

## **101: INDIAN POLITICAL THOUGHT**

Unit -I Classical Thought: Manu; Kautilya; Mahaveera; Buddha.

Unit -II: Raja Rammohan Roy; Dayanand Saraswathi; Vivekananda; Rabindranath Tagore.

Unit -III: National Thought: Naoroji; Gokhale; Ranade; Tilak; Aurobindo.

Unit-IV: Modern Indian Thought: Gandhi; Nehru; Ambedkar.

Unit-V: Modern Indian Thought: Netaji Bose; M.N.Roy; Azad; Narendra Dev; Lohia; Jayaprakash Narayan.

## **102: WESTERN POLITICAL THOUGHT**

Unit-I: Greek and Roman Thought: Greek Society and Political Structure; Plato's Theory of Justice; Plato's theory of Ideal State; Aristotle's Theory of State; Aristotle on Slavery, Revolutions, Citizenship and property; Roman Political Thought.

Unit-II: Medieval and Christian Thought: Features of Medieval Thought; St. Augustine; John of Salisbury; St. Thomas Aquinas; Marsiglio of Podua; William of Oekam.

Unit-III: European Political Thought: Renaissance and Reformation (Luther and Calvin); Machiavelli; Bodin; Grotius; Liberalism - Burke; Liberalism - J.S. Mill.

Unit-IV: European Political Thought II: Social Contract Theories; Hobbes; Locke; Rousseau.

Unit-V: European Political Thought: Utilitarianism - Bentham, J.S. Mill; Idealism-Hegel; Idealism - T.H. Green; Materialism - Karl Marx; Materialism - Lenin; Democratic Socialism a) Fabianism b) Syndicalism c) Guild Socialism.

## **103: RESEARCH METHODS**

Unit-I: Introduction: Nature and Scope of Behavioural Research; Objectives of Political and Administrative Research; Values and Limitations of Political and Administrative Research; Concept formulation and importance of Concepts in Political and Administrative Research; Sources and requirements of Hypothesis; Principles of Operationalism: Validity and Reliability.

Unit - II: Research Process: Formulation of Research Design; Types of Research: Experimental / Laboratory / Field based; Non-experimental Research - Field studies, Ex post fact research; Types of Research: Survey Research, Content Analysis, Case Studies, Ethnographic Studies; Variable: Quantitative & Qualitative variables, Independent Variables, Dependent Variables, Extraneous Variables.

Unit - III: Sampling and Methods of Data Collection; Sampling: Probability Method; Non-Probability Sampling methods; Methods of Data Collection: Observation, Interview, Questionnaire, Rating Scales.

Unit- IV: Methods of Data Analysis: The nature of statistics and its methods; Descriptive Analysis; Graphic Analysis; Test of Association and Significance; Measures of Central Tendency; Measures of Variability; Measures of Relative Standing; Probability and Normal Distribution; Correlational Techniques.

Unit - V: Interpretation and Report Writing: Problems of Interpretation; Report writing; Model: Research Study - I; Model: Research Study - II.

### **104: INDIAN POLITICAL SYSTEM**

Unit-I: Background: Political Traditions in India; Constituent Assembly: Making of the Indian Constitution; Philosophical foundations of the Indian Constitution; Significance of the Indian Model of Political System; Structure and Organisation of the Indian Constitution; Constitutional Amendments.

Unit- II: Individual & State and the Institutional Frame work; Fundamental Rights and Fundamental Duties; Directive Principles of State Policy; Judiciary & Judicial Review: Concept & Practice; President of India; Political Executive - Prime Minister & The Cabinet; Parliament; Civil Service.

Unit - III: Structure & Performance of Federal Policy: Federalism & Centre - State Relations; State Government: Governor and the Council of Ministers; Local Government in India; Organization & working of Federal institutions: Planning Commission, Finance Commission, NDC, Comptroller & Auditor General, Central Vigilance Commission.

Unit- IV: Party Politics & Political Movement in India - Nature of the party system in India: National Political Parties; Regional Political Parties & Coalition Politics; Elections, Political Participation & Voting Behavior; Major interest & Pressure groups; Caste in Indian Politics.

Unit - V: Current Issues of the Indian Political System: Communalism & Secularism in Indian Politics; Language & Regionalism in Indian Politics; National Integration & the problem of Nation Building; Gender issues; Human Rights; Violence & Corruption in Indian Politics; Globalization & its impact on Political system.

### **105: ADMINISTRATIVE THEORY**

Unit - I : Fundamental Aspects - Kautilya's Contribution; Politics - Administration Dichotomy - Wilson & Goodnow; Public Administration Vs Private Administration; Evolution of Administration Theory - I; (Upto new Public Administration); Evolution of Administration Theory - II; (After new Public Administration).

Unit - II: Classical Theory - Theory of Administration Management - Henry Fayol, Gullick and Urwick; Scientific Management - F.W.Taylor; Bureaucracy - Max Weber; Critics of Bureaucracy; Representative Bureaucracy - Donald Kingsley; Other Related Contributions - Hermen, Follet, etc.

Unit - III: Behavioral School: Emergence of Behaviouralism; Barnard's Contribution; Decision-Making Theory - Simon; Theory of Need Hierarchy - Maslow; Theory X and Theory Y- Mc Gregor; Two Factor theory- Herzberg; Argyris' Contribution; Management Systems - Likert.

Unit - IV: Development Administration - System Approach - F.W.Riggs; Contribution of Edward Wiedner; Comparative Public Administration - Ferrel Heady; Politics and development - Easman; Time Dimension of Development - Haanbeelee.

Unit - V: Emerging Trends - New public Administration; Policy Sciences Approach - Dror; Post- Modern Public Administration; Public Choice School - Vincent Ostram; Critical Theory; Discourse Theory - Fox & Miller; New Public management; Public Administration in the context of Globalization.

## **201: INDIAN ADMINISTRATION**

Unit- I: Context of Indian Administration: Historical context of administration; Socio - cultural context of administration; Political context of administration; Economic context of administration.

Unit -II: Organization of Government at Union level: President and Prime Minister; Cabinet Secretariat; Prime Minister's Office (PMO); Parliament Secretariat; Home Ministry; Ministry of HRD; Ministry of External Affairs.

Unit - III: Federal Structure: Planning Commission; National Development Council; Zonal Councils; National Integration Council; Center-State Administration Relations; Inter-state Council.

Unit - IV: State and District Administration: General Administrative Department; Chief Secretary; Secretariat Vs Directorates; Administrative Reforms and Innovations in Andhra Pradesh; District Collector; Urban local Government; Rural local Government.

Unit - V: Issues of Administration: Grievance and Redressal; Administration Reforms; Minister - Civil Servant Relations; Corruption and Integrity; Public Participation; Liberalization and Role of Public Administration.

## **202: PUBLIC PERSONNEL ADMINISTRATION**

Unit - I: Introduction: Nature, scope and importance of Public Personnel Administration; Different types of Personnel Systems - Bureaucratic; Democratic and Representative systems; Growth of Civil Services in India; Merit System - Origin, Development and significance; Equality of Opportunity Vs Reservation of Appointments of Posts; Role of Civil Services in Developing Society.

Unit - II: Civil Services: Generalist Vs Specialist; Civil Service Neutrality, Anonymity, Impartiality or Commitment; Civil Servants relations with Political Executive; Civil Service's

Royalty and Security of service; Ethics, professional Standards, Morale and Motivation; Integrity in Administration, Corruption – causes and remedies.

Unit -III: Staffing and Work Situation: Recruitment, Examination and Selection; Position and Rank Classification; Training, Career Development; Pay Scales, Allowance and Conditions of Service; Promotion and Performance Evaluation- Confidential Reports; Super annuation and retirement Benefits.

Unit -IV: Civil Services in India: Civil services in India – The Union Public Service Commission – its functions and powers; State Public Service Commission for Recruitment and its working; Staff Selection Commission for Recruitment and its independence; All India services: Creation, Nature and Distinct Features; All India services: Conditions of Services, Discipline and Morale; All India services: Recruitment, Training, Promotion and Career Development.

Unit -V: Employer Relations and Discipline: Civil Service Unionism, Right to Strike and Right to Political Activity; Whitely council in U.K Staff council and J.C.M in India; Compulsory Arbitration for central Government employees in India; Code of Conduct: Discipline – Dismissal and removal; Participative management.

### **203: PUBLIC POLICY ANALYSIS**

Unit -I: Public Policy – Study and Relevance: Meaning, Nature and Scope of Public Policy; Public Policy as Inter- disciplinary science; Relevance of Public Policy for the study of Political Science; Relevance of Public Policy for the study of public administration; Determinants of Public policy – Economy, Political Culture, Leadership; Concepts – Meta Policy, Mega Policy and Micro Policy; Process of Policy formulation of alternative choices.

Unit -II: Models / Approaches for the study of Public Policy: Decision Making Theory (Lasswell); Rational – Comprehensive Approach; Incremental Model; Elite Theory; Group Theory; Mudding – Through process ( Charles Lindblom); Systems Model.

Unit -III: Policy Formulation and Institutional Framework: Organisation theory for Policy Analysis; Role of Legislature in Policy Making; Role of Political executive in Policy Making; Role of Judiciary in Policy Making; Role of Civil Service / Bureaucracy in policy making; Political Parties; Pressure Groups; Media and Public Opinion.

Unit – IV: Evaluation and Implementation of Public Policy: Nature of Policy Evaluation; Cost-benefit Analysis; P.P.B.S; Programme Evaluation; Monitoring of Policy Implementation.

Unit- V: Review of the Policies: Reservation Policy; Fiscal Policy; Welfare Policies in India; Agriculture and Irrigation Policies; Land Reforms.

### **204: FINANCIAL ADMINISTRATION**

Unit – 1: Introduction: Nature and Scope of Financial Administration; Budget – Concepts, Principles and Role; Approaches to Budgeting – Classical, Keynesian Approaches for under

developed countries; Revenue Vs Capital Budget; Budgetary Policy; Canons of Taxation and Tax Policy.

Unit - II: Budgetary process and design: Budget classification by objectives. Budget classification Functional and organizational; Budget Preparation; Budget approval; Budget execution; Techniques of Budgeting; Performance of Budget- PPBS; Zero based Budget.

Unit - III: Accounting & Auditing: Nature, Purposes and objectives; Separation of Accounts from Audit; Meaning, nature and types of Audit; Audit department and its functions; Comptroller & Auditor General (C & AG).

Unit - IV: Union Financial Control: Structure, functions and role of Finance Ministry; Delegation of financial powers; Financial advisors; Parliamentary financial control; Public Accounts Committee; Estimates Committee.

Unit- V: Union - State Financial Relations: Federal Fiscal relations: Constitutional Position; Mechanisms for rectification of Fiscal imbalances; Finance Commission: Composition, Functions and Role; Grants- in-aid under articles 275 and 282: Nature and scope; Treasury system, Banking and Credit policy; Reserve Bank of India.

## **205: RURAL LOCAL GOVERNMENT**

Unit - I: Conceptual & Historical Perspective: Nature, Scope & importance of Local Governments; Rural Local Government in Ancient Medieval India; Rural Local Government during British Period; CDP and National Extension. Service; Democratic Decentralization- Balwantrai Mehta committee; Ashok Mehta, and other committees on Panchayat Raj; 73<sup>rd</sup> Constitutional Amendment Act.

Unit - II: Patterns and Units of Panchayat Raj: Patterns of Panchayat Raj; Village Level; Intermediate Level; District Level; Panchayat Raj in Tribal Areas; Panchayat Raj in Andhra Pradesh (1994 A.P. Panchayat Raj Act); Panchayat Raj in and Rural Development.

Unit - III: Personnel & Financial Administration in Panchayat Raj: Personnel system in Panchayat Raj; Financial Resources in Panchayat Raj Institutions; State Finance Commission; Studies on Personnel in Panchayat Raj Institutions; Studies on Panchayat Raj Finances in India.

Unit -IV : State - Panchayat Raj Relations: Autonomy for Panchayat Raj Institutions - Concept and need; Control over Panchayat Raj Institution - Legislative & Judicial; Control over Panchayat Raj Institution -Administration & Financial; District Collector & Panchayat Raj Institution; Challenging status of Panchayat Raj Institution.

Unit- V : Panchayat Raj Politics: Panchayat Raj Elections & State Election Commission; Panchayat Raj and Disadvantaged sections; Panchayat Raj Leadership; Political Parties & Panchayat raj; Women empowerment and Panchayat Raj Institution; Studies on Panchayat Raj Politics.