



ANDHRA UNIVERSITY
SCHOOL OF DISTANCE EDUCATION

VISAKHAPATNAM 530 003 : ANDHRA PRADESH

Phone : 7702257813, 7702257821, 9848199155

Land Phone Numbers : 0891 - 2754966, 2844164, 2550223, 2844142, 2575745

Fax No. 0891 - 2575752

Website : www.andhrauniversity.edu.in/sde

Prof. L.D. Sudhakara Babu

Director

No. : **SDE /E-III/2016**

Date : 10/11/2016

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 (2015-16 admitted batch) are hereby informed that they have to pay the tuition fee (as noted below) towards Second year for the academic year 2016-17 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.

	M.A. / M.Com./ M.A. / M.Sc. Maths
Payment towards II year Tuition Fee	: ₹. 2,175/-
Last Date without any penal fee	: 15-12-2016
With a penal of Rs. 50/- upto	: 16-02-2017
With a penal fee of Rs. 200/- on or after	: 17-02-2017

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.**

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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 2016-2017 is enclosed overleaf.

With best wishes,

Yours sincerely

L.D. SUDHAKARA BABU

Director

Note : *Irrespective of the appearance at the University examinations and the consequent result, the candidate is deemed to have entered into the Final Year of study.*

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Prof. L.D. Sudhakara Babu

Director

No. : SDE / M.Com / PCP - WE / 2016-17

Date : 12/11/2016

Dear Learner,

Greetings from School of Distance Education, Andhra University.

We are happy to inform you that we have scheduled the M.A. Public Administration Week-End Classes at Andhra University Campus, Visakhapatnam, as per the schedule given below for the academic year 2016-17 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. If you intend to attend the programme you are advised to report with your identity card at School of Distance Education, AU at 9.00 a.m. on 04-12-2016 Time-table and other instructions about the classes will be given at the time of Registration.

<p>1. School of Distance Education, A.U. Campus, Visakhapatnam Week - end Classes Dec. 2016 : 4,11,18; Jan. 2017 : 8,22,29; Feb. 2017 : 5,12,19,26; Mar. 2017 : 5,12,19,26 Personal Contact Programme April 2017 : 16, 17, 18, 19, 20, 21</p>	<p>The dates are common to both Previous and Final year students)</p>
<p>2. Govt. Arts College, Rajahmundry Week - end Classes Feb 2017 : 5,12,19,26; March 2017 : 5,12,19,26; April 2017 : 2, 9</p>	
<p>3. Sir CR Reddy College, Eluru Personal Contact Programme Jan 2017 : 6, 7, 8, 9, 10 (Spell - I); Mar. 2017 : 4,5,6,7,8 (Spell - II)</p>	
<p>4. AU MSN PG Campus, Kakinada, Atchumpeta Personal Contact Programme Feb. 2017 : 4,5,6,7,8 (Spell - I); Mar. 2017 : 21,22,23,24,25 (Spell -II)</p>	

Tuition Fee Payment (2015-16 batch - Final Year Students) : ₹. 2,175/-

Examinations :

Announcement of Examination Schedule : May 2017

Examinations (Tentatively) : June / July 2017

With best wishes,

Yours Sincerely

(L.D. Sudhakara Babu)

ASSIGNMENT QUESTION PAPERS
M.A. (FINAL) PUBLIC ADMINISTRATION
PAPER – I : BEHAVIOURAL SCIENCE METHODOLOGY

Answer ALL questions,
All questions carry equal marks.

Max. Marks: 20

1. (a) Discuss the objectives and values of research in behavioural sciences.
(or)
(b) Explain the principles of operationalism.
2. (a) What is survey research? Explain its features.
(or)
(b) Case Studies method in one of the method's in research design. Discuss.
3. (a) Write an essay on types of variables.
(or)
(b) What is inventory planning and control? Explain
4. (a) What is the best method of data collection? Justify your answer.
(or)
(b) Write an essay on rating scales.
5. (a) Write an essay on report writing in social research
(or)
(b) Comment on the methods of data analysis.

PAPER – II : READINGS IN PUBLIC POLICY

Answer ALL questions,
All questions carry equal marks.

Max. Marks: 20

1. (a) Examine the determinants of Public Policy.
(or)
(b) How for the public policy is an inter disciplinary science? Discuss.
2. (a) Explain the features of rational comprehensive approach.
(or)
(b) Describe the groups theory model in policy Analysis.
3. (a) Comment on the role of pressure groups in policy making.
(or)
(b) Examine the role of Judiciary in Policy making.
4. (a) State the elements of programme evaluation.
(or)
(b) Describe the salient features of PPBS.
5. (a) Analyse the fiscal policy of India.
(or)
(b) Comment on the land reforms policy in India.

PAPER – III : LOCAL ADMINISTRATION IN ASIA AND WEST

Answer ALL questions,

All questions carry equal marks.

Max. Marks: 20

1. (a) Analyse the evolution of the concept of Local Government.
(or)
(b) Discuss the Salient features of Rural Local Government.
2. (a) Explain the personnel systems of urban local bodies in India.
(or)
(b) Bring out the organization of Singapore local government.
3. (a) Define the structure of Local Government in London.
(or)
(b) Write about the committee systems in Local Government in India.
4. (a) Bring out the relationship of Central Government and Local Authorities in China.
(or)
(b) Analyse the functioning of American Local Government.
5. (a) Examine the city manager plan in America.
(or)
(b) Compare the nature of administrative controls in Local Governments of China and India.

**PAPER – III : COMPARATIVE LOCAL GOVERNMENTS
(2011 - 2012 admitted batch)**

Answer ALL questions,

All questions carry equal marks.

Max. Marks: 20

1. (a) Explain the importance of local government in a democratic state with special reference to India.
(or)
(b) Explain the personnel systems of urban local bodies in India.
2. (a) Comment on the challenges faced by the Panchayat Raj institutions.
(or)
(b) Discuss the state local relations in India.
3. (a) Describe the powers and functions of country council in England.
(or)
(b) “Committees play a dominant role in British local government system”. Comment.
4. (a) Explain the salient features of commission plan in American local government.
(or)
(b) Discuss the powers and functions of Mayor in America.
5. (a) Compare the role of political parties in local bodies in England and India.
(or)
(b) What are the main sources of finances to local government in India, Britain and America.

PAPER – IV : DEVELOPMENT ADMINISTRATION

Answer ALL questions,

All questions carry equal marks.

Max. Marks: 20

1. (a) Explain briefly the different approaches to development.
(or)
(b) Trace the evolution of the concept of Development Administration.
2. (a) How leadership facilitates development of administration? Discuss
(or)
(b) Examine the civil service reforms in the context of development administration.
3. (a) How political system contributes for development. Discuss.
(or)
(b) Without economic system contributes for development. Discuss.
4. (a) Write an essay on educational administration in India.
(or)
(b) State the features of Human Resource development administration in India.
5. (a) Discuss the problems of Terrorism in India.
(or)
(b) Comment on the debate between Science and Technology and Development.

PAPER – V Optional (A) : SOCIAL WELFARE ADMINISTRATION

Answer ALL questions,

All questions carry equal marks.

Max. Marks: 20

1. (a) Explain the principles of social welfare administration.
(or)
(b) Describe the welfare provisions in the constitution of India.
2. (a) Explain the structure of social welfare administrations in Andhra Pradesh.
(or)
(b) Write a note on economic policy in India.
3. (a) Discuss the welfare programmes meant for agriculture labour.
(or)
(b) Describe the various programmes undertaken by the Government towards the welfare of minorities.
4. (a) Bring out the role of international welfare agencies in the uplifting of rural poor in India.
(or)
(b) What are the different methods of training given to welfare personnel?
5. (a) What are the welfare programmes and policies for backward classes.
(or)
(b) State the various schemes of funding for social welfare in India.

PAPER – V Optional (B) : MANAGEMENT OF PUBLIC ENTERPRISES

Answer ALL questions,
All questions carry equal marks. Max. Marks: 20

1. (a) Discuss the reasons for the establishment of public enterprises in India.
(or)
(b) What is meant by public enterprises? Explain.
2. (a) Explain department form of organization.
(or)
(b) Point out the salient features of corporation.
3. (a) Write a brief note on parliament control over public enterprises in India.
(or)
(b) Describe the role of comptroller and auditor general of India in auditing of the accounts in public enterprises.
4. (a) Explain the employee, employer relations in public enterprises.
(or)
(b) Write an essay on consumer protection councils.
5. (a) Write an essay on public enterprises and public relations.
(or)
(b) Discuss the role of public enterprises in the context of globalisation.

PAPER – V Optional (C) : OFFICE PLANNING AND MANAGEMENT

Answer ALL questions,
All questions carry equal marks. Max. Marks: 20

1. (a) Discuss the importance of office planning.
(or)
(b) What are your thinking on modern office accommodation accorded with good environment.
2. (a) Examine the impact of lighting on office administration.
(or)
(b) Explain the importance and advantages of office mechanisation.
3. (a) Explain the essential of forms design?
(or)
(b) Discuss the basic principles of office organization.
4. (a) Discuss various staff welfare measures of government employees.
(or)
(b) Discuss the importance of filing system in office management.
5. (a) What is your measurement on “Work Study”.
(or)
(b) Write briefly about the guidelines to be followed in work simplification.


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Examinations :

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With best wishes,

Yours Sincerely

(L.D. Sudhakara Babu)

M.A. (PREVIOUS) PUBLIC ADMINISTRATION ASSIGNMENT QUESTION PAPERS
PAPER – I : Administrative Theory

Answer ALL questions,

All questions carry equal marks.

Max. Marks: 20

1. (a) Bring out an essay on Kautilya's Arthashastra.
(or)
(b) Analyse the evolution of administrative theory after new public administration
2. (a) Explain the fourteen principles of Henry Fayol.
(or)
(b) Write an essay on Max Weber's bureaucracy.
3. (a) Discuss Herbert A. Simon's decision - making theory.
(or)
(b) Elucidate Douglas MC Gregor's Theory 'x' and Theory 'y'.
4. (a) Describe F.W. Rigg's ecological approach to public administration.
(or)
(b) "Development administration is action oriented" according to Edward Weidner - Discuss.
5. (a) Evaluate the emergence and growth of new public administration.
(or)
(b) Outline the critical theory of Max Horkheimer.

PAPER – II : PUBLIC PERSONNEL ADMINISTRATION

Answer ALL questions,

All questions carry equal marks.

Max. Marks: 20

1. (a) Write an essay on public personnel administration.
(or)
(b) Examine the origin and significance of merit system.
2. (a) Distinguish between generalist Vs Specialist in Administration.
(or)
(b) Describe the role of bureaucracy in a modern state.
3. (a) Define the civil services relations with political executive.
(or)
(b) What are the various retirement benefits?
4. (a) Discuss the requisites of promotion.
(or)
(b) Analyse the functions of state public service commission.
5. (a) Examine the causes of corruption and suggest some remedial measures.
(or)
(b) Write an essay on civil service unionism.

PAPER – III : INDIAN ADMINISTRATION

Answer ALL questions,

All questions carry equal marks.

Max. Marks: 20

1. (a) Explain the genesis and growth of Indian Administration.
(or)
(b) Discuss the political context of Indian Administration.
2. (a) Critically analyse the relationship between President and Prime Minister.
(or)
(b) Describe the powers and functions of ministry of HRD.
3. (a) Bring out an essay on National Development Council.
(or)
(b) Discuss the Centre - State administrative relations.
4. (a) What is the role of Chief Secretary in State Administration.
(or)
(b) Write a note on 73rd and 74th Constitutional Amendment Act.
5. (a) Bring out an essay on Grievance and Redressal mechanism in administration.
(or)
(b) Comment on minister and civil servant relations.

PAPER – IV : STATE GOVERNMENT AND POLITICS IN ANDHRA PRADESH

Answer ALL questions,

All questions carry equal marks.

Max. Marks: 20

1. (a) What is meant by budget? Explain the principles and role of budget.
(or)
(b) Critically analyse cannons of taxation and tax policy.
2. (a) Trace out the steps involved in budget execution.
(or)
(b) Analyse the evolution and growth of performance budget.
3. (a) Explain the nature, purposes and objectives of accounting.
(or)
(b) Bring out an essay on controller and auditor general of India.
4. (a) Explain the role of financial advisors in making of budget.
(or)
(b) Analyse the parliamentary financial control over financial administration.
5. (a) Describe the composition functions and role of finance commission.
(or)
(b) Critically analyse the treasury system and banking credit policy.

PAPER – V OPTIONAL (A) : RURAL LOCAL GOVERNMENT

Answer ALL questions,

All questions carry equal marks.

Max. Marks: 20

1. (a) Explain the functioning of Rural Local Governments during British Period.
(or)
(b) Examine the recommendations of Balwant Roy Mehta Committee on Democratic Decentralisation.
2. (a) Narrate 73rd Constitutional Amendment Act.
(or)
(b) Explain the power and functions of Zilla Parishads in Andhra Pradesh.
3. (a) Analyse the financial resources to Panchayat Raj Institutions.
(or)
(b) Write an essay on the Personnel on Panchayat Raj Institutions.
4. (a) Explain the need of autonomy for Panchayat Raj Institutions.
(or)
(b) Bring out an essay on the changing status of Panchayat Raj Institutions.
5. (a) Write a note on Panchayat Raj Institutions.
(or)
(b) What is the role of Political Parties in Panchayats?

PAPER – V Optional (B) : URBAN LOCAL GOVERNMENT

Answer ALL questions,

All questions carry equal marks.

Max. Marks: 20

1. (a) Explain the evolution of urban local government in India.
(or)
(b) Bring out an essay on demographic profile of urban areas.
2. (a) Explain various units of Local Governments in USA
(or)
(b) Write an essay on 74th Constitutional Amendment Act.
3. (a) Narrate the composition, powers and functions of municipal corporations in Andhra Pradesh.
(or)
(b) Bring out an essay on the working of New Delhi Municipal Corporation.
4. (a) Discuss committee system in urban local bodies.
(or)
(b) What is the role of municipal commissioner in Municipal Administration?
5. (a) Describe the State Govt., control over local bodies.
(or)
(b) Explain the concept, objectives and importance of Metropolitan Administration.

PAPER – V (C) : E-GOVERNANCE IN INDIA

Answer ALL questions,

All questions carry equal marks.

Max. Marks: 20

1. (a) Define E-Governance and explain its importance.
(or)
(b) Describe the various stages of evolution of E-Governance in India.
2. (a) Examine the functioning of ministry of Information and Broadcasting.
(or)
(b) Discuss IT Act 2000.
3. (a) Define E-Governance in Urban Administration.
(or)
(b) Analyze the uses of E-Governance in Health Administration.
4. (a) Write an essay on E-Seva.
(or)
(b) Discuss the services of Mee - Seva.
5. (a) Write a brief note on Information Technology Security.
(or)
(b) Write an essay on Administration Reforms.