### Structure of the Syllabus/Curriculum

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Paper</th>
<th>Category</th>
<th>Hrs/wk</th>
<th>Credits</th>
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<th>Internal</th>
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**Note:** Student Activities like Data/picture analysis, Seminars, Assignments, Group Discussions, Case studies, Fieldwork, Surveys, Study Projects, Models are Part of Curriculum in all papers. The teacher shall identify appropriate activities for each unit and assign them to the students for improving domain skills.
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
- Evolution and Growth of Development Administration
- Various Approaches to Development Administration

UNIT - III: Development Strategies and Administrative Planning:
- India’s Socio-Economic profile at the time of Independence:
- Mixed Economy Model and its Rationale and Significance
- Role of Planning
- Goals of Development

UNIT-IV: Development Projects and Bureaucracy
- Colonial Legacy
- National Development Council
- State, District and Grass Root Level Planning
- Role of Bureaucracy
- Social background of Indian Bureaucracy
- Enhancing Bureaucratic capability
- NeetiAayog

UNIT-V: Development and Decentralisation and Support Agencies
- Concept of Democratic Decentralisation
- Evaluation and Role of Panchayat Raj
- Problems and Prospects of Panchayat Raj Institutions
- People's Participation
- Role of Non Governmental Organizations.

UNIT - VI: Development Administration-Related Agencies
- Role of Public Sector Banks.
- Role of Regional Rural Banks.
- Role of Co-operatives
- Specialised Agencies for Development.
- Evolution and Expansion of Public Sector.
- Role of Development Corporations.

**Project Work:**
Assess any Government Organization which undertakes developmental functions. The project work should concentrate on how the concerned Government Organization monitors the developmental activities.

**Reference Books:**
1. R.K. Sapru, Development Administration, Sterling Publishers, New Delhi, 2002
5. R.K Arora, Comparative Public Administration., Associated Pub, New Delhi
7. S.L.Goel, Development Administration, Deep & Deep, New Delhi, 2010

**BA-PUBLIC ADMINISTRATION-CBGS SEMESTER WISE (2015-2016)**
**THIRD YEAR-SEMESTER-VI**
**PAPER: VII-(B): ENVIRONMENTAL ADMINISTRATION (Elective)**

**UNIT-I:**
1. Environment: Meaning, Elements and Significance
2. Importance of Environmental Administration-Environmental Degradation-Nature and Dimensions

**UNIT-II**

**UNIT-III**
4. Environmental Policy-Pre-Independence Period-Post-Independence Period
Environment Information System (ENVIS)
UNIT-IV

5. Environmental Law- Constitutional aspects of Environmental Law-Statutory Control of Environmental pollution.

UNIT-V

In Judicial Approach- Strategies for Environmental Management

Project Work:
Asses the Government Organization in implementing the Environmental laws.

REFERENCE BOOKS:

1.  ParyavaranaAdyananam(Tel),Telugu Akademi,Hyd,2007

BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)
THIRD YEAR-SEMESTER-VI

Paper: VII-(C): Citizen and Administration (Elective)

Unit-I

Concept of Citizen Centric Administration: Evolution, Concept, Features and Significance.
Functions of Government: Regulatory functions, Service providing functions and Developmental functions.

Unit-II

Citizens’ Charters: Evolution, Features and Applications. Citizens’ Participation in Administration: Concept, Agencies, Significance and Limitations

Unit-III

Decentralization and Delegation: Concept and Benefits. Grievance Redressal Mechanism:
Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels

Unit-IV

Reference Books:


5. India’s Citizen’s Charters, A Decade of Experience (2007) Public Affairs Centre: Bangalore


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


UNIT-II:

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

UNIT-III Capacity Building


UNIT-IV

7. Employee Capacity Building Strategies and Quality Management
9. Issues in HRM - Downsizing, Outsourcing, Consultancies
UNIT - V: Financial Management

10. Meaning, Scope and Importance of Financial Management
11. Budget-Preparation, Enactment and Execution

Project Work/ Internship

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

Reference Books:

1. VanarulaNirvahana(Tel),Telugu Akademi

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
- Mixed Economy
- Planning Commission(NeetiAayog)

UNIT-II: Budgeting and Budgeting Systems:

- Fiscal Policy -Equity-and Social Justice-Government Budgeting
- Principles and Functions-Indian Budgetary System
- Classification of Government Expenditure
- Public Expenditure, Theories and growth
- Performance Budgeting
- Zero Based Budgeting
UNIT-III: Resource Mobilisation and Funds-Fiscal Federalism

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

UNIT-IV: Financial Control and Accounts and Audit

- Legislative Control
- System of Financial Committees
- 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-liberalisation and privatisation
- Financial autonomy and Accountability of Public Enterprises-Disinvestment
- Financial Administration of Urban Governments
- Financial Administration of Rural Governments

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
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
UNIT-I : Concept of Democratic Decentralization
1. Local Government: Concept, Features and Importance.
2. Democratic Decentralization: concept, Evolution and Significance

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 CA Act and Organizational Structures for Panchayathi Raj
6. Intra-Rural Local Government Relationship: Gram Sabha and Gram panchayats; Distribution of Powers and Functions; Intra Tier Responsibilities (The Eleventh Schedule)

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

UNIT-IV: Urban Bodies/ Control
10. Municipal Corporations: Structure, Committee System, Finances, Officials and Political Executives (With Special Reference in Andhra Pradesh)
11. Urban Development Authorities in Andhra Pradesh and their working.
12. 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.

Project Work:
Undertake a survey to identity the major sources of revenue of the Local Government (Rural or Urban Local Bodies).

Reference Books:
1. Sthanika Prabhuvalu (Tel), Telugu Akademi