

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION
Common Course for M.A. POLITICAL SCIENCE & PUBLIC ADMINISTRATION
COURSE STRUCTURE (Revised in 2018-2019)

SEMESTER-I

S.No	Paper code	Title of the Paper	Theory Marks	Internal Assessment	Total Marks
1.	101	APPROACHES TO THE STUDY OF POLITICAL SCIENCE	75	25	100
2.	102	COMPARATIVE POLITICS	75	25	100
3.	103	PUBLIC POLICY	75	25	100
4.	104	Urban Governance	75	25	100
5.	105	ADMINISTRATIVE THEORIES	75	25	100

SEMESTER-II

S.No	Paper code	Title of the Paper	Theory Marks	Internal Assessment	Total Marks
1.	201	INDIAN POLITICAL PROCESSES	75	25	100
2.	202	POLITICAL SOCIOLOGY	75	25	100
3.	203	POLITICS IN ANDHRA PRADESH	75	25	100
4.	204	COMPARATIVE LOCAL GOVERNMENTS	75	25	100
5.	205	INDIAN STATE AND ADMINISTRATION	75	25	100
6.	206	NON-CORE PAPER: INDIAN AMINISTRATION	75	25	100

SEMESTER-III

S.No	Paper code	Title of the Paper	Theory Marks	Internal Assessment	Total Marks
1.	301	HUMAN RESOURCE MANAGEMENT	75	25	100
2.	302	FINANCIAL ADMINISTRATION	75	25	100
3.	303	INTERNATIONAL RELATIONS	75	25	100
4.	304	RURAL GOVERNANCE	75	25	100
5.	305	RESEARCH METHODOLOGY	75	25	100
6.	306	NON-CORE PAPER: POLITICAL THOUGHT OF Dr.B.R.AMBEDKAR	75	25	100

SEMESTER-IV

S.No	Paper code	Title of the Paper	Theory Marks	Internal Assessment	Total Marks
1.	401	ORGANIZATIONAL BEHAVIOUR	75	25	100
2.	402	INDUSTRIAL RELATIONS	75	25	100
3.	403	PUBLIC RELATIONS	75	25	100
4.	404	MANAGEMENT TECHNIQUES	75	25	100
5.	405	(Elective Papers) (a) GOOD GOVERNANCE AND INFORMATION TECHNOLOGY (b) Human Rights in India (c) Social Welfare administration (d) Disaster Management (e) Office Management	75	25	100

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FIRST SEMESTER SYLLABUS

Revised in 2018 - 2019

CORE – 101: APPROACHES TO THE STUDY OF POLITICAL SCIENCE

I. Political Science:

- a) Meaning, Nature, Scope and Significance
- b) Relationship of Political Science with other Social-Sciences economics, Public Administration, History, Sociology, Psychology, and Ethics etc.

II.Approaches:

- a) State and Sovereignty Meaning Definition & Issues
- b) Behavioural Approach & Systems Approach

III. Major Concepts:

- (a) Power, law and Rights
- (b) Liberty and equality their relationship

IV. Forms of Government:

- (a) Democracy – Direct and Indirect
- (b) Parliamentary and presidential form of Government

Selected Readings:

1. Michael Has & Henry S. Kariel (ed). Approaches to the Study of Political Science, Chandler, 1988.
2. David E. Apter, Introduction to Political Analysis, Prentice Hall, 1984.
3. Freeman (ed). Foundations of Political Science-Research, Methods and Scope, The Free Press, 1977.
4. Jessica Kuper, Political Science and Political Theory, Routledge and Kegan Paul, 1987
5. Charles E.Merriam, New Aspects of Politics, University of Chicago Press, 1990.
6. Bernard Crick, In Defense of Politics, Penguin Press,1982.
7. Robert A. Dahl, Modern Political Analysis, Prentice Hall, 1986.
8. Bains and Jain, Political Science in Transaction, Geetanjali, 1981.
9. Grenstein and Polsby, Political Science, Addisin-Wesely, 1985.
10. William Meyer, The Political Experience, Kreiger Publishing Co, 1987.
11. Governor: introduction of Political Science.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FIRST SEMESTER SYLLABUS

Revised in 2018-2019

CORE – 102: COMPARATIVE POLITICS

I. Comparative Politics

- a) Nature, Scope and Significance of Comparative Politics.
- b) As a Method and an Area of enquiry

II. Elements of Comparison

- a) The Philosophy of Constitution.
- b) Party System and Political Participation

III. Comparative Perspectives of Third World Regimes

- a) Dependency Theory
- b) Communist System

IV. Comparative Perspective of Movements

- a) Women's movement & Human Rights Movements.
- b) Emerging Trends in Comparative Politics.

Selected Readings:

1. Lucian W. Pye, Aspects of Political Development Amerind Publications, New Delhi, 1966.
2. M.Curtis, Comparative Government & Politics: An Introductory Essay in Political Science, Harper & Row, New York, 1978.
3. Jean Blondel, Comparative Government: A Reader, Macmillan Press, London, 1975.
4. G.A. Almond and J.S. Coleman, The Politics of the Developing Areas, Princeton University Press, New Jersey, 1971.
5. G.A. Almond and G.B. Powell, Comparative Politics: A Developmental Approach, Ferrer and Simons, New York.
6. Lucian W.Pye and Sidney Verba, Political Culture and Political Development, Princeton University Press, New Jersey, 1972.
7. Shah, Ghanshyam, Social Movements in India: A Review of the Literature, Sage Publications. New Delhi, 1990.
8. Malik, S.C. (ed.) Indian Movements: Some Aspects of Dissent, Protest and Reform, IIAS, Simla, 1978.
9. Oommen, T.K. Protest and change: Studies in Social Movement, Sage Publications, New Delhi.
10. Rao, M.S.A. Social Movements and Social Transformation: A Study of Two Backward Classes Movement in India, Manohar. Publications, New Delhi, 1987.
11. G.A. Almond and G.B. Powell, Comparative Politics: A Development Approach, Boston: Free Press, 1966.
12. David Easton, Political System
13. Jean Rlunmdel, Comparative Politics: A Reader, New York, Free Press 1963.
14. W.T. Blum, Therories of Political Theory, New Delhi, prentice Hall 1981.
15. S.P. Varma, Modern Political Theory, New Delhi, Vikas Publishers, 1994.
16. D.D. Basu: 2010 Introduction to the Constitution of India.Lex is Nex is Butterworths Publications, Haryana

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FIRST SEMESTER SYLLABUS

Revised in 2018 -2019

CORE – 103: PUBLIC POLICY

I. Public Policy

- (a) Nature, Scope and importance
- (b) Policy Analysis and Implications

II. Approaches to Public Policy

- (a) Institutional Approach
- (b) Incremental Approach

III. Major Stages involved in Policy – Making Process

- (a) Policy formulation
- (b) Policy implementation

IV. Strategies in Policy Making and Implementation

- (a) Role of Bureaucracy & political parties in policy formulation
- (b) Policy evaluation, techniques and approaches

Selected Readings:

1. Dye, Thomas R, Understanding Public Policy
2. Wool, Peter, Public Policy
3. Anderson, Thomas, Public Policy
4. Lasswell, Harold D, The Policy Sciences
5. Lasswell, Harold D, The Preview of Policy Sciences
6. Sharkansky, Era (Ed) , Policy Analysis in Political Science
7. Saxena, Pradeep, Public policy Administration and Development
8. Sapru, Public Policy
9. Ganapathi, R.S. (Ed), Public Policy and Policy Analysis in India.
10. *Charles Lindblom the policy making process*

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FIRST SEMESTER SYLLABUS

Revised in 2018-2019

CORE –104: URBAN GOVERNANCE

UNIT - I

- a) Meaning, Nature and Scope of Local Government.
- b) Issues and Problems of Urbanization and Remedies.

UNIT - II

- a) Structure and Functions of Urban Local Government.
- b) Finances of Urban Local Government in India.

UNIT - III

- a) Structure and Functions of Urban Development Authorities in A.P.
- b) 74th Nagar Palika Constitutional Amendment Act, 1992.

UNIT - IV

- a) Role of Political Parties in Urban Development
- b) Problems of Autonomy and State Control, Urban – Challenges

Selected Readings:

1. S.R. Maheswari, Local Government in India.
2. S.K. Sharma and V.N. Chamlu, Municipal Administration in India.
3. 74th Constitution Amendment act 1992.
4. A.P. Municipalities Act 74th constitution Andhra Act (Conformity Legislation 1994)
5. Avasthi (Ed) Municipal Administration in India.
6. T.N. Chaturvedi (Ed) Local Government
7. M.A. Muttalib (Ed) Theory and Practice of Local Government
8. M.A. Hussain, Urban Politics in India.
9. Abhijit Datta (Ed) Theory and Practice of Local Government.
10. United Nations Local Government Personnel System
11. Report of the Rural – Urban Relationship Committee 1966 (Khosla Committee Report)
12. National Commission on Urbanization 198 (Charles Correa Committee Report).

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FIRST SEMESTER SYLLABUS

Revised in 2018 -2019

CORE – 105: ADMINISTRATIVE THEORIES

UNIT I

- a) Public Administration-meaning, Scope, Evolution & Significance of Public Administration
- b) Classical Theory – Henry Fayol, Bureaucracy – Max Weber

UNIT II

- a) Scientific Management – F.W.Taylor; Theory of Decision Making – Herbert Simon
- b) Theories of Motivation – Maslow;

UNIT III

- a) Ecology of Public Administration – Fred. Riggs
- b) New Public Administration – Minnebrooke perspective

UNIT IV

- a) New Public Management
- b) Retreating State: The Future of Public Policy and Public Administration

Selected Readings:

1. Nicos P.Mouzelis Organization and Bureaucracy: An Analysis of Modern Theories (2nd edition), Routledge and Kegan Paul London, 1975.
2. D.Ravidra Prasad and P.Sadtyanarayana (ed). Administrative thinkers, sterling, New Delhi 1987.
3. Mohil bhattacharya, Public Administration, structure Process and Behaviour, world Press, Calcutta, 1987.
4. Susheela Kaushik (ed): Public Administration, structure Process and Behaviour, world press, Calcutta, 1987.
5. Albrow, M.Bureauvacy.
6. Dahl, Modrn Political analysis (Chapter 5).
7. Hersey and Blanchard, Management of organization Behaviour.
8. Ferrel Heady, Public Administration, Marcel Drekker Inc. New York, 1984.
9. Peter self, administrative Theories and Politics, george Allen & Unwin Ltd., London, 1977.
10. Thomas d. Lynch (ed) Organisation Theory and Management, Marcel Dekker Inc., 1983.
11. Mohit Bhattacharaya, New Horizons of Public Administration.
12. Sapru – Public Policy.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

SECOND SEMESTER SYLLABUS

Revised in 2018 -2019

CORE – 201 INDIAN POLITICAL PROCESSES

Unit – I History Antecedents

- a. Nation and Nationalist movement
- b. Indian National Congress Gandhi and mass Politics

Unit –II Frame work of Politics

- a) Indian constitution a) Major issues and concerns; major amendments and institutional developments.
- b) New Frontiers of Civil Rights

Unit – III Major Policies and Governance

- a) Agrarian Policies, Agrarian Change and Political Process
- b) Welfare Policies, Anti-Poverty Programme, Reservation Policy

Unit – IV Political Process

- a) Trends in party system
- b) Emerging political movements: caste, communal regional and secessionist.

Selected Readings:

1. Bipin Chandra "Colonialism Stages of Colonialism and Colonial State" journal Contemporary Asia, Vol. 10, No. 3, 1980
2. Jairus Banaji "Theory of colonial Mode of Production". EPW 23 December 1972
3. Irfan Habib "Colonialism of Indian economy" 1957 social Scientist, 1973
4. Hamze Alavi, "India and colonial Mode of production" Special Number, August, 1976
5. Rajat Ray: Three Interpretation of Indian Nationalism," in B.R. Nanda and V.C. Joshi (ed), Studies in Modern History, Bombay Orient Longman, 1972.
6. Sudipta Kaviraj : On the construction of Colonial Power Structure, discourse Hegemony Occasional Paper – Teen Murti.
7. B.R. Nanda Mahatma Gandhi, A Biography, Delhi, Oxford University press 1958
8. Granville Austin, India's constitutions – Corner Stone of a Nation, Bombay Oxford Press 1991
9. Rudolph & Rudolph: In Pursuit of Lakshmi: the Political Economy of the Indian State, Bombay Orient Longman, 1987.
10. Achin Vanaik: The Painful Transition, Bourgeois Democracy in India, London Verso, 1990.
11. Atul Kohli: Democracy and Discontent India's Growing Crisis of Governability Cambridge, Cambridge University Press, 1991
12. Atul Kohli (ed.) India Democracy: An Analysis of changing State – Society Relations, Hyderabad, Orient Longman, 1991.
13. Rajani Kothari, Politics in India, New Delhi, Orient Longman, 1970.
14. Rajani Kothari (ed.) Cast in Indian Politics, Hyderabad, Orient Longman, 1970, P 386.
15. Francine Frankel – India's Political Economy 1947-77. The Gradual Revolt, Delhi, Oxford University Press, 1978.
16. Francine Frankel, India's green Revolution, Princeton University Press.
17. Sukhamoy Chakravarty : Development Planning : The Indian Experience, Oxford, Clarendon 1987.
18. Anthony G. Wilhelm: 2004 Digital Nation : Towards an Inclusive Information society: The MLT London Press

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

SECOND SEMESTER SYLLABUS

Revised in 2018

CORE – 202 POLITICAL SOCIOLOGY

Unit – I

- a) Meaning, Nature and scope of Political Sociology
- b) Political Sociology and other social sciences

Unit –II

- a) Approaches to the study of Political sociology
- b) Development and Characteristics of Indian Social Institutions and their Political Dimensions.

Unit – III

- a) Social asymmetries and Politics in India.
- b) Social stratification–caste and class: ethnic, Communal, Language and regional Differentiations.

Unit – IV

- a) Political Socializations – Agents and stages of Socializations
- b) Political communications – Leadership.: Society, State and Politics in contemporary India.

Selected Readings:

1. K. Mukhopadhyay: Political Sociology
2. Ashraf and Sharma : Political Sociology
3. Anil Bhatt: Caste, and Politics
4. Andrew Effrat: Perspective in Political Sociology.
5. Rajani Kothari (ed.): Caste in Indian Politics.
6. Rudolph & Rudolph : The Modernity of Traditions : Political Development in India.
7. M.N. Srinivas : ;Social Change in Modern India
8. Akhter majiee, Regionalism and Development Tension in India.
9. A.R. Desai : Recent Trends in National India.
10. Anil Bhatt : Development and Social Justice.
11. Human : Political Socialization
12. Rajani Kothari : State and Nation – Building.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

SECOND SEMESTER SYLLABUS

Revised in 2018 -2019

CORE – 203: POLITICS IN ANDHRA PRADESH

Unit-I

- (a) Evolution of Andhra Pradesh
- (b) Separatists movement

Unit-II

- (a) A.P Reorganization Act 2014
- (b) Bifurcation of Andhra Pradesh and its consequences

Unit-III

- (a) Green Revolution
- (b) A.P Industrial Policy

Unit-IV

- (a) Anti-Liquor Movement
- (b) Recent trends in Andhra Pradesh Politics

Selected Readings:

1. Iqbal Narayan (ed) State Politics in India, Meenakshi Meerut, Meerut, 1967.
2. M. Weiner (ed) State Politics in India, Princeton University Press, New Jersey, 1976.
3. B.L. Faida, State Politics in India (2 Vol.), Radiant, Delhi, 1984.
4. B.L. Faida, Sarkaria Commission Report and Centre – State Relations. Agra
5. J.R. Wood (ed) State Politics in Contemporary India : Crisis or Continuity ? Westview Press, Boulder, 1984.
6. RamReddy and Sharma, BAV, State government and Politics in Andhra Pradesh
7. Prasanna Kumar, Government and Politics in Andhra Pradesh
8. Narayana Rao, K.V. Emergence of Andhra Pradesh
9. Rajani Kotari, Caste Politics in India.
10. S.R. Maheswari, State Governments in India, Macmillan, Delhi, 1979.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

II SEMESTER SYLLABUS

Revised in 2018-2019

CORE – 204:COMPARATIVE LOCAL GOVERNMENTS

Unit – I

- a) Local Government: Meaning Nature, Scope and Significance
- b) Decentralization and devolution - hurdles for Decentralization, Concept Democratic Decentralization

Unit –II English Local Governments

- a) Local Government in England Evolution and recent Trends.
- b) The Mayor of the greater London council, Powers and functions

Unit – III American Local Government

- a) Local Government in USA – Evolution and recent trends.
- b)
- b) Weak Mayor and Strong Mayor – Patterns

Unit – IV Indian Local Government.

- a) Local Government in India – Evolution and recent trends – 73rd and 74th Constitutional Amendments
- b) Issues in Local governance – U.K.,U.S.A. India

Selected Readings:

1. Herman Finer, English Local Government.
2. Mard John & Finer S.E., Local government in England & Wales.
3. Peter Richards, The New Local Government System
4. Lord Radcliffe, English Local Government reforms.
5. M.A. Muttalib (ed). Theory and Practice of Local Government.
6. S.R. Nigam, Local Governments in the West.
7. S.R. Maheswari, Local Government in India.
8. Robjan, W.A. Great Cities f the World.
9. Aldufu H.F. American Local Government and Administration.
10. Fisher M.J., & Bi, Hop, American Local Government.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

SECOND SEMESTER SYLLABUS

Revised in 2018-2019

CORE – 205: INDIAN STATE AND ADMINISTRATION

UNIT – I judiciary

- a) High court composition powers and functions.
- b) Supreme Court of India, Composition Powers & functions, Judicial Review of Supreme Court and Writs.

UNIT – II Central Administration - Political

- a) The President & Vice President
- b) The Prime Minister – The Cabinet

UNIT – III Central Administration - Executive

- a) The Central Secretariat
- b) The Cabinet Secretariat – The Prime Minister's Office

UNIT – IV Planning in India

- a) National Institutions for Transforming India NITI Aayog
- b) Contemporary Issues in Indian Administration – Generalist vs. Specialist : Corruption in Administration; The Role of Institutions of Lokpal and Lokayukta.

Selected Readings:

1. B.B. Misra, The bureaucracy in India (An Historical analysis of Development up 1947) Oxford.
2. A. Avasthi, Central Administration, Tata Mc-Graw-Hill
3. Benerjee, Public Administration in ancient India.
4. Haridwar Rai and S.P. Singh, Current Ideas and Issues in Indian Administration.
5. B.N. Puri, History of Indian Administration, Vol.1 and 2.
6. O.P. Diwvedi, India's Administrative Stage
7. Strachey, India: Its Administration and Progress.
8. Yasin, Indian Administration.
9. Eric Stokes – The English Utilitarians in India, Oxford.
10. Majumdar. R (e tal.), An Advanced History of India, Macmillan, New York, 1967.
11. Mahajan V.D., Constitutional History of India, S.Chand, New Delhi, 1956.
12. Pyle M.V. Constitutional Government in India, S.Chand, New Delhi, 1984.
13. Kapur, AC Select Constitutions, S.Chand, New Delhi, 1970.
14. Basu, DD Introduction to the Constitution of India, Printice hall of India, New Delhi, 1985
15. Ashok Chanda, Indian Administration, Allen and Unuri, London, 1967.
16. Avasthi, A Central Administration, Tata Mc Graw Hill, New Delhi, 1980.
17. Maheswari, S.R. Indian Administration, Orient Longman. New Delhi, 1986.
18. Khera, SS The Central Executive, Orient Longman. New Delhi, 1976.
19. Pranjape, Hik the Recorganized Planning Commission a Study in the Implementation of Administrative Reforms, II PA, New Delhi, 1970.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

SECOND SEMESTER SYLLABUS

Non-Core Paper: Indian Administration

Revised in 2018-2019

UNIT I

- a) Constituent Assembly salient features of Indian Constitution
- b) Fundamental Rights-Fundamental Duties-Directive principles of State Policy

UNIT II

- a) President-Vice-President-Prime Minister
- b) Parliament of India-Composition-Powers and Functions
- c) Supreme Court-Composition, Powers & Functions

UNIT III

- a) Governor-Chief Minister
- b) State Legislative Assembly-Legislative Council-High Court
- c) Union State relations-Recommendations of Sarkaria Commission

UNIT IV

- a) Election Commission-Electoral Reforms
- b) Structure of Local Governments-73rd and 74th Amendment Acts.

Selected Readings:-

1. Introduction to the Constitution of India-D.D.Basu
2. Indian Government and Politics- S.S. Awasti
3. Indian Constitution - Pylee
4. Politics in India- Rajini Kotari
5. Constitutional Questions in India, The President, Parliament and States-A.G. Noorani
6. India Public Administration –Rajani Goel & R.K. Arora

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

THIRD SEMESTER SYLLABUS

Revised in 2018 -2019

CORE – 301: HUMAN RESOURCE MANAGEMENT

Unit – I

a) Evolution: Meaning, Nature, Scope Significance of HRM

b) Man Power Planning

Unit –II

a) Recruitment – Direct and Indirect

b) Civil Services in India – UPSC and APPSC

Unit – III

a) Morale and Motivation

b) Performance Appraisal : Process and Methods of Performance Appraisal

Unit – IV

a) Employee Benefits – Salary Management – Welfare schemes

b) Human Resource Management and Industrial Relations: Globalization – New challenges of
HRM, Human resource Audit

Selected Readings:

1. Monappa, Arun and Sayadain, Morza, Personnel Management, Tata mcgraw Hill pub. Comp. Ltd.
 2. Venkataratnam, C.S. and Shirvastav, Personnel management, Tata mcgraw Hill pub. Comp. Ltd.
 3. Aswathappa; K. Human Resource and Personnel management and Human Resources, Tata mcgraw Hill pub. Comp. Ltd.
 4. Dwivedi, R.S. Managing Human Resource, Galgotai publishing Comp. Ltd. New Delhi.
 5. Ajihiresh, K.B. and Nagaraj, D.R. (ed.) Human resource Management and Industrial Relations, Himalaya publishing house, Mumbai.
 6. Subba Rao, P. Essentials of Human resource Management and Industrial Relations, Himalaya Publishing house, Mumbai.
 7. Sharan P. Modern, Public Administration, Lakshmi Narayana, Agra, 1982.
 8. Shara, P. Modern Public Administration, Meenaksh prakashan, New Delhi, 1981.
- Mattalib, M.A. UPSC.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

THIRD SEMESTER SYLLABUS

Revised in 2018- 2019

CORE – 302: FINANCIAL ADMINISTRATION

Unit-I

- a) Nature – Scope and Importance of Financial Administration
- b) Budget – Meaning – Principles

Unit-II

- a) Budget – Preparation – Enactment - Execution
- b) Ministry of Finance – Organization and Functions

Unit-III

- a) GST-Merits and Demerits CAGI – Powers and Functions
- b) Financial Committees of Indian Parliament

Unit-IV

- a) Centre – State Financial Relations – Finance Commission
- b) RBI Powers and Functions

Selected Readings:

1. MJK Thavaraj, Financial Management of Government
2. Gupta BN, Government Budgeting
3. Agarwal R.N., Financial Committees & Indian Parliament
4. Lal G.S., Financial Administration in India
5. Premchand.A., Control of Public Expenditure in India
6. II PA, Financial Administration
7. Bunkhead. J, Government Budgeting
8. ARC, Reports of Financial Administration
9. Ramesh K.Arora & Rajani Goyal , Indian Public Administration, Viswa prakasan, New Delhi, 1996.
10. Gupta Dc., Indian Government & Politics, New Delhi, 1978.
11. Das Bc, The President of India, Schand, New Delhi, 1978.
12. Maheswari, S.R., The ARC, Lakshminarayan Agarwal.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

THIRD SEMESTER SYLLABUS

Revised in 2018-2019

CORE – 303: INTERNATIONAL RELATIONS

I. History

- a) Nature scope, and growth of International Relations
- b) Idealistic and realistic approaches in international relations

II. Cold War

- a) United States / Soviet Union Rivalry with Reference to Europe / Asia / Latin America.
- b) Nonalignment and International Relations.

III. Changing Trends in International Relations

- a) Globalization
- b) Foreign Policy

IV. Concepts - I

- a) National Power, Capacity; Understanding Geopolitics, Balance of Power
- b) Security / Collective Security – State System and Non-State Actors; Society of States and System of States.

Selected Readings:

1. Ahuja, Kanta, Huup Coppens and Herman van der Wusten (eds.) *Regime Transformation and World Realignment*, New Delhi, SAGE, 1993.
2. Bajpai, Kanti and Shukul Hariss (eds.) *Interpreting World Politics*, New Delhi, SAGE, 1995.
3. Bruce L. Sanders and Duraban Alanc, *Contemporary International Politics Introductory Readings*, New York, John Wiley, 1971.
4. Bull, Hedley and Adam Watsom, *The Expansion of the Internal Society*, Oxford, Clarendon Press, 1984.
5. Buzan, Barry, *People, States and Fear*, Sussex Wheat Sheaf Books, 1983.
6. Calvocoressi, *World Politics*, New Work, Longman, 1982.
7. Carr, EH. *The Twenty Years Crises 1919-1939*, London, Macmillan, 1981.
8. Giddens, Anthony, *The Third Way*, Cambridge, Polity Press, 1998.
9. Halliday, Fred, *Making of the Second Cold War*, London, Verso, 1989.
10. Halliday, Fred, *Rethinking International Relations*, London, Macmillan, 1994.
11. Harshe, Rajen, *Twentieth Century Imperialism*, New Delhi, SAGE, 1997.
12. Malhotra V. Kuman, *International Relations*, New Delhi, Anmol, 1993.
13. Mayall, James, *Nationalism and International Society*, Cambridge, Cambridge University Press, 1990.
14. Mishra, K.P., (ed.) *Non-Alignment – Frontiers and Dynamics*, New Delhi, Vikas, 1982.
15. Rahman, MM. *The Politics of Non-alignment*, New Delhi, Associated Publishing House, 1969.
- Rajan, M.S., *Non-alignment: India and the future*, Mysore, University of Mysore, 1970

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

THIRD SEMESTER SYLLABUS

Revised in 2018-2019

CORE – 304: RURAL GOVERNANCE

UNIT – I

- a) Meaning, Nature, Scope and importance of Rural Development
- b) Empowerment of Rural Women

UNIT – II

- a) Panchayati Raj System and Rural Development
- b) Services for Rural Development - Integrated Rural Development Programmes
Rural Housing, Rural Health, Drinking Water Sanitation, Rural Education

UNIT – III

- a) Democratic decentralization – Salient Features of 73rd Amendment
- b) District Rural Development Agency (DRDA)

UNIT – IV

- A) Societal Programme for Rural Development
- b) Concept and causes of poverty, dimensions and impact on rural development.

Selected Readings:

1. Ramesh K. Arora : Peoples participation in Development Process.
2. PR. Dhubasi : Rural Development Administration.
3. SC. Jain : Community Development and Panchayat Raj
4. Pai Panandikar : Development Administration in India.
5. N. Chandrababu Naidu, Peoples agenda Janmabhoomi.
6. B. Ramulu : Administration of Anti – Poverty Programmes.
7. NIRD : Emerging Institution for Decentralized Rural Development 'Vol. I, II.
8. NIRD : India Panchayathi Raj Report – 2001 ' Vol. I,II.
9. Bajpai : Panchayati Raj and Rural Development.
10. S.N. Mishra : Rural Development and Panchayati Raj.
11. D. Thakur : Rural Development and planning in India.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

THIRD SEMESTER SYLLABUS

Revised in 2018 -2019

CORE – 305: RESEARCH METHODOLOGY

Unit-I

- a) Meaning, Scope and importance of Social Science Research
- b) Scientific Method – Limitations

Unit-II

- a) Hypothesis – Sources and Methods
- b) Formulation of Research Design what is knowledge (Epistemology & ontology)

Unit-III

- a) Methods of Sampling and Limitations: Random Sampling, Stratified Sampling, Quota Sampling, purposive sampling, Multi – Stage sampling
- b) Case Study Method – Characteristics limitations

Unit-IV

- a) Data Collection – Tools, Techniques Processing and analysis – Use of Computers
- b) Report writing and Thesis writing

Selected Readings:

1. Gerald Hursh – Cesar and pradipto Rou : Third World War Surveys : Survey Research in Developing Nations.
2. Kerliger, F.N : Foundation of Behavioral Research, 1973 :
3. R.B. Jain : “Research methods in Public Administration : A Critical survey of important works in Historical and Comparative Methodology” The Indian Journal of Public Administration, Oct-Dec., 1971.
4. Goode and Hatt : Methods in Social Research
5. Young, P.V. Scientific Social Surveys and Research
6. Krishna Swamy O.R. : Methodology of Research in Social Sciences
7. Agnihotri and Vidhyadhar : Techniques of Social Research
8. H.J. Rubin : Applied Social Research
9. B. Smith : Political Research Methods
10. J. Doby : An Introduction to Social research
11. Komhausu : Questionnaire construction and interview procedure
12. J.Selitz : Research method in Social Research
13. B.A.V. Sharma & D. Ravindra Prasad : Research Methods in Social Sciences.
14. MS Office: Word, Power Point.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

THIRD SEMESTER SYLLABUS

Non-Core Paper: Political Thought of Dr. B.R. Ambedkar

Revised in 2018-2019

Objectives: This course aims at training the students to study one political thinker in depth. It also expects students to know the anti-caste thinking on Indian context. The course is also expected to relate the thinking of Dr. B.R. Ambedkar to contemporary problems.

Unit I

1. Indian Society: Socio, Political Perspectives
2. Critique of Indian Nationalism

Unit II

3. Interpretation and critique of Caste System
4. Interpretation of Buddhism

Unit III

5. Constitutional Democracy
6. Reservation Policy

Unit IV

7. Theorizing Dalit Movement
8. The Emergence of Dalits in Political Power

Selected Readings:

1. Gore M.S. 1993, Sociaul context of an Ideology: Political and Social Thought of Dr. Ambedkar, New Delhi, Sege
2. Jaffereot Christophe 2004, Dr. Ambedkar and Untouchability, New Delhi, Permanent Black
3. Kasabe Raosaheb, 1985, Ambedkar ani Marx, Pune, Sugava prakashan
4. Omvedt Gail, 2004, Ambedkar: Towards an Enlightend India, New Delhi, Penguin
5. Omvedt Gail, 2003, 'Buddhism in India' , New Delhi, SAGE
6. Omvedt Gail, 1994, 'Dalits and the Democratic Revolution in Colonial India', New Delhi, Sage
7. Rodrigues Valerian, (ed.), 2002, The Essential itings of B.R.Ambedkar, New Delhi, OUP
8. P.Kesava Kumar, 2014, Plitical Philosophy of Ambedkar Kalpaz Publication, New Delhi
9. Badri narayan:2014, Kanshiram, Leader of the Dalits ,London, Pengvin Books India Pot Ltd
10. Surinders J. Jodhkar:2012Caste, New Delhi, Ootid Univertyy Pera
11. B.R. Ambedkar Volumes
12. Valerian Rodrigves, 2008 Dalit-Bahryan Discourse in Muderu India, New Delhi critical event publication
13. Piyasena Dissanayake:2009 Elementary Aspects of Biddeit Political Theory New Delhi, Critical Quest
14. B.R. Ambedkar; 2004 conversion as Emancipatio: Critical Quest publication.
15. Sauda Aruna:2015 Ambedkar Varna Nirmulana-Annihilation of caste (Philosophy of Castedemocracy), Chennai saibonds Print System
16. Rahul Govind: 2018: Ambedkars Lessons, Ambedkars Challenges: Hinduism, Hindutva and the Indian Nation & PW, January 27,2018, Vol, VIII No.4

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FORTH SEMESTER SYLLABUS

Revised in 2018-2019

CORE – 401 ORGANIZATIONAL BEHAVIOUR

Unit – I

- a) Organizational Behavior – Meaning and Concept
- b) Approaches – Models – Global Scenario

Unit –II

- a) Individual Behavior – Personality, Learning, Attitudes, Perception, Ability – Their Relevance to Organizational Behavior
- b) Group Behavior – Group dynamics, Group norms, Group Cohesiveness – Their relevance to Organizational Behavior.

Unit – III

- a) Leadership –Qualities ,Styles & Approaches
- b) Organization Communication – Meaning, Process, Barriers, Methods to reduce barriers , Principles of effective Communication.

Unit – IV

- a) Organizational Change – Nature of Change, Levels of change, Approaches for Managing - Organizational change.
- b) Organizational Development – Process and Interventions

Selected Readings:

1. Fred Luthans, organizational Behaviors, Mc Graw Hill Book., 1995
2. Stephen P. Robbins, Organizational Behavior, Prentice Hall, 1997
3. Keith Davis, Human Behavior at work, Mc Graw Hill book Co., 1991
4. Gregory Moorehead and R.S. Griffin, Organizational Behavior – Managing People and Organizations.
5. Judith R. Gorden, A Diagnostic Approach to Organizational Behavior, Allyan & Becaon, 1993.
6. Korean, Abraham K. Organizational Behavior, Prentic Hall of India Pvt., Ltd., New Delhi.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FOURTH SEMESTER SYLLABUS

Revised in 2018 -2019

CORE – 402: INDUSTRIAL RELATIONS

Unit – I

- a) Industrial Relations – Concept, Definition, Significance, Objectives, Scope, Approaches, Principles of Good Industrial Relations, Role of State, Employers and the Unions in Industrial Relations.
- b) Labour and the Constitution – Constitutional Frame work, Fundamental Rights and Directive Principles of State Policy in Labour, Relevant Legal Enactments.

Unit – II

- a) Trade Unionism and Industrial Relations – Labour Movement, Concepts, trade Union Movement, development of Trade Unionism in India, Functions and Problems of Trade Unions.
- b) World Federation of Trade unions (WFTC), International Labour Organizations (ILO), Origin, History, Objectives and Functions.

Unit – III

- a) Industrial Conflict – Causes, Trends Manifestations and Effects. Methods and Machinery for Settlement of Industrial disputes In India.
- b) Employee Discipline – Definition, Causes of Indiscipline, Code of Discipline, Disciplinary Procedure, Code of Conduct; Grievance Handling – Meaning of Grievances, Causes of Grievances, Guidelines for Grievance Handling, Grievances Rederssal Procedures.

Unit – IV

- a) Worker's Participation in Management – Meaning, Significance, Forms, Situation in India
Collective Bargaining; Meaning, Significance, Principles, Process.
- b) Wage Administration and Industrial Relations – Wage Policy, Objective, Wage Regulation
Machinery, Wage Board; Growth and Development, Composition and Functions, Evaluation of Wage Boards.

Selected Readings:

1. Bhagoliwar T.N. Personnel Management and Industrial Relations, Agra Publishers, Agra.
2. Arun Monappa, Industrial Relations, Tata Mc Graw Hill, New Delhi.
3. Michael VP, HRM and Human Relations, Himalaya Books House, Mumbai.
4. Ratan Sen, Industrial Relations, Macmillan, New Delhi.
5. Jermo Joseph, Industrial Relations, Response Books, New Delhi.
6. Sharma, A.M., Industrial Relations, Conceptual and Legal Frame Work, Himalaya Publishing house, Mumbai.
7. Verma, Pramod, Management of Industrial Relations, Oxford 71BHPub.Co., New Delhi.
8. Venkataratnam, C.S. (Ed.), Industrial Relations in India States, Global Business Press, New Delhi.
9. Sinha P.R.N.et.al., Industrial Relations, Trade Unions and Labour Legislation, Pearson, New Delhi.
10. Sivananthiran, A., Venkatratnam C.S. Prevention and Settlement of Disputes in India – ILO.
11. Sivananthiran, A. Venkatratnam C.S. Social Dialogue – ILO.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FOURTH SEMESTER SYLLABUS

Revised in 2018 -2019

CORE – 403: PUBLIC RELATIONS

Unit-I

- (a) Definition: Nature, Elements, Functions and Process of Public Relations
- (b) Origin and Growth of Public Relations

Unit-II

- (a) Organization of PR Department Qualities and Functions of PRO,
- (b) Media Relations

Unit-III

- (a) Media relations, Press Conference, Press Briefings, press Tours Exhibitions open days, special Events Media classification, crisis Management, Traditional Media
- (b) Corporate PR-organizational Structure, Planning, and image.

Unit-IV

- a) Corporate P.R. Strategies and Media Relations.
- b) Ethics in Public Relations.

Selected Readings:

1. Cutlip & Centre "Effective Public Relations"
2. Reddy, Narasimha, "How to be a Good PRO"
3. Lesley Philip "Public Relations hand book", Lesley's Public Relations Hand Book"
4. Black, Sam, "Practical Public Relations"
5. Robert D Ross, "The Management of Public Relations"
6. Philip J Kitchen, " Public Relations – Principles & Practice"
7. Robert L Dilenschneider, "The Dartnell Public Relations Hand Book"
8. Sam Black, "Practical Public Relations"

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration

FOURTH SEMESTER SYLLABUS

Revised in 2018-2019

CORE – 404: MANAGEMENT TECHNIQUES

UNIT – I

- a) Organization and Methods
- b) Define Supervision and explain its functions, duties, qualities, elements of Supervision.

UNIT – II

- a) Work Study, Method Study
- b) Work Simplification and Work Measurement

UNIT – III

- a) Management by Objectives
- b) Training and employment under personnel management

UNIT – IV

- a) Operational Research
- b) Steps & benefits of Career development plan- HRM and Employee

Selected Readings:

1. Business Environment, K. Aswathappa.
2. Business Environment, Francis Chernullian.
3. Industrial Engineering, O.P. Khanna.
4. Management, Harold Koontz, Cyril O' Donnell.
5. Management Information Systems, Gordon B. Devis, Margrethe H. Olson.
6. Management Information Systems, Waman S Jawadekar
7. Operational Research, S.D. Sharma
8. Operational Research, Hamdy A. Taha
9. Operational Research, C.K. Mustafi
10. Organizational Behavior, L.M. Prasad
11. Organizational Behavior, K. Aswathappa.
12. Organizational Behavior, Fred Luthans.
13. Production & Operations Management, K. Aswathappa.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

Common Course for M.A. Political Science and Public Administration
FOURTH SEMESTER SYLLABUS

Revised in 2018-2019

CORE – 405(a) GOOD GOVERNANCE AND INFORMATION TECHNOLOGY

Unit-I Concepts of Governance

- (1) E-Governance - Philosophy of Technology –
Accountability: Social Dimension - Good Governance
- (2) IOT- (Internet of Things) - Machine Learning Based Solution - E-Judiciary

Unit-II

- (1) Information Revolution: Strategic Restructuring Governance
- (2) IT Policies

Unit-III

- (1) Data-Governance
- (2) Digital Divide

Unit-IV

- (1) Issues and Challenges in E - Governance caused by Privacy Threats
- (2) Digital Democracy: Digitalizing the Future

Selected Readings:

1. Anthony G. Wilhelm: 2004: Digital Nation towards an inclusive information Society: The MIT press London.
2. Ernest J Wilron III : 2004: The Information Revolution and Developing Countries, MIT Press, London.
3. T.M. Vinod Kumar ed, 2017, E- Governance for smart Cities, Springer Publication
4. T.M. Vinod Kumar ed, 2014, E- Governance for smart Cities, Springer Publication
5. Gilardi, Fabrizio: 2016 Digital Democracy
6. Van Dij K J A GM 2014 Digital Democracy Vision & Reality: Public Administration in the information Age
7. Gil de Zuniga, Homero (ed) 2010 Digital Democracy" Reimagining pathways to Political participation : journal of information Technology X Politics
8. Simon Julie (ed) 2017 Digital Democracy
9. Ashwani Saith, M Vijay Baskar 2005 ICTS and Indian Economic Development
10. M. P Gupta, 2004 Promise of E-Governance operational challenges Tata MC Graw Hill Publishing Company Ltd. New Delhi
11. World Bank: Websites on Governance, E-Governance & Internet etc.
12. Roger Brownsword, Eloise Scotford, Karen Yeung: 2016 The Oxford Handbook of Law Regulation and 13. Technology: Oxford Publication, London
13. Mohit Bhatta charya 2012 Public Administration : New Issues and Perspectives jawahar Publishers Distributions, New Delhi
14. Francesco Contini Giovan Francesco: 2008 ICT and innovation in the Public sector : European studies in the making of E – Government: Palgrave publication
15. Charalambos, Vrasidas, Michalinos zembylas : 2009 ; ICT for Education , Development and Social Justice: Current Perspectives on Applied Information Technologies Information Age Publishing

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

FOURTH SEMESTER SYLLABUS (Revised in 2018-2019)

Elective Paper

CORE-405 (b) : HUMAN RIGHTS IN INDIA

Unit - 1

1. Philosophical Foundations of Morality and State.
(Liberal, Marxist and Humanist Perspective)
2. Human Rights and World order.

Unit - II

1. Fundamental Rights (1st generation rights)
and Cultural Rights (3rd generation rights/munity)
2. Directive Principles of State icy (2nd generation) .

Unit - III

1. Political and Legal
2. Socio-Economic disparities and Terrorism

Unit - IV

1. Complaints, Investigations, Commissions and Judicial Acts
2. Children, Women, Old, Disabled, Professional Victims,
Socially and Economically Deprived

BOOKS:

1. H.O. Aggarwal : Human Rights (3rd edition) Central Law Publications, Allahabad, 2000
2. G. Haragopal : Political Economy of Human Rights, Emerging Dimensions (Himalaya Publishing House, New Delhi, 1977)
3. Sir Francis Uallat : An Introduction to the study of Human Rights (Europa Publications, London, 1972)
4. Tim Dunne & Nichlas : Human Rights in Global Politics (Cambridge University Press, J. Wheeler Cambridge, 1999)
5. : Human Rights, The task before US (International Federation of Universal Women, London, 1951)
6. R.V.R. Chandrasekhara Rao : Human Rights for whom? A perspective on Human Rights Discourse in perspectives on Indian Development

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

FOURTH SEMESTER SYLLABUS - Revised in 2018-2019

Elective Paper

CORE:405 (c):SOCIAL WELFARE ADMINISTRATION

Unit-I

1. Social Welfare – Concept and Philosophy
2. A Brief History of Welfare and Development

Unit-II

1. Welfare Schemes for Women and Programmes Relating to SC, ST and BCs
2. Social Welfare Constitutional Provisions

Unit-III

1. Social Welfare Policy of the Union and the State Government
2. Central and State Social Welfare Boards

Unit-IV

1. Central Social Welfare Board: Composition Powers and Functions
2. *Role of Non-Governmental Organizations in Socio-Economic Development and Problems in Implementation of Social Welfare Programmes.*

Suggested Readings:

- 1) Sachdeva, D.R. (2004). Social Welfare Administration (English and Hindi), Kitab Mahal, Allahabad.
- 2) Davis C. March. (1965). An Introduction to Social Administration, Routledge and Kegan Paul, London.
- 3) Kulkarni, P.D. (1961). Centre Social Welfare Board, Asia Publishing House, New Delhi.
- 4) Jaganadhan, V. (1966). Social Welfare Organisation, IIPA, New Delhi.
- 5) Paul Chowdary, D. (1979). Social Welfare Administration, Atma Ram & Sons, New Delhi.
- 6) Goel, S.L. and R.K. Jain (1988). Social Welfare Administrative, Deep & Deep, New Delhi.
- 7) Chaturvedi, T.N. and S.K. Chandra (1980). Social Administration Development and Change, IIPA, New Delhi.
- 8) Chowdhary, D.P. (1992). Social Welfare Administration, Atma Ram & Sons, Delhi.
- 9) Mohinder Singh (ed) (1996). Social Policy and Administration in India, M.D. Publications Pvt. Ltd., New Delhi
- 10) Surendra Kataria (2002). Social Administration, RBSA Publishers, SMS High Way, Jaipur

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

FOURTH SEMESTER SYLLABUS - Revised in 2018-2019

Elective Paper

CORE-405 (d):DISASTER MANAGEMENT

Unit-I

1. Meaning, Objectives and Importance of Disaster Management.
2. Effectiveness of Disaster Management

Unit-II

1. Tools, Techniques and Theories of Disaster Management
2. Types and Effects of Disaster Management (Drought, Earthquake, Natural Calamities, Rehabilitation, Displacement and Communal Riots).

Unit-III

1. Manmade Disaster – Bhopal Disaster.
2. Safety Provisions at Indian Nuclear Plant, Accidental Explosives and Management of Emergencies.

Unit-IV

1. Risk and Causality Management, Role of Red Cross Society, Armed Forces, Panchayati Raj, NGOs and ICT in Disaster Management.
2. Resource Mobilization and Peoples Participation for Effective Disaster Management

Suggested Readings:

- 1) Parasuraman: India Disaster Report.
- 2) Bhattacharya: Environmental Economics.
- 3) Ram Prakash: Disaster Management.
- 4) Mollinga : Integrated Water Resource Management
- 5) Narayana: Disaster Management.
- 6) N Ram Mohan Prakash, (2014) Risk Management and Insurance, Students Helpline Publishers Pvt Ltd, Hyderabad.

YOGI VEMANA UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION

FOURTH SEMESTER SYLLABUS - Revised in 2018-2019

Elective Paper

CORE-405(e):OFFICE ADMINISTRATION

Unit-I:

1. Nature, Scope and Importance of Office Management
2. Basic Principles of Office Organization

Unit-II:

1. Office Planning and Lay out of Office Management.
2. Office Equipment and Office Services

Unit-III:

1. Filing System, Record Management, Office Communication and Correspondence
2. Office Supervision , Office Stationary, Training and Staff Welfare

Unit-IV:

1. O & M –Work Study, Work simplification and Work Measurement.
2. Office Management in Government- Some Issues.

Suggested Reading

- 1) V.SP.Rao &P.S Narayana- TextBook of Office Management,Tata Mc Graw Hill New Delhi,1937
- 2) J.C.Denyer - Office Organisation & Management, Principle and Practice, S.Chand &Sons, New Delhi, 1990.
- 3) S.R.Chunwalla - Management R.Srinivasan Principles and Practice.
- 4) Terry and Franklen - Principles of Management
- 5) S.L.Goel - Modern Management Techniques
- 6) H.Koontz & O.Donnel - Essentials of Management
- 7) Z.K.Quible - Introduction to Administration Office Management
- 8) S.P.Arora - Office Organization and Management, Vikas Publishing House, New Delhi, 1982.
- 9) Aswathappa & Shridhara Bhat.K- Office Management
- 10) George R.Terry - Office Management & Control
- 11) Jonson and Savage - Administrative Office Management
- 12) P.N.Reddy and H.P.Appanaich -Office Organisation and Management, Himalaya Publishing House, New Delhi, 1990.
- 13) B.Sudeer & M Mohan, (2014) Management Information System, Students Helpline Publishers Pvt Ltd, Hyderabad

