTS : BRITAIN, U.S.A. AND INDIA

Unit – I

- a) Local Government, Meaning and Significance
- b) Decentralization and devolution hurdles for Decentralization

Unit –II English Local Governments

- a) Local Government in England Evolution and recent Trends.
- b) The Mayor of the greater London council, Powers and functions

Unit – III American Local Government

- a) Local Government in USA – Evolution and recent trends.
- b) Weak Mayor and strong Mayor – Patterns

Unit – IV Indian Local Government.

- a) Local Government in India – Evolution and recent trends
- b) 73rd and 74th Constitutional Amendments
- c) Issues in Local governance – India, U.K. and U.S.A.

Selected Readings:

1. Herman Finer, English Local Government.
2. Mard John & Finer S.E., Local government in England & Wales.
3. Peter Richards, The New Local Government System
4. Lord Redcliffe, English Local Government reforms.
5. M.A. Muttalib (ed). Theory and Practice of Local Government.
6. S.R. Nigam, Local Governments in the West.
7. S.R. Maheswari, Local Government in India.
8. Robjan, W.A. Great Cities of the World.
9. Aldufu H.F. American Local Government and Administration.
10. Fisher M.J., & Bi, Hop, American Local Government.

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SECOND SEMESTER SYLLABUS

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CORE – 205: INDIAN STATE AND ADMINISTRATION

UNIT – I judiciary

- a) High court composition position and functions.
- b) Supreme Court of India, Composition Powers & Position & Judicial Review of Supreme Court and Writs.

UNIT – II Central Administration - Political

- a) The President
- b) The Prime Minister – The Cabinet

UNIT – III Central Administration - Executive

- a) The Central Secretariat
- b) The Cabinet Secretariat – The Prime Minister's Office

UNIT – IV Planning in India

- a) Planning Commission
- b) Indian Civil Service
- c) Contemporary Issues in Indian Administration – Generalist vs. Specialist : Corruption in Administration; The Role of Institutions of Lokpal and Lokayukta.

Selected Readings:

1. B.B. Misra, The bureaucracy in India (An Historical analysis of Development up 1947) Oxford.
2. A. Avasthi, Central Administration, Tata Mc-Graw-Hill
3. Benerjea, Public Administration in ancient India.
4. Haridwar Rai and S.P. Singh, Current Ideas and Issues in Indian Administration.
5. B.N. Puri, History of Indian Administration, Vol.1 and 2.
6. O.P. Diwvedi, India's Administrative Stage
7. Strachey, India: Its Administration and Progress.
8. Yasin, Indian Administration.
9. Eric Stokes – The English Utilitarians in India, Oxford.
10. Majimdar. R (e tal.), An Advanced History of India, Macmillian, New York, 1967.
11. Mahajan V.D., Constitutional History of India, S.Chand, New Delhi, 1956.
12. Pyle M.V. Constitutional Government in India, S.Chand, New Delhi, 1984.
13. Kapur, AC Select Constitutions, S.Chand, New Delhi, 1970.
14. Basu, DD Introduction to the Constitution of India, Printice hall of India, New Delhi, 1985
15. Ashok Chanda, Indian Administration, Allen and Unuri, London, 1967.
16. Avasthi, A Central Administration, Tata Mc Graw Hill, New Delhi, 1980.
17. Maheswari, S.R. Indian Administration, Orient Longman. New Delhi, 1986.
18. Khera, SS The Central Executive, Orient Longman. New Delhi, 1976.
19. Pranjape, Hik the Recorganized Planning Commission a Study in the Implementation of Administrative Reforms, II PA, New Delhi, 1970.

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SEMESTER SYLLABUS

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CORE – 301: HUMAN RESOURCE MANAGEMENT

Unit – I

- a) Human Resource Management: Concept – Scope – Objective – Evolution
- b) Man Power Planning

Unit –II

- a) Recruitment – Direct and Indirect
- b) Morale and Motivation

Unit – III

- a) Civil Services in India – All India Services UPSC and SPSC
- b) Performance Appraisal : Process and methods of Performance Appraisal

Unit – IV

- a) Employee Benefits – Salary Management – Welfare schemes
- b) Human Resource Management and Industrial Relations: Globalization – New challenges of HRM.

Selected Readings:

1. Monappa, Arun and Sayadain, Morza, Personnel Management, Tata mcgraw Hill pub. Comp. Ltd.
 2. Venkataratnam, C.S.and Shirvastav, Personnel management, Tata mcgraw Hill pub. Comp. Ltd.
 3. Aswathappa; K.Human Resource and Personnel management and Human Resources, Tata mcgraw Hill pub. Comp. Ltd.
 4. Dwivedi, R.S. Managing Human Resource, Galgotai publishing Comp. Ltd. New Delhi.
 5. Ajihiesh, K.B. and Nagaraj, D.R. (ed.) Human resource Management and Industrial Relations, Himalaya publishing house, Mumbai.
 6. Subba Rao, P.Essentials of Human resource Management an Industrial Relations, Himialya Publishing house, Mumbai.
 7. Sharan P. Modern, Public Administration, Lakshmi Narayana, Agra, 1982.
 8. Shara., P.Modern Public Administration, Meenaksh prakashan, New Delhi, 1981.
- Mattalib, M.A. UPSC.

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Common Course for M.A. Political Science and Public Administration

THIRD SEMESTER SYLLABUS

Revised in 2013-14

CORE – 302: FINANCIAL MANAGEMENT

Unit-I

- a) Nature – Scope and Importance of Financial Management
- b) Budget – Meaning – Principles

Unit-II

- a) Budget – Preparation – Enactment - Execution
- b) Ministry of Finance – Organization and Functions

Unit-III

- a) CAGI – Powers and Functions
- b) Financial Committees of Indian Parliament

Unit-IV

- a) Centre – State Financial Relations – Finance Commissions
- b) RBI Powers and Functions

Selected Readings:

1. MJK Thavaraj, Financial Management of Government
2. Gupta BN, Government Budgeting
3. Agarwal R.N., Financial Committees & Indian Parliament
4. Lal G.S., Financial Administration in India
5. Premchand.A., Control of Public Expenditure in India
6. II PA, Financial Administration
7. Bunkhead. J, Government Budgeting
8. ARC, Reports of Financial Administration
9. Ramesh K.Arora & Rajani Goyal , Indian Public Administration, Viswa prakasan, New Delhi, 1996.
10. Gupta Dc., Indian Government & Politics, New Delhi, 1978.
11. Das Bc, The President of India, Schand, New Delhi, 1978.
12. Maheswari, S.R., The ARC, Lakshminarayan Agarwal.

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THIRD SEMESTER SYLLABUS

Revised in 2013-14

CORE – 303: URBAN LOCAL GOVERNMENTS IN INDIA

UNIT - I

- a) Meaning, Nature and Scope of Local Government.
- b) Issues and Problems of Urbanization and Remedies.

UNIT - II

- a) Structure and Functions of Urban Local Government.
- b) Finances of Urban Local Government in India.

UNIT - III

- a) Structure and Functions of Urban Development Authorities in A.P.
- b) 74th Nagar Palika Constitutional Amendment Act, 1992.

UNIT - IV

- a) Role of Political Parties in Urban Development
- b) Problems of Autonomy and State Control, Urban – Challenges

Selected Readings:

1. S.R. Maheswari, Local Government in India.
2. S.K. Sharma and V.N. Chamla, Municipal Administration in India.
3. 74th Constitution Amendment act 1992.
4. A.P. Municipalities Act 74th constitution Andhra Act (Conformity Legislation 1994)
5. Avasthi (Ed) Municipal Administration in India.
6. T.N. Chaturvedi (Ed) Local Government
7. M.A. Muttalib (Ed) Theory and Practice of Local Government
8. M.A. Hussain, Urban Politics in India.
9. Abhijit Datta (Ed) Theory and Practice of Local Government.
10. United Nations Local Government Personnel System
11. Report of the Rural – Urban Relationship Committee 1966 (Khosal Committee Report)
12. National Commission on Urbanization 198 (Charles Corea Committee Report).

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THIRD SEMESTER SYLLABUS

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CORE – 304: RURAL GOVERNANCE

UNIT – I

- a) Meaning, Nature, Scope and importance of Rural Development
- b) Evolution of Rural Development Administration in A.P.

UNIT – II

- a) Panchayathi Raj System and Rural Development
- b) Services for Rural Development Integrated rural Development Programmes
 - 1) Rural Housing.
 - 2) Rural Health.
 - 3) Drinking Water Sanitation.
 - 4) Rural Education.

UNIT – III

- a) Democratic decentralization – Salient Features of 73rd Amendment
- b) District Rural Development Agencies (DRDA)

UNIT – IV

- a) Proposals of Rural Development Programmes during the Planning Era early proposals to Rural Development.
- b) People participation in Development Programmes.

Selected Readings:

1. Ramesh K. Arora : Peoples participation in Development Process.
2. PR. Dhubasi : Rural Development Administration.
3. SC. Jain : Community Development and Panchayat Raj
4. Pai Panandikar : Development Administration in India.
5. N. Chandrababu Naidu, Peoples agenda Janmabhoomi.
6. B. Ramulu : Administration of Anti – Poverty Programmes.
7. NIRD : Emerging Institution for Decentralized Rural Development 'Vol. I, II.
8. NIRD : India Panchayathi Raj Report – 2001 ' Vol. I,II.
9. Bajpai : Panchayati Raj and Rural Development.
10. S.N. Mishra : Rural Development and Panchayati Raj.
11. D. Thakur : Rural Development and planning in India.

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Common Course for M.A. Political Science and Public Administration

THIRD SEMESTER SYLLABUS

Revised in 2013-14

CORE – 305: RESEARCH METHODS

Unit-I

- a) Meaning, Scope and importance of Social Science Research
- b) Scientific Method – Limitations

Unit-II

- a) Hypothesis – Sources and Methods
- b) Formulation of Research Design what is knowledge (Epistemology & ontology)

Unit-III

- a) Methods of Sampling and Limitations: Random Sampling, Stratified Sampling, Quota
Sampling, purposive sampling, Multi – Stage sampling
- b) Case Study Method – Characteristics limitations

Unit-IV

- a) Data Collection – Tools, Techniques Processing and analysis – Use of Computers
- b) Report writing and Thesis writing

Selected Readings:

1. Gerald Hursh – Cesar and pradipto Rou : Third World War Surveys : Survey Research in Developing Nations.
2. Kerliger, F.N : Foundation of Behavioral Research, 1973 :
3. R.B. Jain : “Research methods in Public Administration : A Critical survey of important works in Historical and Comparative Methodology” The Indian Journal of Public Administration, Oct-Dec., 1971.
4. Goode and Hatt : Methods in Social Research
5. Young, P.V. Scientific Social Surveys and Research
6. Krishna Swamy O.R. : Methodology of Research in Social Sciences
7. Agnihotri and Vidhyadhar : Techniques of Social Research
8. H.J. Rubin : Applied Social Research
9. B. Smith : Political Research Methods
10. J. Doby : An Introduction to Social research
11. Komhausu : Questionnaire construction and interview procedure
12. J.Selitz : Research method in Social Research
13. B.A.V. Sharma & D. Ravindra Prasad : Research Methods in Social Sciences.

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DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FORTH SEMESTER SYLLABUS

Revised in 2013-14

CORE – 401 ORGANIZATIONAL BEHAVIOUR

Unit – I

- a) Organizational Behavior – Meaning and Concept
- b) Approaches – Models – Global Scenario

Unit –II

- a) Individual Behavior – Personality, Learning, Attitudes, Perception, Motivation: Ability – Their Relevance to Organizational Behavior
- b) Group Behavior – Group dynamics, Group norms, Group Cohesiveness – Their relevance to Organizational Behavior.

Unit – III

- a) Leadership – Styles, Qualities
- b) Organization Communications – Meaning, Process, Barriers, Methods to reduce barriers – Principles of effective Communication.

Unit – IV

- a) Organizational change – Nature of Change, Levels of change, Approaches for Managing, Organizational change.
- b) Organizational Development – Process and Interventions

Selected Readings:

1. Fred Luthans, organizational Behaviors, Mc Graw Hill Book., 1995
2. Stephen P. Robbins, Organizational Behavior, Prentice Hall, 1997
3. Keith Davis, Human Behavior at work, Mc Graw Hill book Co., 1991
4. Gregory Moorehead and R.S. Griffin, Organizational Behavior – Managing People and Organizations.
5. Judith R. Gordon, A Diagnostic Approach to Organizational Behavior, Allyn & Becaon, 1993.
6. Korean, Abraham K. Organizational Behavior, Prentic Hall of India Pvt., Ltd., New Delhi.

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DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FOURTH SEMESTER SYLLABUS

Revised in 2013-14

CORE – 402: INDUSTRIAL RELATIONS

Unit – I

- a) Industrial Relations – Concept, Definition, Significance, Objectives, Scope, Approaches, Principles of Good Industrial Relations, Role of State, Employers and the Unions in Industrial Relations.
- b) Labour and the Constitution – Constitutional Frame work, Fundamental Rights and Directive Principles of State Policy in Labour, Relevant Legal Enactments.

Unit – II

- a) Trade Unionism and Industrial Relations – Labour Movement, Concepts, trade Union Movement, development of Trade Unionism in India, Functions and Problems of Trade Unions.
- b) Internationals Labour Movement, International Confederation of Free trade Unions (ICFTUC), World Federation of Trade unions (WFTC), International Labour Organizations (ILO), Orgin, History, Objectives and Functions.

Unit – III

- a) Industrial Conflict – Causes, Trends Manifestations and Effects. Methods and Machinery for Settlement of Industrial disputes In India.
- b) Employee Discipline – Definition, Causes of Indiscipline, Code of Discipline, Disciplinary Procedure, Code of Conduct; Grievance Handling – Meaning of Grievances, Causes of Grievances, Guidelines for Grievance Handling, Grievances Rederssal Procedures.

Unit – IV

- a) Worker's Participation in Management – Meaning, Significance, Forms, Situation in India
Collective Bargaining; Meaning, Significance, Principles, Process.
- b) Wage Administration and Industrial Relations – Wage Policy, Objective, Wage Regulation
Machinery, Wage Board; Growth and Development, Composition and Functions, Evaluation of Wage Boards.

Selected Readings:

1. Bhagoliwar T.N. Personnel Management and Industrial Relations, Agra Publishers, Agra.
2. Arun Monappa, Industrial Relations, Tata Mc Graw Hill, New Delhi.
3. Michael VP, HRM and Human Relations, Himalaya Books House, Mumbai.
4. Ratan Sen, Industrial Relations, Macmillan, New Delhi.
5. Jermo Joseph, Industrial Relations, Response Books, New Delhi.
6. Sharma, A.M., Industrial Relations, Conceptual and Legal Frame Work, Himalaya Publishing house, Mumbai.
7. Verma, Pramod, Management of Industrial Relations, Oxford 71BHPub.Co., New Delhi.
8. Venkataratnam, C.S. (Ed.), Industrial Relations in India States, Global Business Press, New Delhi.
9. Sinha P.R.N.et.al., Industrial Relations, Trade Unions and Labour Legislation, Pearson, New Delhi.
10. Sivananthiran, A., Venkatratnam C.S. Prevention and Settlement of Disputes in India – ILO.
11. Sivananthiran, A. Venkatratnam C.S. Social Dialogue – ILO.

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DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FOURTH SEMESTER SYLLABUS

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CORE – 403: PUBLIC RELATIONS

Unit-I

- (a) Definition: Nature, Elements, Functions and Process of Public Relations
- (b) Origin and Growth of Public Relations

Unit-II

- (a) Structure and Functions of PR Department in Government, Public and Private Sector,
Qualities of Good PRO, Functions of PRO
- (b) Media Relations

Unit-III

- (a) PR Counseling : PR and Mass Media, House Journals, Press Conference, News letters, Annual Reports, Exhibitions and Press Briefings.
- (b) Corporate PR-Structure, Planning, image.

Unit-IV

- a) Corporate P.R. Strategies and Media Relations.
- b) Ethics in Public Relations.

Selected Readings:

1. Cutlip & Centre "Effective Public Relations"
2. Reddy, Narasimha, "How to be a Good PRO"
3. Lesley Philip "Public Relations hand book", Lesley's Public Relations Hand Book"
4. Black, Sam, "Practical Public Relations"
5. Robert D Ross, "The Management of Public Relations"
6. Philip J Kitchen, " Public Relations – Principles & Practice"
7. Robert L Dilenschneider, "The Dartnell Public Relations Hand Book"
8. Sam Black, "Practical Public Relations"

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FOURTH SEMESTER SYLLABUS

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CORE – 404: MANAGEMENT TECHNIQUES

UNIT – I

- a) Organization and Methods
- b) Define Supervision and explain its functions, duties, qualities, elements of Supervision.

UNIT – II

- a) Work Study, Method Study
- b) Work Simplification and Work Measurement

UNIT – III

- a) Management by Objectives
- b) Management Information Systems

UNIT – IV

- a) Operational Research
- b) Cost benefit Analysis, PERT and CPM

Selected Readings:

1. Business Environment, K. Aswathappa.
2. Business Environment , Francis Chernullian.
3. Industrial Engineering, O.P. Khanna.
4. Management, Harold Koontz, Cyril O' Donnell.
5. Management Information Systems, Gordon B. Devis, Margrethe H.Olson.
6. Management Information Systems, Waman S Jawadekar
7. Operational Research, S.D. Sharma
8. Operational Research, Hamdy A. Taha
9. Operational Research, C.K.Mustafi
10. Organizational Behavior, L.M. Prasad
11. Organizational Behavior, K. Aswathappa.
12. Organizational Behavior, Fred Luthans.
13. Production & Operations Management, K. Aswathappa.

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FOURTH SEMESTER SYLLABUS

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CORE – 405: ISSUES IN INDIAN ADMINISTRATION

Unit-I

- (a) Salient Features of Indian Constitution
- (b) States Re-Organization – Need for Small States

Unit-II

- (a) Centre – State Relations
- (b) Local Governments and Constitutional Amendments

Unit-III

- (a) Generalists Vs Specialists
- (b) Police Reforms

Unit-IV

- (a) Corruption, Lokpal and Lokayukta
- (b) Right to Information

Selected Readings:

1. Basu, D.D. : Introduction to the Constitution of India
2. Ramesh, K. Arora and Rajni Goyal : Indian Public Administration
3. Maheswari, S.R. : Indian Administration
4. Avasthi, A : Central Administration
5. Asok Chanda : Indian Administration
6. Khera, S.S. The Central Executive
7. Bhambri, C.P. Public Administration in India
8. Jain, R.B. Contemporary Issues in Administration
9. Haradwar Rai and Singh, S.P. Current Ideas and Issues in Indian Administration
10. II PA – Cases in Indian Administration
11. Kapur, A.C. Select Constitutions.

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DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

Non-Core Paper: Political Thought of Dr. B.R.Ambedkar 2015-16

Objectives: This course aims at training the students to study one political thinker in depth. It also expects students to know the anti-caste thinking on Indian context. The course is also expected to relate the thinking of Dr. B.R. Ambedkar to contemporary problems.

Unit I

1. Intellectual and socio-political Background of Ambedkar's Thought
2. Critique of Indian Nationalism

Unit II

3. Interpretation and critique of Caste System
4. Interpretation of Buddhism

Unit III

5. Views on Liberal Democracy and role of State
6. Economic Thought

Unit IV

7. Theorising Dalit Movement
8. The Emergence of Dalits in Political Power

Selected Readings:

1. Gore M.S. 1993, Social context of an Ideology: Political and Social Thought of Dr. Ambedkar, New Delhi, Sage
2. Jafferelet Christophe 2004, Dr. Ambedkar and Untouchability, New Delhi, Permanent Black
3. Kasabe Raosaheb, 1985, Ambedkar and Marx, Pune, Sugava prakashan
4. Omvedt Gail, 2004, Ambedkar: Towards an Enlightened India, New Delhi, Penguin
5. Omvedt Gail, 2003, 'Buddhism in India', New Delhi, SAGE
6. Omvedt Gail, 1994, 'Dalits and the Democratic Revolution in Colonial India', New Delhi, Sage
7. Rodrigues Valerian, (ed.), 2002, The Essential writings of B.R.Ambedkar, New Delhi, OUP
8. P.Kesava Kumar, 2014, Political Philosophy of Ambedkar Kalpaz Publication, New Delhi
9. Badri narayan:2014, Kanshiram, Leader of the Dalits, London, Penguin Books India Pvt Ltd
10. Surinders J. Jodhkar:2012 Caste, New Delhi, Oodid Univerty Pera
11. B.R. Ambedkar Volumes
12. Valerian Rodrigues, 2008 Dalit-Bahyan Discourse in Modern India, New Delhi critical event publication
13. Piyasena Dissanayake:2009 Elementary Aspects of Biddit Political Theory New Delhi, Critical Quest
14. B.R. Ambedkar; 2004 conversion as Emancipation: Critical Quest publication.
15. Sarda Aruna:2015 Ambedkar Varna Nirmulana-Annihilation of caste (Philosophy of Caste democracy), Chennai saibonds Print System

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DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

Non-Core Paper: Indian Administration 2015-16

UNIT I

- a) Constituent Assembly salient features of Indian Constitution
- b) Fundamental Rights-Fundamental Duties-Directive principles of State Policy

UNIT I

- a) President-Vice-President-Prime Minister
- b) Parliament of India-Composition-Powers and Functions
- c) Supreme Court-Composition, Powers & Functions

UNIT III

- a) Governor-Chief Minister
- b) State Legislative Assembly-Legislative Council-High Court
- c) Union State relations-Recommendations of Sarkaria Commission

UNIT IV

- a) Election Commission-Electoral Reforms
- b) Structure of Local Governments-73rd and 74th Amendment Acts.

Selected Readings:-

1. Introduction to the Constitution of India-D.D.Basu
2. Indian Government and Politics- S.S. Awasti
3. Indian Constitution - Pylee
4. Politics in India- Rajini Kotari
5. Constitutional Questions in India, The President, Parliament and States-A.G. Noorani
6. India Public Administration –Rajani Goel & R.K. Arore