SYLLABUS
M.A. PUBLIC ADMINISTRATION : I SEMESTER

PAPER I: INDIAN POLITICAL SYSTEM
(Common for both Politics and Public Administration)
(w.e.f. 2002-03 admitted batch)

Unit – I
1. Significance of the Indian Model of Political System
2. Nationalist Movement – Socio-Economic and Philosophical foundation of Indian Constitution
3. Fundamental Rights – Directive principles of state policy
4. Federalism and centre-state relations

Unit – II
1. Prime Minister – Cabinet and Parliament
2. Judiciary and Judicial Review
3. Role of civil Services – Role of Caste
4. Religion, Language and regionalism – Concept of Dominant Caste
5. Morris Jon’s – three Idioms of Indian Politics

Unit – III
1. Party system typology – Changing nature of Indian Party system
2. Concept of one party dominance and the congress system
3. National and Regional Parties; Ideology, Organization
4. Leadership patterns and factionalism
5. Elections, political participation and voting behavior
6. Interest and pressure groups

Unit – IV
1. National Integration and Problem of National Building
2. Political Economy of Development: Planning Commission
3. Five Year Plans – Liberalization
4. Goals and Ideals of Foreign Policy
5. Indian and NAM

Books Recommended:
1. Rajini Kothari :Politics in India
2. W.H.Morris Jones :The Government and Politics in India
3. L.Hardgrave :The Government and Politics in a Developing Nation
   *The Political Economy of Development
5. D.D.Basu : Introduction to the Constitution of India
6. N.Hartman : Political Parties in India
7. N.D.Palmer : *Elections and Political Development: The South Asian Experience
   *The Indian Political System
8. Paul R.Brass : *Caste, Faction and Party in Indian Politics
   *Indian Politics since Independence
9. N.Austin : The Indian Constitution – Cornerstone of a Nation
10. Atul Kohli : *India’s Democracy
    *Democracy and Discontent
11. N.L.Madan : Indian Political Science – Socio-economic Dimension
13. D.Suran Naidu : Bharata Desam Rajkeeya Vyavastha (Telugu)
I: HISTORICAL EVOLUTION OF ADMINISTRATION IN INDIA
1. Ancient Period (Indus Valley Civilization to (Gupta Period).
2. Medieval Period (Rajputs, Sultanas and Mogul Periods).

II: UNION GOVERNMENT AND ADMINISTRATION
1. President of India
2. Union Council of Ministers
3. Public Management of India

III: CENTRAL ADMINISTRATIVE SYSTEMS
1. Ministries and Departments
2. Central Secretariat
3. Cabinet Secretariat
4. PMO

IV: JUDICIAL ADMINISTRATION IN INDIA
1. Supreme Court
2. High Court
3. District Courts
4. Attorney General
5.

V: MAJOR ISSUES
1. Center – State Relations
2. Corruption in Administration – Vigilance Commission
3. Administrative Accountability
4. Administrative Reforms
5. Redressal of Citizen Grievances
   a) Ombudsman
   b) Lokpal and Lokayakta

Books Recommended:
1. A. Arasthi : Central Administration
2. Ramesh K. Arora : Administrative Change in India (Jaipur: Alakh Publishers, 1974)
4. B.B. Misra : The Administrative History of India (1934-1947)
5. B.B. Misra : Bureaucracy in India (1851-1947)
6. B.N. Puri : Some Aspects of the Evolution of Indian Administration
10. C.P. Bambahri : Bureaucracy and Politics in India (Delhi: Vikas Publications, 1971)
1. Meaning Purpose and Significance of Local Government.
2. Salient features of Local Government in India.
3. Organizational Set-up at Central, State and District levels for administrating Local Government.
4. Rural Local Government before Independence
   (a) Rural Local Government in Ancient and Medieval times
   (b) Rural Local Government during British rule
5. Rural Local Government after Independence
   (a) Community Development Programme and National Extension Service
   (b) Balwantray Mehta Committee Report
   (c) Working of three-tier system of Panchayati Raj during 1959-93
   (d) Asoka Mehta Committee Report
   (e) Constitutional Status to Panchayati Raj Institutions and main provisions of the 73rd Constitution Amendment Act.
6. Composition, Powers and Functions of Panchayati Raj Institutions
   (a) Gram Sabha and Gram Panchayat
   (b) Panchayat Samithi
   (c) Zilla Parishad
7. (a) Urban Local Government in Pre-Independence Period
   (b) Urban Local Government in Ancient and Medieval times
   (c) Urban Local Government under the British
8. Municipal Government in Post-Independence period
   (a) Attempts made at the Center and In the States to promote Municipal Government
   (b) Main features of 74th constitution Amendment Act
9. Composition, Powers and Functions of Urban Local Bodies
   (a) Municipal Corporation
   (b) Municipal Council
   (c) Nagar Panchayati
10. Urban Local Government in Andhra Pradesh
11. (a) Local Governance Personal
    (b) Local Governance Finance
    (c) Committee system in Local Governance – District & Metropolitan Planning Committees.
12. (a) Local Government Politics and Elections to Local Bodies
    (b) State Local Government Relations
    (c) Modern Trends and Problems in Local Government in India

Books Recommended:
1. M.A. Muttalib : Theory of Local Governance
2. S.R. Maheswari : Local Government in India
3. G. Ram Reddy : Patterns of Panchayati Raj
5. Henry Maddick : Panchayati Raj in India
6. B.S. Khanna : Panchayati Raj in India
7. A. Avasthi : Municipal Administration in India
8. S.K. Sharma & V.N. Chawla : Municipal Administration in India
9. Abhijit Datta : Municipal and Urban India
10. Hoshair Singh : Urban Local Government & Administration in India
I. URBANISATION
1. Concept of Urbanization
2. Urban Trends of three World
3. Problems of Urbanization in India

II. URBAN DEVELOPMENT IN INDIA
1. Growth of Cities – Causes and Consequences
2. Slums – Causes and Effects
3. Urban Development Strategies

III. URBAN LOCAL GOVERNMENT IN INDIA
1. Organizations, Powers and Functions of Urban Local Bodies
2. Personnel and finance of Urdu Local Bodies
3. Committees in Urban Local Bodies

IV. ADMINISTRATION OF URBAN SERVICES
1. Water Supply
2. Health and Sanitation
3. Housing
4. Transport

V. THE METROPOLIS
1. The concepts of Metropolis
2. Metropolitan and Urban Development Authorities in India
3. Delhi Development Authority
4. Urban Development Authorities in India

Books:
1. S.R. Maheswari : Local Government in India
2. Ashish Bose : Studies in India’s Urbanization
3. R.K. Bhardwaj : Urban Development in India
4. Mohit Bhattacharya : Managers of Urban Government in India
5. Abhijit Datta : Municipal and Urban India
6. Hoshiar Singh : Urban Local Government and Administration in India
7. Roy Turner : India’s Urban future
8. R. Ramachandran : Urbanization and Urban system in India
I. HISTORICAL BACKGROUND OF TRIBAL POPULATION AND CLASSIFICATION OF TRIBAL IN INDIA

1. Demography (Plans and Agency Tribal)
2. Socio and Cultural Aspects
3. Economic background
4. Socio-Political Movements in Tribals
5. Agro-Economic Problems
6. Tribal market and Culture change

II. CONSTITUTIONAL PROVISIONS RELATING TO TRIBALS

1. Protective discrimination and Provisions of reservation for appointments and posts
2. Reservations of seats in the house of the People
3. Minister-in-Charge of Tribal welfare
4. Administration of Scheduled Areas of Tribal Areas
5. National Commission for SC and ST
6. Promotion of Educational and Economic interests of Tribes

III. SCHEMES AND PROGRAMMES

1. Tribal Sub-Plan
2. Girijan Corporation
3. Integrated Tribal Development Agencies
4. Tricor
5. Tribal Welfare Development

IV. STRUCTURE OF VARIOUS AGENCIES, ORGANISATION AND DEPARTMENT’S RELATION TO TRIBAL DEVELOPMENT

1. Planning commission
2. Union Ministry of Tribal Welfare
3. State level Administration
4. Independent Corporation (Autonomous bodies)
5. Departments of Local
6. Voluntary Organisations and Pressure Groups

V. IMPLEMENTATION STRATEGIES, PERFORMANCE AND EVOLUTION

1. Publicity Methods
2. Techniques of Implementation
3. Performance Evaluation Mechanism
4. Problems in Implementation
5. Prospects of Scheme and Programmes

Books:

2. Vidyardhi.L.P. : Tribal Development and its Administration
4. Patnaik.N: Tribal : Tribes and their Developments
5. Bapuji.M : Tribal Development Administration
6. Dube.S.C. (Ed.) : Tribal Heritage in India
7. Singh.K.S. : Tribal Developments in India
8. Janardhana Rao and Alentatin of Tribal Areas (Karpa Publications, Warangal.)