Dear Learner,

Greetings from School of Distance Education, Andhra University.

We are happy to inform you that we have scheduled the M.A. Political Science / Public Administration Week-End Classes and Personal Contract Programme at Andhra University Campus, Visakhapatnam and at the following centres as per the schedule given below for the academic year 2018-19 in which lectures will be delivered by well experienced teachers. Your participation in the programmes can supplement effectively your study requirements. You are advised to go through the schedule and attend classes as per your choice. You are also advised to report with your Identity Card at the Centre at 9.00 a.m. Time-table and other instructions about the classes will be given at the time of Registration.

### School of Distance Education, A.U. Campus, Visakhapatnam.

#### Week - end Classes Programme

- **December, 2018:** 9, 16, 23, 30
- **January, 2019:** 6, 12, 20, 27
- **February, 2019:** 3, 10, 17, 24
- **March, 2019:** 3, 10, 17.

#### Personal Contact Programme classes

**16th to 20th April, 2019**

### Tution Fee Payment

(2018-19 batch - Final Year Students) : **Rs. 2,500/-**

(For details, please see overleaf)

### Examinations:

- Announcement of Examination Schedule : April / May, 2019
- Examinations (Tentatively) : June / July, 2019

With best wishes,

Yours sincerely,

(P. Hari Prakash)
TUITION FEE MEMORANDUM

Sub: M.A / M.Com / M.Sc. Maths Degree course of study through School of Distance Education payment of Tuition Fee for second year-Regarding.

* * *

The students of Second Year M.A / M.Com / M.Sc. Maths Degree course 2018-19 (admitted batch) are hereby informed that they have to pay the tuition fee (as noted below) towards Second year for the academic year as per the following dates by way of crossed Demand Draft drawn in favour of the Registrar, Andhra University, Visakhapatnam on any nationalized bank payable at Visakhapatnam.

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<tr>
<td>Rs.2,500/-</td>
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<tr>
<td>Last Date without any penal fee</td>
<td>20-12-2018</td>
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<tr>
<td>With a penal fee of Rs.50/- upto</td>
<td>19-02-2019</td>
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<tr>
<td>With a penal fee of Rs.200/- on or after</td>
<td>19-02-2019</td>
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The Students are advised to write clearly the purpose of the remittance and CODE NUMBER on the reverse of D.D and in the letter enclosed. Challans, Money Orders, Postal Orders and S.B.I Challans, etc. will not be accepted.

Defaulters of Tuition fee to this School will not be supplied with the relevant reading material and their examination applications will not be processed for the ensuing examinations.

Candidates who have already paid the said tuition fee are advised to furnish the payment particulars through a letter. Lessons will be dispatched as and when the tuition fee is received. Academic calendar for the academic year 2018-2019 will be dispatched direct to the candidates in due course.

With best wishes,

Yours sincerely

P. Hari Prakash
DIRECTOR

Note: 1) Irrespective of the appearances at the University examinations et al; the consequent result, the candidate is deemed to have entered into the Final year of study.

2) Details of Academic programmes will be intimated shortly.
### Paper I — Administrative Theory

<table>
<thead>
<tr>
<th>Question</th>
<th>Option A</th>
<th>Option B</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Examine Kautilya’s contribution to Administrative theory.</td>
<td>Write an essay on Politics-Administration.</td>
</tr>
<tr>
<td>2.</td>
<td>Discuss the evolution of Administrative theory.</td>
<td>Define Scientific management theory.</td>
</tr>
<tr>
<td>3.</td>
<td>Discuss the concept of Representative Bureaucracy.</td>
<td>Analyse the importance of Decision-making theory.</td>
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<td>4.</td>
<td>Discuss the emergence of behaviouralism.</td>
<td>Write an essay on comparative public administration.</td>
</tr>
<tr>
<td>5.</td>
<td>What are the emerging trends in Public Administration?</td>
<td>Define the importance of Public Administration in the context of Globalisation.</td>
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### Paper II — Public Personnel Administration

<table>
<thead>
<tr>
<th>Question</th>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Define the origin and development of merit system.</td>
<td>Discuss the scope of Public Personnel Administration.</td>
</tr>
<tr>
<td>2.</td>
<td>Discuss the nature and features of All India Services.</td>
<td>Analyse the concept of Civil Service Neutrality.</td>
</tr>
<tr>
<td>3.</td>
<td>Evaluate the factors that determine the pay structure.</td>
<td>Discuss the principles of promotion.</td>
</tr>
<tr>
<td>4.</td>
<td>Describe the composition and functions of A.P.P.S.C.</td>
<td>Write an essay on the recruitment to All India Services.</td>
</tr>
<tr>
<td>5.</td>
<td>Write an essay on the working of Joint Consultative Machinery (J.C.M) in India.</td>
<td>Discuss about Civil Service Unionism.</td>
</tr>
</tbody>
</table>
Paper III — Indian Administration
Answer ALL Questions. 20 Marks

1. (a) Examine the political context of Indian Administration.
   (or)
   (b) Define the powers and functions of Prime Minister.

2. (a) Explain the working of P.M.O.
   (or)
   (b) What are the powers of Home Ministry?

3. (a) Write an essay on planning commission.
   (or)
   (b) Define Centre-State Administrative Relations.

4. (a) Write an essay on General Administrative Department.
   (or)
   (b) Discuss the importance of 73rd Constitutional Amendment Act.

5. (a) What are the causes for corruption in Indian Administration and suggest remedial measures?
   (or)
   (b) Write an essay on liberalisation.

Paper IV — Financial Administration
Answer ALL Questions. 20 Marks

1. (a) Examine the nature of financial.
   (or)
   (b) What are the approaches to budgeting?

2. (a) Write an essay on tax policy.
   (or)
   (b) Write about the classification of budget.

3. (a) Discuss about zero based budget.
   (or)
   (b) What are the types of audit?

4. (a) Explain the powers and functions of CAG.
   (or)
   (b) Discuss the role of financial advisors.

5. (a) Define the functioning of Reserve Bank of India.
   (or)
   (b) Examine the functions of finance commission.
Paper V (A) – Rural Local Government

Answer ALL Questions. 20 Marks

1. (a) Discuss the importance of local governments.

(b) Examine the provisions of 73rd Constitutional Amendment Act.


(b) Define Panchayat Raj in tribal areas.

3. (a) Describe the working of personnel in Panchayat Raj.

(b) What are the Financial sources to Panchayat Raj Institutions?

4. (a) Explain the powers the functions of State Finance Commission.

(b) Examine the Judicial control over Panchayat Raj Institutions.

5. (a) What are the powers and functions of District Collector?

(b) Write an essay on Panchayat Raj Elections system.

Paper V — Optional (B) – Urban Local Government

Answer ALL Questions. 20 Marks

1. (a) Examine the Urban Local bodies in India.

(b) Define the nature and scope of Urban Local Governments.

2. (a) Write an essay on 74th Constitutional Amendment Act.

(b) Define the structure of municipalities in A.P.

3. (a) Write a note on the Urban Local Government during British period in India.

(b) Analyse the role of Municipal Commissioner.

4. (a) Examine the need for the relations of Urban Local bodies with state Government.

(b) Define the powers of Director of Municipal Administration.

5. (a) What are the causes for slums development in the cities?

(b) Write an essay on urban water supply.
1. (a) Discuss the evolution and scope of E-Governance in India.
(b) What are the challenges encountered by the E-Governance in India?

2. (a) Bring out the importance of public private partnership in the E-Governance.
(b) Discuss the main features of Information Technology Act.

3. (a) Describe the organisation and functions of Ministry of Information and Broadcasting.
(b) Highlight the role of E-Governance in Social Welfare Administration.

4. (a) Bring out an essay CARD system in A.P.
(b) What is the E-Procurement? Bring out its merits and de-merits.

5. (a) Explain the administrative reforms required for effective implementation of E-Governance.
(b) Discuss the role of Public participation in E-Governance.