

M.A. PUBLIC ADMINISTRATION

Syllabus & Model Question Papers

(Effective from 2019-20 Admitted Batch)



University College of Arts and Commerce

Adikavi Nannaya University

Rajamahendravaram -533296

ADIKAVI NANNAYA UNIVERSITY
 RAJAMAHENDRAVARAM
 UNIVERSITY COLLEGE OF ARTS AND COMMERCE
 DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
 M. A. PUBLIC ADMINISTRATION COURSE STRUCTURE, (W.e.f. 2019 – 20 Admitted Batch)

S. No	Paper code	Title	Credits	Internal Assessment	Semester End Examination	Teaching hours/ week	Total Marks
<i>Semester – I</i>							
1		Indian Political System (Common for both Political Science & Public Administration)	5	25	75	6	100
2		Classical Administrative Theories	5	25	75	6	100
3		Financial Administration	5	25	75	6	100
4		Public Administration and Computer Applications	5	50	50	6	100
5 A (Opt)		Rural Development Administration	5	25	75	6	100
5 B (Opt)		Urban Development Administration	5	25	75	6	100
<i>Semester – II</i>							
6		Behavioural Theories of Administration	5	25	75	6	100
7		Indian Administration	5	25	75	6	100
8		Comparative Local Government	5	25	75	6	100
9		Social Welfare Administration	5	25	75	6	100
10 A (opt)		Human Resource Management	5	25	75	6	100
10 B (Opt)		Office Organization & Management	5	25	75	6	100
<i>Semester - III</i>							
11		Modern Political Analysis (Common for both Political Science & Public Administration)	5	25	75	6	100
12		State Administration	5	25	75	6	100
13		Development Administration	5	25	75	6	100
14		E-Governance	5	25	75	6	100
15 A (Opt)		Organizational Behaviour	5	25	75	6	100
15 B (Opt)		Management of Public Enterprises	5	25	75	6	100
<i>Semester - IV</i>							
16		Public Policy Analysis (Common for both Political Science & Public Administration)	5	25	75	6	100
17		Research Methodology (Common for both Political Science & Public administration)	5	25	75	6	100
18		Management Science	5	25	75	6	100
19		Public Personnel Administration	5	25	75	6	100
20 A (Opt)		Disaster Management	5	25	75	6	100
20 B (Opt)		Administrative Law	5	25	75	6	100
21		Project Work	5	50 (Viva-Voce)	50 (Dissertation)		100

ADIKAVI NANNAYA UNIVERSITY RAJAMAHENDRAVARAM
COLLEGE OF ARTS AND COMMERCE
DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
M.A. PUBLIC ADMINISTRATION
(Effective from 2019-20 Admitted Batch)

COURSE OBJECTIVE

Public Administration is of practical significance to every citizen in the contemporary society. Public Administration is a comprehensive and thorough study of Public Administration as a discipline at an advanced level. M.A Public Administration degree course covers the study of various theories of Administration, Public Organisations, Financial Administration, Public Services and the Constitutional Frame Work. This course teaches and trains the students' in democratic values such as equality, justice, security and order. It also prepares such human resources (called Public Administrators) who can critically analyses and review public policies of the government. The students are also taught to take the responsibility of determining the policies and programs of the government.

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM
Board of Studies Meeting on 04-04-2019
M.A PUBLIC ADMINISTRATION

BOS Meeting held on 04-04-2019 and the following resolutions were made:

1. The existing curriculum is to be continued.
2. The syllabi relating to all papers were discussed and necessary modifications were incorporated.
3. To continue the existing examination evaluation pattern (i.e. 75 Marks for external and 25 Marks for Internal)
4. To allot six periods for each subject per week and five credits for each subject carrying 100 Marks.
5. To allot 10 Marks for written test, 05 Marks for attendance, 05 Marks for presentations/Assignments/Comprehensive viva, etc., and 05 Marks for Swachh Bharat in each paper.
6. To identify and submit a list of paper setters and examiners.
7. To offer two electives for each semester. Student can opt one of two electives in each semester.
8. Any graduation is eligible to join in the M.A Public Administration.
9. The students who have put up minimum 75 percent of regular attendance to the class work are eligible to appear for the end semester examinations. However, in medical emergency cases, the students may be allowed to write examinations with a minimum of 66 percent attendance along with condonation fee of Rs. 1000/- and medical certificate.
10. It is resolved to request the University authorities to provide at least 4 computers to the department as students have to undergo project work.
11. The existing guide lines for project will be followed and the viva-voce examination panel consists of (1) Head of the Department as Chairman of the Panel (2) One External Expert as appointed by the University authorities.
12. The University authorities are requested to consider the appointment of Department of Public Administration, University faculty as well as faculty working in affiliating colleges as internal/external examiners for theory papers and for conducting Viva-voce examinations based on qualifications and service.

INTERNAL MARKS BREAKUP DETAILS

Internal Theory Exam				Internal Lab Exam		External Practical/Lab Exam		External Project Marks		
Activity				Activity		Activity		Activity		
Break up	MID - I	MID- II	Marks	-	-	-	-	BREAKUP	Marks	
a.	Two mid exams average		10					a	Project work	50
b.	Attendance		05					b	Viva-voce	50
c.	Presentations/Assignments		05					-	-	-
d.	Swachh Bharat		05					-	-	-
Total Marks			25					Total Marks		100

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- I
PAPER - I INDIAN POLITICAL SYSTEM
(Common for both Political Science & Public Administration)
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT – I

1. The Making of the Indian Constitution
2. Socio-economic and philosophical foundations of Indian Constitution: Salient Features, Amendment Process, Constitutional Review Commission
3. Fundamental Rights- Directive Principles of State Policy and Fundamental Duties
4. Indian Federation; Three-Tiered Government.

UNIT - II

1. Union Executive: President-Powers and Functions, Prime Minister and Council of Ministers-Powers and Functions.
2. Parliament-composition, Powers and Functions; Judiciary, Judicial review and Judicial Activism and Independence of Judiciary.
3. Center State Relations; Legislative, Administrative and Financial- Need for Reforms – Recommendations of Rajmannar, Sarkaria and M. M. Punchi Commissions.
4. Statutory Commissions/Institutions: Election Commission, Comptroller and Auditor General, Finance Commission, UPSC, SPSC, National Human Rights Commission, Nithi Ayog and National commissions for S C, S T, B C and Minorities.

UNIT - III

1. National, Regional and Sub Regional parties – Ideology, Organizational Structure, LokPal, Lokayukta, Changing nature of Indian Party System and Coalition Politics.
2. Elections and Voting Behavior and Pressure Groups

UNIT IV

1. Role of Caste, Religion, Language and Regionalism in Indian politics. Morris Jone's- Three Idioms of Indian Politics.
2. National Integration and Problem of National Building; Challenges to Indian Political System.

Books recommended:

1. K .K. Ghai, 'Indian government and Politics,' Kalyani Publications 2003, New Delhi
2. Rajani Kothari, 'Politics in India', Orient Black swan, India
3. D C Gupta, 'Indian Government and Politics' Vikas Publishing House, New Delhi
4. J. C Johari, ' Indian Government and Politics' Vishal Publications, New Delhi

References

5. Laxmikant, 'Indian Polity', McGrew Hill Education Series
6. M.V. Pylee, 'Constitutional Government in India' S.Chand and Company

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- I
PAPER - II: CLASSICAL ADMINISTRATIVE THEORIES
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT-I

- 1 Meaning, Scope and Importance of Public Administration
- 2 Evolution of Administrative Theory
- 3 Principles of Organisation

UNIT –II

- 1 Kautilya – Arthasastra
- 2 Woodrow Wilson – His vision of Public Administration
Politics and Administrative Dichotomy
- 3 Luther Gulick and Lyndall Urwick – POSDCORB

UNIT-III

- 1 Henry Fayol – 14 Principles of Management
- 2 F.W. Taylor – Scientific Management
- 3 Mosca and Mitchels – Elite Theory
- 4 Bureaucratic Theory Max Weber & Karl Marks

UNIT-IV

- 1 Mary Parker Follett – Theory of Management & Dynamic Administration
- 2 Chester I. Barnard – Management Theory
- 3 Elton Mayo – Human Relations Theory

Suggested Books:

- | | | |
|--------------------|---|---|
| 1. Martin Albrow | : | Bureaucracy |
| 2. Ramesh K. Arora | : | Themes and Issues in Administrative Theory |
| 3. Rumki Basu | : | Public Administration – Concepts and Theory |
| 4. Henri Fayol | : | General and Industrial Management |

References

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|-------------------|---|--|
| 5. S.R. Maheswari | : | Administrative Theory: An Introduction |
|-------------------|---|--|

6. Daniel A. Wren : The Evolution of Management Theory

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- I
PAPER - III: FINANCIAL ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT - : Introduction

1. Nature, Scope and importance of financial administration
2. Meaning, Significance and role of budget
3. Budgetary principles.
4. Revenue and Capital Budgets
5. Budgetary policy a) Expenditure Policy b) Resource Mobilization Policy
6. Tax policy and canons of taxation

UNIT – II: Budgetary process and design

1. Budget classification and Objectives of classification
2. Budget preparation
3. Budget approval, money bill and special procedure in respect of money bills.
4. Budget execution and review
5. New techniques of budgeting, Performance Budgeting; PPBS and Zero-based Budgeting.

UNIT – III: Government Organizations: Accounts, Audit & Finance Ministry

1. Nature, Purpose and Objectives of Government Accounting
2. Nature, Meaning, Functions and Types of Audit
3. Separation of Accounts from Audit
4. Need of independent Audit
5. Controller and Auditor – General of India
6. Union Finance Ministry Structure, Functions and Role

UNIT – IV: Financial Control

1. Parliamentary financial control in India
2. Parliamentary Financial Committees - Public Accounts Committee, Estimates Committee & Committee on Public Undertakings
3. Centre-State Financial Relations and Constitutional Provisions
4. Finance Commission-Composition, functions, recommendation and role
5. Grant-in-aid under Arts 275 and 282 Nature, Scope and working
6. Reserve bank of India : Organization, Functions and Policy

Suggested Readings:

1. Hugh Dalton : Principles of Public finance
2. Raja J. Challaiah : Fiscal policy in Developing countries
3. A.r.Prest : Fiscal Policy in under Developed countries
4. A.Vasudevan : Deficit financing controls and movements of Prices in India since 1947

References

5. M.J.K.Thavaraj : Financial Administration in India
6. M.J.K.Thavaraj : Performance Budgeting

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- I
PAPER - IV: PUBLIC ADMINISTRATION & COMPUTER APPLICATIONS
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

Unit – I

1. Introduction to Computers : Definition, General Model of Computer System, Generations of Computer
2. Various Components of a Computer; Input / Output Devices;
3. Data Storage System, RAM, ROM, Classification of Computers on Chronology, Hardware vs. Software,
4. Types of Software, Problems Solving on Computers;

Unit – II

1. Meaning, Nature, Need, Role of Management through Information System.
2. Relatedness of MIS with Management Activities.
3. Components of MIS with special emphasis in Reporting System, Data Organisation, Concept of Data Base.
4. Data and Data Processing Operation, Database vs. Information System.
5. Role of Information Technology in Public Administration with sub topics, Namely; a) Real time Governance Society (RTGS) b) Command Control System (Dash Board) c) Citizen charter

Unit – III

1. Introduction to Operating System: Objectives and functions of an Operating System;
2. Types of Operating System,
3. Introduction to MS-Windows. Using MS Word - Word Processing, Creating Documents, Tables, Columns etc.,
4. Using MS Excel- Spread sheet, Graphs & Charts, types of functions like Statistical, Mathematical & Financial.
5. Using MS Power Point, Creating Slides & Slide Show

Unit –IV

1. Using Electronic Mail for communication and Internet Browsing - searching information.
2. Multi-media Devices, World Wide Web (WWW), E-mail
3. Computer Application in Public Administration with Special Reference to Record Keeping, Research and Communication, concept, opportunities
4. Challenges of electronic governance, case study of Andhra Pradesh Govt. web portal.

Suggested Books:

1. Dr. K.kiran kumar : Fundaments of Computer.
2. Prof .J.l.neogy : Rapidex Computer Course.
3. A.V. Reddy : Computer Fundamentals.
4. Jayant neogy :Internet and e-mail

References

5. V. K. K.Jain : Computer for Beginners
6. V. K. K.Jain : Basic Computer Programming

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- I
PAPER – V (a): RURAL DEVELOPMENT ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT – I CONCEPT OF RURAL DEVELOPMENT

1. Rural Development Concepts in India
2. Approaches to Rural Development – Gandhian, Marxian and Integrated approaches
3. Experience of Rural Development in Asian countries – China, South Korea, Thailand and Bangladesh.
4. Socio-economic and Political conditions in Rural India

UNIT – II RURAL DEVELOPMENT AND PLANNING IN INDIA

1. Rural Development Policies in India
2. Rural Development Programmes
3. Planning Commission and Rural Development
4. Decentralized Planning – District and Block level Planning
5. Programme Planning, Monitoring and Evaluation

UNIT – III RURAL DEVELOPMENT ADMINISTRATION

1. Rural Development Administration at Central, State & Local Levels
2. Rural Development and Bureaucracy.
3. Problems in Rural Development Administration.
4. Administrative Reforms in Rural Development Administration

UNIT – IV RURAL DEVELOPMENT ORGANISATIONS

1. Panchayati Raj Institutions.
2. Cooperatives and Banks
3. District Rural Development Authorities.
4. SHGs and Voluntary Organizations.

Suggested Books:

- 1 Rakesh Hooja : Administrative Interventions in Rural Development
- 2 L.C. Jain, B. V. Krishna Murthy and M. Tripathi : Grass with Rural Development under Government auspices.
- 3 S.C. Jain : Rural Development Institutions and Strategies.
- 4 K.N. Kabra : Planning process I District.

References

- 5 B.S. Khanna : Rural Development in South Asia.
- 6 Ashok Kumar : Rural Development in India-Dimensions

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- I
PAPER – V(b) : URBAN DEVELOPMENT ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT - I URBANISATION

1. Concept of Urbanization
2. Urban Trends in Third World Countries
3. Problems of Urbanization in India

UNIT - II.URBAN DEVELOPMENT IN INDIA

1. Growth of Cities – Causes and Consequences
2. Organization, Powers and Functions of Urban Local Bodies
3. Slums – Causes and Effects
4. Urban Development Strategies

UNIT - III URBAN LOCAL GOVERNMENT & ITS SERVICES

1. Personnel and finances of Urban Local Bodies
2. Committees in Urban Local Bodies
3. Water Supply, Health and Sanitation
4. Housing and Transport

UNIT - IV THE METROPOLIS AND URBAN DEVELOPMENT AUTHORITIES

1. The Concepts of Metropolis
2. Metropolitan and Urban Development Authorities in India
3. Delhi Development Authority
4. Urban Development Authorities in India with special reference to Andhra Pradesh

Suggested 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 Bhattacha : Managers of Urban Government in India

References

5. Abhijit Datta : Municipal and Urban India
6. Hoshiar Singh : Urban Local Govt. and Administration in India

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- II
PAPER – I: BEHAVIOURAL THEORIES OF ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT-I

1. Impact of Behaviouralism on Administrative Theories
2. Herbert A. Simon – Decision Making Theory
3. Karl Deutsch – Communication Theory
4. Abraham Maslow - Hierarchy of Needs

UNIT-II

1. Fredrick Herzberg – Two-Factors Theory
2. Douglas McGregor – X Theory and Y Theory
3. Chris Argyris – Immaturity and Maturity Theory
4. Rensis Likert – Management System Theory

UNIT-III

1. Warren Bennis – Leadership Theory
2. Victor Vroom – Theory of Motivation
3. Mc Clelland – Trichotomy of Needs Theory
4. Peter Ducker – Theory of Management

UNIT-IV

1. New Public Administration
2. New Public Management
3. Public Choice Approach
4. Public Administration - Challenges of LPG

Suggested Books

1. D. Ravindra Prasad V.S. Prasad
And P. Satyanarayan : Administrative Thinkers
2. F.W. Riggs : The Ecology of Public Administration
3. Peter Self : Administrative Theories and Politics
4. Dwight Waldo : The Administrative State

References

- 5 James Mooney : The Principles of Organization
- 6 L.D. White : An Introduction to Public Administration

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- II
PAPER – II: INDIAN ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT – I : HISTORICAL BACKGROUND OF ADMINISTRATION IN INDIA

1. Ancient Period (Indus Valley Civilization to Gupta Period)
2. Medieval Period (Rajputs, Sultanas and Mogul Periods)
3. Modern Period – Legacy of British Rule in Indian Administration
4. Salient Features of Indian Constitution

UNIT – II: UNION GOVERNMENT AND ADMINISTRATION

1. President of India
2. Union Council of Ministers
3. Prime Minister
4. PMO Office

UNIT – III: CENTRAL ADMINISTRATIVE SYSTEMS

1. Ministries and Departments
2. Central Secretariat
3. Cabinet Secretariat
4. Chief Secretary

UNIT – IV: JUDICIAL ADMINISTRATION IN INDIA

1. Judicial Administration – Supreme Court, High Court & District Courts
2. Attorney General
3. Lok Adalats & Nyaya Panchayats
4. Significant Issues in Indian Administration : Centre-State Relations, Corruption, Role of Civil Society, Citizen Administration Interface, Administrative Reforms, Redressal of Citizen Grievances, National Human Rights Commission

Suggested Books:

1. A. Arasthi : Central Administration
2. Ramesh K. Arora : Administrative Change in India
3. A. Chandra : Indian Administration
4. B.B. Misra : The Administrative History of India (1934-1947)

References

5. B.B. Misra : Bureaucracy in India (1851-1947)

6. Shriram Maheswari : Evolution of Indian Administration

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- II
PAPER – III: COMPARATIVE LOCAL GOVERNMENT
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT – I: Introduction

1. Meaning, Nature and Scope, Significance of Local Government
2. Local Government in the context of Globalization
3. Major issues and Challenges of Local Government
4. New Localism & Development Dynamics

UNIT-II: Local Government in India

1. History of Local Government in India
2. Salient Features of Local Government in India
3. 73rd and 74th Constitutional Amendment Acts
4. Organisation Structure of Local Government – Urban & Rural
5. State–Local Relations and Finances of Local Bodies

UNIT-III: Local Government in U.K

1. History of UK Local Government
2. Units of Local Government
3. London Government
4. Committee System, Chief Executive and Administrative Staff
5. Local Government Finances
6. Centre – Local Relations

UNIT-IV: Local Government in U.S.A.

1. History of American Local Government
2. Units and Forms of City Government
3. Functions and Finances of Local Government
4. State-Local Relations
5. Comparative Evaluation of Administration, Finances and Committee systems in India, UK and USA

Suggested Books

1. S. R. Maheshwari : Local Government in India
2. M. A. Muttalib : Theory of Local Governance
3. M. Venkatarangayya & G. Ram Reddy : Panchayati Raj in Andhra Pradesh
4. D. Wilson and C. Game : Local Government in the United Kingdom

References

5. W.V. Holloway : State and Local Government in the United States
6. Alan Norton : International Handbook of Local and Regional Government: A Comparative analysis

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- II
PAPER – IV: SOCIAL WELFARE ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT - I. Background Information

1. Concept of Welfare and Social Welfare Administration – its Scope & Nature
2. Constitutional Provisions : Preamble and Directive Principles of State Policy
3. Principles of Social Welfare Administration
4. New Policy on Social Welfare

UNIT - II. Social Welfare Policy and Policy Making

1. Social Issues - Policy of Union and State Level Governments
2. Economics Issues – Land Reforms and Distribution Policy of Union and State Governments
3. Cultural – educational Issues – Policies of Union and State Governments
4. United Nations and its subsidiary agencies, other International Agencies and Welfare Policies
5. Policy Formulation – The role of Local Governments

UNIT - III. Welfare Schemes and Programmes relating to

1. Children
2. Women & their empowerment
3. Old Age
4. Minorities
5. Backward Communities – SCs, STs and BCs and SC,ST subplan
6. Differently Abled People

UNIT - IV. Structure of Administration – Performance & Prospects

1. Central and State Agencies relating to Children, Women and Old Age; Minorities and Backward Communities, Ministry of Social Justice & Empowerment
2. Role of Non Governmental Organizations and Voluntary Organizations in social welfare; Co-ordination and linkage among the relevant agencies
3. Training to Welfare Personnel
4. Central Social Welfare Board & State Social Welfare Boards
5. Problems in Implementation of programmes – Political and Social
6. Policies and schemes on Caste Based Discrimination; Gender Discrimination; Population Explosion; Poverty; Slums; Drug Abuse; etc.
7. Corporate Social Responsibility

Suggested Books:

1. T.S.Simey : Principles of Social Administration
2. Walter A.Friedlander : Introduction to Social Welfare
3. Garider and Judd :Development of Social Administration
4. Blunt :Social services in India

References

5. Chowdhury Paul : Social Welfare Administration
6. S.N.Dubey :Administration of S.W. Programmes in India

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- II
Paper V (A) (Optional): HUMAN RESOURCE MANAGEMENT
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT – I:

- i. Meaning, Nature, Scope and Significance of Human Resource Management
- ii. Evolution and Development of HRM
- iii. Objectives and Functions of Human Resource Management (HRM)
- iv. HRM Planning and Strategies

UNIT – II:

1. Career Development and Counseling
2. Job Analysis and Job Design
3. Recruitment, Selection and Training
4. Remuneration and Salary System

UNIT – III:

1. Promotion and Employee Benefits
2. Rewards and Incentive Management
3. Performance Appraisal
4. Employees Capacity Building Strategies

UNIT – IV:

1. Changing Environment and Challenges to HRM
2. Assessing Human Resource Management Effectiveness
3. Total Quality Management
4. Stress Management

Suggested Books

1. P. Subba Rao : Essentials of Human Resource Management
2. V.V. Ramani : Emerging Trends in HRM: Sectoral Experiences
3. Michael Armstrong : Handbook of Strategic HRM

References

4. R. Wayne Mondy : Human Resource Management
5. Julie Beardwell : Human Resource Management: A Contemporary Approach

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (previous)
SEMESTER- II
PAPER – V (b) (Optional): OFFICE ORGANISATION AND MANAGEMENT
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT- I Introduction

1. Meaning, Nature, Scope and Importance of Office Organization
2. Principles of Office Organization
3. Definition, Scope and Significance of Office Management
4. Principles off Office Management

UNIT - II Office of Organisation

1. Office Environment
2. Office accommodation – Physical layout of Office, use of Office space – Shifting of Office
3. Office furniture, machinery, equipment and Office Automation
4. Basic functions of Modern Office: Planning, the work of correspondence routing scheduling and controlling incoming and outgoing mails – collecting and recording information – Report writing.

UNIT - III Office Management

1. Functions of Office Management
2. Filing System
3. Records Management
4. Management of Office Stationery and Supplies – purchases, recording, storage and issue of supplies.

UNIT - IV Management

1. Office Personnel Management: Recruitment, Placement, Transfer, Training, Promotion, Pay, Leaves conduct and discipline and retirement.
2. Accounts Management: Budgeting, Bills, Purchases, Contracts, Relations with Treasury
3. Significant Issues in HRM – Morale and Motivation, Staff Welfare, Redressal of Staff Grievances

Suggested Books

1. S.K. Sahni and G.S.P. Sundaresh : Office Organisation and Management
2. R.K. Chopra : Office Organisation and Management
3. C.L. Littlefield Rachel Frank : Office Administration and Management
4. S.P. Arora : Office Organisation and Management

References

5. Gernard Tavernier : Basic Office Systems and Records
6. Glen L. Gardiner : Practical Office Supervisor

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER- III
PAPER – I MODERN POLITICAL ANALYSIS
(Common for both political science and public administration)
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

Unit I:

Meaning, Nature, Scope and Significance of Political Analysis
 Earlier Approaches and Modern Approaches
 Normative and Empiricism, Fact-value Dichotomy
 Elements of Scientific Method

Unit II:

Political Systems: Types –Similarities and Differences
 Classification of Political Systems – Aristotle, Weber and Robert Dahl

Unit III:

Behaviouralism: Growth of Behavioral Movement
 Meaning, Characteristics and limitations of Behaviouralism

Unit IV:

Power: Meaning, Significance of the Study of Power
 Difference between power and Authority and Influence
 Structural Functional Approaches & Decision Making Theory
 Theory of Political Development - Lucian Pye

Suggested Books

1. J.Charlesworth : Contemporary Political Analysis
2. R.A.Dhal : Modern Political Analysis
3. S.P.Varma : Modern Political Theory
4. S.M.Lipset (ed.) : Politics and Social Sciences

References

5. Van Dyko : Political Science – A Philosophical Analysis
6. M.D.Irish (ed.) : Political Science – Advance of the Discipline

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER- III
PAPER – II STATE ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT –I: Historical Evolution of State Administration in India

1. Prior to Independence
2. After Independence
3. Reorganization of the states with special reference to AP & Telangana

UNIT – II: Constitutional Framework of State Administration

1. Governor
2. Chief Minister
3. Council of Ministers

UNIT – III: Administrative Structure at State Level

1. Ministries Departments and Directorates
2. State Secretariat
3. Chief Secretary
4. Relation between Directorates and Secretariat

UNIT – IV: District Administration

1. District Administration and Democratic Decentralization
2. Pachayat Raj and Urban Local Bodies – Concepts of Smart Village and Smart City
3. Regulatory and Development Administration in the District
4. District Collector & Changing Role of District Collector
5. State-Local Relations

Suggested Books

1. A. Avasthi : Central Administration
2. Sriram Maheswari : Indian Administration
3. A. Chandra : Indian Administration
4. P.B. Bansal : Administrative Development in India

References

5. R.B. Jain : Contemporary issues in Indian Administration
6. S.S. Khora : District Administration in India

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER- III
PAPER – III DEVELOPMENT ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT-I: Introduction

1. The concept of Administration and Development.
2. The Comparative elements in early administrative theory
3. Emergence of the comparative Public Administration Movement
4. Development Administration and its changing profile

UNIT-II: The concept of Development Administration

1. Definition, Scope and importance of Development Administration
2. Antidevelopment Thesis
3. Modernization
4. Bureaucracy and Political Development

UNIT-III: Approaches to the Study of Development Administration

1. Structural – Functional approach
2. Systems approach
3. Bureaucratic approach
4. F.W. Riggs approaches to Development Administration

UNIT-IV: Functions and Problems of Development Administration

1. Personality and Development Administration
2. Impact of liberalization on Administration in developing countries
3. Challenges to Development Administration
4. Strong State V/s the Market Debate
5. Women and Development – SHG Movement

Suggested Books

1. Ramesh K. Arora : Comparative Public Administration
2. C.N.Bhalerao : Politics, Administration & Developing Countries
3. Mohit Bhattacharya : Development Administration
4. Milton, P.e., Esman : Institution Building

References

5. George F.Grant : Development Administration – Concepts, Goals and Methods
6. F.W.Riggs : Administration in Developing Countries

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER- III
PAPER – IV E-GOVERNANCE
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT - I: INTRODUCTION

1. E-Governance – Concept, definition and significance
2. Information and Communication Technology – Concept & Components
3. Role of ICT in Administration
4. Implementing E-Governance

UNIT- II: TECHNIQUES OF E - GOVERNANCE

1. GIS based Management
2. Citizen Database and Human Development
3. E-Governance Policy
4. Video Conferencing

UNIT - III: E - GOVERNANCE IN INDIA

1. E-Governance Projects in States: Andhra Pradesh and Karnataka
2. E-Governance in India
3. A prerequisite of good Governance
4. E-Governance in Democratic set-up

UNIT - IV: THE CHALLENGES OF E - GOVERNANCE

1. E-Governance Infrastructure
2. Security concerns
3. ICT Implementation in Governance- Issues and Challenges
4. Role of ICT in Rural Development in AP – PR and Self Governance
5. Mee Seva – ICT Project in Self Help in Andhra Pradesh
6. Delivery of Citizen Services through ICT in Andhra Pradesh

Suggested Books and Articles:

1. M.G. Gupta and R.K. Tiwari (eds.), Reinventing the Government, IIPA, 1998
2. Richard Hecks , Implementing and Managing E-Governance, Vistar Publications
3. Jan Erik Lane, New Public Management, Rout ledges, 2000
4. Work Bank Report, Good Governance: The Business of Government, 1997

References

5. IJPA Special No. on “Indian Theory and Public Administration”, July-September, 2000
6. IJPA Special No. on “Towards Good Governance”, July-September, 2000

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER- III
Paper V (A) Optional: ORGANIZATION BEHAVIOUR
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

Unit – I

1. Point of Departure
2. Definition of System, and Characteristics of Open System
3. The Nature of Social Systems
4. Major Social System Components (Roles, Norms and Values)

Unit – II

1. The Organization in Relation to its Environment
2. A Typology of Organizations.
3. Genotypic functions and Second Order Characteristics
4. Relationship between Genotypic and Second Order Characteristics

Unit – III

1. The Taking of Organizational Roles.
2. Power and Authority
3. Meaning & Definitions of Communication
4. Characteristics of Communication Circuits
5. Information Overload and Types of Communication

Unit – IV

1. Simon’s Rationality in Decision-making
2. The Psychological Basis of Organizational Effectiveness
3. Dynamics of Stress
4. Organizational Climate
5. Organizational Change and Development

Suggested Books:

- | | |
|----------------------------------|--|
| 1. Daniel Katz and Robert L.Khan | : The Social Psychology of Organisations |
| 2. Hersey and Blenchar | : Organizational Behaviour |
| 3. M. Gangadhar Rao | : Organizational Behaviour |

References

- | | |
|----------------|----------------------------|
| 4. L.M. Prasad | : Organizational Behaviour |
| 5. Aswatappa | : Organizational Behaviour |

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER- III
Paper V (b) Optional: MANAGEMENT OF PUBLIC ENTERPRISES
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

Unit – I: INTRODUCTION

1. Nature, Scope and Importance of Public Enterprise in India
2. Origin and Growth of Public Enterprise in India
3. Industrial Policy Resolutions – Government’s Policy

Unit – II: ORGANISATION AND PLANNING

1. Forms of Organization – Department, Company and Corporation their Features : Advantages and Disadvantages
2. Composition, Powers, Functions of Board of Directors
3. Planning in Public Enterprises

Unit – III: MANAGEMENT

1. Personal Management: Recruitment Policy-Selection procedure, Training, Promotion and Motivation, Employees and Employees relationship
2. Financial Management: Pricing Policy in Public Enterprise – ARC Recommendations
3. Material Management: Administrative Problem-ARC’s and Study Team’s Recommendations on Material Management

Unit – IV: GOVERNMENT CONTROL & ACCOUNTABILITY

1. History, Constitution, Powers, Privileges and Functions of the Parliamentary Committees on Public Enterprise
2. Audit Boards-Their constitution and functions
3. Accountability of Public Enterprises to Parliament
4. Autonomy and Accountability

Suggested Books

1. M.N. Mallayya :Public Enterprise in India
2. V.V. Ramanandham :The Structure of Public Enterprises in India
3. G. Ram Reddy :Government and Public Enterprise, Frank Cail,1983
4. Arvind K. Sharma :A Grammar of Public Enterprise

References

- 5 S.P.Denkar :Founders of Political Economy and Economic system
- 6.W.A. Robsson :Nationalized Industries and Public ownership

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A POLITICAL SCIENCE (Final)
SEMESTER- IV
Paper I: RESEARCH METHODOLOGY
(Common for Both Political Science and Public Administration)
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

Unit I: Meaning, Definition, Nature and Significance of Social Science Research- concepts,
Theory and hypothesis

Unit II: Research Design and Sample Design

Unit III: Data Collection: Preparation of Questionnaire – Schedules, Observation, Interviews
And Survey

Unit IV: Data Analysis and Interpretation and Report Writing

Books Recommended

1. Goode and Hatt, 'Methods in Social Research', Surjeet Publications, New Delhi
2. S.V. Evera. 'Guide to methods for student of Political Science', Cornell University Press, New York.
3. Alan C. Issak. 'Scope and Methods of Political Science', Thomson Wadsworth 1985, USA
4. T.Kuhn. 'The Structure of Scientific Revolutions', University of Chicago Press

References

5. D. Marah & G. Stoker. 'Theory and method in Political Science (political analysis)', Pal Grove Mc Milan
6. K. Popper. 'The Poverty of Historicism', Rout Ledge Publisher, London

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A POLITICAL SCIENCE (Final)
SEMESTER- IV
Paper II: PUBLIC POLICY ANALYSIS
(Common for Both Political Science and Public Administration)
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT – I :

1. Public Policy : Meaning, Nature, Scope and Importance
2. Models of Public Policy Making and their Critique
3. Theories of State and Policy Formulation
4. Y.Dror’s contribution to Policy Science

Unit – II:

1. Determinants of Public Policy – Economy, Political Culture, Leadership and Technology
2. Role of Public Opinion, Media, Political Parties and Professional Groups/Bodies in policy making
3. Process of Policy Formulation – Policy Making in India

UNIT – III:

1. : Choices, Alternatives Innovation
2. Policy Making Institutions : Legislature, Executive and Judiciary
3. Role of Bureaucracy / Civil Service in Policy Making Process
4. Approaches / Models : Decision-Making Theory, Rational-Comprehensive Theory, Incremental Theory

UNIT – IV :

1. Muddling Through Theory of Linblom
2. Elite Theory, Systems Theory, Group Theory
3. Policy Implementation and Evaluation – Techniques and Problems
4. Policies for Sustainable Development

Suggested Books

1. R.K.Sapru : Public Policy
2. J.E.Anderson : Public Policy Making
3. W.Dunn : Public Policy Analysis : An Introduction
4. Ira Sharakansky (ed) : Policy Analysis in Political Science

References

5. Joyce M.Mitchell and William Mitchell : Political Analysis and Public Policy: An Introduction to Political Science, Chapters I & XII
6. Charles Lindblom : The Policy Making Process

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A POLITICAL SCIENCE (Final)
SEMESTER- IV
Paper III: MANAGEMENT SCIENCE
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

I. Introduction

1. Meaning, nature, Scope and Importance Management
2. Principles of management
3. Evolution of Management Science
4. School of Management Theory

II. Functions of Management

1. Decision Making
2. Planning
3. Communication
4. Leadership
5. Control and Supervision
6. Coordination

III. Methods of management Improvement

1. Organization & Methods (O & M)
2. Work Study, Work Measurement and Work Simplification
3. Management by Objective (MBO) & Management by Exception (MBC)
4. Budgeting Systems : PB, PPBS, ZBB

IV. Management Systems and Techniques

1. Management Information System (MIS)
2. Network Analysis – CPM and PERT
3. Operations Research (OR)
4. Cost-Benefit Analysis
5. Application of Management Techniques in Government Organizations

Recommended Books:

1. C.P.Barthwal : Understanding Management
2. George Claude : History of Management Thought
3. Earnest Dale : Management : Theory and Practice
4. Peter F.Drucker : The Practice of Management

References

5. N.S.Gupta : Principles and Practice of Management
6. S.L.Goel : Modern Management Techniques

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A POLITICAL SCIENCE (Final)
SEMESTER- IV
Paper IV: PUBLIC PERSONNEL ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT – I: Some aspects of Public Personnel Administration

1. Significance of Human Resource Development
2. Nature, Scope and importance of Public Personnel Administration
3. Different types of Personnel systems - Bureaucratic, Democratic and Representative systems
4. Growth of Civil Services in India and its Constitutional Position
5. Merit System – Origin, Development and Significance
6. Role of Civil Services in Developing Society

UNIT - II: Civil Services – Some Issues

1. Generalist vs. specialist
2. Civil Service Neutrality, Anonymity, Impartiality or Commitment
3. Civil Servant Relations with Political Executive
4. Civil Services loyalty and security of service
5. Ethics, Professional Standards, Morals and Motivation
6. Corruption- causes and Remedies

UNIT -III: Staffing and Work Situation

1. Recruitment, Examination and Selection
2. Position and Rank Classification
3. Training, Capacity Building, Career Development
4. Pay Scales, Allowances and conditions of services
5. Promotion and Performance Evaluation- Confidential Reports, Performance Rating efficiency Bar
6. Superannuation and Retirement Benefits

UNIT – IV: Civil Service in India

1. Union Public Service Commission and State Public Service Commission – Appointment, Conditions of Service, Functions and Independence
2. Staff Selection Commission for Recruitment and its Independence
3. All India Services – Nature, Features, Recruitment, Training, Promotion and Career Development
4. Civil Service Activism in India
5. Civil Service Unionism. Right to strike and Right to Political Activity
6. Code of conduct, Administrative Ethics, Discipline and Dismissal
7. Participative Management

Suggested Books

1. O.Glean Stabl : Public Personnel Administration
2. V.A.Pai Panandikar : Personnel System for Development Administration
3. M.a.-Muttalib : Union Pubic Service Commission
4. V.Bhasker Rao : Employer-Employee Relations

References

5. C.P.Bhambhri : Bureaucracy and Politics in India
6. O.P.Dwivedi & R.B.Jain : India;s Administrative State

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A POLITICAL SCIENCE (Final)
SEMESTER- IV
Paper V (A) Optional: DISASTER MANAGEMENT
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

UNIT I Introduction

1. Meaning and Concept of Disaster Management (Disaster, Hazard, Vulnerability, Resilience, Risks)
2. Classification of Disasters
3. Major Disasters in India
4. Disaster Management – Recent Trends
5. Disaster Preparedness- Indian Context
6. Disaster Prevention

UNIT II Disaster Management in India

1. Disaster Management Act – 2005
2. Disaster Management Cycle
3. Administrative Set-up : Central, State and District Levels
4. Safe Constructive Practices : Before, During and After
5. Disaster Mitigation
6. Community Based Disaster Management

UNIT III Challenges of disaster Management

1. Climate Change
2. Remote Sensing System
3. Financial Arrangements
4. Financial Arrangements, Temporary Shelter, Warehousing and Stockpiling
5. Distribution of Relief Material
6. Emergency Operation Centers

UNIT IV Sharing Responsibilities and Globalization of Disaster Management

1. Voluntary Organizations
2. Survival Skills
3. Damage Assessment, Rehabilitation and Reconstruction
4. Disaster Management in Global Perspective
5. International Organizations for Disaster Management
6. Disaster Management Strategies

Suggested Books:

1. S.L.Goel : Management of natural Disasters
2. B.C.Jal : Natural hazards and Disasters
3. Vinod K.Sharma : National Disaster Management in India
4. George W.Baker & Dwight W.Chapman : Man and Society in Disaster

References

5. Paranjape, H.K : The Bhopal Gas Disaster
6. Parag Diwan : A Manual on Disaster management

ANNEXURE - II
ADIKAVI NANNAYYA UNIVERSITY
M.A POLITICAL SCIENCE (Final)
SEMESTER- IV
Paper V (B) Optional: ADMINISTRATIVE LAW
(W.e.f.2019-20 Admitted Batch)

Teaching hours per week	Credits	Internal marks	SEM End/ External Marks	Max. Marks
6	5	25	75	100

Unit I

1. Meaning and Concept of Administrative Law
2. Definition, Nature and scope of Administrative Law
3. Dario Administrative or French Administrative Law
4. Rule of Law
5. Doctrine of separation of powers.

Unit II

1. Delegated legislation and reasons for growth of delegates Legislation.
2. Permissible Delegated legislation
3. Legislative and Judicial Control over Delegated Legislation.

Unit III

1. Principles of Natural Justice
2. Administrative Tribunals, Reasons for the growth of Administrative Tribunals
3. General Structure and procedure of Administrative Tribunal
4. Judicial Control of Administrative Action and Remedies.

Unit IV

1. Ordinary remedies
2. Viability of the State
3. Public undertakings
4. Ombudsman.

Suggested Books

1. V.G. Ramachandran : Administrative law
2. M.P. Jain and S.N. Jain : Principles of Administrative law
3. S.P. Sathe : Administrative law in India
4. Griffith and Street : Principles of Administrative law

References

5. H.W.R. Wade : Administrative law
6. A.T. Markose : Judicial Control of Administrative Action-India

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - I
Paper - I INDIAN POLITICAL SYSTEM
(Common for both Political Science & Public Administration)
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Maximum Marks: 75

Note (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **fifteen** marks

1. (a) Explain the salient features of the Indian Constitution
(or)
(b) Write an essay on Indian Federation
2. (a) Explain the powers & functions of the President of India
(or)
(b) Write an essay on Centre State relations
3. (a) Write an essay on Indian Party System
(or)
(b) Critically examine the voting behavior of the Indian elections
4. (a) Write an essay on Morris Jone's three idioms
(or)
(b) Discuss the challenges of Indian Political System
5. Answer any **five** of the following
 - (a) Fundamental Duties
 - (b) Prime minister
 - (c) Constitutional Review Committee
 - (d) Pressure groups
 - (e) Lokpal
 - (f) Coalition Government
 - (g) Election Commission
 - (h) Nithi Ayog

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - I

Paper – Paper – II: CLASSICAL ADMINISTRATIVE THEORIES
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Discuss the scope and importance of Public Administration.
(or)
(b) Examine the principles of Organization as explained by Luther Gullick.
2. (a) Write an essay on Kautilya's *Arthashastra*.
(or)
(b) Explain the place of Woodrow Wilson in Administrative Theory.
3. (a) Write an essay on the Henry Fayal's Principles of Management.
(or)
(b) Discuss in detail the Gaetano Mosca's Theory of Elites.
4. (a) Analyze the place of Mary Parker Follett in Administrative Theory.
(or)
(b) Examine critically the Human Relations Theory.
5. Answer any **five** of the following
 - (a) Max Weber Bureaucratic Model
 - (b) Chester I. Bernard
 - (c) POSDCORB
 - (d) Evolution of Administrative Theory
 - (e) Karl Marx
 - (f) Hawthorn Experiments
 - (g) Mitchell's Views on Elites
 - (h) Politics and Administration Dichotomy

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - I
Paper – III: FINANCIAL ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Examine the meaning, significance and role of budget.
(or)
(b) Define the Tax Policy and explain the canons of Taxation.
2. (a) Explain the process of Budget Preparation and Approval.
(or)
(b) Write an essay on the Zero-Based Budget.
3. (a) Estimate the role of Comptroller and Auditor General of India.
(or)
(b) Analyze the need of separation of Accounts from Audit..
4. (a) Write an essay on the Parliamentary Financial Control in India.
(or)
(b) Discuss the Organization and Functions of Reserve Bank of India.
5. Answer any **five** of the following
 - (a) Principles of Budget
 - (b) Revenue and Capital Budgets
 - (c) Money Bill
 - (d) Performance Budget
 - (e) Union Finance Ministry
 - (f) Finance Commission
 - (g) Centre-State Financial Relations
 - (h) Public Accounts Committee

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - I

Paper – IV: PUBLIC ADMINISTRATION & COMPUTER APPLICATIONS
(W.e.f.2019-20 Admitted Batch)

Time: 1 Hour 30 Minutes

Max Marks: 50

- Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **10** marks

1. (a) Explain the main functional components of Computer. Discuss the each component in detail.
(or)
(b) Write an essay on Data Storage Systems.
2. (a) Explain the Meaning, Nature and Role of MIS.
(or)
(a) What is the role of Computer Technology in Development and Maintenance of MIS.
3. (a) Describe and list out the different types of Operating Systems.
(or)
(b) What are the features of Word Processing? Explain how to create a Document in MS-Word.
4. (a) Discuss the modern communication devices and their usage in Internet.
(or)
(b) Write an essay on Computer Applications in Public Administration with a reference to research and record keeping.
5. Answer any **five** of the following
 - (a) Generations of Computer
 - (b) Hardware and Software
 - (c) Components of MIS
 - (d) Spread Sheet
 - (e) MS-Power Point
 - (f) Multi-media devices
 - (g) Electronic Governance
 - (h) Functioning of Mee Seva

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - I

Paper – V (a) Optional: RURAL DEVELOPMENT ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Time: 3 Hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Explain in details about the Rural Development Concepts in India.
(or)
(b) Discuss the Socio-Economic and Political Conditions in Rural India.
2. (a) Write a note on Rural Development Policies in India.
(or)
(b) Analyze the decentralized planning in our country.
3. (a) Estimate the problems in Rural Development Administration.
(or)
(b) Write briefly about the Administrative Reforms in rural Development.
4. (a) Write an essay on functioning of Panchayat Raj Institutions in India.
(or)
(b) Elucidate the role of District Rural Development Authorities.
5. Answer any **five** of the following
 - (a) Gandhian Approach to Rural Development
 - (b) Rural Development in Bangladesh
 - (c) Programme and Planning.
 - (d) Rural Development Administration at State Level
 - (e) SHGs
 - (f) Voluntary Organizations
 - (g) Cooperative Banks
 - (h) Planning Commission & Niti Ayog.

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - I

Paper – V (b) Optional: URBAN DEVELOPMENT ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Time: 3 Hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Critically examine the concept of Urbanization.
(or)
(b) Estimate the trends in Urbanization in Third World Countries
2. (a) What are the causes for the growth of Cities in India?
(or)
(b) Explain briefly the causes for Slums Development in cities.
3. (a) Estimate the problems in Rural Development Administration.
(or)
(b) How urban bodies are responsible for supply of water in cities and towns.
4. (a) Write an essay on Delhi Development Authority.
(or)
(b) Write an Essay on Urban Development Authorities in Andhra Pradesh.
5. Answer any **five** of the following
 - (a) Problems of Urbanization
 - (b) Functions of Urban Local Bodies
 - (c) Finances of Urban Local Bodies
 - (d) Concept of Metropolis
 - (e) Sanitation in Cities
 - (f) Housing in Urban Areas
 - (g) Personnel System in Urban Local Bodies
 - (h) 74th Constitution Amendment Act.

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - II

Paper – I: BEHAVIOURAL THEORIES OF ADMINISTRATON
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Examine the impact of Behaviouralism on Administrative Theory.
(or)
(b) Estimate the Herbert A.Simon's contribution to Administrative Theory.
2. (a) Discuss the Freerick's Motivation Theory.
(or)
(b) Analyse the Douglas Mc Gregor's contribution to Motivation Theory.
3. (a) Discuss the Mc Clelland's Theory of Organizational Humanism.
(or)
(b) Analyze the importance of Warren Bennis Leadership Theory.
4. (a)What are the challenges to Public Administration in Globalization? Discuss.
(or)
(b) Examine the evolution of New Public Administration.
5. Answer any **five** of the following
 - (a) Communication Theory
 - (b) Maslow's Hierarchy of Needs
 - (c) Chris Argyris
 - (d) Management Systems Theory
 - (e) Victor Vroom
 - (f) Peter Ducker
 - (g) New Public Management
 - (h) Public Choice Approach

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - II
Paper – II: INDIAN ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Explain the salient features of the ancient and medieval periods of Indian administration.
(or)
(b) Write a note on salient features of Indian Constitution.
2. (a) Critically evaluate the emergency power of President of India.
(or)
(b) Estimate the role of Council of Ministers in policy making.
3. (a) Point out the powers and functions of Cabinet Secretariat.
(or)
(b) Estimate the role of Chief Secretary of the Government.
4. (a) Write an essay on the role of Supreme Court in the Indian Administration.
(or)
(b) Describe the position, powers and functions of Attorney General.
5. Answer any **five** of the following
 - (a) British Legacy in Indian Administration
 - (b) PMO
 - (c) Central Secretariat
 - (d) High Court
 - (e) Lok Adalat
 - (f) Centre-State Relations
 - (g) Role of Civil Society
 - (h) National Human Rights Commission

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - II
Paper – III: COMPARATIVE LOCAL GOVERNMENT
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Estimate the challenges of Local Governments in the present context.
(or)
(b) Analyze briefly the concept of New Localism and development dynamics.
2. (a) Explain the salient features of Local Government in India.
(or)
(b) State the different stages in the evolution of Rural Local Government in India.
3. (a) Write an essay on the structure of Greater London Local Government.
(or)
(b) Describe the Local Government Finances in UK.
4. (a) Explain the functions of Local Governments in America.
(or)
(b) Write a critical note on the functioning of City Councils in USA.
5. Answer any **five** of the following
 - (a) Local Government in Globalization
 - (b) Structure of Urban Local Govt. in India.
 - (c) Committee System in UK
 - (d) State-Local Relations in USA
 - (e) Finances of Local Govt. in USA
 - (f) 73rd Constitutional Amendment Act
 - (g) Units of Local Govt. in UK
 - (h) Committee System in USA and India

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - II
Paper – IV: SOCIAL WELFARE ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Examine the Constitutional Provisions for the Welfare Administration in India
(or)
(b) What is Social Welfare Administration? What are its principles?
2. (a) Write an essay on Land Reforms and distribution policy of government.
(or)
(b) Discuss the role of Local Governments in the formulations of welfare policies.
3. (a) Examine the welfare schemes and policies related to empowerment of women.
(or)
(b) What the schemes initiated by the Government for the welfare of SC and STs?
4. (a) Explain the methods of training given to the welfare personnel.
(or)
(b) Write an essay the organization, powers and functions of Central Social Welfare Board.
5. Answer any **five** of the following
 - (a) Directive Principles of State Policy.
 - (b) New Policy on Social Welfare
 - (c) UNO Subsidiary Agencies
 - (d) Educational Policy
 - (e) Welfare of Disabled
 - (f) NGOs
 - (g) Corporate Social Responsibility
 - (h) Minorities Welfare

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - II
Paper – V (A) Optional: HUMAN RESOURCE MANAGEMENT
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) What is HRM? Explain its nature and scope.
(or)
(b) Analyze the objectives and functions of HRM in changing scenario.
2. (a) Write an essay on the relation between the Job Analysis and Job Design.
(or)
(b) Explain briefly the process of Recruitment and Training.
3. (a) Assess the role and significance of Rewards System in an organization.
(or)
(b) What is Performance Appraisal? How do you evaluate the performance of employees in an organization.
4. (a) Explain the challenges of HRM in changing environment.
(or)
(b) Estimate the need of Stress Management in HRM.
5. Answer any **five** of the following
 - (a) Planning in HRM.
 - (b) Career Development
 - (c) Salary System
 - (d) Capacity Building
 - (e) Incentive Management
 - (f) Strategies in HRM
 - (g) HRM Effectiveness
 - (h) Quality Management

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Previous)
SEMESTER - II

Paper – V (b) Optional: OFFICE ORGANIZATION AND MANAGEMENT
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) What is Office Management? Explain its scope and importance.
(or)
(b) Elucidate the principles of Office Organization.
2. (a) Write an essay on setting up of Office Accommodation.
(or)
(b) Enumerate the basic functions of Modern Office.
3. (a) Estimate the significance of Filing System and Record Management.
(or)
(b) Analyze the process of management of office stationery.
4. (a) Explain the recruitment and placement in Office Management.
(or)
(b) Write a note on the system of Redressal of Staff Grievances.
5. Answer any **five** of the following
 - (a) Significance of Office Organization
 - (b) Office Environment
 - (c) Office Automation
 - (d) Physical Layout of office
 - (e) Incoming and Outgoing Mails
 - (f) Promotion
 - (g) Staff Motivation
 - (h) Staff Welfare

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER - III
Paper – I: MODERN POLITICAL ANALYSIS
(Common for both political science and public administration)
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Explain the meaning, nature, scope and significance of Modern Political Analysis
(OR)
(b) Write an essay on fact-value dichotomy
2. (a) Explain Robert Dahl classification of Political System
(OR)
(b) Explain the classification of political systems of Aristotle
3. (a) Discuss the structure of behavioural movement
(OR)
(b) Write an essay on post behaviourism
4. (a) Explain the difference between power and Authority
(OR)
(b) Write an essay in structural- functional approach
5. Answer any **five** of the following:
 - (a) Empiricism
 - (b) Scientific Method
 - (c) Weber classification of political system
 - (d) Authority
 - (e) Theory of Political Development
 - (f) Lucian Pye
 - (g) Contribution of Almond to Political Theory
 - (h) Measurement of Power

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER - III
Paper – II: STATE ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Write an essay on the evolution of State Administration after the independence.
(or)
(b) Discuss the Reorganization of States Act with special reference to Andhra Pradesh.
2. (a) Analyze the role of Chief Minister in the State Administration.
(or)
(b) Examine the powers, functions and role of the Governor.
3. (a) Examine the relations between Secretariat and Directorates.
(or)
(b) Point out the powers and functions of the Chief Secretary.
4. (a) Write an essay on Smart Village and Smart City concepts.
(or)
(b) Elucidate the role of a District Collector in the present changing scenario.
5. Answer any **five** of the following
 - (a) State Administration in Ancient Period
 - (b) State Cabinet
 - (c) State Secretariat
 - (d) Democratic Decentralization
 - (e) District Regulatory Administration
 - (f) Urban Local Bodies
 - (g) Gram Sabha
 - (h) Zilla Parishad

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER - III
Paper – III: DEVELOPMENT ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Describe the comparative trends in early administrative theory.
(or)
(b) Compare and contrast Traditional Administration with that of Development Administration.
2. (a) Define the concept of Development Administration? Discuss its significance.
(or)
(b) Examine the powers, functions and role of the Governor.
3. (a) Examine the relations between Secretariat and Directorates.
(or)
(b) Point out the powers and functions of the Chief Secretary.
4. (a) Write an essay on Smart Village and Smart City concepts.
(or)
(b) Elucidate the role of a District Collector in the present changing scenario.
5. Answer any **five** of the following
 - (a) State Administration in Ancient Period
 - (b) State Cabinet
 - (c) State Secretariat
 - (d) Democratic Decentralization
 - (e) District Regulatory Administration
 - (f) Urban Local Bodies
 - (g) Gram Sabha
 - (h) Zilla Parishad

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER - III
Paper –IV: E-GOVERNANCE
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Discuss the implementation of E-governance.
(or)
(b) Estimate the role of ICT in Government Administration.
2. (a) Explain about the GIS based management system.
(or)
(b) What is meant by Video Conferencing? How Video Conference helps to implement Government Programmes effectively.
3. (a) What is Good Governance? What are the important prerequisites of Good Governance?
(or)
(b) Write a critical note on E-Governance Projects implemented by Govt. of Andhra Pradesh.
4. (a) Write an essay on the functioning of Mee Seva Project in AP.
(or)
(b) Estimate the role of ICT in rural development in India.
5. Answer any **five** of the following
 - (a) E-Government and E-Governance
 - (b) Components of ICT
 - (c) E-Governance Policy
 - (d) Citizen Database
 - (e) CARD
 - (f) Bhoomi Project
 - (g) E-Governance Infrastructure
 - (h) Citizen Service through ICT

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER - III
Paper – V (A): ORGANIZATION BEHAVIOUR
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Define “System” and discuss the characteristics of Open Systems.
(or)
(b) Write an essay on the major components of Social System.
2. (a) Estimate the relationship between the organization and its environment.
(or)
(b) Explain the relation between the Genotypic and Second Order characteristics.
3. (a) Bring out the relationship between Power and Authority.
(or)
(b) Define Communication and discuss the characteristics of Communication Circuits.
4. (a) What is Rationality? Write an essay on Simon’s Decision Making Theory.
(or)
(b) Critically evaluate the concept of Organizational Change and Development
5. Answer any **five** of the following
 - (a) Nature of Social System
 - (b) Open System and Closed System
 - (c) Organizational Typology
 - (d) Genotypic Functions
 - (e) Communication Overload
 - (f) Organizational Effectiveness
 - (g) Organizational Climate
 - (h) Stress Management

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
MODEL QUESTION PAPER
M.A PUBLIC ADMINISTRATION (Final)
SEMESTER - III
Paper – V (B): MANAGEMENT OF PUBLIC ENTERPRISES
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Elucidate the Nature, Scope and importance of Public Enterprises.
(or)
(b) Write an essay on the evolution and growth of Public Enterprises in India
2. (a) Explain briefly the composition, powers and functions of Board of Directors
(or)
(b) Evaluate the process of planning in Public Enterprises.
3. (a) Explain the Recruitment Policy and the selection procedure for recruitment of employees.
(or)
(b) Explain the recent recommendations of administrative reforms in Public Enterprises.
4. (a) Critically evaluate the powers and functions of Parliamentary Committees.
(or)
(b) Write an essay on the autonomy of Public Enterprises in India.
5. Answer any **five** of the following
 - (a) Industrial Policy Resolutions
 - (b) Origin of Public Enterprises
 - (c) Company and Corporation
 - (d) Motivation
 - (e) Employee - Employer Relations
 - (f) Material Management
 - (g) Constitution of Audit Boards
 - (h) Accountability

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
Model Question Paper
M.A. PUBLIC ADMINISTRATION (Final)
Semester--IV
Paper - I RESEARCH METHODOLOGY
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max. Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question no.5, answer any five from (a) to (h)
(3) Each question carries fifteen marks:

1.(a) Explain nature and scope of social science research
(OR)

(b) Define Hypothesis. Explain various types of hypothesis

2. (a) How do prepare a research design in social science research?
(OR)

(b) Describe various methods of data collection

3.(a)Distinguish between questionnaire and schedule

(OR)

(b) Explain various kinds of interviews for collecting research information

4. (a) What is meant by report writing? Explain advantages and disadvantages of report writing
(OR)

(b) Explain various steps in report writing

5. Answer any Five of the following

(a) Survey

(b) Observation Method

© Significance of social research

(d) Data Analysis

(e) Review of Literature

(f) Secondary data

(g) Preparation of good report

(h) Experimental Research

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
Model Question Paper
M.A. PUBLIC ADMINISTRATION (Final)
Semester--IV
Paper – II PUBLIC POLICY ANALYSIS
(Both Political Science and Public Administration)
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Explain the nature and scope of Public Policy.
(or)
(b) What is the contribution made by Y.Dror in Policy Science?
2. (a) Enumerate the determinants of Public Policy and explain them.
(or)
(b) Critically evaluate the policy making process in India
3. (a) Estimate the role of Civil Servants in Policy Making.
(or)
(b) Write an essay on the Rational Comprehensive Theory.
4. (a) Analyze the David Easton's Systems Theory.
(or)
(b) Explain the important techniques of policy implementation.
5. Answer any **five** of the following
 - (a) Elite Theory
 - (b) Role of Judiciary
 - (c) Models of Public Policy
 - (d) Public Opinion
 - (e) Interest Groups
 - (f) Policy Evaluation
 - (g) Group Theory
 - (h) Sustainable Development

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
Model Question Paper
M.A. PUBLIC ADMINISTRATION (Final)
Semester--IV
Paper – III MANAGEMENT SCIENCE
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Examine the role and importance of Management Science.
(or)
(b) Analyze the evolution of Management Science.
2. (a) Write an essay on Communication.
(or)
(b) Critically analyze the process of Planning.
3. (a) Discuss the process of Zero-based Budget.
(or)
(b) Explain the concept of management by Objectives. (MBO)
4. (a) Examine the application of Management Techniques in Government organizations.
(or)
(b) What is Cost-Benefit Analysis? Discuss in detail.
5. Answer any **five** of the following
 - (a) Principles of Management
 - (b) Human Relations Theory
 - (c) Leadership
 - (d) Control and Supervision
 - (e) Management by Exception
 - (f) PERT
 - (g) Network Analysis
 - (h) Operations Research

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
Model Question Paper
M.A. PUBLIC ADMINISTRATION (Final)
Semester--IV
Paper – IV: PUBLIC PERSONNEL ADMINISTRATION
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Examine the nature, scope and importance of Public Personnel Administration?
(or)
(b) Write an essay on the growth of Civil Services in India.
2. (a) Distinguish role of Generalist Vs Specialist in Administration.
(or)
(b) Analyze the Civil Servant relations with Political Executive.
3. (a) Write an essay on Training and Career Development.
(or)
(b) What is Rank Classification? Write a note on the process of Rank Classification.
4. (a) Examine the working of State Public Service Commission.
(or)
(b) Define Right to Strike and Right to Political Activity.
5. Answer any **five** of the following
 - (a) Various Personnel Systems
 - (b) Civil Service Neutrality
 - (c) Moral and Motivation
 - (d) Performance Evaluation
 - (e) UPSC
 - (f) Superannuation and Retirement Benefits
 - (g) Civil Service Activism
 - (h) Participative Management

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
Model Question Paper
M.A. PUBLIC ADMINISTRATION (Final)
Semester--IV
Paper – V (a) Optional: DISASTER MANAGEMENT
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Discuss the meaning, concept and importance of Disaster Management.
(or)
(b) Estimate the recent trends and developments in Disaster Management.
2. (a) Explain the various laws and policies of Disaster Management in India.
(or)
(b) Picturise the safe constructive practices of Disaster Management in India.
3. (a) Examine the reasons for lack of proper awareness among the people about the Disaster Management.
(or)
(b) Write an essay on the temporary shelter, warehousing and stockpiling.
4. (a) Describe the survival skills in disaster and hazards.
(or)
(b) Write an essay on the role of International Organizations for Disaster Management.
5. Answer any **five** of the following
 - (a) Types of Disasters
 - (b) Disaster Preparedness
 - (c) Moral and Motivation
 - (d) Disaster Mitigation
 - (e) Climate Change
 - (f) Remote Sensing System
 - (g) Disaster Management Strategies
 - (h) Distribution of Relief Materials

ANNEXURE - III
ADIKAVI NANNAYA UNIVERSITY
Model Question Paper
M.A. PUBLIC ADMINISTRATION (Final)
Semester--IV
Paper – V (b) Optional: ADMINISTRATIVE LAW
(W.e.f.2019-20 Admitted Batch)

Time: Three hours

Max Marks: 75

Note: (1) Answer either (a) or (b) from each of 1 to 4 questions
(2) In question No. 5, answer any **five** from (a) to (h).
(3) Each question carries **15** marks

1. (a) Discuss the meaning, concept and scope of Administrative Law.
(or)
(b) Write an essay on doctrine of separation of powers.
2. (a) Estimate the reasons for growth of importance of Delegated Legislation.
(or)
(b) Explain the legislative control over the delegated legislation.
3. (a) Discuss the role and importance of Administrative Tribunals.
(or)
(b) What is Natural Justice and explain the principles of Natural Justice.
4. (a) Examine the working of Ombudsman.
(or)
(b) Estimate the autonomy of Public Undertakings in India.
5. Answer any **five** of the following
 - (a) Rule of Law
 - (b) Permissible Delegated Legislation
 - (c) Judicial Review
 - (d) Structure of Administrative Tribunals
 - (e) Viability of the State
 - (f) Judicial control
 - (g) Remedies for Administrative Action
 - (h) Lok Pal

