



**SRI KRISHNADEVARAYA UNIVERSITY:
ANANTAPURAMU**

**UG CBCS SYLLABUS
VI Semester
(2017-2018)**

**B.A. PUBLIC ADMINISTRATION
VI SEMESTER- SYLLABUS**

(AS PER CBCS AND SEMESTER SYSTEM)

III YEARS

w.e.f. 2017-2018



**AP STATE COUNCIL OF HIGHER EDUCATION
CBCS - PATTERN FOR PUBLIC ADMINISTRATION**

SRI KRISHNADEVARAYA UNIVERSITY:: ANANTAPURAMU
BA -PUBLIC ADMINISTRATION-CBCS SEMESTER WISE SYLLABUS
w.e.f. 2015-2016, Modified in April, 2016

Structure of the Syllabus/Curriculum

Year	Semester	Paper	Category	Hrs/wk	Credits	Marks	Internal	External
1	I	I	Core	5	4	100	25	75
	II	II	Core	5	4	100	25	75
2	III	III	Core	5	4	100	25	75
	IV	IV	Core	5	4	100	25	75
3	V	V	Core	5	4	100	25	75
		VI	Core	5	4	100	25	75
	VI	VII	Elective (A) or (B) or (C)	5	4	100	25	75
		VIII	Cluster Electives (A1+A2+A3)	5	4	100	25	75
			or (B1+B2+B3)	5	4	100	25	75
			Or (C1+C2+C3)					

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.

BA- PUBLIC ADMINISTRATION-CBCS 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

3. Causes of Environmental pollution-Sources and effects of pollution-Types of pollution-Water pollution-Air pollution-Noise pollution-Tourism and Environment-Ozone Layer Protection.

UNIT-III

**4. Environmental Policy-Pre-Independence Period-Post-Independence Period
Environmental Information System (ENVIS)**

UNIT-IV

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

UNIT-V

**6. Judicial Response-public Interest Litigation and Environment Protection-New Trends
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**
- 2. Raj Mohan Sath, Environmental Administration in India, A.P.H.Pubs, New Delhi, 2004.**
- 3. A.K. Tiwari, Environmental Laws in India, Deep & Deep Publications, New Delhi, 2006.**
- 4. Kailash Thakur, Environmental Protection Law and Policy in India, Deep & Deep, New Delhi, 2007**

*W 22/6/17
BOS chair man*

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. Human Resource Management Effectiveness and Human Resource Audit, Human Resource Mobilisation.
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
12. Centre- State Financial Relations, Parliamentary Committees- Public Accounts Committee, Estimates Committee, Committee on Public Undertaking, C&AG
13. Material Management - Procurement, Storage and Distribution and Logistics Management.

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.

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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**
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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PUBLIC ADMINISTRATION

BA- PUBLIC ADMINISTRATION-CBCS SEMESTER WISE (2015-2016)
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 CA Act and Organizational Structures for Panchayati 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.

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.

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